
Employee and Volunteer Handbook



Revised July 2018

A Message of Welcome

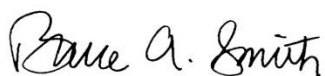
Welcome to Wycliffe Associates! I say that to you personally and on behalf of your wonderful colleagues who are helping us to expedite the process of Bible translation work around the world.

This handbook should help you become better acquainted with our organization and its policies.

We are blessed and filled with joy by the effect Wycliffe Associates has on the world of Bible translation and in the lives of the people we touch. I know you will feel this same joy as you share challenges and opportunities for personal growth at Wycliffe Associates.

I know you will also be happy with the way people work together here—intent on doing the best job possible as we abound in the work of the Lord. Besides sharing a common goal that we are working toward, you will also find that we communicate with ease and freedom. We hope this handbook will serve as a good first step in this communication process by providing information on how we work, what you can expect and what we expect of you.

Working together in Christ,



Bruce Smith
President



Involving people in the advancement of Bible translation

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SECTION 1

All Employees and Volunteers

Introduction

Welcome to Wycliffe Associates!

As an employee or volunteer, you will find your Wycliffe Associates (WA) experience to be both rewarding and challenging. It is our desire and purpose to make your time with us a positive experience.

WA is a Christian ministry that is incorporated as a religious nonprofit corporation in the state of California. Our mission is involving people in the advancement of Bible translation. As each member of the body of Christ uses their God-given skills and experience, the global team is strengthened and equipped for greater effectiveness. Together we are urgently working to assure that no one is beyond the reach of God's Word in their heart language.

WA maintains a staff of professionals to assist you in all matters related to employment. In addition, the WA Human Resources Department is available to you to administer the guidelines and policies for specific situations. The Human Resources Department strives to maintain objectivity in serving employees and in providing advice and counsel on all WA policy-related issues.

Statement of Faith

- We believe in the divine inspiration and consequent authority of the whole canonical Scriptures
- We believe in the doctrine of the Trinity
- We believe in the fall of man, his consequent moral depravity and his need of regeneration
- We believe in the atonement through the substitutionary death of Christ
- We believe in the doctrine of justification by faith
- We believe in the resurrection of the body, in the case of the just and the unjust
- We believe in the eternal life of the saved and the eternal punishment of the lost

As a religious, non-profit entity, WA maintains high standards for spirituality and the Christian faith. Employees and volunteers are required to be in agreement with WA's Statement of Faith. Any person who is not in agreement with the statement will not be considered for service as an employee or volunteer with WA.

WA's commitment to you is to provide a nurturing Christ-centered environment in which you can grow spiritually and enjoy fellowship with one another while supporting the work of Bible translation.

Vision 2025

Linking with partners worldwide, we aim by the year 2025 there will be a Bible in every language.

Handbook Purpose & Right to Revise

This handbook contains information about WA's employment and volunteer policies and procedures and an overview of WA's benefits. For specific information about employee benefits, you should refer to the plan documents, which are controlling. The policies and procedures in this Handbook are guidelines only. WA reserves the right to interpret and administer the provisions of this Handbook as needed.

These policies and practices are in effect at the time of publication. All previously issued handbooks, inconsistent policy statements or memoranda are superseded. With the exception of the at-will employment policy, WA reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this handbook or in any other document. Except for the policy of at-will employment, which can only be changed in writing by WA, WA has the maximum discretion permitted by law to change, modify or delete any provision in this Handbook at any time with or without notice.

However, any written changes to this handbook will be distributed to all employees and volunteers. No oral statements or representations can in any way supplement, change or modify the provisions of this handbook.

Each employee should read and become familiar with the information contained in this Handbook. Failure to comply with WA's policies or procedures may result in discipline, up to and including termination.

The provisions in this Handbook are not intended to in any way create any contractual obligations with respect to your employment. Nothing in this handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment.

Statement of At-Will Employment Status

Nothing in this Handbook nor any other communication by a WA Representative or any other employee, whether oral or written, is intended to in any way create a contract of employment. Unless I have a written employment agreement signed by an authorized WA Representative, I am employed at will and nothing in this Handbook can be construed to contradict, limit or otherwise affect my right or WA's right to terminate the employment relationship at any time with or without notice or cause. If I have a written employment agreement signed by an authorized WA Representative and a provision of this Handbook conflicts with the terms of my employment agreement, I understand that the terms of my employment agreement will prevail.

Equal Employment and Volunteer Opportunity

It is the desire of WA to recognize all those called by the Lord. While WA maintains high standards for spirituality, health and personal qualifications, each individual will be considered on his/her own merits, without regard to race, color, sex, national origin, age, disability, veteran status, genetic information or any other characteristic protected by federal, state, or municipal law. This policy applies to all terms, conditions, and privileges of employment, including hiring, training, promotion, compensation, and benefits. WA complies with the provisions of the American with Disabilities Act (ADA) and will not discriminate against any qualified employee/volunteer or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

As a religious organization, Wycliffe Associates is exempt from certain discrimination laws related to religious and creed rights.

Personnel

Employment Classifications

All employees and volunteers are classified in accordance with the Fair Labor Standards Act (FLSA). This classification is determined on the basis of the employee's duties, responsibilities and level of independence in the performance of the position. Using this standard, all are classified in one of the following groups:

1. **Exempt**—Exempt employees are expected to work the hours required to accomplish their work and are paid on a salaried basis. Exempt employees are not eligible for or entitled to overtime pay.
2. **Non-Exempt**—Non-exempt employees are paid hourly for time worked and are eligible for overtime pay in accordance with state and federal law.
3. **Full-time**—Full-time employees work 32 or more hours per week.
4. **Part-time**—Part-time employees work less than 32 hours per week.
5. **Supported**—Supported employees are full-time employees who raise their compensation as missionaries with WA. Part-time supported staff will be approved for U.S. locations.
6. **Seasonal & Temporary**—Employees who fill short-term assignments of three months or less. Their assignments may be extended, and they are not eligible for employee benefits, except where mandated by applicable law.
7. **Volunteer** – Volunteers are individuals that have been approved through the Wycliffe Associates volunteer processes. Volunteers do not receive compensation or any financial support from Wycliffe Associates.

If an employee's or volunteer's classification changes, eligibility for benefits will be determined on the effective date of the change.

Employment Expectations

Personal Appearance

While it is WA's intent that all employees/volunteers have the freedom to dress for their personal comfort during work hours, the image of our organization must be maintained by the image that our employees present to our visiting colleagues, ministry partners, vendors and other visitors. This image requires high standards of personal cleanliness, modesty, hygiene, grooming and proper attire.

Employees/volunteers working in the office should dress in a conservative, business-appropriate manner, which may include business-casual attire. Provocative clothing worn on WA property at any time is strictly prohibited.

Supervisors of departments overseeing employees and volunteers whose duties are primarily manual in nature may develop and enforce a policy of dress standards specifically for those positions. Clothing must not constitute a safety hazard.

WA supervisors are authorized to determine appropriate dress at all times and in all circumstances and may send employees or volunteers home to change clothes should they determine that the employee's or volunteer's dress is not appropriate or safe.

Wednesday of each week has been designated WA day; employee/volunteers are asked to wear clothing affixed with the WA logo. Friday of each week has been designated as casual day.

Any employee that requires a reasonable accommodation for reasons based on disability or other grounds protected by federal, state, or local laws should contact their supervisor/department head/Human Resources representative]. Reasonable accommodation will be granted unless it will cause an undue hardship on WA. WA prohibits any form of discipline, reprisal, intimidation or retaliation for requesting a reasonable accommodation for grounds protected by federal, state or local law.

Punctuality & Attendance

Punctuality and reliability in attendance are essential to the effectiveness of WA.

If you are unable to report for work on any particular day, you should attempt to call your supervisor before the time you are scheduled to begin work for that day. Employees and volunteers must also inform their supervisor of the expected duration of any absence. Excessive absenteeism or tardiness will not be tolerated.

Consistent with state and federal law, if you fail to report for work without any notification to your supervisor and your absence continues for a period of three days, WA will consider you to have abandoned and voluntarily terminated your employment.

Devotions

The purpose of employee and volunteer devotions is to help us grow together as a team. We want every person in the office to have an opportunity to share two things:

- 1) Bible study and prayer;
- 2) Conversation regarding the vision, mission and future of WA.

Attendance is not mandatory.

Conducting Personal Business

Employees and volunteers are encouraged to conduct personal business at scheduled break or lunch times. Employees/volunteers may not conduct business for another employer during their scheduled work hours.

Solicitation & Distribution of Literature

WA has established rules to govern employee solicitation and distribution of written materials other than those directly related to WA's business. WA has established rules to:

- Maintain and promote safe and efficient operations, employee discipline and an attractive clutter-free work place.
- Minimize non-work-related activities that could interfere with customer satisfaction, product quality and teamwork.

Conduct Not Prohibited by this Policy

This policy is not intended to restrict communications or actions protected or required by state or federal law, including the National Labor Relations Act.

Rules

Employees may not:

- Solicit other employees during working time.
- Distribute literature during working time.
- Distribute literature at any time in working areas.

The sole exceptions to this policy are for solicitations and distributions related to charitable activities approved by WA.

Definitions

Solicitation includes, but is not limited to, approaching someone in person or through employer-owned property such as computers, smartphones, e-mail systems and intranets for any of the following purposes:

- Offering anything for sale.
- Asking for donations.
- Collecting funds or pledges.
- Seeking to promote, encourage or discourage participation in or support for any organization, activity or event, or membership in any organization.
- Distributing or delivering membership cards or applications for any organization.

Distribution includes, but is not limited to, disseminating or delivering in person or through employer-owned property such as bulletin boards, computers, smartphones, e-mails and intranets any literature or other materials including circulars, notices, papers, leaflets or other printed, written or electronic matter (except that distributing or delivering membership cards or applications for any organization is considered solicitation and not distribution).

Working time includes any time in which either the person doing the solicitation (or distribution) or the person being solicited (or to whom non-business literature is being distributed) is engaged in or required to be performing work tasks. Working time excludes times when employees are properly not engaged in performing work tasks, including break periods and meal times.

Working areas include areas controlled by WA where employees are performing work, excluding cafeterias, break rooms and parking lots.

Employment Policies

Computer Network & Internet Access

WA's computers, networks, communications systems and other IT resources are intended for business purposes only (except for limited personal use as described below) during working time. To protect WA and its employees/volunteers, it is WA's policy to restrict the use of all IT resources and communications systems as described below. Each user is responsible for using these resources and systems in a productive, ethical and lawful manner.

WA's policies prohibiting harassment apply to the use of WA's IT resources and communications systems. No one may use any communications or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

The use of WA's IT resources and communications systems by an employee/volunteer shall signify his or her understanding of agreement to the terms and conditions of this policy, as a condition of employment.

This policy is not intended to prevent employees from engaging in communication that is protected by state, federal, or local law, including employee's rights under the NLRA to use their employers email system in statutorily protected communications during nonworking hours, which may include discussions about working conditions, wages, or union activity.

Security, Access and Passwords

Security of WA's IT resources and communications systems is the responsibility of the Information Technology (IT) Department, including approval and control of employees'/volunteers' and others' access to systems and suspension or termination of access in cases of misuse and when a user is no longer an employee/volunteer or otherwise ineligible to use the systems.

It is the responsibility of each employee/volunteer to adhere to IT security guidelines including but not limited to the creation, format and scheduled changes of passwords. All user names, pass codes, passwords, and information used or stored on WA's computers, networks and systems are the property of WA. No employee/volunteer may use a user name, pass code, password or method of encryption that has not been issued to that employee/volunteer or authorized in advance by WA.

No user shall share user names, pass codes or passwords with any other person except for the administrative assistant assigned to that user. An employee/volunteer

shall immediately inform the IT Department if he knows or suspects that any user name, pass code or password has been improperly shared or used, or that IT security has been violated in any way.

Resources and Systems Covered By This Policy. This policy governs all IT resources and communications systems owned by or available at WA, and all use of such resources and systems when accessed using an employee/volunteer's own resources, including but not limited to:

- Wycliffe Associates Data.
- E-mail systems and accounts.
- Internet and intranet access.
- Telephones and voicemail systems, including wired and mobile phones, smartphones and pagers.
- Printers, photocopiers and scanners.
- Fax machines, e-fax systems and modems.
- All other associated computer, network and communications systems, hardware, peripherals and software, including network key fobs and other devices.
- Closed-circuit television (CCTV) and all other physical security systems and devices, including access key cards and fobs.

No Expectation of Privacy. All contents of the WA's IT resources and communications systems are the property of WA. Therefore, employee/volunteers should have no expectation of privacy whatsoever in any message, files, data, document, facsimile, telephone conversation, social media post, conversation or message, or any other kind or form of information or communication transmitted to, received or printed from, or stored or recorded on WA's electronic information and communications systems.

You are expressly advised that in order to prevent against misuse, **WA reserves the right to monitor, intercept and review, without further notice, every employee/volunteer's activities using WA's IT resources and communications systems, including but not limited to e-mail (both outgoing and incoming), telephone conversations and voice mail recordings, instant messages and internet and social media postings and activities, and you consent to such monitoring by your acknowledgement of this policy and your use of such resources and systems.** This might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, log-ins, recordings and

other uses of the systems as well as keystroke capturing and other network monitoring technologies.

WA may also store copies of such data and communications for a period of time after they are created, and may delete such copies from time to time without notice.

Do not use WA's IT resources and communications systems for any matter that you desire to be kept private or confidential from WA.

Network Systems. WA maintains integrated computer and data communications networks to facilitate all aspects of its business. You may never sign on to any network equipment using the password or user name of another employee/volunteer. No employee/volunteers should access, attempt to access, alter, or delete any network document except in furtherance of authorized WA business.

Downloading and Installing Software/Website Agreements. E-mail and downloading from the internet are prime sources of viruses and other malicious software. Therefore, no one may download or install any software or shareware to their hard drive that is not expressly authorized or approved by the IT Department. In addition, employee/volunteers may not accept the terms or conditions of website agreements without first obtaining approval from the IT Department.

Confidentiality and Proprietary Rights

WA's confidential information, data and intellectual property (including trade secrets) are extremely valuable to WA. Treat them accordingly and do not jeopardize them through your business or personal use of electronic communications systems, including e-mail, text messaging, internet access, social media and telephone conversations and voice mail. Disclosure of WA's confidential information to anyone outside WA and use of WA's intellectual property is subject to WA's Confidentiality Statement. Ask your manager if you are unsure whether to disclose confidential information to particular individuals or how to safeguard WA's proprietary rights.

Do not use WA's name, brand names, logos, taglines, slogans or other trademarks without written permission from the WA Legal Advisors.

This policy also prohibits use of WA's IT resources and communications systems in any manner that would infringe or violate the proprietary rights of third parties. Electronic communications systems provide easy access to vast amounts of information, including material that is protected by copyright, trademark, patent, and/or trade secret law. You should not knowingly use or distribute any such material downloaded from the internet or received by e-mail without the prior written permission of the WA Legal Advisors.

Access of Data by Non-Wycliffe Associates Devices

Wycliffe Associates wishes to enable all employee and volunteers to be as effective and efficient as possible. To that end, it is permissible to access Wycliffe Associates email systems from personally owned devices such as smart phones tablets or laptops.

Most other business applications, however, should only be accessed by Wycliffe Associates issued devices. These applications include, but not limited, to finance and donor management systems and reporting systems.

Access E-mail and Text Messaging

WA provides certain employee/volunteers with access to e-mail and/or text messaging systems for use in connection with the performance of their job duties. WA seeks to provide stable and secure e-mail and text messaging systems (including SMS and internet-based instant messaging) with rapid, consistent delivery times that promote communication for business purposes without incurring unnecessary costs or generating messages that are unproductive for the recipient. Many of the policies described below governing use of WA's e-mail and text messaging systems are aimed at reducing the overall volume of messages flowing through and stored on the network, reducing the size of individual messages, and making the system more efficient and secure.

Spam. Unfortunately, users of e-mail will occasionally receive unsolicited commercial or bulk e-mail (spam), which, aside from being a nuisance and a drain on IT resources, might be a means to spread computer viruses and other malicious software. Avoid opening unsolicited messages and report any suspicious e-mail to the administrator. Delete all spam immediately. Do not reply to the message in any way, even if it states that you can request to be removed from its distribution list. If delivery persists, contact the e-mail administrator who will block any incoming e-mail from that address.

Users should be aware that spammers have the ability to access e-mail addresses that are listed as senders or recipients on e-mail messages, on websites, user discussion groups, and other internet areas. Therefore, you should be cautious about using and disclosing your company e-mail address. If you use e-mail for information gathering purposes, we strongly recommend that you not use your company e-mail address, but rather establish a separate e-mail account for that purpose with a free e-mail service, such as yahoo.com, hotmail.com or google.com.

Employees/Volunteers Required to Drive

Employees/volunteers who are required to drive a WA vehicle or their own vehicle on WA business will be required to show proof of current, valid licenses and current, effective insurance coverage prior to the first day of employment.

WA retains the right to transfer to an alternative position, suspend or terminate an employee/volunteer whose license is revoked, who fails to maintain personal automobile insurance coverage or who is uninsurable under the WA policy.

Employees/volunteers who drive their own vehicles on WA business will be reimbursed at the highest non-taxable rate permitted by the IRS.

Cell Phones

WA expects all employees and volunteers to maintain the highest degree of safety while performing WA business. Therefore, the use of cell phones, computers, pagers or any such distracting task is strictly prohibited while driving a motor vehicle or while working in an area where such practices are considered to be unsafe. WA will not be responsible for the results of any violation of this policy.

Firearms and Weapons

WA complies with all state and federal laws regarding the possession, carrying and use of firearms. Except to the extent prohibited by state, federal, and local laws, firearms and weapons, including but not limited to guns, starting pistols, flare pistols, knives or any instrument or material intended for use as a weapon, are strictly prohibited within WA buildings.

Commitment to Safety

Safety is everyone's responsibility! No job is so important that it cannot be accomplished safely.

A safe workplace is everyone's responsibility. All employees/volunteers are required to observe safety work rules, policies and procedures, attend training sessions when offered, immediately report all hazardous conditions, injuries and accidents to your reporting supervisor, use good judgment in all situations, and take all steps to protect our environment. Some WA locations require identification tags. Employees/volunteers assigned to these locations will wear, or carry, their identification tags while engaged in the business of the organization and on the organization's premises. Please refer to the safety manual for a full description of the safety procedures.

WA prohibits any form of discipline, reprisal, intimidation or retaliation for reporting a health and safety concern or a violation of this policy or cooperating in related investigations.

Kidnap & Ransom

In the event of an employee's/volunteer's kidnapping or the kidnapping of a family member, no payment will be made or action will be taken that would likely perpetuate extortion, ransom or blackmail. The employee/volunteer further acknowledges that s/he has considered the potential danger of kidnapping, including the possible loss of life, and the possible loss of personal property. Notwithstanding such risks, the employee/volunteer freely chooses to participate in the work of WA, assume such risks and hold WA harmless from and against any and all injuries to persons or property that the employee or members of the employee's/volunteer's family may suffer as a result of kidnapping. Details regarding these arrangements will be discussed and arranged with an employee once s/he has expressed interest in serving overseas.

Burial Overseas

An employee/volunteer must understand that s/he must make certain arrangements prior to departure from the U.S. in the event that s/he dies while overseas. Although this event is unlikely, WA must have the individual's authorization to make necessary decisions regarding burial in the event of his/her death while abroad and in a place where it would not be possible, in view of local burial laws, to make arrangements to return the employee's remains to his/her home country. Details regarding these arrangements will be discussed and arranged with an employee/volunteers once s/he has expressed interest in serving overseas.

Media Contact

Employees/volunteers may be approached for interviews or comments by the news media. Only contact people designated by the President may comment on WA policy or on events that have an impact on WA.

Confidentiality Statement

During the course of employment/service, employees/volunteers may have access to Confidential Information. Any Confidential Information, whether oral, written, or electronic, should be maintained in a manner that ensures its confidentiality. Employees/volunteers agree not to use or disclose (directly or indirectly) WA's confidential information. This includes without limitation, all volunteer, employee, or vendor lists or information, marketing information, personnel files, administrative or personnel information.

Personnel Records

WA complies with all state and federal laws regarding employee/volunteer access to and inspection of personnel records and documents.

References

All reference requests must be directed to the Director of Human Resources. No other WA employee is authorized to release references for current or former employees or volunteers. The Director of Human Resources will only disclose the dates of employment and the title of the last WA position held unless disclosure was authorized in writing by the employee. In that case, amount of salary or last earned wage could also be disclosed. WA will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations and as otherwise legally required.

Performance Evaluations

Employees/volunteers will receive periodic performance reviews. Your supervisor will conduct the review. Your first performance review will take place after completion of your trial period. After that review, performance reviews will be conducted a minimum of once a year on a date to be set by your supervisor. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems.

Conflicts of Interest

As a member of the Evangelical Council for Financial Accountability (“ECFA”), WA adopts, as part of its conflict of interest policy, ECFA Standard #6 as follows:

“Every member organization shall avoid conflicts of interest. Transactions with related parties may be undertaken only if all of the following are observed: 1) a material transaction is fully disclosed in the audited financial statements of the ministry; 2) the related party is excluded from the discussion and approval of such transaction; 3) a competitive bid or comparable valuation exists; and 4) the WA board has acted upon and demonstrated that the transaction is in the best interest of the member ministry.”

WA will avoid whenever possible related party transactions that could lead to conflicts of interest. In an effort to do that, the following will be the WA Conflict of Interest Policy.

Disclosure: Upon employment with WA or election as a WA board member, the employee, volunteer, or board member will provide disclosure of any interests, memberships or other relationships that could possibly lead to a conflict of interest.

Updates: Employees, volunteers, and board members will be presented with this policy on an annual basis and given an opportunity to review the above-mentioned disclosure in order to provide any necessary updates. Prior to entering into a related party transaction, the matter will be reported to the board for their consideration.

Harassment/Sexual Harassment

Harassment - Harassment includes verbal, physical, and/or visual conduct that creates an intimidating, offensive, or hostile working environment or that unreasonably interferes with one's work performance. Some examples include, but are not limited to: slurs, jokes, offensive statements, posters, e-mails, cartoons, or other similar conduct based on any of the characteristics identified above. Harassment can be based on an individual's sex, race, color, national origin, age, disability, veteran status, genetic information, or other characteristic protected by state or federal law. Sexual harassment includes, but is not limited to, solicitation of sexual favors, sexual innuendos, unwelcome sexual advances, jokes about gender-specific traits, or other verbal, visual or physical conduct of a sexual nature.

Complaint Procedure - An employee/volunteer who believes he or she has been discriminated against or harassed based on his or her sex, race, color, national origin, age, disability, veteran status, or genetic information should report the matter to the Director of Human Resources or the President. Supervisors or managers who believe an employee/volunteer has been subjected to discrimination and/or harassment based on his or her sex, race, color, national origin, age, disability, veteran status, or genetic information or who receive a complaint from an employee/volunteer alleging such discrimination or harassment, must immediately report the matter to the Director of Human Resources or the President, even when the employee complaining asks the supervisor or manager to keep the allegation confidential and take no action.

Every complaint of discrimination or harassment will be investigated promptly, thoroughly, and in an impartial manner. The individual who conducts the investigation will objectively gather and consider the relevant facts.

WA will protect the confidentiality of complaints to the extent possible. WA cannot guarantee complete confidentiality because it cannot conduct an effective investigation without revealing certain information to the alleged wrongdoer and potential witnesses. However, information about the allegation will be shared only with those who need to know about it. Records relating to such complaints shall be kept confidential on the same basis.

If discrimination or harassment is established, WA will take immediate and appropriate remedial measures designed to stop the discrimination or harassment, correct its effects on the employee/volunteer, and ensure that the discrimination or harassment does not

recur. Remedial measures will include disciplining the offender, if the offender is an employee/volunteer. Such disciplinary action can range from verbal or written warnings to immediate termination, depending upon the circumstances. When necessary, WA will take immediate measures before completion of the investigation to ensure that further discrimination or harassment does not occur while the investigation is being conducted.

If you believe that the above procedure has not resolved your complaints or you do not wish to utilize the above procedure, and you are working in California, you may contact your local office of the California Department of Fair Employment and Housing ("DFEH") to file a claim of harassment. You may also contact your local office of the United States Equal Employment Opportunity Commission ("EEOC") to file a claim of harassment. The DFEH and/or EEOC serve as neutral fact-finders and will attempt to assist the parties to voluntarily resolve their disputes.

If you believe you have been the subject of and/or have witnessed criminal conduct the Organization encourages you to immediately report that conduct to WA management, the Director of Human Resources, the President, and local law enforcement personnel.

Retaliation – WA will not tolerate retaliation, coercion, intimidation, interference, discrimination, or harassment of or against any employee/volunteer for making a good-faith complaint of discrimination or harassment or for providing information related to such a complaint. An employee/volunteer who believes he or she has been retaliated against as the result of making a complaint or for providing information related to such a complaint should report this matter immediately to the Director of Human Resources or the President. Any individual who engages in retaliatory actions will be subject to discipline, up to and including immediate termination.

Grievance Procedure

If an employee or volunteer has a problem or complaint, please communicate directly with us:

- 1) Talk to your immediate supervisor;
- 2) If your supervisor cannot help resolve the matter, then speak to the Human Resources Director, who will give your problem or complaint prompt consideration;
- 3) If the Human Resources Director feels that the situation warrants further review, then she/he will seek assistance from the VP of Recruiting and/or the President.

Our goal is to maintain a comfortable working environment for everybody by maintaining direct communication with all employees and ensuring that each and every one of them may speak directly and openly with the management team.

Drug and Alcohol Abuse

The use of alcohol, illegal drugs or controlled substances, whether on or off the job, can adversely affect an individual's work performance, efficiency, safety and health, seriously impairing the employee's/volunteer's value to WA. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other personnel and exposes WA to the risks of property loss or damage or injury to other persons.

The following circumstances and standards of conduct apply to all employees/volunteers either on WA property or during the workday (including lunch and rest periods). These circumstances are strictly prohibited by WA:

1. Possession or use of alcohol or being under the influence of alcohol during normal business hours.
2. Driving a WA vehicle while under the influence of alcohol.
3. Distribution, manufacture, sale or purchase of an illegal or controlled substance while on the job.
4. Possession or use of an illegal or controlled substance or being under the influence of an illegal or controlled substance while on the job.

This policy does not dictate whether a person can have an alcoholic drink on personal time but deals specifically with alcohol/drug abuse. Factors dealing with the use of alcohol include cultural sensitivity.

WA will encourage employees/volunteers with chemical dependencies (alcohol or drug) to seek treatment and/or rehabilitation and will reasonably accommodate them consistent with the requirements of the Americans with Disabilities Act as well as applicable state and local laws. WA is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use. WA is in support of rehabilitation as an option for an employee/volunteer who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

WA shall conduct drug tests in the following circumstances:

1. Application for employment. Job applicants may be required to submit to a drug/alcohol test after a conditional job offer has been

made. Refusal to submit a positive confirmed drug test may be used as a basis for refusal to hire the applicant.

2. Reasonable Suspicion. Employees/volunteers may be required to submit to drug/alcohol screening whenever WA supervision has a reasonable suspicion that you have violated any of the rules set forth in this policy. Reasonable suspicion may arise from, among other factors, supervisory observation, co-worker reports or complaints, performance decline, attendance or behavioral changes, or involvement in a workplace or vehicular accident indicating a possible error in judgment or negligence.

Violation of this policy or any of its provisions may result in discipline up to and including discharge.

In order to enforce this policy and procedures, WA reserves the right to investigate potential violations and requires personnel to undergo substance screening, including urinalysis, block test or other appropriate tests and, where appropriate, searches of all areas of WA and WA grounds, including but not limited to work areas, personal articles, lockers, vehicles, etc. Employees/volunteers will be subject to discipline up to and including discharge for refusing to cooperate with searches or investigations, to submit to screening or for failing to execute consent forms when required by supervisor.

Code of Conduct

The following is prohibited and may include termination by WA. This list is illustrative only; other types of conduct injurious to security, personal safety, employee welfare and WA's operations also may be prohibited.

1. Falsification of employment records, employment information or other WA records.
2. Theft, deliberate or careless damage or destruction of any WA property or the property of any employee.
3. Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management.

Employees and volunteers are expected to conduct their personal affairs in a manner that does not adversely affect their own or WA's integrity, reputation and credibility. This statement of prohibited conduct does not alter WA's policy of at-will

employment. The employee/volunteer or WA remains free to terminate employment at any time, with or without reason or advance notice.

Progressive Discipline

Violation of WA policies and rules may warrant disciplinary action. WA will utilize a system of progressive discipline that includes verbal warnings, written warnings and suspension. As a ministry, we will make every attempt to handle situations in a biblical manner (Eph. 4:32; 1 Peter 3:9). However, WA may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including termination of employment. The WA policy of progressive discipline in no way limits or alters the at-will employment relationship.

SECTION 2

For All Volunteers

Introduction

The information contained in this portion of the Employee and Volunteer handbook is exclusively for the use by volunteers and management of Wycliffe Associates Inc. (WA) and its affiliates. To the extent that any policy in this section conflicts with federal, state or local laws, WA will abide by the federal, state or local laws.

Wycliffe Associates reserves the rights to revise, modify, add or delete any and all policies stated in this section.

Statement of Volunteer Release

WA volunteers have no legal claims for paid wages or salary or any other type of compensation, overtime premiums, medical insurance, worker's compensation, unemployment compensation, or other provisions of law for "employees". It is the volunteer's deliberate intention to be such a volunteer.

It is the volunteer's desire to gratuitously help WA and associated ministries accomplish its God-given purpose. The volunteer realizes that if they are injured while working as a volunteer for any of these organizations, they are responsible to report the injury to their supervisor immediately.

Normally, the volunteer assumes full responsibility for paying all of their expenses such as room and board, transportation, and other incidentals. Volunteers also understand that they may receive gratuities in the form of reimbursements, transportation, room and/or board at the sole discretion of associated ministries. Volunteers claim no right to receive these gifts and do not consider them as payments in exchange for their work.

Volunteers who have not reached the age of 18 must submit written consent from their parent or guardian prior to volunteering.

Volunteers will be required to submit their application and include personal and professional references prior to acceptance as a volunteer with WA. Individuals who refuse to comply with this request will not be accepted as a WA volunteer.

All WA volunteers must release all claims arising from their activity as a volunteer, known or unknown, which they may now or hereafter have against WA or associated ministries including those claims contemplated by the relevant State Codes and further declare that all the contents in this statement shall be binding upon their heirs, successors, personal representatives, and assigns.

Volunteer Policy Statement

The following elements are crucial to the effectiveness, quality, and safety of my service. Any questions volunteers may have regarding policies or their interpretations should be directed to the manager of volunteers or the immediate supervisor.

As a WA volunteer I agree to:

1. Take full responsibility for paying all my own travel and living expenses.
2. Go on this volunteer assignment with an attitude of gratitude and service to the Lord and the missionaries (*just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many*" - Matthew 20:28).
3. Remember that I have come to learn, not to teach. I may run across procedures that I feel are inefficient, or attitudes that I find closed-minded. I will resist the temptation to inform my host about "how we do things". I will be open to learning other people's method and ideas.
4. Show support to the WA and all other partner organization leadership on the field and respect their authority. I realize that I am here for just a short while, but that they are here for the long-term. I will respect their knowledge, insights, and instructions.
5. Abstain from the consumption of alcoholic beverages or the use of tobacco or illegal drugs while serving at any WA or associated ministry facility or grounds in the U.S.A. or at any internationally assigned location.
6. If serving overseas I will also agree to:
 - Refrain from negative political or hostile discussions concerning my host country's politics.
 - Fulfill all logistical requirements. I will comply with all requirements regarding passports, finances, shots, etc.
 - Refrain from anything that will cause offense to the culture of the country in which I serve. I realize certain activities that seem harmless in my own culture may seem inappropriate in others.
 - Ask approval from WA staff or office staff to go anywhere outside the Ministry facilities or compounds.

FOR EMPLOYEES AND VOLUNTEERS

Handbook Receipt and Volunteer Agreements

I understand that this Handbook is the property of Wycliffe Associates (WA) and that I have been given a copy of the Handbook to use during my employment/service with WA, and I must return the Handbook upon my separation from WA. I acknowledge that I read the Handbook, understood it and agree to comply with it. I understand that WA has the maximum discretion permitted by law to interpret, administer, change, modify or delete the rules, regulations, procedures and benefits contained in the Handbook at any time with or without notice. No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify the Handbook. I also understand that any delay or failure caused by WA to enforce any rule, regulation, or procedure contained in the Handbook will not constitute a waiver of WA's right to do so in the future.

I acknowledge, agree and understand that service with WA is at all times “at-will”, meaning that either I or WA may discontinue the employment/service relationship for any reason at any time, that this Handbook is not a contract of employment/service, and that WA disclaims any implied contractual obligation of continuing my employment/service.

I further acknowledge and understand that WA's Human Resources Department is available to answer questions I may have regarding any of its policies of employment.

Video/Photo Publication Permission:

By entering my full name on this form, I also give Wycliffe Associates the full right to use my photograph(s), including any photos of myself, and/or videotaped image(s) and sound byte(s) in its recruitment, public relations, web site, and promotional efforts. I understand that they could be used in various publications and/or broadcasts in the United States and/or throughout the world in the promotion of Bible translation.

Understood, accepted and agreed to, this _____ day of _____, 20_____

Employee's/Volunteer's Printed Name

Employee's/Volunteer's Signature

Appendix

Employees and Supported staff

July 2018

The information contained in this portion of the Employee and Volunteer Handbook is exclusively for the use by paid employees, including supported staff, and management of Wycliffe Associates Inc. (WA) and its affiliates. To the extent that any policy in this section conflicts with federal, state or local laws, WA will abide by the federal, state or local laws.

Wycliffe Associates reserves the rights to revise, modify, add or delete any and all policies stated in this section.

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Personnel & Compensation

90-Day New Hire Period

The first 90 days of continuous employment at WA is considered a trial period. During this time you will learn your responsibilities, get acquainted with fellow employees and perform your job responsibilities. Upon completion of this trial period, WA will review your performance.

Completion of the 90-day trial period does not entitle you to remain employed by WA for any definite period of time. During the new hire period (and after) your employment remains at-will, which means that both you and WA are free, at any time, with or without notice and with or without cause, to end the employment relationship and your compensation. After completion of the trial period, full-time employees will be eligible for WA employee benefits.

Requirements for Supported Employees

A fully supported employee will reach employee status (condition of employment) when s/he raises 100% of his/her support goal and is assigned to serve at a project or in a department. At this point, s/he will begin to receive a monthly salary.

Payment of Wages

All employees of WA are paid the fifteenth and the last days of the month for work performed during the previous half-month. If a regular payday falls on a holiday, employees will be paid on the preceding workday.

Overtime

Overtime work will be the rare exception. A supervisor must previously authorize all overtime work. WA provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law.

Exempt Employees – Exempt employees may be required to work hours beyond their normal schedules, as work demands require. No overtime compensation will be paid to exempt employees.

Payroll Advances

WA does not permit advances against paychecks or against accrued vacation compensation.

Temporary Transfers

An employee who requests a transfer for medical and/or family medical leave reasons will be considered for a temporary transfer if a position exists at the time the transfer is requested and the employee is qualified to perform the job. The employee will be paid in accordance with the responsibilities and duties of the temporary job.

Employment Expectations

Job Duties

During the 90-day trial period, your supervisor will explain your job responsibilities and the performance standards expected of you. Your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects or to assist with other work necessary or important to the operation of your department or WA. Your cooperation and assistance in performing such additional work is expected.

WA reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

Work Schedules

Most WA facilities are open for business between the hours of 8:00 AM and 5:00 PM, Monday through Friday, in their respective time zones. Your supervisor will assign your individual work schedule. Adjustments in work schedules must be preapproved by the supervisor.

The workday (a consecutive 24-hour period) begins at 12:01 a.m. and ends at midnight. The work week begins on Monday and ends on Sunday.

Meal & Rest Policy

Employees are provided with a meal period of one hour to be taken around the middle of the workday. Employees are allowed 15-minute rest periods for every four hours of work.

Timekeeping Requirements and Deductions

All non-exempt employees are required to record time worked on a time sheet for payroll purposes. The employee's supervisor must approve time sheets.

Exempt employees are required to submit any absences from work so that accurate vacation, partnership development, holiday and sick leave records may be maintained.

WA is obligated to maintain records of time worked for all non-exempt (hourly) and salaried non-exempt employees. We rely upon you to help us meet certain time-keeping requirements as well as ensure you are paid accurately. If you are a non-exempt employee you need to accurately record time worked as well as breaks longer than 20 minutes on a daily basis (including meal breaks) using WA's time-keeping procedures. Time worked is all the time you actually spend performing your job.

Employees must ensure that all time is recorded accurately. Off-the-clock work is strictly prohibited for non-exempt employees. Because of the strict requirements we must uphold, altering, falsifying, tampering with time records, recording time or clocking in on another employee's time record are serious issues and will result in corrective action, up to and including termination of employment, regardless of the number of offenses.

If your job is classified as exempt, your pay does not depend on the number of hours you work per day and/or per week. Rather, exempt employees receive a fixed salary each work week without regard to (i) the number of hours they work or (ii) the quantity or quality of their work, subject only to those deductions specifically authorized by the Fair Labor Standards Act (FLSA) as consistent with their exempt status.

Under the FLSA, exempt employees are not entitled to payment for any work week in which they perform no work for WA. In addition, the salary of an exempt employee may be prorated in their first and last weeks of employment.

If you are an exempt employee paid on a salaried basis, your pay is subject only to certain deductions as permitted by the FLSA regulations. No deductions will be taken from an exempt employee's pay inconsistent with the exempt employee's salaried status. Moreover, no policy or statement in this manual or any other policy or procedure shall be construed as permitting or authorizing an exempt employee's pay to be subject to deductions inconsistent with the exempt employee's salaried status.

If you believe your salary has been subject to an impermissible deduction inconsistent with the FLSA's salaried basis requirement, or if you have any other concerns about your pay, please contact the Director of Human Resources at 407-852-5364 or the Controller at 407-852-5359.

WA will conduct an immediate investigation of your concerns, disclosing them only to those who have a need to know in order to investigate and/or to take corrective action. If an improper deduction has been taken from your pay, you will be reimbursed for the improper deduction in the next possible paycheck. We also will ensure that, in the future, no similar deductions are taken from your pay or the pay of other exempt employees. Regardless of whether an improper deduction was taken from your pay, we also will ensure that there is no retaliation against you for bringing your concerns to our attention

WA Benefits

Full-time employees (32 hours or more per week) are eligible for all benefits.

Holidays

- New Year's Eve
- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Time-off Policy

**** See note for California Employees***

Eligible employees are expected to schedule their paid time off throughout the calendar year and are expected to use all accrued time within the limits listed. You must communicate your requests to your supervisor as early as possible.

Employees are not entitled to pay in lieu of taking paid time off, except that unused, accrued vacation time will be paid consistent with the requirements of state law and, where applicable, at the discretion of the employee's supervisor. All paid time off must be used in half-day increments. Carryovers are calculated January 1 of each year.

Vacation time is accrued to provide employees an opportunity to periodically refresh themselves with time away from work. New employees will not be eligible to use any time-off benefits the first 30 days. During the first year they may borrow ahead up to one week of vacation time and up to 10 days of Partnership Development (PD) time

if in the U.S. or 15 days if overseas. An employee must have worked for WA for at least six months before s/he may be paid for an unused personal day.

Sick time may be used for the employee's illness, to care for a sick spouse, child or parent or for medical and dental appointments. A doctor's note is required after three continuous sick days. Except where provided by WA's leave policies, sick pay will not be paid if a doctor's slip is not provided.

When a location or site is closed due to severe weather conditions as determined by management, you will be paid for the day as an excused day.

Vacation Earned (per pay period)

Hire Date – Year 4 (3.33 hours)

Years 5-9 (5 hours)

Years 10-19 (6.66 hours)

Years 19+ (8.33 hours)

*Carryover Maximum=10 days⁺

⁺For California employees "Carryover Maximum" is the equivalent, in hours, of 1.5 times the employee's annual accrual amount. For example, if an employee's annual accrual amount is typically 80 hours, the California employee's "Carryover Maximum" is 120 hours.

Personal Day Earned (annual)

30 Days from Hire (1 day)

Each January 1 (1 day)

*Unused personal day is paid out in January.

Sick Time Earned (per pay period)

4 hours

*Accruals will stop accumulating after 192 hours.

**Partnership Development Time Earned
for Employees in a U.S. Ministry (per pay period)**

6.66 hours

*Carryover Maximum=40 days of PD Time

**Partnership Development Time Earned
for Employees in an Overseas Ministry
(per pay period)**

10 hours *Carryover Maximum=60 days of PD Time

Medical and Dental Insurance

In accordance with federal law, employees working 30 or more hours are eligible for medical benefits on the first day of the month following hire.

Life and Disability Insurance

Full-time employees (working 32 or more hours per week) are eligible for the life and disability insurance on the first day of the month following the date of hire. (See plan details for more information.)

Retirement Plan

Eligibility for participation in the Organization's 403(b) plan begins after satisfactory completion of 90 days of employment with the Organization. Because of WA's nonprofit and tax-exempt status, WA employees are entitled under IRS regulations to contribute some of their earnings to WA's existing retirement program with a tax-sheltered annuity (TSA) program. Participation in this is optional but available to all full-time employees. All voluntary contributions are deducted on a regular basis from the employee's paycheck. These funds are deposited investments made for the employee with an outside vendor specializing in TSA/403(b) Plans. After two years of employment, WA contributes a determined percentage each year to 403(b)-eligible participants based on the participant's agreed upon annual salary. This contribution is distributed at the end of the fiscal year.

Participants individually select the type of investment from several options. The amount of salary deducted and invested each year defers income tax until the investment is withdrawn, ideally after retirement when the employee is in a lower tax bracket. A maximum of 15–20% of an employee's annual earnings may be saved and sheltered from income taxes through this program.

Each 403(b) participant receives regular reports on the investment account and has full control of investment decisions through the wide flexibility of options offered in the plan. A TSA plan is not designed for use as a savings account. It is a long-term retirement program designed to supplement retirement income. The complete details of the 403(b) plan are contained in the Summary Plan Description, a copy of which is furnished to each team member upon attaining eligibility and which can be obtained by contacting Human Resources. This handbook does not supersede the actual Plan, which governs all terms. In addition, the Organization reserves the right to change carriers or amend the Plan and provisions of the benefit at any time.

Tuition Reimbursement

To encourage employees in their efforts to improve proficiency and job potential, Wycliffe Associates provides a tuition reimbursement program under which Wycliffe Associates will reimburse an employee up to 100% of the employee's actual cost for tuition. Books, Health, lab, registration and other fees charged by the college or university do not qualify for reimbursement. The course must be taken by the employee at an institution of higher learning and must pertain to the employee's present job or relate to the individual's career development with the organization.

Full-time employees may be eligible to participate in this program upon satisfactory completion of 90 days. Prior to enrollment in any course for which an employee will seek reimbursement under this policy, an employee must submit a request for each proposed course to their manager with a copy to the Director of Human Resources. To be reimbursed under this policy, the employee must (1) submit proof of completion of the course, (2) obtain a final grade of "C" or better, (3) deliver receipts of payment and (4) be employed by the organization at time of reimbursement.

Employees who voluntarily resign within a one-year period of the course completion date will be required to reimburse the organization a pro-rated portion of the tuition received.

This program is compliant with all federal and state regulations regarding tax treatment of employer reimbursement tuition programs.

WA reserves the right to amend or discontinue the program at any time at its sole discretion with or without notice.

Break in Service

WA will credit employees previously employed by WA with time in service, provided their break in service does not exceed 365 days. The break-in-service time will be deducted from the employee's original service date for purposes of the following:

- Seniority date
- Vacation accrual
- Sick leave accrual

Leave of Absence

WA may grant a personal leave of absence to an employee in certain circumstances. It is important to request any personal leave in writing as far in advance as possible, to keep in touch with your supervisor or the Director of Human Resources during your leave and to give prompt notice if there is any change in your return date. If your leave

expires and you have not contacted your supervisor or WA, it will be assumed that you do not plan to return and that you have terminated your employment. Upon return from a personal leave of absence, you will be credited with the full employment status that existed prior to the start of the leave.

Employees will not accumulate vacation, sick time, etc., during unpaid personal leaves of absence. If a paid holiday falls during any period of a personal leave of absence, the employee will not be eligible for holiday pay. Once the initial introductory (“new hire”) period is complete, employees returning from a personal approved leave of absence are not required to complete a second introductory period. However, annual wage will be adjusted accordingly if the leave is for more than 30 days. Employees returning from a personal leave of absence will be reinstated without loss of seniority earned prior to the commencement of their leave. The duration of a personal leave of absence is within the sole discretion of WA management who may consider the following factors, among others, when making a determination regarding whether to approve a personal leave of absence: operational needs, seniority, pay grade, and tenure. Although WA will make every effort to assist employees with their transition back to work at WA, employees on a personal leave of absence are not guaranteed a job should they wish to return. The employee’s return to work will be based on job availability and his/her skills in relation to the vacancy.

WA does not continue to pay premiums for health insurance coverage for an employee on a personal leave of absence. However, one may self-pay the premiums. The Director of Human Resources can provide additional information on this subject.

Family/Medical Leave

Family Medical Leave Act (FMLA)

WA makes available various types of leave in accordance with the requirements of the Family and Medical Leave Act (FMLA).

Basic Leave

For eligible employees, up to 12 weeks of leave, in a 12-month period, is available for one or more of the following purposes:

- For the birth and care of a newborn child of the employee;
- For the care and/or placement of a child for adoption or foster care;
- To care for a spouse, child, or parent who has a serious health condition; a child, for purposes of this policy, includes an individual who is either (1) under the age of 18 or (2) older than 18 but incapable of self-care because of a physical or mental disability;

- For your own serious health condition.

The 12-month period is measured on a “rolling” basis, backward from the date leave is to commence.

Qualifying Exigency Leave

For eligible employees, up to 12 weeks of leave, in a 12-month period, is available for an eligible employee where the employee’s spouse, son, daughter or parent is on “covered active duty” and leave is needed for a “qualifying exigency.” Covered Active Duty includes: (1) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and (2) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty.

A "qualifying exigency" is:

- (a) Short notice deployment;
- (b) Military events and related activities;
- (c) Childcare and school activities;
- (d) Counseling;
- (e) Parental care;
- (f) For the purpose of making financial and legal arrangements;
- (g) Rest and recuperation (limited to 15 days for each instance);
- (h) Post-deployment activities; and/or,
- (i) Additional qualifying activities.

The “rolling” method used for measuring “Basic Leave” is also used to measure the 12-month period for “Qualifying Exigency Leave.”

Covered Service-member Care Leave

Leave is available for an eligible employee to care for a spouse, child, parent or next-of-kin who:

- (1) is a current member of the Armed Forces or a member of the Armed Forces who is on the temporary disability list, and who has a “serious injury or illness” for which he or she is undergoing medical treatment, recuperation, or therapy; or, otherwise in outpatient status; or, otherwise on the temporary disability retired list, or

- (2) is a veteran of the Armed Forces who is undergoing medical treatment, recuperation, or therapy, for a “serious injury or illness” and who was a member of the Armed Forces at any time during the period of 5 years preceding the date on which the veteran is undergoing the medical treatment, recuperation, or therapy.

For purposes of this section the following definitions apply:

- (1) the term “Armed Forces” includes Armed Forces, National Guard, and Reserves.
- (2) the term “serious injury or illness” means:
 - (a) For current members of Armed Forces – an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that renders the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.
 - (b) For veteran’s of the Armed Forces – (i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember’s office, grade, rank, or rating; (ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service Related Disability Rating (VASRD) of 50 percent or higher, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; (iii) a physical or mental condition that substantially impairs the covered veteran’s ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or (iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
- (3) Next-of-kin of a covered servicemember is the nearest blood relative other than the covered servicemember’s spouse, son, or daughter, unless

the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

For Covered Servicemember Care leave only, an employee is entitled to 26 workweeks of leave during any single 12-month period measured on a “rolling forward” basis. Servicemember Care leave measured on a rolling forward basis will be measured using the 12-month period forward from the date of the employee’s first instance of Servicemember Care leave.

Eligibility

Even in circumstances that would otherwise qualify for FMLA leave, an employee is not eligible for FMLA leave unless he or she: (1) has a cumulative (not necessarily continuous) 12 months of prior service; (2) has worked at least 1250 hours during the 12 months immediately preceding the date on which the FMLA leave would commence; and, (3) works at a location where at least 50 employees are employed within a 75-mile radius.

Intermittent Leave

You may take leave intermittently for certain qualifying reasons, as blocks of time off or in the form of reducing your normal weekly or daily schedule. If you need leave intermittently or on a reduced-leave schedule for planned medical treatment, it is your obligation to schedule the treatment so as not to unduly disrupt WA’s operations. Further, intermittent leave or leave on a reduced-leave schedule must be medically necessary due to a serious health condition or a serious injury or illness, except in the case of intermittent leave for a Qualifying Exigency. Intermittent leave for the birth of a child or placement of a child for adoption or foster care is only permitted upon the approval of management and Human Resources.

Giving Notice of the Need for Leave

Absent extenuating circumstances, an employee must provide WA with at least 30 days’ advance written notice before FMLA leave is to begin. Your failure to do so may cause delay or denial of leave.

If the need for leave is unforeseeable, then you must provide notice to WA as soon as practicable under the facts and circumstances of your particular situation. For unforeseen leave, you must follow the normal procedure for contacting your supervisor to report an absence.

Eligibility Notice

WA will generally notify you within 5 business days of receipt of your request for FMLA leave of your eligibility to take Family and Medical Leave. If you are not eligible, WA will tell you why.

Providing Evidence of Need for Leave

Human Resources may request additional information to assist WA in determining whether an employee qualifies for leave under the FMLA. In most cases, WA will request that the employee provide additional information regarding certification of the leave by providing the employee with a Certification form, specific to the type of leave the employee is requesting, to be completed and returned to WA. Certification forms and any other requested documentation must be returned to WA within 15 days of WA's request for Certification (absent extenuating circumstances).

Designation of Leave

Human Resources generally will notify you in writing of whether your leave request is approved within 5 business days after you have submitted the appropriate Certification form and/or WA has sufficient information to determine whether the leave requested is FMLA covered.

Intent to Return to Work from FMLA Leave

Consistent with the manner in which WA addresses other types of medical and personal leave, WA may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work. If circumstances change during your leave such that you no longer have a condition or circumstance that qualifies for FMLA leave, you are required to promptly notify WA.

Pay During Leave

FMLA leave is generally unpaid. However, if you have accrued but unused Paid Time Off (PTO), WA requires you to use your PTO while taking FMLA leave. In other words, on commencing FMLA leave, you are required to simultaneously take any paid leave for which you are eligible, including vacation time. Once paid leave is exhausted, you will go on unpaid leave. Both paid and unpaid leave count towards the 12- or 26-week (in the case of Covered Servicemember Care Leave) limit. The terms of this paragraph may differ if you are eligible for some other form of leave payment, such as pay under a short term or long term disability plan, or workers' compensation.

Benefits During Leave

If you are participating in our group health plan at the time leave commences, you will be permitted to continue coverage for the duration of FMLA leave, but only if you continue to pay your share of premiums. For so long as your FMLA leave is paid leave, WA will continue to deduct your share of premiums from your pay. For unpaid FMLA leave, you are responsible for making arrangements to pay your share of premiums. Should you fall more than thirty (30) days behind in doing so, your coverage may be canceled. In addition, should you fail to return to work at the expiration of your leave, under certain conditions, WA is entitled to recover any premiums it paid on your behalf in order to maintain your coverage during FMLA leave.

While using PTO time and FMLA leave concurrently, employees will continue to accrue PTO benefits at the regular accrual rate. However, once an employee exhausts their accrued PTO time, the employee will not continue to accrue PTO benefits while on unpaid FMLA leave or FMLA leave supplemented by any short term disability plan, long term disability plan, and/or any other supplemental income plan.

Return from Leave

In most cases, an employee will have an opportunity to be restored to his or her same position or an equivalent position upon completion of FMLA leave. However, your rights will not be greater than they would have been in the absence of the leave, so there may be circumstances where an employee will not be reinstated. Also, WA reserves the right not to reinstate a “key” employee if reinstatement would cause substantial economic harm to our business. Key employees are generally those in the top 10% of compensation.

Fitness-For-Duty Certification

Any employee who takes leave for the employee’s own serious health condition will be required, as a condition of restoration, to obtain and provide certification that the employee is able to resume work and is able to perform the essential functions of his or her job. The cost of the Fitness-for-Duty Certification is paid by the employee. WA may delay or deny restoration to employment if a Fitness-for-Duty Certification is not provided. WA will request a Fitness-for-Duty Certification for leave taken on an intermittent or reduced-leave schedule basis if reasonable safety concerns exist regarding the employee’s ability to perform his or her duties based on the serious health condition for which the employee took leave.

Taking More than the Allowed Leave

If an employee fails to return to work at the end of an approved leave of absence, including any approved extension of the leave, the employee’s absences will be treated

the same as any other non-FMLA absence. This means, for example, that unexcused absences or failure to provide proper notice of absences may result in disciplinary action up to and including termination of employment.

Employee Rights and Responsibilities

The Department of Labor has prepared a summary of an Employee's Rights and Responsibilities under the FMLA. You may request a copy of this summary from the HR Department.

California Family Rights Act (CFRA)

If an employee is absent from work for more than three (3) consecutive days for any type of illness, and if the employee is eligible for Family and Medical Leave Act ("FMLA") or the California Family Rights Act ("CFRA"), the Associate will be immediately placed on FMLA/CFRA to protect their best interests. The above referenced procedures will be followed with regard to FMLA leave and with regard to CFRA leave all state law requirements be followed accordingly.

Bereavement Leave

In the event of a death in the immediate family, up to ten (10) days leave with pay will be granted to regular full-time employees. Immediate family is defined as parent, spouse, child or stepchild. Up to three (3) days leave with pay will be granted the employee in the event of the death of a brother, sister, grandparent, grandchild, father or mother of current spouse, or brother or sister of current spouse.

Jury Duty or Witness Leave

It is WA's policy to enable employees to fulfill their civic duty. If an employee is called to serve on jury or witness duty, the employee is requested to notify their supervisor immediately. Unless otherwise required by state or local law, only employees who have completed 90 days of active service will be paid their regular wages while on jury/witness duty. During the introductory period, you will be granted the time off without pay. The introductory period will be extended by the number of days away on jury/witness service. Appropriate exceptions to the paid 10-day maximum, under the Fair Labor Standards Act, will be granted.

All employees are encouraged to request CALL IN status if it is available to them. This will maximize their paid time of service in the event of a prolonged case and will minimize their time out of the office. Employees are expected to report to work on days when they are not required to appear in court.

Any mileage allowance, daily fees, etc., paid by the court for jury services should be retained by the employee.

Worker's Compensation

WA, in accordance with state and federal laws, provides insurance coverage for employees in case of work-related injury. The worker's compensation benefits provided to injured employees may include:

1. Medical care.
2. Cash benefits, tax free, to replace lost wages.
3. Vocational rehabilitation to help qualified, injured employees return to suitable employment.

To ensure that you receive any worker's compensation benefits to which you may be entitled, you will need to:

1. Immediately report any work-related injury to your supervisor.
2. Seek medical treatment and follow-up care if required.
3. Complete a written Employee's Claim Form (DWC Form 1) and return to the Director of Human Resources or an assistant.
4. Provide WA with a certification from your health care provider regarding the need for worker's compensation disability leave and your ability to return to work from the leave.

An Employee's return from workers compensation leave and reinstatement to an equivalent position will be evaluated based upon a number of factors including, but not limited to, job availability, operational needs, and the employee's ability to perform the essential functions of his/her position with or without an accommodation. In all circumstances, an employee returning from a worker's compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on worker's compensation leave would have been laid off had s/he not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining WA's ability to operate safely and efficiently during the leave, and there are no equivalent or comparable positions available, then the employee would not be entitled to reinstatement.

Recreational Activities and Programs

WA or its insurer will not be liable for the payment of worker's compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social or athletic activity that is not part of the employee's work-related duties.

Employment Policies

Outside Employment

While employed by WA, employees are encouraged to devote their energies to their jobs with WA. However, it is understood that under certain circumstances it may be necessary for an employee to engage in outside employment.

The following types of outside employment are strictly prohibited:

1. Employment that conflicts with an employee's work schedule, duties and responsibilities;
2. Employment that creates a conflict of interest or is incompatible with the employee's WA employment;
3. Employment that impairs or has a detrimental effect on the employee's work performance with WA; and
4. Employment that requires the employee to conduct work or related activities on WA property during the employer's working hours or using the employer's facilities and/or equipment.

Employment of Relatives

WA discourages the hiring of relatives in situations where actual or potential problems may arise regarding supervision, security, safety or morale, or where potential conflicts of interest exist. "Relatives" are defined to include spouses, children, siblings, parents, in-laws and step-relatives.

In specific situations, at the sole discretion of WA, two family members may be permitted to work together. In any situation where relatives will have a direct working relationship, the next senior-level supervisor will make all employment-related decisions, including hiring, firing, layoff, compensation level, performance planning and performance reviews. (Requests to employ a relative, as defined above in this section, shall be subject to approval of the President in writing.)

Voluntary Termination

An employee, who voluntarily resigns his/her employment or fails to report to work for three consecutive scheduled workdays without notice to or approval by his/her supervisor will voluntarily terminate employment with WA.

Employees may terminate their employment with WA at any time without notice. All WA-owned property (vehicles, keys, computer equipment, files and documents, credit cards, etc.) must be returned immediately upon termination of employment.

Supported Employee Termination

WA will inform the supported employee's financial partners that they are no longer with WA.

Funds will be handled as follows:

1. Donations remaining in a ministry account designated for the employee's ministry related expenses are the property of WA and controlled by the organization in furthering its exempt purposes.
2. Donors will be asked if they would like their gift to be allocated to another ministry account or project in the organization.

EMPLOYEE AND VOLUNTEER HANDBOOK RECEIPT (Appendix)

Issued to: _____
Printed or Typed Name

I understand that this Handbook is the property of Wycliffe Associates (WA) and that I have been given a copy of the Handbook to use during my employment, and I must return the Handbook upon my separation from WA. I understand and agree that I am responsible for familiarizing myself with, and to act in conformity with, its contents, and any other policies of employment which may arise from time to time, whether or not they are set forth in the Handbook. I acknowledge and understand that WA may modify, suspend or adopt any policy of employment at any time with or without notice to me.

I acknowledge, agree and understand that employment with WA is at all time “at-will”, meaning that either I or WA may discontinue the employment relationship for any reason at any time, that this Handbook is not a contract of employment, and that WA disclaims any implied contractual obligation of continuing my employment.

I further acknowledge and understand that WA’s Human Resources Department is available to answer questions I may have regarding any of its policies of employment.

Understood, accepted and agreed to, this _____ day of _____, 20_____

Employee’s Printed Name

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