PERSONNEL POLICIES

The Grail in the United States is a dynamic national and international organization committed to creating a more just and peaceful world. This manual has been prepared to ensure that both staff and volunteers understand that we are all integral to the work and mission of the Grail.

Its purpose is to ensure that staff and volunteers understand the Grail's vision and mission by making a summary of the policies, procedures, and expectations of those working in The Grail available to all. We are in this together, participating in the work and mission of the Grail.

ABOUT THE GRAIL

The International Grail Vision Statement (2011)

The Grail is a global community of women from different cultures, social backgrounds, and generations active in 21 countries.

Called by our spiritual values, we work locally, nationally, and internationally to advance peace and justice, and to create a sustainable world.

THE GRAIL IN THE UNITED STATES

The Grail in United States, a movement of women, a 501(c)(3) nonprofit organization, a nonprofit corporation registered with the state of Ohio, and is part of the International Grail.

VISION OF THE GRAIL IN THE U.S.

Called by our spiritual values, The Grail envisions a world of peace, justice, and renewal of the earth, brought about by racially and ethnically diverse women working together as catalysts for change.

MISSION

The Grail in the U.S. empowers women to work for world transformation by:

- building bridges among diverse faith traditions and spiritual paths;
- advancing peace, justice and a world free from military dominance;
- fostering international exchange and solidarity;
- challenging economic systems that put at risk the most vulnerable, especially women and children;
- becoming an anti-racist Grail and challenging systemic racism in society;
- creating communities for a sustainable future; and

- celebrating the arts as a means for personal and societal transformation.

Governance of the Grail in the U.S. is the responsibility of all members, who elect a National Council, which includes the National Leadership Team (2), the Treasurer, a representative to the International Council and four to six other members. The Council carries fiduciary responsibility for all the assets of the Grail in the U.S.

GRAIL CENTERS

The Grail owns two Centers, Cornwall and Grailville. All staff members at Grail-owned Centers are covered by the Personnel Policies of The Grail. Grail programming is conducted at other locations around the country, including in a center in the Bronx, but these locations are not covered by the Grail Personnel Policies.

GRAIL PERSONNEL MANUAL

I. REPRESENTING THE GRAIL IN VOLUNTEER AND EMPLOYMENT POSITIONS

A. THE GRAIL CODE OF CONDUCT

The Grail is a movement of women called by their spiritual values to transform the world. Employees of the Grail, who may or may not be Grail members, are often the public face of the Grail and are a valuable resource to the movement. As such, we believe in treating all people – Grail members, employees, volunteers, and the general public – with respect and kindness. We value each person's contributions; we seek diversity of views and experience; and we assume that everyone who works for the Grail, paid or unpaid, will offer what they can to accomplish our mission. If we do that, everything else falls into place.

B. ACCEPTABLE WORKPLACE BEHAVIOR

The purpose of this section is to ensure that the work of the Grail is done in a positive and productive environment, consistent with the purpose, vision and values articulated above.

The workplace in this section includes any environment where either paid staff or volunteers carry out the work of the Grail including virtually.

Volunteer includes people performing work tasks, those who volunteer to be on committees, and those who volunteer to be elected to Council.

The following are unacceptable:

1. Harassment

The Grail does not condone and will not permit harassment of any employee or volunteer and, in particular, will not tolerate the making of unwelcome sexual advances to any employee or volunteer; unwelcome physical, verbal or visual behavior that is sexual in nature; or the making

of remarks or jokes known to be offensive to any employee because of sex, age, race, national origin, religion, physical disability, sexual orientation and gender identity/expression, color or marital status.

2. Discrimination

No one who works or who volunteers for the Grail shall be discriminated against on the basis of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation and gender identity/expression, color, or marital status.

3. Bullying

Workplace bullying is a persistent pattern of mistreatment from others in the workplace that causes either physical or emotional harm. It can include such tactics as verbal, nonverbal, psychological, and physical abuse, as well as humiliation. The Grail will not condone such behavior.

C. RESOLUTION PROCESS

If a staff member believes s/he has been treated in violation of this policy, s/he should immediately report the matter to his or her supervisor, or to the Executive Director, if the supervisor is either involved in the mistreatment or has taken no action in response. The supervisor must immediately report any allegations of harassment to the Executive Director. The supervisor, and/or the Executive Director, will promptly investigate all complaints or violations of this policy in as discreet a manner as possible.

If a volunteer believes s/he has been treated in violation of this policy, s/he should report the matter to the supervising staff. If on a committee, the misconduct should be reported to the Council Liaison. If on the Council, the misconduct should be reported to the Personnel Committee.

If the Executive Director is alleged to have been involved or has not responded to a complaint, the complaint should be taken to the Personnel Committee, which will promptly investigate.

If the Executive Director believes she has been mistreated under any of these sections, she should take her grievance to the Personnel Committee.

If the investigation determines that mistreatment has occurred, the Grail shall take immediate and appropriate corrective measures including disciplinary action commensurate with the scope and severity of the occurrence. Such disciplinary action may include, but is not limited to verbal warning, written reprimand, suspension, or dismissal and any such action will be put in the employee's personnel file. If it's a volunteer, then the information will be kept in the National Office. In all of the above, if the behavior is not remedied, the result will be termination.

Termination here refers to termination from paid employment, voluntary work, and from inclusion on committees or on Council.

D. DISCIPLINARY PROCEDURES

Care will be taken to solve individual problems as they arise at the workplace. The corrective action process is designed to promote safety and the equitable treatment of all employees. Discipline may be required for substandard job performance, safety violations, absenteeism, or inability to work as part of a team. Grail supervisors are responsible for identifying problems and assisting in their resolution. Discipline involving suspension or discharge of paid staff must be reviewed and approved by the Executive Director.

There are three levels of corrective action, any one of which may be entered into depending upon the circumstances and severity of the problem.

1. Verbal Warning: The employee or volunteer will be given a verbal warning by the supervisor following a minor offense or when performance issues are identified. The supervisor will help the employee to develop a solution to improve performance to the appropriate level.

   Verbal warnings are noted in the employee's personnel file. In the case of volunteers, the warning will be maintained by the National office.

2. Written Warning: A written warning is designed to make sure that the employee/**volunteer** is fully aware of the misconduct or performance problem, including the degree of seriousness and the consequences if the problem is not corrected. The supervisor will set a timeframe during which improvement must be made and maintained and will establish a check-in process. The written warning will be signed by the employee/volunteer and the **supervisor/Executive Director or the Personnel Committee** .

3. Discharge: In cases of serious misconduct, immediate rather than progressive corrective action may be taken. Termination can result from a single serious offense, or it can be the final step in a process to correct a series of minor offenses. It can also occur as the result of

4. ongoing conduct that is inconsistent with Grail policy. An employee may be suspended with pay pending an investigation of a charge of serious misconduct.

5. The Grail will generally provide progressive discipline, but any of the steps above may be skipped at the discretion of the Executive Director, Personnel Committee or Council.

6. During the investigation period, all interactions between the investigator(s) and the employee/volunteer will be kept strictly confidential by both parties.

II. EMPLOYMENT POLICIES

A. Equal Employment Opportunity

The Grail's intent is to employ the best qualified, motivated, and performing individuals. It is our policy to afford equal opportunity in all aspects of employment to all persons without discrimination based on race, religion, sex, nation origin, ethnicity, age, disability, political affiliation, sexual orientation and gender identity/expression, color, or marital status. This policy shall apply to all employees, and extends to all phases of employment, including recruitment, screening, referral, hiring, training, promotion, discharge or layoff, rehiring, compensation, and benefits.

B. Work Eligibility

The Grail seeks to comply with the requirements of federal and state law and employs only United States citizens and non-citizens who are lawfully authorized to work in the United States. All employment is conditioned on receipt of documentation establishing identity and authorization to work in the United States, including completion of Part 1 of Form I-9 for each employee hired after 1986.

These documents are retained in the employee's personnel file for three years after initial employment or one year after employment is terminated, whichever is later. See the US Citizenship and Immigration Service www.CIS.gov for the official form.

C. Employee At Will

In accordance with New York and Ohio law, The Grail does not offer guaranteed employment. Either The Grail or the employee can terminate the employment relationship at any time, with or without cause, with or without notice. This is called Employment at Will.

Employment-at-will relationship exists regardless of any other written statements or policies contained in this Handbook or any other documents or any verbal statement to the contrary.

While The Grail may elect to follow its progressive discipline procedure, The Grail is in no way obligated to do so. Using progressive discipline is at the sole discretion of The Grail in an employment-at-will workplace.

D. Conflict Of Interest / Other Employment

It is important that employees and volunteers avoid conflicts of interest or the appearance thereof. A conflict of interest is where an employee or volunteer has a private interest that could improperly influence, or be seen to influence, their decisions, or actions in the performance of their duties. Conflicts include situations when an employee's or volunteer's private interests could improperly influence their decisions or actions now or in the future. An employee or volunteer may not vote or act on something on which s/he may personally have a financial or non-financial interest.

From the Grail By Laws Section IX. B:

Any Council member, Officer, committee member, employee or agent having an interest in a contract or other transaction presented to the Council or a committee thereof for authorization, approval, or ratification shall make a prompt, full, and frank disclosure of her interest to the Council or committee prior to its acting on such contract or transaction.

E. Americans with Disabilities Act (ADA)

The Grail supports and complies with the Americans with Disabilities Act (ADA) of 1990, including continuing efforts to reduce barriers and make our work facilities accessible as defined by state and federal statutes.

We have sought to identify the essential functions and physical requirements of all distinct jobs, and will make reasonable accommodations, through scheduling, task reassignment and other methods, to accommodate applicants and employees with disabilities.

PAY PRACTICES

A. Employee Classifications

1. Staff members are placed into classifications based on job description, consistent with the Fair Labor Standards Act and applicable state laws.
2. **Exempt Employee:** Any full-time salaried employee earning more than $684.00 per week, who also meets the duties test, is considered exempt from, and therefore not entitled to overtime pay. See the U.S. Department of Labor website (www.dol.gov) or contact the National Office for further information.
3. **Nonexempt Employee:** Any full-time non-salaried employee paid less than $684.00 per week is eligible for overtime pay according to the provisions of the Fair Labor Standards Act.
4. Within the categories of Exempt and Non-Exempt employees, Grail employees are further defined by their schedule:
    a. **Regular Full-Time Employee:** A regularly salaried or hourly employee who is normally scheduled to work 40 hours or more per work week and whose employment has no specified end date.
    b. **Regular Part-Time Employee:** A regularly salaried or hourly employee who is normally scheduled to work less than 40 hours per work week and whose employment has no specified end date.
    c. **Temporary Employee:** An employee who is hired on a full or part-time basis for a specified period of time, usually 6 months or less.

5. **For further information: Non-profits and the FLSA (*Fair Labor Standards Act*)**

   https://www.dol.gov/agencies/whd/fact-sheets/14a-flsa-non-profits

d. On-Call Employee: A non-exempt employee who is not required to work a specified number of hours in any given work week, but who is scheduled to work on an as-needed basis.

B. Timekeeping Requirements

All employees are responsible for recording and submitting reports on all leave taken and hours worked during the pay period.

C. Flexible Hours/Telecommuting

The Grail aims to be a flexible, accommodating employer and when possible, depending on job responsibilities and the needs of the Grail, the demands of some positions may enable employees to work from home (telecommute) or work on a flexible schedule. In all cases, the needs of the Grail must come first, and the details must be worked out with the employee's supervisor. Not all positions can accommodate telecommuting or flexible hours.

D. Overtime Pay

Non-exempt employees are entitled to overtime pay or compensatory time, depending on individual State law. Exempt employees will be advised of their classification at the time they are hired, transferred, or promoted to this classification.

Non-exempt employees are paid at the rate of 1.5 times their regular rate of pay for hours worked in excess of 40 hours in a work week.

Overtime requires advance approval from your supervisor. Time will be calculated in increments of 15 minutes. Vacation, holiday, personal and sick time do not constitute hours worked for the purposes of computing overtime.

Ordinarily, exempt employees are not compensated for working more than 40 hours in a week. In unusual circumstances, when an exempt employee is required to work a substantial number of extra hours, compensatory paid time off may be granted and should be taken within 30 days of the extra time worked.

E. Salary Advances

A salary advance requires the approval of the center or Executive director and will be granted only in emergency situations. Any staff member receiving a salary advance (essentially a loan) must pay back the entire advance in the pay period following receipt of the advance.

F. Wage Garnishments

From time to time, a court may require us to withhold money, due to a garnishment or levy. If we receive a court order, the affected staff member will be notified immediately.

G. **Payroll Deductions**

Payroll and earnings deductions are detailed on pay stubs. Mandated and voluntary deductions usually include:

Mandated by federal and state law Voluntary Federal income tax Direct Deposit of paycheck to specified account(s)

- State income tax
- Health insurance
- Social Security tax/Medicare tax
- 403-B (retirement) contributions
- City tax
- United Way contributions or equivalent
- School District tax
- Community Shares contributions
- Garnishments/wage attachments

Any questions about your paycheck should be directed to your supervisor.

H. Salary Philosophy

It is the policy of The Grail to make every effort to compensate employees fairly and equitably. The Grail Council sets the salary of the Executive Director and Center Directors. All other salaries are based on guidelines approved by the Council. Periodically, the Executive Director, with the Personnel Committee of the Council, reviews salaries for all positions and uses information about compensation at other similar organizations, taking into account geographic location, to ensure that The Grail remains competitive in its compensation practices.
As of 2018, it is the Grail's policy to provide a living wage at the minimum base rate of $15.00/hour.

I. Salary Reviews

Staff members have the opportunity for a salary review annually at the time of their performance review. Increases are not automatic but are based on overall job.

III. EMPLOYMENT PRACTICES

A. Employee Information

It is important that personnel files contain up-to-date information regarding each employee. Employees should inform their supervisor immediately whenever there are changes in their personal data, such as address, telephone number, marital status, domestic partnership, number of dependents and person to notify in case of emergency. Personnel files are kept in the Executive office**.** Employees have the right to inspect her/his personnel file during regular office hours with reasonable notice. Files are not to leave the office without authorization. No reference information other than a verification of dates of employment, wage and title(s) will be given out to a third party.

B. Confidentiality Of Voice Mail and Electronic Mail

Grail employees use voicemail and electronic mail to communicate with others. Employees should be aware that voicemail and electronic mail messages are not private and are subject to review by The Grail in the case of an investigation of unlawful activity or violations of policy.

In addition, The Grail must have access to information maintained in Grail computers, databases, and files. Passwords to Grail documents, files, email accounts, social media, websites, computers, and other electronic devices and means of communications must be shared with supervisors.

C. Social Media

The Grail has a growing presence on the internet and in social media. Employees whose jobs include maintaining and updating the Grail's participation in social media should work with their supervisor or others responsible for the public face of the Grail to ensure a consistent and inviting presence, reflecting the mission and values of the Grail.

D. Position Descriptions

The Grail will have a written job description for all paid and unpaid positions. When new positions are created, written job descriptions will be prepared and then approved by the Personnel Committee and the Executive Director and reviewed by the Council. Job descriptions will include but not be limited to: range of assigned compensation, performance expectations, hours of work, line of accountability and evaluation procedures.

IV. JOB PERFORMANCE

Performance Appraisals: Each employee's performance will be reviewed annually by an immediate supervisor. A formal performance dialogue will be conducted during the period identified by the Executive Director) for annual staff reviews. The performance dialogue process may change from time to time. Any process will include the components of self-appraisal, planning, goal setting, measurement, communication, identifying training needs and feedback. Annual performance appraisals, with both the employee's and supervisor's signatures, are placed in the employee's personnel file. Employees will receive a copy of the appraisal and have the opportunity to comment on it in writing.

A. Punctuality and Attendance

In general, all employees are expected to be responsible and demonstrate respect for fellow employees by establishing a record of punctuality and regular attendance. Employees must notify their supervisors in advance if they are expecting to be late or unable to report to work. These factors are considered in evaluating overall job performance.

B. Use Of Facilities and Property

Employees are asked to treat Grail property as they would their own. Specifically, employees are to keep their own work area and common areas clean and well maintained and limit their use of Grail equipment to work-related purposes. Employees are required to receive supervisory approval before removing any Grail property from the premises.

C. Expense Reimbursement

Reasonable and customary expenses incurred in the performance of one's job will be reimbursed, with presentation of a receipt. Reimbursement requires prior authorization by the employee's supervisor.

D. Travel

Occasionally, Grail employees must travel to another site as part of their work, to meetings or events, to pick up supplies or on other work-related errands. The Grail will reimburse staff for the cost of public transportation or, if traveling for work in own car, at 35 cents per mile, plus tolls (any difference between the Grail's reimbursement rate and the IRS rate may be claimed by the employee on her/his taxes). If work-related travel is 200 miles or more, the lowest-cost, reasonably direct public transportation, including airfare, will be covered but must be approved by the employee's supervisor. Grail employee's travel to Grail gatherings and programs is not covered by this policy unless the employee is attending the meeting as required by job. Reimbursement is not provided for travel to or from the employee site.

E. Drug, Alcohol and Smoking Policy

As part of The Grail's ongoing commitment to a safe and healthy workplace, it maintains a drug and smoke-free workplace. Grail buildings are smoke-free.

F. Speaking to the Media

The Executive Director will designate appropriate employees or volunteers as the people responsible for speaking with the media and making written and oral statements for publication. Any request for information or interviews by the media should be referred to the Executive Director.

G. Employment Of Board Members

Any member of the Grail Council who wishes to apply for employment with The Grail must first resign from the Council or Board.

V. COMMUNICATION AND COMPLAINTS

A. Open-Door Policy for Employees

The Grail has an open-door policy that encourages employees' participation in decisions that will affect them and their daily professional responsibilities. This policy also encourages employees who have job-related problems or complaints to talk them over with their supervisor or a manager at any level whom they feel can help them. The Grail believes that employee concerns *that are not listed under unacceptable behaviors in the workplace* are best addressed through informal and open communication.

The Grail will attempt to keep all such expressions of concern, their investigation, and the terms of their resolution confidential. However, in the course of investigating and resolving concerns, some dissemination of information to others may be necessary.

No employee will be disciplined, retaliated against, or otherwise penalized for raising a concern. The Grail also encourages employees having difficulties with fellow employees to speak to them directly if that is appropriate and comfortable. If this does not resolve the issue or if the issue is related to Section 1. B Acceptable Behavior in the workplace, the procedures there should be followed.

B. Complaints and Grievances

Any Grail employee may make a complaint without fear of being discriminated against, harassed or intimidated, or suffering any reprisal.

Employees should attempt to resolve problems informally with their supervisor as soon as possible. If a solution cannot be reached, the employee may present a formal complaint, in writing, to the Executive Director. After he or she has exhausted the appeal process with the Executive Director, the staff person can appeal in writing to the Personnel Committee of the Executive Council. If the Executive Director has a grievance or complaint, she should try to resolve it informally with the person or people involved. If she is unable to resolve them informally, she should appeal in writing to the Personnel Committee.

All complaints will be handled as quickly as possible.

C. Disciplinary Procedures

Care will be taken to solve individual problems as they arise at the workplace. The corrective action process is designed to promote safety and the equitable treatment of all employees. Discipline may be required for substandard job performance, safety violations, absenteeism, or inability to work as part of a team. Grail supervisors are responsible for identifying problems and assisting in their resolution. Discipline involving suspension or discharge of paid staff must be reviewed and approved by the Executive Director.

VI. TERMINATION

Since employment is based on mutual consent, either the employee or the employer may terminate employment.

The following employees have authority to terminate staff members:

1. Executive Director: staff
2. Council: Executive Director
3. In the case of the termination of a Council member, the procedures outlined in the Grail bylaws will be followed.
   (ARTICLE III OFFICERS OF THE COUNCIL B. RESIGNATION AND REMOVAL)

A. Employees who plan to leave are asked to give a minimum of two weeks' written notice, with a request for any accrued vacation time, to the supervisor as early as possible, so that a replacement can be secured as soon as possible.

B. Exit Procedures

Supervisors will conduct exit interviews with departing employees and collect keys, files, or other information.

C. Appeal Process

Any employee being terminated by The Grail may appeal against the termination to the Executive Director. If that step does not resolve the issue to the employee's satisfaction, the employee can appeal, in writing, to the Personnel Committee.

VII. EMPLOYEE BENEFITS

A. Leave Definitions and General:

The Grail strives to offer leave programs that are both comprehensive and flexible to meet employee needs.

Immediate Family Members, Unless, otherwise noted under this policy, immediate family members include: spouse/partner, child, parent, sibling, grandparent and these same relationships of a spouse/partner, by marriage, adoption or foster arrangement.

Full- and part-time employees are eligible for some, or all leaves discussed in this policy. Vacation and sick leave begin to accrue from the first day of employment but may not be taken until after 60 days of employment.

- Leave may not be taken in advance of accrual.
- All employees are responsible for reporting all leave taken on biweekly timesheets.

- An employee earns annual and sick leave accruals during the portion of any leave that is paid by the Grail. An employee will not be given credit for any periods of unpaid leave.
- Supervisors are responsible for approving and ensuring the reporting of leave.

B. Vacation

Employees receive vacation based on their years of service and weekly hours worked.

a. Regular full-time employees (40 hours/week) accrue vacation at the rate of approximately:

1) 3.85 hours biweekly or 10 days annually for the first three full years of service

2) 4.62 hours biweekly or 15 days annually for 3-7 years of service

3) 6.15 hours biweekly or 20 days annually for more than 7 years of service

b. Regular part-time employees' vacation will be prorated according to their average weekly hours for the previous quarter.

c. Temporary or on-call employees are not eligible for vacation.

d. Unused vacation accrued within a single calendar year may be carried over until the end of the following calendar year.

e. Vacation continues to accrue while on any paid leave.

f. At the employee's option, accrued vacation may be used during any approved leave that could otherwise be taken as sick leave.

g. Vacation must be scheduled in advance and requested in writing by the employee.

h. Vacation may not be taken without the supervisor's written approval.

i. Both the employee's vacation preference and the business needs of the Grail must be considered in establishing mutually agreed periods of leave.

j. An employee on approved vacation, who becomes eligible to use sick leave through unforeseen events, may use sick leave in lieu of vacation, with approval from his or her supervisor. Documentation to support the use of sick leave may be required.

k. Vacation balances are paid to employees upon separation. In the event of the employee's death, payment is made to his or her estate.

C. Sick

a. Full-time employees accrue sick leave at the rate of .31 days per pay period, for a total of 8 days per year.

b. Part-time employees' accrual is prorated, based on their average weekly hours for the previous quarter.

c. Sick leave may be accumulated without limit but cannot be taken in advance of accrual and will not be paid out at the end of employment.

d. If at the end of a biweekly pay cycle, absences exceed sick leave accumulation, the hours will be charged to vacation. If there is no leave accumulation, the time will be unpaid.

e. Sick leave continues to accrue while on any paid leave. Sick leave may not be used in lieu of vacation.

f. Sick leave may be taken only as follows: Illness of the employee, Illness of an immediate family member as defined in Section VII.A.2 of these policies.

g. If there is a sense that an employee is abusing sick time, a doctor may be required.

h. Sick time may not be shared but employees may donate vacation time to another employee who has used up her/his own time but encountered serious illness or a family emergency.

D. Bereavement Leave

Up to three (3) days of paid bereavement leave may be taken on the death of an immediate family member, as defined in Section VII.A.2. Additional compassionate leave of 5 to 10 days, drawn from sick or vacation leave or unpaid, may be available, at the discretion of the center or Executive director.

Up to one (1) day of bereavement leave may be used upon the death of a family member, other than immediate family.

E. Disability Leave

- Disability leave is available to an employee whose physician certifies that the employee is temporarily disabled from performing his/her job because of illness, injury, physical or mental impairment, pregnancy and/or childbirth.
- Following the use of accrued sick leave, the remainder of the leave shall be unpaid, unless the employee elects to use accrued vacation.
- Employees on disability leave should apply promptly for State Disability Insurance, Workers Compensation Insurance, and/or long-term disability benefits, whichever is applicable.
- A doctor's note is required at the start of a disability leave of absence, with an update every 30 days during leave. An employee returning to work from disability leave must provide a written medical release.

F. Family Leave

Employees may take up to 16 weeks leave for childbirth or adoption, using accrued sick leave and unpaid leave. Such leave does not need to be continuous.

G. Work-Related Illness or Injury

Employees returning from a leave of absence due to a disabling work-related illness or injury will be returned to their same job unless, for organizational reasons, The Grail was unable to hold the job open or to fill it temporarily because to do so would have resulted in an undue

hardship on the work or mission of The Grail. Under these circumstances, The Grail will offer the employee a substantially similar job if one exists that the employee is qualified to perform.

H. Benefits During a **Medical Leave**

The Grail will continue to pay for The Grail's portion of insurance coverage for employees during the unpaid portion of a medical leave up to a maximum of 16 weeks with the employee continuing to pay his or her share. If additional leave is approved, employees will be given the option of paying for continued coverage for the duration of the leave.

I. Resignation During a Medical Leave

Failure either to comply with The Grail's certification and notice requirements during a leave or to return from a leave on the first working day following the end of the leave will be considered a resignation on the part of the employee.

Jury And Witness Duty

Regular full-time and part-time employees who are called to serve on a jury or as a witness in a legal proceeding will be granted up to two weeks paid leave and will be granted unpaid leave for the remainder of their jury duty. During paid leave time, any compensation for jury duty must be turned over to The Grail.

Temporary employees will be granted unpaid leave for the period of their service and may keep any compensation received in exchange for their jury duty.

Proper documentation demonstrating the required time away from work for jury/witness duty may be requested. If an employee is not required to report or is released early from jury or witness duty, the employee must immediately report to work.

J. Military Leave

Employees who work 25 hours/week or more who are members of the Executive Guard or Reserves will be granted a leave of absence to attend military training for a maximum period of 15 calendar days annually.

Employees who work 25 hours per week or more and are called to active duty or any preparation for active duty will be reinstated with accrued tenure in accordance with the provisions of the Uniformed Services Employment and Re-employment Rights Act of 1994. Employees must advise their supervisors of their military training schedule as far in advance as possible.

K. Personal Leave

A regular full-time or part-time employee with at least one year of service may find it necessary to request unpaid time off for personal reasons. The Grail may grant a personal, unpaid leave of absence for a reasonable time subject to scheduling needs, not to exceed eight (8) weeks, considering the urgency and need of the employee's circumstances, the employee's s job performance and workload. Authorization for such personal leaves of absence is at the

discretion of the Executive Director. Failing to return to work upon completion of the leave or working for another employer during the leave without prior approval will be considered a resignation.

Employees on personal leave are expected to pay for continued participation in The Grail's health plan. Benefits that normally accrue for hours worked will not accrue during personal leave.

L. Holidays

Paid holidays are provided for all eligible regular full-time and part-time employees. Holidays that fall on a Sunday will be observed on the following Monday and those that fall on a Saturday will be observed on the preceding Friday.

In its efforts to becoming an anti-racist organization, the Grail updated its holiday recognition/pay schedule to allow personal flexibility, individual belief systems, and needs of the staff as a whole.

As of 2023, the following **five (5)** days will be observed by all staff:

1) **Rev. Dr. Martin Luther King Jr. Day**
2) **Memorial Day**
3) **Independence Day**
4) **Labor Day**
5) **Thanksgiving Day**

In addition, each staff member is permitted to identify five (5) additional holidays as paid holidays off.

In addition, the Executive office will be closed to the public and members from Christmas Eve (December 24) through New Year's Day (January 2). Staff will choose whether to work those days, use some/all as paid holidays, use vacation days, or take the days off without pay. All observed Executive holidays are scheduled on the day designated by common business practice.

If a holiday occurs during a scheduled vacation, employees are eligible for the holiday pay. Employees are not eligible to receive holiday pay when on unpaid leave.

M. Holiday Pay

If a holiday falls on a regularly scheduled workday, an employee will be paid for those hours they would be regularly paid.

If a holiday falls on a day an employee would not be scheduled, that employee would be eligible for time off with pay in the same pay period equal to one day of PTO accrual.

If a full- or part-time employee is required to work on a holiday, he or she will receive time off with pay equal to the hours worked. It is recommended that this be taken in the same pay period, if possible.

If an on-call employee is scheduled to work on a holiday, she or he will be paid at one-and-a-half times her or his hourly rate.

N. Business Closure

Business Closure due to weather, emergency, or compromised safety Circumstances which close business functions, such as snow days, will be paid days off. The Center Director will determine when closure is necessary.

O. Medical Insurance

The Grail is able to provide health insurance to regular employees working at least 25 hours/week. The Grail pays one half of the premium fee for each employee covered and the employee pays one half percent through payroll deduction; employees are responsible for paying the full premiums for family participation. Employees must enroll in the plan immediately upon completion of their 60-day Introductory Period or during the Open Enrollment Period.

P. Supplemental Insurance

The Grail is able to offer each employee the opportunity to purchase Vision, Dental, or Disability insurance. The employee in those cases is responsible for these payments with a payroll deduction in pre-taxed dollars.

Q. Workers Compensation

The Grail carries workers compensation insurance coverage as required by law to protect employees who are injured on the job. This insurance provides medical, surgical and hospital treatment in addition to loss of pay resulting from work-related injuries or illness.

An employee must immediately report any on-the-job injury to the supervisor, within 24 hours regardless of how minor the injury may be. The Grail does not provide workers with compensation coverage for injuries sustained during or as a result s voluntary participation in off-duty social, recreational, or athletic activities that are not part of an employee's work-related duties. When an employee is required or expected to participate in a recreational, social, or athletic activity as part of his or her job, then workers compensation coverage may apply.

If a claim is rejected by the State Workers, it will be treated like any other disability. Agree

R. Social Security

Social Security Social Security is an important part of every employee's retirement benefit. The Grail pays a matching contribution to each employee's Social Security taxes as required by law.

S. Retirement Benefit

All current Grail paid staff members who are 35 years of age or over, who work 30 hours per week or more, and who have been employed by The Grail for at least 2 years prior to the current year of employment are eligible to join the TIAA-CREF retirement plan established by The Grail. The worker is responsible for full payment.

VIII. EMPLOYEE ACKNOWLEDGMENT

Please read the following information and return this acknowledgment form to your direct supervisor for inclusion in your personnel file.

This is provided to you for information and immediate reference. Because we are a dynamic and changing organization, policies included in this handbook are subject to unilateral change, revision, deletion, or addition by this organization from time to time with or without prior notice.

No policy in this policy should be interpreted as in any way changing, altering, or nullifying our policy of voluntary employment. Your employment with this organization has no specified duration, and either you or the organization may terminate the employment relationship whenever either believes it is desirable to do so, without consideration of cause or notice.

This is to acknowledge that I have received and read my copy of the Handbook, am familiar with and understand its contents, and agree to comply with its terms during my employment.

Name: _____
(Please print)

Title: _____

Date: _____