

MILWAUKEE CHRISTIAN CENTER PERSONNEL POLICIES

Revised and Effective

September 28, 2006

MILWAUKEE CHRISTIAN CENTER, INC. PERSONNEL POLICIES

I. WELCOME TO THE MILWAUKEE CHRISTIAN CENTER!

The Milwaukee Christian Center's mission is based on the belief that all people have inherent worth and deserve to be treated with compassion and respect. As a south side based agency, we live out this belief by offering hope and support to individuals and families, and by bringing people together in community where their lives are enriched, empowered, and strengthened. Our vision is to be a recognized leader building bridges for positive change, from home to community, neighborhood to city, and culture to culture. Organized to meet the needs of newly arrived immigrant children in 1921, MCC continues to reach out to close to 8,000 people a year who live primarily in the Clarke Square, Reiske Park and the Layton Boulevard neighborhoods of the South Side. Our services also extend throughout Milwaukee County as we specialize in senior programming for the Southeast Asian elderly; juvenile justice programs; graffiti removal and ramp building services for low income disabled county residents; and housing production throughout the city.

II. ABOUT THESE POLICIES

(a) These policies reflect MCC's concern for each employee. They have been prepared to provide you with information about MCC, its rules, and employment guidelines. **They are not intended to be construed as an employment contract or a guaranty of benefits.** These policies explain what is expected of you and what you can expect from MCC. MCC reserves the right to change or revoke these policies at its discretion at any time.

(b) These policies replace all previous, written and verbal policies and may be modified in the future at any time by the MCC Board of Directors, without prior notice. Regardless of any statement in these policies, you always have the right to terminate your employment, with or without cause or prior notice. MCC also retains the right to terminate your employment with or without cause or prior notice. **This is "at will" employment.** Unless a written contract specifically stating another employment status is signed by the executive director or Board President and the employee, all MCC employees shall remain "at will" employees at all times.

(c) We have tried to use simple and clear language throughout these policies. If you have questions or need clarification, please bring them to the attention of your supervisor or the executive director.

III. EMPLOYMENT PROCEDURES

1. Equal Employment Opportunity

It is the policy of MCC not to unlawfully discriminate against any employee, applicant for employment or client because of age, race, religion, color, sex, marital status, arrest or conviction record (unless substantially related to the job), national guard or military reserve status, developmental or other disability, sexual orientation, national origin, ancestry or any other category protected by law. This policy shall include, but not be limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff and termination, and all other terms of

employment. MCC shall take affirmative action to ensure that all employees, candidates for employment and clients are treated in accordance with this policy and MCC will not retaliate in response to any person reporting alleged discrimination or exercising any rights regarding alleged discrimination. MCC will comply with all federal, state, and local laws regarding discrimination in employment on the basis of age, race, religion, color, sex, marital status, arrest or conviction record (unless substantially related to the job), national guard or military reserve status, developmental or other disability, sexual orientation, national origin, ancestry or any other category protected by law. Any person who believes he or she has been discriminated against or who witnesses discrimination should report it as described below.

2. Harassment

(a) It is the policy of MCC that all MCC employees, applicants for employment, clients, volunteers, and visitors should enjoy an atmosphere free from sexual or other harassment. All employees must avoid any conduct, which may be viewed as harassment. Sexual harassment is defined by the EEOC Guidelines 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 explicit or implicit 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.”

(b) Other harassment involves non-sexual verbal or physical conduct, which has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment. MCC shall take affirmative action to ensure that all employees, candidates for employment, clients, and volunteers are treated in accordance with this policy.

3. Reporting Discrimination or Harassment Claims

All incidents of discrimination or harassment must be reported immediately to your choice of your supervisor, the executive director or a member of the Personnel Committee or executive committee of the Board of Directors. Complaints will be promptly handled and investigated thoroughly. All employees should be aware that the privacy of the reporting/charging party and the person accused of discrimination or harassment will be preserved to the extent possible. MCC will take appropriate corrective action, including disciplinary measures up to and including termination when justified, to remedy and stop all violations of these policies. MCC will not retaliate or permit others to retaliate in response to any person reporting alleged discrimination or harassment, or exercising any rights regarding alleged discrimination or harassment, or participating in a harassment investigation. If an employee is subject to retaliation, he or she must report the retaliation immediately to your choice of your supervisor, the executive director or a member of the Personnel Committee or executive committee of the Board of Directors.

4. Hiring of Relatives

Hiring close relatives (spouse, child, parent, sibling, grandparent, spouse's parent, grandparent, or sibling, child's spouse, or sibling's child or spouse) of current employees or board members is not encouraged but may be considered and a candidate may be hired within the discretion of the executive director; except in the case of a relative of the executive director or a Board member, in which case the Personnel Committee or executive committee shall review and must first approve of any such hire.

5. Categories of Employment

- a) Regular Full-Time: An individual employed to work a full basic work week of forty (40) hours without a specific limitation on the duration of employment.
- b) Regular Part-Time: An individual hired with the specific amount of time less than forty (40) hours per week, without limitation on the duration of employment.
- c) Temporary: An individual hired with the specific understanding that employment, whether full or part-time, is for no longer than a specific period of time, with no expectation of employment after that period.
- d) Non-Exempt: The term "non-exempt" is used to mean employees who are covered by the hours of work and overtime provisions of the Fair Labor Standards Act, regardless of title or function.
- e) Exempt: The term "exempt" is used to mean executive, administrative, professional or management employees who are not subject to the hours of work and overtime provisions of the Fair Labor Standards Act, regardless of title or function.

IV. EMPLOYMENT CONDITIONS AND TERMS

If an employee has not received the above information, he/she should ask questions of his/her supervisor or manager.

1. Regular Evaluations

(a) Evaluations for all employees generally will be performed annually at a time or times determined within the discretion of the executive director. All MCC employees need not be evaluated at the same time. The timing of evaluations need not coincide with the consideration of salary or wage increases, which will generally be determined yearly during preparation of MCC's annual budget. Evaluations will generally be prepared by supervisors for employees in their programs and by the executive director for all supervisors and all other employees. The Personnel Committee or executive committee shall prepare evaluations of the executive director, generally on an annual basis.

(b) Employee participation in evaluations is important to assess an employee's skills, duties and performance. Employees have the right to comment in writing on the evaluation, after a discussion with the supervisor performing the evaluation. Employee evaluations may be reviewed by the executive director and the Personnel Committee or executive committee of the Board of Directors.

2. Periodic Evaluations

A written performance evaluation other than the regular evaluation may be prepared, at the discretion of the employee's supervisor, from time to time for any MCC employee. Any periodic evaluation performed may be in the same format as the regular evaluation (or in any other format deemed appropriate under the circumstances) and any evaluated employee shall have the same right to provide a written response to the evaluation.

3. Use of Agency Property; Insurance

Employees or volunteers may not operate MCC vehicles and/or transport MCC clients, program participants or employees unless they have been certified by the executive director or designee and currently hold a valid driver's license. All MCC clients and program participants must be transported in MCC vehicles when available. Certified employees and volunteers may transport clients, program participants and fellow employees in personal vehicles for MCC business provided that: (a) no MCC vehicle is available; (b) the employee or volunteer has on file with MCC evidence of current insurance coverage with liability limits of no less than One Hundred Thousand Dollars (\$100,000.00) per person, Three Hundred Thousand Dollars (\$300,000.00) per occurrence; and (c) the employee or volunteer currently holds a valid driver's license. MCC vehicles may be used by authorized employees or volunteers for MCC business only. Employees or volunteers using personal vehicles for MCC business must have current liability insurance in place covering their personal vehicle.

MCC property, e.g., computers, cell phones, petty cash, credit cards, may not be used for personal use unless authorized by the executive director with a written, signed agreement on file.

Unauthorized use of MCC property may result in disciplinary action up to and including termination, and the employee will be required to reimburse MCC for any expenses incurred.

MCC employees are not permitted to occupy MCC properties outside of normal business working hours unless authorized by the executive director.

Personal cell phone use is only permitted during scheduled breaks and lunch periods. Abuse of this policy may result in disciplinary action.

4. Technology Policies

The purpose of these policies is to outline the responsibilities of MCC, and its personnel, regarding the organization's Information Technology resources. In addition to these policies, federal and state laws or regulations may be in force and may take precedence over them.

Definitions

Personnel: Refers to all of MCC's employees, volunteers, and board members.

Information Technology (It) Resources: Refers to all the hardware, software, networks, and data of this nonprofit organization.

Assertions: MCC owns all of the data that resides in, is sent from, or is received by its resources.

Acceptable Use: It is only acceptable to use MCC's IT resources for purposes that are approved by the management and are directly related to the mission and business of the organization.

Unacceptable Use: The following are selected examples of unacceptable uses of MCC's IT resources.

MCC's IT resources must not be used for personal or recreational use; electioneering; any purpose that would threaten MCC's tax-exempt status; solicitation, other than approved requests for membership, fundraising or other resources on behalf of the organization; to perpetrate any form of harassment; viewing or transmitting unacceptable material, including material of a pornographic, violent or hateful nature; any illegal purposes, including gambling; intentionally disrupting or "hacking" the IT systems of this or any other organization or individual; any form of advocacy that is not within the organization's mission; or to perform work for other employers.

Responsibilities

MCC's IT resources will be used by all personnel in a responsible manner that reflects these and MCC's other organizational policies.

All MCC personnel will ensure that the organization's data, including medical, client, financial and personnel records, is kept confidential according to the procedures defined in the organization's policy manual.

All MCC personnel will ensure that the headers of email messages that are sent to groups of clients or members do not reveal the private email addresses of the individual recipients.

All MCC personnel will use only software and hardware that is provided and/or approved by the organization.

All MCC personnel will adhere to all software license provisions.

All MCC personnel will never transfer the organization's data to a computer that is not owned by the organization unless authorized to do so by the executive director.

All MCC personnel will adhere to copyright restrictions on all materials obtained from outside of MCC.

All MCC personnel will safeguard the organization's intellectual property including, but not limited to, publications and web sites.

All MCC personnel will procure software and hardware according to MCC's purchasing policy.

It is the responsibility of all MCC personnel to use only their own identity and id and password while using the organization's IT resources.

All MCC personnel will conduct their electronic communications in a professional manner.

MCC will not accept donated computers that fall below criteria defined by management staff.

No Expectation Of Privacy

Employees have no expectation of privacy in any of MCC's IT resources. MCC may intercept, monitor, copy, review and download any communication of files you create or maintain on these systems, including those that you believe are of a personal nature. MCC may also monitor internet and other computer use.

Integrity

All of MCC's data will be backed up weekly.

MCC's policies follow its data regardless on which computer system the data actually reside.

Virus protection will be employed on MCC's IT resources at all times and updated at least monthly.

Procedures by which information integrity is maintained are to be documented in MCC's policy.

Security

No IT services shall be provided to external organizations or individuals without the express permission of MCC. This includes file-sharing, Web services, and Internet access.

All passwords granting any access to MCC's IT resources will be changed regularly.

5. Work Schedules and Attendance

(a) A regular full-time, non-exempt employee's work week consists of a minimum of forty (40) hours. Unless other requirements of state or federal law applies, non-exempt employees who work at least six (6) continuous hours are entitled to an unpaid lunch break of not less than thirty (30) minutes and not more than sixty (60) minutes and not more than two (2) paid fifteen (15) minute breaks during each work day. Determined in consultation with your supervisor, work schedules, the length of unpaid lunch breaks, and the scheduling of lunch or other breaks may vary from day to day, program to program or employee to employee.

(b) A non-exempt employee who is requested by the supervisor and/or executive director or designee to work over forty (40) hours per week will receive overtime pay computed at one and one-half (1½) times the regular rate of pay.

(c) The annual salary of exempt employees is compensation for the total duties and responsibilities of their positions, and is not primarily based on specific hours worked. For this reason, exempt employees do not receive specific compensation (in pay or compensatory time) for any work in excess of the normal work week. If an exempt employee is required to work hours significantly in excess of the normal work week or paid holidays due to a peak work load or due to a specific assignment, time off in consideration of such work may be arranged with the employee's supervisor and the executive director.

(d) Employees are expected to schedule their work hours in consultation with their direct supervisor, to include any necessary evening meeting or other activities outside normal business hours. Non-exempt employees who are required to attend meetings or activities on MCC's behalf outside of normal business hours will be paid for their time in attendance at all such meetings or activities. No compensation shall be paid for time spent voluntarily at events or activities where attendance is optional.

(e) Employees must notify their supervisor of any tardiness or absence within thirty (30) minutes after the scheduled starting time. Repeated tardiness or absenteeism are factors considered in annual evaluations and/or may require periodic evaluation. However, excessive tardiness or absenteeism may lead to termination.

6. Confidentiality Policy

Employees are advised that organizational records, files and information contained in MCC's management information system are privileged. Employees may not access, discuss or share information deemed confidential unless employees' official duties require them to gain access to or disclose information. Employees may not reproduce or remove from MCC any agency files, records, or other documents, written or electronic, unless they have supervisory authorization and a business reason to do so. Failure to comply with this policy may result in disciplinary action including immediate discharge.

7. Whistleblower Policy

Milwaukee Christian Center requires directors, officers, and employees to observe high standards of business and personal ethic in the conduct of their duties and responsibilities. As employees and representatives of MCC, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

It is the responsibility of all directors, officers, and employees to comply with this policy and to report violations or suspected violations in accordance with this Whistleblower Policy.

No director, officer, or employee who in good faith reports a violation of this policy shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within MCC prior to seeking resolution outside MCC.

This policy addresses MCC's open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are

not satisfied with your supervisor's response, you are encouraged to speak with the executive director or anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected violations of this policy to the executive committee, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following MCC's open door policy, individuals should contact the executive committee directly.

MCC's executive committee is responsible for investigating and resolving all reported complaints and allegations concerning violations of this policy and, at its discretion, shall advise the executive director and board of directors.

The finance committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The executive committee shall immediately notify the finance committee of any such complaint and work with the committee until the matter is resolved.

Anyone filing a complaint concerning a violation or suspected violation of this policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of this policy. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

The executive committee will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

8. Conflict of Interest Policy

At no time may employees use their affiliation with an individual client, or their status as an employee of the agency to initiate, support or engage in activity to achieve personal, financial, or sexual benefit either for themselves, their family or some other personal associate. All employees are responsible for notifying their program director, supervisor, or the executive director if they have knowledge that such a violation of ethical conduct has occurred. Any employee who violates the ethical conduct standards, may be subject to disciplinary action, including termination of employment. In severe cases where an employee's conduct not only violates ethical conduct standards but also may be illegal according to federal and state statutes or local regulations or ordinances, the employee may be referred to law enforcement personnel.

9. Employee Protocol

(a) News Media Contacts: All inquiries from the news media must be referred to the executive director. Under no circumstances is any employee to speak to representatives of the news media as a representative of MCC without prior clearance from the executive director.

- (b) Speaking Engagements: Employees must obtain prior clearance from the executive director before they accept invitations as guest speakers or program participants from an outside agency or organization on a subject in which MCC is involved.
- 10. Employee Appearance and Attire
MCC expects personal cleanliness, neatness in appearance and good taste in dress that is appropriate for the work that is being done. Gang-related attire must not be worn nor gang-related tattoos displayed.
- 11. Loss of Personal Possessions
MCC is not responsible for damage, loss or theft of any personal possessions (including vehicles or property stored in vehicles) voluntarily brought by an employee, client, or volunteer onto any MCC site.
- 12. Emergency Conditions
When uncontrollable factors such as severe weather conditions exist, it will be the decision of the executive director whether to open the agency facilities or particular programs. When such conditions necessitate closing the facilities after they are open, the executive director will also make the decision. When any MCC facilities are unexpectedly closed because of uncontrollable factors, normal compensation will not be paid to any affected non-exempt employee scheduled to work on that day and no affected employee shall be charged with a vacation, sick or leave day unless the employee elects prior to the next payroll date to have that day treated as a paid vacation, sick or leave day.

V. WAGE AND BENEFITS

- 1. Wage/Salaries
Every job description has a wage or salary range with starting pay within the range based on the employee's qualifications. Subject to budgetary restrictions, merit increases in recognition of improving job performance within the established range (and not to exceed ten percent (10%) in any one year except with Personnel Committee or executive committee approval) may be recommended by a supervising employee and approved by the executive director for all employees. From time to time, the ranges are adjusted by the Personnel Committee or executive committee to reflect market influences and the cost of living. Adjustments to salary/wage ranges shall be taken in consideration with the executive director and are subject to MCC Board approval.
- 2. Payday
Unless otherwise notified in writing, employees are paid by check bi-weekly, every other Thursday, for the period covering the prior two calendar weeks.
- 3. Paid Vacation
(a) Vacation time off with pay is available to regular full-time employees. Regular part-time employees who are scheduled and work at least twenty (20) hours per week are also eligible for vacation benefits on a pro-rata basis. For example, an employee who is scheduled to work thirty (30) hours per week shall be entitled to accrue vacation at the rate

of seventy-five percent (75%) of that available to full time employees. Temporary employees are not eligible for this benefit.

(b) Biweekly vacation accruals for all regular full-time employees, except the executive director, is calculated using the following formula based on the anniversary date of the employee's employment:

Length of service	Per biweekly pay period	Per year
From date of employment but less than 2 years	3.08 hrs.	10 days
2 years but less than 5	4.62 hrs.	15 days
5 years but less than 15	6.15 hrs.	20 days
15 or more years	7.69 hrs.	25 days

(c) Earned vacation credits do not accrue during layoff or any period of unpaid leave which exceeds two (2) weeks. Vacation pay is based on an employee's regularly scheduled work week, not to exceed forty (40) hours. Vacation pay does not include bonus, overtime, shift differentials, or other forms of added compensation. Vacation time is not treated as "worked time" for overtime calculation purposes. If a paid holiday falls during a vacation period, holiday pay will be used rather than vacation pay.

(d) Regular full-time and regular part-time employees are eligible to take any accrued vacation earned after successfully completing a ninety (90) day orientation period. Vacation for the year will generally be scheduled, preferably at least two weeks in advance, with the approval of the employee's supervisor. No employee may take more than two (2) consecutive weeks of vacation, except in circumstances that are approved in advance by the executive director.

(e) Vacation shall be taken within eighteen (18) months after the date of accrual and may not be carried over to subsequent periods, unless specifically approved in advance, in writing, by the executive director on a case-by-case basis. Unused vacation time will be paid upon voluntary termination by the employee (provided that the employee has given appropriate notice of termination) or termination without cause by MCC. No unused vacation time shall be payable to employees terminated with cause. In the event that an employee uses vacation time in any year prior to accrual and then voluntarily terminates or has his or her employment terminated by MCC for any reason, MCC shall be entitled to make an appropriate deduction from the employee's final pay to reimburse MCC for the used but non-accrued vacation time.

(f) The executive director shall be entitled to paid vacation in accordance with the terms of the offer of employment provided by the Board of Directors at the time of hire, or as otherwise approved by the Board of Directors.

(g) Exceptions to these vacation policies may be made by MCC based upon agreements or arrangements reached at the time of hire or on a case-by-case basis at any time upon prior approval of the executive director.

4. Holidays

Regular full-time employees receive the following paid holidays: New Year's Day, Dr. Martin Luther King's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas, and New Year's Eve. Regular part-time employees who are scheduled to work on one of these days are entitled to the same paid holidays as regular full-time employees, prorated on the basis of their regularly scheduled number of hours, as set forth in their job descriptions. In the event that a holiday falls on a Saturday or Sunday, the executive director shall designate the preceding Friday or following Monday as the appropriate day for closing the office.

If an MCC employee does not work the days preceding or following a paid holiday without prior authorization or a doctor's excuse, the employee will not be paid for that holiday.

5. Paid Sick/Personal Leave

(a) Paid sick/personal leave accrues at the rate of one-half (1/2) day per bi-weekly pay period but not more than ten (10) days per calendar year for all regular full-time employees. Regular part-time employees who are scheduled to work twenty (20) or more hours per week are entitled to the same paid sick at a prorated basis of their regular hours as set forth in their job descriptions. No other part-time and no temporary employees are entitled to paid sick/personal leave.

(b) A maximum of forty-five (45) accrued sick/personal days may be carried over from year to year and may be used only during periods of serious or catastrophic illness or injury. Unused sick/personal leave at the time of termination will not be paid.

(c) Employees using sick time must inform supervisors daily, within thirty (30) minutes of the starting time, of the illness and the expected date and time of return. A statement from the employee's physician indicating ability to return to work may be required when sick leave is three (3) consecutive working days or longer or chronic absences of shorter duration, and the executive director or supervisor may require a statement in other circumstances.

6. Other Paid Leave

(a) The executive director may authorize up to three (3) days paid leave for the death or critical illness of an employee's immediate family member (spouse, self or spouse's child, parent, grandparent, sibling, aunt, or uncle) or significant other person. The employee's supervisor and executive director will make a determination regarding paid leave for the death or critical illness other family members.

(b) Employees called for jury duty will be paid their normal wages or salary, less jury fee up to two weeks. Additional time for jury duty will be granted, but will be unpaid. Jurors dismissed from service must report to work for the balance of the work day.

(c) The executive director may grant paid leave for attending training sessions, conferences, conventions, or professional meetings related to an employee's duties and for

payment of reasonable expenses related to such meetings, providing that they are included in the approved MCC budget.

7. Family and Medical Leave of Absence

(a) Eligible employees will be granted family and medical leaves as required by the federal Family and Medical Leave Act (“USFMLA”) and the Wisconsin Family and Medical Leave Act (“WFMLA”). Employees are eligible for leave under the USFMLA if they have worked for MCC for at least twelve (12) months and have worked at least one thousand two hundred fifty (1,250) hours during the prior twelve (12) months. Employees are eligible for leave under the WFMLA if they have worked for MCC for more than fifty-two (52) consecutive weeks and have been paid for at least one thousand (1,000) hours during the prior fifty-two (52) weeks. Any employee with questions regarding eligibility should consult with his or her supervisor.

(b) Employees eligible under the USFMLA may take a total of twelve (12) weeks of unpaid family and medical leave in a calendar year; employees eligible under the WFMLA may take a total of eight (8) weeks of unpaid family leave and two (2) weeks of unpaid medical leave. If an employee is covered under both laws, he or she will exhaust both federal and Wisconsin leaves concurrently. In other words, an employee generally is not entitled to twelve (12) weeks leave under USFMLA and an additional period of leave under WFMLA. For leave taken under the WFMLA, an employee may substitute accrued paid time off for otherwise unpaid leave. If WFMLA does not apply or has been exhausted, MCC will require the employee to substitute accrued vacation, paid sick days and personal days for all USFMLA leave whenever permitted by law. Under both laws, leave is available for the following reasons:

(i) Family (Birth/Adoption)

A maximum of twelve (12) weeks (six (6) weeks under the WFMLA) of unpaid leave within a calendar year for the birth, adoption or foster care placement of a child (leave for foster care placement is not provided by the WFMLA). Under federal law leave must conclude within twelve (12) months of the birth, adoption or placement; under Wisconsin law leave must commence within sixteen (16) weeks of the birth or adoption. Employees who wish to take intermittent or reduced schedule leave must discuss this in advance with his or her supervisor.

(ii) Family Member’s Serious Health Condition

A maximum of twelve (12) weeks (two (2) weeks under the WFMLA) of unpaid leave within a calendar year to care for an employee’s child, spouse or parent (and parent-in-law under the WFMLA) if that person has a serious health condition. If a medical leave necessitates reduced or intermittent leave, MCC may, in its discretion, temporarily transfer the employee to another equivalent position which better accommodates the leave.

(iii) Medical Leave

A maximum of twelve (12) weeks (two (2) weeks under the WFMLA) of unpaid leave within a calendar year due to the employee’s own serious health condition which prevents him or her from performing one of the essential functions of his or her position. If a medical leave necessitates reduced or intermittent leave, MCC may, in

its discretion, temporarily transfer the employee to another equivalent position which better accommodates the leave.

(c) Any eligible employee requesting family or medical leave must submit an application to his or her supervisor well in advance, when possible at least thirty (30) days in advance. Requests for leave due to the serious health condition of the employee or the employee's child, spouse or parent must be accompanied by appropriate medical certification on the form provided by MCC. MCC may request an employee's permission to have a health care provider representing MCC to contact the employee's health care provider to clarify and establish the authenticity of any medical certification. In certain situations, MCC may also require, at its own expense, the employee to obtain a second (or third) medical opinion.

(d) During family or medical leaves of absence, MCC will continue to pay its portion of the health insurance premiums and the employee must continue to pay his or her share of the premium by the 15th of each month. Failure of the employee to pay his or her share of the health insurance premium may result in loss coverage. If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse MCC for payment of health insurance premiums during the leave unless the employee does not return because of a serious health condition which prevents the employee from performing his or her job or circumstances beyond the control of the employee.

(e) Most employees who return to work from a family or medical leave of absence within or on the business day following the expiration of either the leave or twelve (12) weeks (whichever is earlier) are entitled to return to their job or an equivalent position without loss of benefits or pay. When returning to work from a leave due to the employee's own serious health condition, the employee may be required to present a medical release from his or her physician indicating the employee is fit to work. Employees who are unable to perform an essential function of their previous position may be denied restoration. Employees who wish to return to work prior to the expiration of their leave must notify MCC at least two (2) business days prior to the desired return date. During family or medical leaves of absence, the employee will not accrue employment benefits, such as vacation pay and sick pay, etc. Employment benefits accrued by the employee up to the day on which the family or medical leave of absence begins will not be lost, if not otherwise used during the leave.

8. Discretionary Leaves of Absence

(a) In addition to rights available under USFMLA and WFMLA, the executive director may also authorize leave without pay (subject to Personnel Committee or executive committee approval) for up to three (3) months for birth or adoption of a child, illness or injury, marriage, job related education, or other personal reasons. All conditions related to the leave will be specified in writing at the onset of the leave and signed by all parties. In the case of the executive director, leave not otherwise permitted under law shall be approved in advance by the Personnel Committee or executive committee.

(b) It is MCC policy to grant a leave of absence without pay to employees who participate in the U.S. Armed Forces, reserves, or National Guard training programs in accordance with the provisions of applicable law. MCC will also comply with all laws concerning employees who are called for active duty.

(c) Regular full-time employees on authorized leave without pay may continue, at their own expense, participation in the agency's group insurance plans as permitted by the insurance plans.

(d) Retirement contributions are not made during leave without pay, and vacation and sick/personal leave do not accrue. Holidays will be paid only if they fall on the first day of leave.

9. Health and Dental Insurance

Each MCC regular full-time employee shall be eligible to participate in any group health or dental insurance plan offered by MCC on the first of the month following 30 days of employment. Full-time employees who choose to participate in the health and dental plan must work at least 80 hours per pay period. Failure to work or be compensated for 80 or more hours each in three consecutive pay periods is cause for termination of insurance, at which time the employee will be offered COBRA. Once terminated, insurance will not be reinstated until open enrollment. Part-time and temporary employees may elect to participate in any group health or dental insurance plan offered by MCC at the expense of the electing employee, unless other arrangements are approved by the Personnel Committee or executive committee. Any plan offered by MCC may be revised and/or revoked at any time by MCC at the recommendation of the executive director and with the approval of the Personnel Committee or executive committee. MCC reserves the right to offer different plans or terms to employees of different programs and to make changes to any plan, including but not limited to the type of coverage, insurance carrier and employee premium contribution, if any. Notice of any such changes shall be given in writing to all affected employees.

10. Retirement Plan

Each MCC employee shall be entitled to participate in any employer defined pension plan, 401(k) plan, 403(b) tax-deferred annuity or any other similar plan offered by MCC in accordance with the terms and conditions applicable to any such plan or plans, as may be established and maintained by MCC at any time. MCC reserves the right to offer different plans or terms to employees of different programs. Any plan or plans may be suspended, revoked or changed at any time by MCC. MCC shall provide written notice to all affected employees of any such suspension, revocation or change.

11. Workers' Compensation

All MCC employees shall be covered by Worker's Compensation Insurance as required by the State of Wisconsin and/or the United States. To assure proper protection for all employees and for the agency, any employee involved in any accident that occurs on the job must report the accident and injury to his or her supervisor immediately or as soon as possible thereafter before the close of the same working day.

12. Unemployment Compensation

MCC is a covered employer under State of Wisconsin Unemployment Compensation Law. MCC pays the full cost of the premium on behalf of all employees.

13. Social Security

The agency makes a contribution to social security equal to the employee's contribution. Benefits will be determined by the United States Social Security Administration at the time of retirement, based on earnings and contributions during working years.

14. Expense Reimbursement

(a) All MCC employees shall be entitled to reimbursement from MCC for all authorized expenses incurred by the employee on MCC's behalf, including but not limited to mileage reimbursement at the rate approved by the Internal Revenue Service for all travel on MCC business in the employee's personal vehicle (subject to the vehicle and insurance requirements of these personnel policies). MCC shall reimburse employees for authorized expenses within one (1) week after submittal to the finance director of appropriate receipts and other documentation reasonably required by MCC for accounting and tracking purposes.

(b) An employee may obtain an **advance** of not more than \$50.00 from MCC's petty cash account to pay for anticipated MCC expenses, provided that the employee agrees in writing to either: (i) submit actual receipts or other appropriate documentation for amounts spent and to repay any unspent amount to MCC prior to the next pay period; or (ii) allow MCC to deduct the advanced amount from the employee's payroll if the employee fails to comply with (i) above prior to the next pay period.

15. Employee Assistance Program

(a) MCC has contracted with Symmetry to provide an employee assistance program (EAP) to all MCC employees. When a crisis at work or home occurs, employees may benefit from Symmetry's no cost assistance to resolve the problem. Some of the problem areas our EAP can deal with include family discord, financial difficulties, childcare or eldercare assistance, alcohol or drug abuse, grief and trauma, legal concerns, emotional problems, and psychological disorders.

(b) Symmetry's assessment, counseling, and referral services are available to all active employees, their dependents, and household members. Services provided are kept confidential and information is only released with your written consent. Counseling staff can be reached at any time through a 24 hour information and referral number (414) 256-4800.

(c) MCC reserves the right to contract with another provider other than Symmetry or to modify or cancel the EAP at any time, without prior notice.

VI. SUBSTANCE ABUSE POLICY

1. Purpose

MCC is committed to programs that promote safety in the workplace, employee health and well being and client confidence. Employee abuse of drugs and/or alcohol can adversely affect job performance and employee moral, jeopardize employee safety and undermine client confidence. The purpose of this policy is to establish and maintain a safe, healthy working environment for all employees, to protect the reputation of MCC and its employees, to reduce the number of accidental injuries to persons and property, to reduce absenteeism and tardiness, to improve productivity, and to encourage employees who need help to obtain appropriate rehabilitation assistance.

2. Voluntary Treatment

Employees who have a substance abuse problem are encouraged to seek voluntary treatment before the problem affects their work performance. MCC's employee assistance program may provide help to eligible employees for these types of issues. Employees who seek rehabilitation and/or counseling for a substance abuse problem will not be subject to any adverse employment action as a result of such treatment. However, employees who are in treatment and/or rehabilitation remain subject to all rules of conduct pursuant to this or any other MCC policy and will be subject to discipline for violation of any such rules.

3. Rules of Conduct

The following rules of conduct apply to all employees. Violation of any of these rules will result in termination for gross misconduct. The following conduct is prohibited:

(a) The unauthorized use of alcohol at any time while: (i) on or near MCC property (including parking lots), or (ii) in MCC vehicles or (iii) on MCC business;

(b) The use, possession, sale, attempted sale, manufacture, purchase, attempted purchase or transfer of a prohibited drug at any time while: (i) on or near MCC property (including parking lots), or (ii) in MCC vehicles or (iii) on MCC business. Prohibited drugs are defined as illegal substances or controlled substances not specifically prescribed by a licensed medical practitioner for the employee's consumption or prescription medication used in a manner, combination or quantity other than prescribed;

(c) Refusal to consent or submit to an alcohol and/or drug test; and

(d) Attempt to adulterate and/or substitute a drug or alcohol testing specimen.

4. Prescription Medication

No prescription drugs may be brought or consumed on MCC property by any other person than the one for whom it is prescribed. Prescription drugs may be used only in the manner, combination and quantity prescribed. Employees who believe or who have been informed that their use of a prescription drug may present a safety risk are to report such drug use to their manager to insure the safety of themselves, other employees, MCC property and MCC vehicles.

5. Drug and Alcohol Testing Guidelines

(a) Drug and alcohol testing may be required of any job applicant in a safety sensitive position who has been given a conditional offer of employment from MCC.

(b) Employees will be required to submit to alcohol and/or drug testing in the following circumstances:

(i) Reasonable Suspicion Testing. Will be required if MCC has reasonable suspicion that the employee is under the influence of drugs or alcohol or has violated this Policy that prohibits the use, possession, sale or transfer of drugs or alcohol while the employee is working, on MCC's premises, or operating MCC's vehicle.

(ii) Post Accident Testing. May be required if an employee has sustained a workplace injury, has caused another employee to sustain an injury or has caused or was operating machinery, equipment or vehicles involved in a workplace accident.

(iii) Treatment Program Testing. May be required of an employee during and/or up to a period of two (2) years after the employee participates in a drug and/or rehabilitation program.

6. Consequences of a Positive Test

In the event that an employee tests positive for drugs and/or alcohol, the employee may be terminated immediately for gross misconduct. MCC reserves its right to use its discretion to impose an appropriate consequence for a positive test result. Each individual will be assessed based on the particular facts presented and the individual's work history and any other appropriate factors. However, any refusal to submit to testing or tampering with test samples will result in immediate termination for gross misconduct.

VII. EMPLOYMENT TERMINATION & DISCIPLINE

1. Voluntary Termination

All employees may quit without written notice; however, failure to provide the requested written notice will result in loss of accrued vacation benefits. A minimum of four (4) weeks written notice of resignation is requested from all exempt employees unless otherwise mutually agreed to by MCC and the employee. All other employees are requested to give a minimum of two (2) weeks written notice of resignation. Written notice shall be given to the employee's immediate supervisor, or in the case of the executive director to the MCC Board President.

2. Involuntary Termination

(a) Employees of MCC, including any Missionary Appointee, may be terminated by the executive director at any time with or without cause or prior notice. Upon termination of a Missionary Appointee, the executive director shall provide written notice to the ABC-WI and the ABC-USA. The executive director may be terminated by the MCC Board of Directors at any time with or without cause. Upon termination of the executive director, the Board President shall provide written notice to the ABC-WI and the ABC-USA.

(b) Activities or conduct constituting "cause" for termination include all items set forth in Section 4, below and other serious misconduct, as well as any failure to satisfactorily perform assigned job duties, a breach of any condition of employment or any violation of any MCC policy or directive. A determination of cause is at the sole discretion of MCC. Any employee involuntarily terminated with cause may appeal to Personnel Committee or executive committee under the grievance procedures.

3. Disciplinary Actions

(a) Employees are expected to abide by the rules, regulations, policies and procedures of the agency as outlined in these Personnel Policies and as communicated by the executive director and the employee's supervisor from time to time. In lieu of termination for cause, violations of any policy or directive may (within the sole discretion of MCC) result

in disciplinary action which shall be imposed by the supervisor in consultation with the executive director.

(b) Depending on the circumstances of the violation, the supervisor and/or the executive director may, but shall not be required, to take any of the following disciplinary actions:

(i) Verbal Warning: A verbal warning may be issued by the supervisor and, if issued, will generally be documented.

(ii) Written Warning: An employee may be issued a written warning by the supervisor. This warning will include the nature of the violation and must be signed by both the employee and the supervisor. The employee will be permitted to write a rebuttal. Refusal to sign the warning will lead to immediate termination for cause. A copy will be retained by the supervisor.

(iii) Disciplinary Probation: The executive director or the supervisor may place an employee on disciplinary probation for up to thirty (30) calendar days. Placing an employee in disciplinary probation will generally be done in writing and signed by both the employee and the supervisor. Refusal to sign disciplinary probation will lead to immediate termination for cause. The writing will generally indicate the performance or conduct that is unsatisfactory and the standards the employee must meet. Copies will generally be given to the employee, the supervisor, and the executive director, and placed in the employee's personnel file. When disciplinary probation is approximately half completed, the supervisor will generally complete a written evaluation and make a recommendation to end the probation, to extend it for up to an additional thirty (30) days, or to terminate the employee. The executive director will review and act on the recommendation. Employees on disciplinary probation are not eligible for promotion or pay increase. A performance review is conducted approximately one (1) month after the end of the disciplinary probation.

4. Immediate Termination

The following activities shall constitute grounds for immediate termination with cause of any MCC employee:

(a) unauthorized disclosure of confidential information regarding MCC, its programs, personnel matters, clients or program participants and donors;

(b) unauthorized use, theft or destruction of property or resources belonging to MCC, any of its employees, program participants or guests, including but not limited to computers, cell phones, credit cards, and keys;

(c) violation of MCC's Substance Abuse Policy;

(d) the verbal and/or physical abuse of any MCC employee, prospective employee, volunteer, program participant, client, potential client, or visitor;

(e) any verbal and/or physical acts of discrimination or harassment of any MCC employee, prospective employee, program participant, client, potential client, or visitor;

- (f) the possession of any weapon or firearm while employed and on duty;
- (g) the falsification of employment records, hours worked or duties performed for which the employee is seeking compensation from MCC; and
- (h) conviction of criminal activity having a substantial relationship to the employee's job.
- (i) insubordination

The above activities are not all-inclusive. Other serious misconduct may also result in immediate termination for cause as solely determined by MCC.

5. Grievance Resolution

(a) Good communication between all employees and their supervisors is essential, and employees are encouraged to resolve problems informally with their immediate supervisors and program coordinators. Every employee has the right to discuss problems privately with his or her supervisor and/or the executive director.

(b) If grievance cannot be resolved informally, the employee may use the following written grievance procedure.

STEP 1: The employee may file a written statement of the grievance with the immediate supervisor. The supervisor must give a written response within three (3) working days.

STEP 2: If employee is not satisfied with the response of the supervisor, the employee may, within three (3) working days of receiving the written response, give the written grievance to the executive director, who must respond in writing within three (3) working days.

STEP 3: If employee is not satisfied with the response of the executive director, the employee may, within three (3) working days of receiving the executive director's written response, give a written request for appeal of the executive director's resolution to the MCC Personnel Committee or executive committee. Appeals will be heard by the MCC Personnel Committee or executive committee at the next regularly scheduled meeting of the Committee, or if no meeting is scheduled, within thirty (30) days after the receipt of the appeal. The employee and a representative for the employee may appear at the Personnel Committee or executive committee meeting at which the grievance is scheduled to be heard. The Personnel Committee or executive committee will give a written notice of its decision on the grievance within three (3) working days of its meeting.

Adopted by the Milwaukee Christian Center Board of Directors
September 28, 2006

**ACKNOWLEDGMENT OF RECEIPT OF PERSONNEL POLICIES
(EMPLOYEE'S COPY)**

I acknowledge receipt of my copy of the MCC Personnel Policies and understand I must read and familiarize myself with its contents.

The purpose of these personnel policies is to provide brief, general information on MCC benefits and employment practices. The content of these personnel policies is subject to change without prior notice to employees. As such, I understand that MCC does not intend to create a contract of employment by placing these matters in writing.

I understand and agree that my employment with MCC is for no definite period of time and that MCC may elect to discontinue my employment relationship at any time with or without cause or notice.

Name: _____
(Printed)

Signature: _____

Date: _____