MAKING GOD’S LOVE EDIBLE

Employee Handbook

OUR MISSION:
UMC FOOD PASSIONATELY SHOWS GOD’S LOVE TO ENSURE ALL CHILDREN ARE FED WHOLESOme MEALS AT AN OPEN TABLE.
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**INTRODUCTION:**

**WELCOME TO UMC FOOD MINISTRY!**

The Mission of UMC Food Ministry is:

“UMC Food passionately shows God’s love to ensure all children are fed wholesome meals at an open table”.

We value the contribution you will make to help UMC Food Ministry achieve its mission. Your value to us is reflected in the substantial investment we make in your training, continuing education opportunities and employee benefits provided to you in addition to your salary. We recognize that your loyalty, dedication, and devotion must be earned by us. Each employee is to be treated with equality, respect, and justice and is to be given every opportunity to grow in personal satisfaction and to achieve a sense of accomplishment. This handbook outlines what is expected of you and what you may expect from us.

The contents of this Employee Handbook summarize the programs and personnel policies of UMC Food Ministry (UMC Food). You should be aware that these policies and procedures may be amended at any time, and that depending upon the particular circumstances of a given situation do not constitute the terms of a contract of employment.

This handbook supersedes any prior handbooks or other written policies of UMC Food that are inconsistent with the provisions in this handbook, unless specifically provided otherwise. Whenever there is a conflict between the UMC Food Ministry Employee Handbook and The Book of Discipline of the United Methodist Church, the current edition of The Book of Discipline takes precedence.

Feeding children is a high calling! I hope your employment with UMC Food will be rewarding as we make a difference in the lives of the children we serve!

**Welcome to UMC Food Ministry!**

Rev. Dr. Larry Karow, CEO
SECTION 1. GENERAL EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the UMC Food to assure equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law; including but not limited to race, color, sex, age, religion, national origin, disability, or veteran status. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment. UMC Food is committed to this policy and its enforcement. Employees are directed to bring any violation of this policy to the immediate attention of the CEO or Board of Directors. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be subject to immediate disciplinary action, up to and including termination. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.

EMPLOYMENT ON AT-WILL BASIS

All employees of UMC Food, regardless of their classification or position, are employed on an at-will basis. This means that each employee’s employment is terminable at the will of the employee or UMC Food at any time, with or without cause and with or without notice. No officer, agent, representative, or employee of UMC Food has any authority to enter into any agreement with any employee or applicant for employment on other than an at-will basis. Furthermore, nothing contained in the policies, procedures, handbooks, manuals, job descriptions, application for employment, or any other document of UMC Food shall in any way create an express or implied contract of employment or an employment relationship on other than an at-will basis.

NO UNEMPLOYMENT INSURANCE

In accordance with KRS 341.055(19), UMC Food does not pay unemployment taxes on behalf of its employees. You will not be eligible for unemployment benefits for service at UMC Food. Unemployed former UMC Food employees may still be eligible for unemployment if they had worked recently for an unemployment-contributing organization. Therefore, any employment time with UMC Food would not be used in calculations should a former employee file for this insurance coverage.

AMERICANS WITH DISABILITIES ACT
UMC Food is committed to complying with all applicable provisions of the Americans with Disabilities Act. It is UMC Food policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual’s physical or mental disability or perceived physical or mental disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, UMC Food will provide reasonable accommodations to a qualified individual with a physical or mental disability as defined by the ADA, and who has made UMC Food aware of his or her disability provided that such accommodation does not constitute an undue hardship on UMC Food. UMC Food will remove architectural and structural barriers to an employee’s workplace accessibility and usability where such removal is needed and is readily achievable. Employees with a physical or mental disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the CEO or Board of Directors.

IMMIGRATION LAW COMPLIANCE

UMC Food is committed to employing only United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within three (3) business days from the date of hire. Former employees who are rehired must also complete the form if they have not completed an I-9 with UMC Food within the past three years or if their previous I-9 is no longer retained or valid. Employees with questions or seeking more information on immigration law issues are encouraged to contact the CEO. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

BACKGROUND CHECKS

Offers of employment with UMC Food are contingent upon the satisfactory completion of a background check. A third-party administrator is used to conduct these background checks. The type of information that may be collected by this administrator includes, but is not limited to, a criminal background check, education, employment history, credit, and professional and personal references. This process is conducted to verify the accuracy of the information provided by the candidate and determine his/her suitability for employment.

EMPLOYEE/PARENT ACKNOWLEDGEMENT FORM

Employees are required to sign the Employee/Parent Acknowledgement Form given to you at the time of your employment. The purpose of this form is for you to acknowledge your understanding of our polices and what is expected of you as an employee of UMC Food. If you are under the age of 21, and driving a vehicle owned and insured by your parents, your parents will need to sign an acknowledgement form as well.

EMPLOYEE STATUS DEFINITIONS
• **Exempt**—Employees who are exempt from the overtime provisions of the Fair Labor Standards Act because they are classified as an executive, professional, administrative employee and meet the specific salary criteria for exemption. These individuals are not eligible for overtime pay.

• **Non-Exempt**—Employees who are not exempt from the overtime provisions of the Fair Labor Standards Act and therefore covered by the provisions of the FLSA. Such employees are therefore entitled to receive overtime at a rate of time and one-half for all hours worked beyond 40 in a workweek. Non-exempt employees may be paid on a salaried or hourly basis.

• **Full-time Employee**—A full-time employee is appointed to a regular status position and is regularly scheduled to work at least 30 hours per week. This employee is eligible for UMC Food’s benefit package, subject to the terms, conditions and limitations of each benefit program. This definition excludes temporary employees.

• **Part-time Employee**—Any employee who works less than 30 hours per week is considered part-time. A part-time employee is not eligible for employee benefits except those as described in this Handbook. This definition excludes temporary employees.

• **Temporary Employee**—Anyone employed for a specific period on a short-term basis or for a specific purpose is considered temporary. Temporary employees are often hired for peak workloads, vacation relief, or to work on specific projects. They may work a full or part-time schedule but may work no more than 1040 hours within a single six month period of continuous employment.

**INTRODUCTORY EMPLOYMENT PERIOD**

Every new employee goes through an initial period of adjustment in order to learn about the UMC Food and about his/her job. The introductory employment period is three months. During this time the employee will have an opportunity to find out if he/she is suited to, and likes, his/her new position. Additionally, the introductory employment period gives the employee’s supervisor a reasonable period of time to evaluate his/her performance. As is true at all times during an employee’s employment with UMC Food, employment is not for any specific time and may be terminated at will, with or without cause and without prior notice. At the end of the introductory employment period, the employee and his/her supervisor will discuss his/her performance. The written evaluation will include criteria related to the specific position, responsibilities of the position, and other matters concerning the individual’s relationship to UMC Food. Provided the employee’s job performance is “satisfactory” at the end of the introductory employment period, he/she will continue in our employment as an at-will employee.

**ON-BOARDING**

During your first few weeks of employment, you will participate in an orientation program conducted by your Supervisor and various other UMC Food employees. You will receive
important information regarding the performance requirements of your position, job
responsibilities, your compensation and benefits, UMC Food policies and procedures, plus other
information to acquaint you with your job and UMC Food. Your employee handbook will also
provide information you need to know, and you are encouraged to read it thoroughly and ask
questions at any time. During orientation, you will be asked to sign a confidentiality agreement
and provide UMC Food with appropriate tax and benefit information.

SAFE SANCTUARY TRAINING

Every staff member will be required to attend Safe Sanctuary Training once a year. This training
will consist of safe practices when interacting with children and youth. The safety of children is a
priority of UMC Food.

CODE OF ETHICAL CONDUCT

In order to avoid any appearance of a conflict of interest, employees are expected to abide by the
following code of ethical conduct. Please consult with your Supervisor if you have any
questions. Employees of UMC Food should not solicit anything of value from any person or
association with whom UMC Food has a current or potential business relationship. Employees of
UMC Food should not accept any item of value from any party in exchange for or in connection
with a business transaction between UMC Food and that other party. Employees may accept
items of incidental value (generally, no more than $50) from customers, suppliers, or others as
long as the gift is not given in response to solicitation on your part, and as long as it implies no
exchange for business purposes. Items may include gifts, gratuities, food, beverage and
entertainment. If you are faced with and are unsure how to handle a situation that you believe has
the potential to violate this code of ethical conduct, please notify the supervisor or CEO.
Violations of this code may lead to disciplinary action, up to and including termination.

CONFLICTS OF INTEREST

Employees should avoid any situation which involves or may involve a conflict between their
personal interest and the interest of UMC Food. As in all other facets of their duties, employees
dealing with customers, suppliers, contractors, competitors or any person doing or seeking to do
business with UMC Food are to act in the best interest UMC Food. Each employee shall make
prompt and full disclosure in writing to the CEO of any potential situation which may involve a
conflict of interests. Such conflicts include:

1. Ownership by employees or by a member of their family of a significant interest in any
outside enterprise which does or seeks to do business with or is a competitor of the
Conference.
2. Serving as a director, officer partner, consultant, or in a managerial or technical capacity
with an outside enterprise which does or is seeking to do business with or is a competitor
of UMC Food. Exceptions to this can be approved by the CEO or Board of Directors.
3. Acting as a broker, finder, go-between, or otherwise for the benefit of a third party in transactions involving or potentially involving UMC Food or its interests.
4. Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the employee from acting in the best interest of UMC Food.

Violation of this policy may lead to disciplinary action up to and including termination.

**EMPLOYEE PROTECTION (WHISTLEBLOWER)**

If any employee reasonably believes that some policy, practice, or activity of UMC Food is in violation of law, employees are expected to submit a written complaint to the CEO or Board of Directors. It is the intent of UMC Food to adhere to all laws and regulations that apply to the organization. The purpose of this policy is to support the organization’s goal of legal compliance. UMC Food will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of UMC Food or of another individual or entity with whom UMC Food has a business relationship, based on a reasonable belief that the practice is in violation of law, or a clear mandate of public policy. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of the CEO or Board of Directors and provides UMC Food with a reasonable opportunity to investigate and correct the alleged unlawful activity.

**REDUCTION IN WORKFORCE PROCEDURE**

If it should become necessary to reorganize or reduce our workforce as a result of economic or business reasons, each position will be carefully reviewed before any action is taken. Employee qualifications, past performance, and length of service are all factors which will be taken into consideration in determining who is affected as a result of a reduction in force.

**INTERNAL JOB OPPORTUNITIES**

In filling job positions, UMC Food tries to select the best-qualified person for every job. Whenever possible, UMC Food will fill internal vacancies from among the best qualified current employees. Ability, efficiency, attitude, job performance, leadership, experience, and length of service are some of the factors considered in making such decisions. When these vacancies become available, they will be posted for one week. If you are interested in applying for these positions or other positions with UMC Food, please submit a Request for Consideration Form to your supervisor. Upon your supervisor’s approval, your request will be forwarded to the CEO for consideration.
CHANGES IN EMPLOYMENT STATUS AND PAY

Any changes to employment status and pay will not go into effect until confirmed in writing.

EMPLOYMENT OF IMMEDIATE FAMILY MEMBERS

Employment of immediate family members is permitted in any department provided no direct reporting relationship exists with the Supervisor. For this purpose, immediate family is defined as spouse, parent, step-parent, children, stepchildren, foster children, grandparent, step-grandparent, grandchildren, step-grandchildren, brother, or sister.

Pre-existing employment relationships falling within the scope of this policy will be permitted to continue; however, that exception does not apply to promotions, reassignments, and transfers after the effective date of this policy.

OUTSIDE/ADDITIONAL EMPLOYMENT

In keeping with the requirements of Federal regulations, employees of UMC Food will be required to inform UMC Food if they have employment in addition to UMC Food Ministry. Employment that would conflict with the employees scheduled job duties will not be permitted. This is to assure that children in our program are fed on their regular schedule, and food service is not interrupted due to employees of UMC Food having priorities in another location.

Examples of outside employment that are likely to conflict with an employee’s position, and would likely be un-allowed are:

i. Volunteer fire department which requires an employee to leave their job while preparing food to fight a fire

   ii. On-call babysitting that would require an employee to either miss or leave their shift to accomplish babysitting duties

PERFORMANCE PLAN AND EVALUATION

As a part of the UMC Food’s effort to maintain a qualified and motivated staff, you will be co-developing a performance plan with your Supervisor which will be used to inform how well your performance measures to expectations. Your performance will be reviewed on at least an annual basis. Through this program, employees will receive constructive work reviews designed to address performance and skill developmental needs and interests. The review will consist of both a written appraisal and a personal meeting. A development plan, consisting of mutually agreed goals and objectives will be created for the next period. However, if an employee’s job responsibilities change substantially at any time after the annual review, another evaluation may be performed before the next annual review, after the new assignment has begun.
CONFIDENTIAL AND PROPRIETY INFORMATION
All UMC Food records and information relating to UMC Food Ministry are confidential and employees must, therefore, treat all matters accordingly. No UMC Food-related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of UMC Food) may be removed from premises without permission from the appropriate UMC Food staff member. Additionally, the contents of UMC Food records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose. Employees must not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside UMC Food. Employees who are unsure about the confidential nature of specific information should ask their Supervisor. Employees will be subject to appropriate disciplinary action, up to and including termination, for knowingly or unknowingly revealing information of a confidential nature.

PERSONNEL RECORDS
UMC Food maintains certain records that are directly related to your employment. The personnel file includes such information as the employee’s job application, resume, records of training, documentation of performance appraisals, records of disciplinary action, and other employment records. A separate employee medical file is kept for each employee containing health-related information. In order to maintain up-to-date personnel records; employees should report any changes in name, address, phone number, marital status, or any other pertinent information to the office of the Human Resources Designee where these files are stored and maintained. All personnel and medical records are considered confidential and are the property of UMC Food. Employee personnel records and medical files will be available or disclosed only to those persons who are authorized by UMC Food to have access to them on a need-to-know basis or to other persons authorized by UMC Food under legal rights to review or obtain applicable parts of such records. You may review your individual personnel and medical files by contacting the CEO or his/her designee and reviewing the file(s) in his/her presence.

PROBLEM SOLVING PROCEDURE
In keeping with UMC Food’s philosophy of open communication, all employees have the right and are encouraged to speak freely with their Supervisor about their job-related concerns. It is our purpose to provide you with an effective and acceptable means of bringing your problems and complaints concerning your well-being while at work to our attention. For your benefit, we have established the following Problem-Solving Procedure to be used by all employees:

1. Any complaint/problem should first be discussed with the employee’s immediate Supervisor. Talk your problem over with your Supervisor honestly and sincerely. In many cases, the problem can be resolved at this stage.
2. If the complaint/problem remains unresolved, the employee should bring it to the attention of the CEO. Your Supervisor must be informed you are taking the complaint/problem to this level.
3. E-mail is not a substitute for face-to-face communication. If you have a conflict with someone or need to discuss an important issue, it should be handled in person or over the telephone if a meeting is not possible.

SECTION 2. WORK PLACE POLICIES

TIME AND ATTENDANCE POLICY

Punctuality and regular attendance are essential to the proper operation of the business of UMC Food. If for any reason you will be late, unable to work your scheduled time, or must leave prior to the end of your scheduled time, please notify your Supervisor immediately.

To keep track of your work time and paycheck, please abide by the following:

1) All employees must use Paycor software to clock in and out. Paycor can be downloaded on your Android or Apple devices. Kitchen managers all have computers connected to the internet that you may clock in with, should you be unable to use your phone.
2) Paycor indicates the GPS physical location of your clock in and out.
3) Employees must clock in once they get to their work location and must clock out at their last work location. You are not paid for coming to and from your first work assignment. Employees may stay on the clock when transferring immediately between two work sites (e.g., there is no break scheduled between work locations).
4) When moving from one work location to another, you must use the “TRANSFER” option in Paycor.
5) Each time you clock in or transfer, you must choose BOTH of the following options:
   a. LOCATION
   b. DEPARTMENT
6) Do not use Paycor to request time off. Use the WHENIWORK app to request time off.
7) Schedules are posted in the WHENIWORK app, available for both android and apple; kitchen managers also have access to your schedules at each kitchen location.

SAFE FOOD HANDLING OPERATIONS – Child Nutrition Programs

For the safety of the children eating our meals, the following policies are critical.

Limitations on Food stuffs
1) Only approved items that come fully cooked and prepared will be utilized in this program. Kitchens will not prepare meat products from a par-cooked or raw state.
2) Par Baked bread products may be utilized and processed according to manufacturer’s specifications.
3) UMC Food will not utilize pork products for religious reasons.
4) UMC Food will not utilize peanut butter or nut products for allergy reasons.
5) UMC Food will utilize only individual portion-controlled meat items that are portion controlled from the manufacturer. For example, meatloaf that is already portion controlled verses a pan of meat loaf. UMC Food will not cut any meat into portions.

6) Only sauces and entrée items that are fully cooked at the manufacturing plant and then reheated in our kitchens will be utilized.

Receipt of Food:
1) Food will be purchased from an approved vendor who is licensed and monitored by governmental agencies. Our current primary food vendors are as follows:
   a. Gordon Food Service
   b. Sysco Food Service
   c. Klostermann Bakery
   d. Produce One
   e. Creation Gardens Produce
   f. Borden Dairy
   g. Dean/Reiter Diary

2) Food will immediately be placed in proper storage
   a. Dry goods at a minimum of 6” off floor
   b. Refrigerated goods in refrigerators maintaining temperatures at a minimum of 41 degrees
   c. Frozen products in freezers at 0 degrees or lower

Processing of food
1) Food will be utilized from a frozen to cooking vessel whenever possible (E.g. frozen hamburgers trayed and immediately placed in a frozen state in the oven)

2) Meats will be cooked to a minimal internal temperature of 165 degrees.

3) Cooked foods will be immediately individually wrapped for final consumption and placed in insulated bags with a minimum of two hot pads which are baked at 300 degrees for a minimum of 20 minutes. (Oven Tech Brand by Phase Change Energy Solutions)

4) Combination items or entrée items that are boil in bag (previously fully cooked at the manufacturer and simply warmed in our facilities) will be individually portioned in our kitchens and sealed prior to being delivered to sites. Sites shall never serve from bulk dishes; they will only serve fully unitized, wrapped and sealed products.

5) Cold foods will be placed in an insulated carrier bag with a minimum of two ice packs.

HAND WASHING and PROTECTION
1) All employees will wash hands (even if using gloves) prior to their shift starting, and after every change of gloves, and any time hands are soiled.

2) All employees will wear gloves when processing food, wrapping, etc.

3) Hair nets will be utilized by all staff as a hair restraint when working in the kitchen.

4) Beard guards will be worn if necessary.

TEMPERATURE CONTROL
1. All drivers will carry with them a thermometer probe.
2. All drivers will carry with them alcohol swabs to sanitize the thermometers after each use.
3. All thermometers will be calibrated at least weekly or as needed.
4. All food temperature will be checked prior to coming out of the oven.
5. All food temperature will be checked prior to closing the insulated bags.
6. All food temperature will be checked upon arrival at the site.
7. In the event that food is not at minimum temperatures, it will be reheated to temperature or thrown away.

DOCUMENTATION
1) All sites will utilize the production/delivery form in its entirety
2) All menu items, and their portion sizes, will be marked on the production/delivery form.
3) Temperatures at the kitchen, and the time the temperatures are taken, will be prominently marked in the appropriate section of the form
4) Temperatures will then be taken again upon arrival at the site in the presence of site staff. The temperature, and the time taken, will be prominently written on the production/delivery form.
5) The driver and the site staff will sign the production/delivery form after all temperatures and times have been noted.
6) The yellow carbon copy of the form shall remain at the site and saved for 30 days minimum
7) The white original copy shall be returned to the central office and kept on file for a minimum of three years plus the current year.

EMPLOYEE/VOLUNTEER/AGENT TRAINING IN SAFE FOOD HANDLING
1) Training is conveniently located on our website at http://umcfoodministry.org/index.php/training/
2) Food service training is embedded both in the full training video, and as a separate module labeled “Food Safety”.
3) All employees, volunteers and agents of UMC Food shall annually take the full training, and the accompanying quiz to indicate their completion and understanding of food safety rules and regulations.

RULES OF CONDUCT AND PROGRESSIVE DISCIPLINARY PROCEDURES

There are reasonable rules of conduct which must be followed in any organization to help a group of people work together effectively. UMC Food expects each employee to present him or herself in a professional appearance and manner. If an employee is not considerate of others and does not observe reasonable work rules, disciplinary action may be taken. When a Supervisor becomes aware of suspected employee misconduct, a thorough investigation of the incident must
properly commence. This includes asking the employee his/her version of the incident or situation.

Depending on the severity or frequency of the disciplinary problems, counseling, a verbal or written reprimand, or termination may be necessary. It is within UMC Food’s sole discretion to select the appropriate disciplinary action to be taken. Notwithstanding the availability of the various disciplinary options, UMC Food reserves the right to discharge an employee at its discretion, with or without notice.

In general, disciplinary action notices will be considered as having served their purpose and therefore as having lapsed after a period of one year from the date of issue. All warnings will be in written form and documented, or, if oral, confirmed in writing and maintained in the employee’s file.

**Classifications of Misconduct**

- **Minor Offense** – Those situations which are unacceptable if repeated but are not serious enough in and of themselves to warrant termination.
- **Serious Offense** – Those willful or deliberate violations of a nature that the first offense may indicate that continued employment may not be in keeping with the best interest of UMC Food.

**Four Basic Classifications of Work Performance/Misconduct Documentation Actions**

- **Employee Counseling or Oral Reprimand** – The employee is counseled by the Supervisor following a minor offense in an effort to eliminate possible misunderstanding and to explain what constitutes proper conduct.
- **Written Reprimand** – Employee receives written notice of discipline following intentional or repeated minor infractions/situations.
- **Final Written Warning** – Employee receives written notice of discipline following serious misconduct or further repeated minor offenses for which the employee has already received oral and written reprimands. Disciplinary time off without pay may also be considered at this stage.
- **Termination** – Employee is terminated as the direct result of a serious offense or the final step in the accumulation of minor offenses of the same or different nature.

The following is not a complete list of offenses for which an employee may be subject to discipline, but it is illustrative of those offenses that may result in immediate discipline, up to and including termination, for a single offense:

1. Excessive absenteeism, tardiness, or unreported absences.
2. Dishonesty, including falsification of UMC Food-related documents, or misrepresentation of any fact.
3. Fighting, disorderly conduct, horseplay, or any other behavior which is dangerous or disruptive.
4. Possession of, consumption of, or being under the influence of alcoholic beverages while on the UMC Food premises or on UMC Food business.
5. Illegal manufacture, distribution, dispensation, sale, possession, or use of illegal drugs or un-prescribed controlled substances while on UMC Food premises or UMC Food business. Inappropriate use of prescribed medication while on the UMC Food premises or on UMC Food business.
6. Conduct or language found offensive to others.
7. Stealing, misappropriating, or intentionally damaging property belonging UMC Food, its customers, or employees.
8. Unauthorized use of the UMC Food Ministry’s name, logo, funds, equipment, vehicles, or property.
9. Insubordination, including failure to comply with any work assignments or instructions given by any UMC Food supervisor with the authority to do so.
10. Violation of the possession of weapons, firearms, ammunition, explosives, or fireworks on UMC Food premises or conducting UMC Food business.
11. Failure to promptly report a workplace injury or accident involving any of the UMC Food’s employees, equipment, or property.
12. Willful neglect of safety practices, rules, and policies.
13. Commission of a crime, or other conduct which may damage the reputation of UMC Food.
15. Unsatisfactory job performance
16. Interference with the work performance of other employees.
17. Failure to cooperate with an internal investigation, including, but not limited to, investigations of violations of these work rules.
18. Failure to maintain the confidentiality of employee information or information associated with UMC Food.
19. Failure to comply with the personnel policies and rules of UMC Food.
20. Failure to comply with the Network, Electronic Resources, and Social Media policy.

NO HARASSMENT AND SEXUAL MISCONDUCT

UMC Food will not tolerate harassment or intimidation of our employees on any basis prohibited by law, including race, color, sex, age, religion, national origin, handicap, disability, or veteran status. Moreover, any suggestions made to any employee that sexual favors will affect any term or condition of employment with UMC Food will not be tolerated. It is the policy of UMC Food that any harassment, including acts creating a hostile work environment or any other discriminatory acts directed against our employees, will result in discipline, up to and including termination. UMC Food also will not tolerate any such harassment of our employees by our clients or vendors.

For purposes of this policy, sexual harassment is defined as any type of sexually-oriented conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating a
work environment that is hostile, offensive or coercive. The following are examples of conduct that, depending upon the circumstances, may constitute sexual harassment:

- Unwelcome sexual jokes, language, slurs, advances, or propositions;
- Written or oral abuse of a sexual nature, sexually degrading or vulgar words to describe an individual;
- The display of sexually suggestive objects, pictures, posters, or cartoons;
- Unwelcome comments about an individual’s body;
- Asking questions about sexual conduct;
- Unwelcome touching, leering, whistling, brushing against the body, or suggestive, insulting or obscene comments or gestures;
- Demanding sexual favors in exchange for favorable reviews, assignments, promotions, or continued employment, or promises of the same.

Sexual Misconduct and Sexual Abuse are not acceptable behaviors, and UMC Food will not tolerate such behavior of our employees. Sexual Misconduct is an abuse of power and is defined as “behavior of a sexualized nature that betrays sacred trust, violates Christian ethics, and exploits those who are vulnerable in that relationship. It is absent of meaningful consent.”

It can also include Sexual Abuse which occurs when a person in leadership engages in sexual contact or sexualized behavior with a congregant, client, employee, staff member, coworker, or volunteer. Any employee who feels that he/she has been a victim of harassment, sexual misconduct, or sexual abuse by a coworker, Supervisor, vendor, visitor or customer of UMC Food must bring any violation of this policy to the immediate attention of the CEO and/or the UMC Board of Directors. UMC Food will thoroughly investigate all such claims with due regard for the privacy of the individuals involved. Any employee who knowingly retaliates against an employee who has reported workplace harassment, discrimination, sexual misconduct, or sexual abuse shall be subject to immediate disciplinary action, up to and including termination.

MANAGER FRATERNIZATION POLICY

Anyone employed in a managerial or supervisory role needs to heed the fact that personal relationships with employees who report to him or her may be perceived as favoritism, misuse of authority, or potentially, sexual harassment.

Even if no improper conduct occurs, the relationship may cause gossip, hard feelings, dissatisfaction, and distraction among other employees in the workplace. The relationship may appear to other employees as an inappropriate use of position power.

Additionally, any fraternization with any employee who reports to the manager or whose terms and conditions of employment such pay raises, promotions, and advancement are potentially affected by the manager, is prohibited.

Examples of ACCEPTABLE manager/direct report relationships:
1) General conversation related to work
2) Sharing a meal in the context of staff meetings
3) General conversations of friendship and life that happen within the context and location of the work environment
4) Life events and celebrations that are extended to the entire UMC Food staff (examples may include church baptisms in the context of public worship, a graduation party at which the entire UMC Food staff is invited; a marriage ceremony in a context of public worship where the invitation is extended openly to all staff)

Examples of UNACCEPTABLE manager/direct report relationships:
1) Social gatherings outside of the work environment that are not open to all.
2) Social gatherings that are by invitation only to certain staff, but exclude other staff
3) Social gatherings that are not held in public places.

UMC Food recognizes that policies are unable to cover every conceivable situation. Exceptions may be made on a case by case basis in advance by the managers direct supervisor.

VIOLENCE IN THE WORK PLACE

UMC Food believes in maintaining a safe and healthy workplace, in part by promoting open, friendly, and supportive working relationships among all employees. Violence or threats of violence have no place in our business. Violence is not an effective solution to any problem. Employees are strictly prohibited from bringing any weapons, including knives with blades over four inches, pistols, rifles, stun guns, mace, etc., to UMC Food’s premises including the parking lot. An employee who has obtained a license to carry a concealed dangerous weapon may carry such weapon in his/her personal motor vehicle but may not do so in any UMC Food vehicle. Neither threats of violence nor fighting will be tolerated.

If you have a problem that is creating stress or otherwise making you agitated, you are encouraged to discuss it with your Supervisor. You are expected to immediately report to the CEO any violation of this policy. Any employee found threatening another employee, fighting, and/or carrying weapons to the workplace will be subject to disciplinary action, up to and including termination.

BREAK POLICY

1. After working for four hours, an employee is entitled to a 10 (ten) minute rest break.
2. After working 5 hours, the employee is entitled to a 30 (thirty) minute meal break. This is UNPAID time. The employee must clock out and back in for meal breaks.

SMOKING POLICY
Employees that smoke provide some unique challenges in our setting. Some of those challenges include:

a. Setting an example for children whom we serve  
b. Potential for impacting the food quality and taste through second hand smoke  
c. Smelling of smoke while delivering food to child centers  
d. Reputation of UMC Food as a premier quality food provider

To counter the above challenges, UMC Food Ministry institutes the following policy

A. Employees who smoke must abide by the break policy stated previously. Any additional manager-approved breaks will be unpaid, and you must clock out and in on Paycor.
B. Cigarettes may NOT be smoked on the property of any kitchen facility; this includes outdoors on property owned by the church/organization where we have kitchens. You must go OFF the property.
C. Smoking may not occur on the property of any of our partner sites.
D. Smoking may not be done where your UMC Food shirt is visible. You must either a) cover up your shirt or b) change out of your shirt prior to taking a smoke break.
E. Smoking in your car while food is in your vehicle is STRICTLY PROHIBITED
F. Smoking in UMC Food owned vehicles, whether or not food is in the car is STRICTLY PROHIBITED
G. Employees must thoroughly wash their hands and rid themselves of any smoke smell prior to returning to work.

SOLICITATION AND DISTRIBUTION

Any solicitation and distribution of non-UMC Food material on UMC Food property must be approved by the CEO.

DRUG AND ALCOHOL-FREE WORK PLACE

It is the purpose of the UMC Food to provide a safe and drug-free work environment for our employees. With this goal in mind and because of the serious drug abuse problem in today's workplace, the following policy is being established for existing and future employees of UMC Food.

Definitions

- **Illegal drug** means any drug or substance that is not legally obtainable, which is legally obtainable but has not been legally obtained, or has been legally obtained but is being sold, used, or distributed unlawfully. This includes, but is not limited to, narcotics or marijuana.
- **Legal drug** means any drug including any prescription drug or over-the-counter drug that has been legally obtained and that is not unlawfully sold or distributed. In states where marijuana is legal, the use, possession or being under the influence of marijuana is not permitted at UMC Food.
• **Possession** means that an employee has the substance on his/her person or otherwise under his/her control.
• **Under the influence** means an individual is affected in any detectable manner by the presence of alcohol or an illegal or legal drug in his or her body.

UMC Food explicitly prohibits:

• The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on UMC Food’s premises or while performing UMC Food business off the premises. UMC Food premises include offices, parking lot, kitchens, feeding sites and employee or UMC Food vehicles.
• Being impaired or under the influence of legal or illegal drugs or alcohol away from UMC Food’s premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk UMC Food’s reputation.
• Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from UMC Food’s premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk UMC Food’s reputation.
• The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the UMC Food’s premises or while on UMC Food business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

UMC Food may conduct drug and/or alcohol testing under any of the following circumstances:

• **Pre-Employment Testing:** Any prospective employee may be required to submit to a drug test. Any prospective employee whose drug test is confirmed positive will not be offered employment.
• **For-Cause Testing:** UMC Food may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
• **Post-Accident Testing:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked by his/her immediate supervisor to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.
• **Random Drug Testing:** All employees will be subject to random drug testing. All new employees will sign a consent form upon being hired.
If an employee is tested for drugs or alcohol under the circumstances above and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and including termination from employment.

Your receipt of this policy statement and signature on the handbook acknowledgment form signify your agreement to comply with this policy. Any employee who is convicted of violating criminal drug or alcohol statutes must notify the CEO of that conviction within five days of the conviction. Failure to do so may lead to disciplinary action including termination of employment.

**UMC Food Properties**

UMC Food equipment, files, and/or supplies may be removed from the office only for legitimate UMC Food business. Each removal must be recorded with the Supervisor as to when it was removed, when it will be returned, and who is responsible for its return.

**Network, Electronic Resources, and Social Media**

It is our intent and hope that this policy will minimize the potential risks associated with using our computers and connecting to the internet, without unduly limiting the potential benefits offered by speedy access to global information.

You are representing UMC Food whenever you are using the UMC Food’s e-mail or Internet connection. You are responsible for using our resources in a professional, ethical, and lawful manner, and you must exercise good judgment in all e-mail and internet transmissions. We will not be responsible for any damages, direct or indirect, arising out of the use of our internet or computer resources.

Network and Electronic Resources, such as computers, other hardware, software, e-mail, landline and cellular telephones, fax machines, and internet access are tools that UMC Food may provide its employees to assist them in their work. These Network and Electronic Resources and related access systems, if provided by UMC Food, are proprietary UMC Food property and subject to review or access by the UMC Food at any time.

All employees who use the UMC Food’s Network and Electronic Resources must follow the guidelines below:

1. The use of Network and Electronic Resources is for UMC Food’s business purposes. Though not disallowed, use of UMC Food’s computers for personal use should be kept at a minimum.
2. Messages and communications sent via the UMC Food’s Network and Electronic Resources are subject to subpoena and access by persons outside UMC Food and may be used in legal proceedings. Please consider this before sending any confidential messages or material via the Network and Electronic Resources.
3. UMC Food provided e-mail addresses must be used for UMC Food business.
4. Remember that all of UMC Food’s policies, including but not limited to policies on Equal Employment Opportunity, No Harassment and Sexual Misconduct, Confidentiality, Personal Conduct and Rules of Conduct, apply to the use of the UMC Food’s Network and Electronic Resources. Employees must not review or forward sexually explicit, profane or otherwise unprofessional or unlawful material through the UMC Food’s Network and Electronic Resources.
5. Passwords protecting the use of UMC Food’s Network and Electronic Resources are the UMC Food’s property and will be assigned to employees as needed. Passwords are not to be shared with any other individual.
6. Individual workstations are to be locked down when not in use to insure only authorized access to UMC Food data.
7. Do not install any software or program on any UMC Food computer or other hardware without the express consent of the Network Administrator.
8. The UMC Food expressly prohibits the unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material.
9. Employees must not attempt to override or evade any program or measure installed by UMC Food to protect the security or limit the use of its Network and Electronic Resources.
10. E-mail is not a substitute for face-to-face communication. If you have a conflict with someone or need to discuss an important issue, it should be handled in person or over the telephone if a meeting is not possible.

When you place any work-related information on the Internet, you are, in effect, publishing such information on UMC Food’s behalf. You must observe all existing standards, policies, and regulations regarding materials published on UMC Food’s behalf. You are accountable for all information regarding UMC Food’s business or publications you post on the Internet for public access using the internet or other internet information access functions.

Restrictions against inappropriate language and inappropriate, offensive, or harassing material apply to all public messages, private messages (whether sent or received), and material posted on Web pages. You must not use, view, download, copy, transmit, display, print, send, search for, post, access, or otherwise disseminate material that is, or could be, considered obscene, profane, lewd, vulgar, fraudulent, harassing, embarrassing, sexually explicit, intimidating, defamatory, false, discriminatory, violent, pornographic, rude, inflammatory, threatening, illegal, or disrespectful. Additionally, you must not post information that, if acted upon, could cause damage, embarrassment, or danger of disruption to UMC Food. You also must not engage in personal attacks, including prejudicial or discriminatory attacks, and you must not harass, distress, libel, slander, defame, or annoy any other person when using the UMC Food’s system.

Misuse of internet access or computers by staff persons may result in other disciplinary action, including, but not limited to termination of employment. Examples of inappropriate conduct include, but are not limited to:

1. Use of inappropriate, offensive or abusive language in either public or private messages.
2. Unlawful activities
3. Defamation
4. Infringement of copyrights
5. Misrepresentation of oneself or UMC Food.
6. Accessing pornographic or sexually explicit materials
7. Gambling sites

Although UMC Food employees are specifically mentioned throughout this policy, the same provisions apply to UMC Food volunteers and visitors. This policy applies to all internet/computer use on UMC Food’s property and use of UMC Food’s property outside of the premises.

MUSIC POLICY

As a Christian Ministry, UMC Food Ministry seeks to project the highest ideals of the Christian faith. Therefore, music that talks about sex, drugs, broken relationships and the like, are inappropriate in our workplace environment.

UMC Food has instituted a policy that only CLASSICAL and CHRISTIAN music may be played in our central kitchens. This is a 24 hour a day policy, even when not open to the public.

Further, because we operate dangerous equipment, it is the policy of UMC Food that in-ear music is not permitted in order to provide complete focus to the job and work at hand, and so that the employee may be constantly aware of their surroundings.

Music of the employee’s choice is permitted in vehicles during deliveries but may not be audible when arriving at the delivery sites so that our sites and the children at the sites are not exposed to music that does not put forth the highest ideals of the Christian faith.

DRESS CODE

UMC Food employees contribute to our culture and reputation in the way they present themselves. Here are the policies guiding our dress code.

2) All Employees must be in uniform when on the clock for UMC Food Ministry. This includes during deliveries.
3) UMC Food will provide an appropriate number of uniforms shirts and hats per employee based upon frequency of work schedules.
4) Upon termination of employment, employee must return uniforms clean and in good repair, reasonable wear and tear expected within 7 days. If an employee fails to return uniforms, a deduction of $18 per golf shirt will be deducted from the final pay.
5) Uniform must include
   a. UMC Food Supplied Golf Shirt or
   b. White Chef Jacket
i. When wearing white chef jacket, you must have a white shirt underneath the chef jacket; t-shirt is acceptable
   c. Long Black Pants
   d. Non-skid black shoes
   e. UMC Food supplied visor/hat
6) All uniforms must be clean and unwrinkled
7) If the employee loses a uniform or comes to work with a dirty/unpressed uniform, the employee will be given an additional uniform, and an $18 fee will be deducted from the employees next paycheck.
8) During winter months, jackets may be worn over golf shirts. IF UMC Food Ministry provides jackets, they must be worn.

Good grooming and appropriate dress reflect employee pride and inspire confidence on the part of such persons.

POLITICAL ACTIVITIES

UMC Food endorses the right of all employees to become active in the political activities of the community, state, and country. However, UMC Food employees should not engage in partisan political activities on UMC Food property during regular working hours.

SECTION 3: SAFETY, ACCIDENT REPORTING, AND MILEAGE

SAFE WORK ENVIRONMENT

Maintaining a safe work environment requires the continuous cooperation of all employees. UMC Food strongly encourages employees to communicate with fellow employees and their Supervisor regarding safety issues. All employees will be provided care, first aid and emergency services, as required, for injuries or illnesses while on the UMC Food’s premises. Employees should notify their Supervisor in the event of an accident or emergency.

If an employee is injured on the job, UMC Food provides coverage and protection in accordance with Kentucky Workers’ Compensation Law. When an injury is sustained while at work, it must be reported immediately to the employee’s Supervisor. Failure to report accidents is a serious matter as it may preclude an employee’s coverage under Worker’s Compensation Insurance.

WORKERS’ COMPENSATION
Workers’ Compensation is provided by UMC Food to pay for medical treatment received and time-off resulting from a work-related injury. All employees are covered by the UMC Food’s workers’ compensation insurance. You must immediately report every work-related injury or illness to your Supervisor. Any delay in reporting an accident/illness may delay in receipt of workers’ compensation benefits. Also, prompt reporting will permit the UMC Food to complete a thorough investigation in the case of an accident and allow the UMC Food to take appropriate action to prevent future accidents.

Neither UMC Food nor its insurance carrier will be liable for the payment of workers’ compensation benefits for injuries that occur during an employee’s voluntary participation in any off-duty recreational, social, or athletic activity sponsored by UMC Food.

CRITICAL INCIDENT REPORT POLICY

1) A critical incident report must be created for all incidents that affect food service that are out of the ordinary
2) ANY Employee may submit a critical incident report.
3) Such incidents include, but are not limited to:
   a. Accident by driver
   b. Accident which results in injury to an employee
   c. Late deliveries exceeding 15 minutes
   d. Meals that are incomplete in components
   e. Complaints by site staff, no matter how small
   f. Late deliveries by vendors of more than 60 minutes
4) Kitchen manager must sign off on report
5) Food Ministry director must sign off on report
6) CEO must sign off on report.

VEHICLE ACCIDENT POLICY

If an employee of UMC Food is involved in an accident while on the clock carrying out the employment duties, the following procedures must take place.

a. Care for any that are hurt
b. Notify civil authorities (police, ambulance)
c. Notify kitchen manager
   i. The kitchen manager will then immediately notify the Director of Operations
   ii. The Director of Operations will notify the CEO
d. Within 2 hours of being released from the accident scene or medical care center, the employee must contact the CEO for further instructions.
e. Within 24 hours, provide a written internal UMC Food Incident Report
7) If an employee who is on the clock is involved in an accident, they must submit to a drug test within 12 hours. Failure to submit to a drug test will result in suspension, and probable termination.

8) If the following scenarios are all present, then UMC Food shall provide to the employee an amount (not to exceed $500) that an employee may be required to pay towards their deductible:
   a. Employee was clocked in at the time of the accident
   b. Police were called to the scene
   c. Police did not cite the employee
   d. Employee submitted to a drug screen within 12 hours
   e. Employee submitted the claim to their personal insurance company (if damage exceeds $500)
   f. A UMC Food incident report is filled out within 24 hours and submitted to the kitchen manager or central office
   g. A receipt is presented to UMC Food for the deductible the employee paid, or an invoice is presented to UMC Food by the repair shop for the deductible amount

9) In the event the personal insurance company of the employee is able to recoup from the at-fault driver the amount of the deductible, the employee will promptly return the money advanced by UMC Food to UMC Food Ministry.

PERSONAL VEHICLE POLICY

Employees using their own vehicles must have on file with UMC Food the following documentation:

   a. Copy of Driver’s license
   b. Copy of current insurance card

Employees must have their own insurance as PRIMARY. UMC Food has liability insurance ONLY (we don’t cover damage to vehicles).

Employees involved in an accident must utilize the UMC Accident policy and file an incident report. The following rules apply to personal vehicle use:

1) Personal use of cell phones in vehicles is not permitted
2) Having anyone as a rider while operating the vehicle for UMC Food, unless it is another employee specifically authorized by the kitchen manager, is strictly prohibited.
3) Mileage will be reimbursed based upon our mileage policy
4) Headphones and earbuds are not permitted while driving on company business
5) Mileage documentation must be exact beginning and ending mileage
6) If you get in an accident, you must notify the police. You must also notify the CEO and Food Ministry Director immediately
7) The Driver policy is incorporated here as if totally rewritten in this policy.
8) Employees are personally liable for any and all violations/tickets received as a result of violating traffic laws.
9) You must give a copy of your insurance card to UMC Food each time you receive a new one.

MILEAGE REIMBURSEMENT POLICY

Employees will be reimbursed for the use of personal a personal vehicle at the rate of .40 per mile. Reimbursement will appear on the employees next regular paycheck as a non-taxed pay item. For your first month, employees must utilize the mileage form available at each kitchen. After your first month, each employee must create a Mileage IQ with the Director of Operations. Mileage will be reimbursed once/month at the end of the month. To be reimbursed, each trip must have the following information:

a. Date of trip
b. Beginning and ending mileage
c. Location(s) of destinations. Multiple destinations may be entered on the same trip
d. Each day mileage is claimed must have its own entry, unless it is an overnight trip.

Mileage sheets must be signed by the employee. Mileage reports must be turned in every 30 days.

SECTION 4. EMPLOYEE BENEFITS

TIME OFF POLICY

This policy addresses all time off events: vacation time, sick days, bereavement and other times when an employee requests off.

GENERAL REQUIREMENTS

1. Time off requests must be entered into “WHENIWORK.com” at least 14 days in advance.
2. Requests less than 14 days in advance may not be honored. Less than 14 days, please contact Tracie Long.
3. To request to be paid for your time off contact Jenny Turnbull. Please provide date and how much time requested to be paid by reviewing your Paycor paystub.
4. Employees who request off weekend days on a regular basis will be ineligible for raises, will not be guaranteed any hours, and will not be given priority in scheduling.
5. If you are scheduled to work a shift and cannot work, it is your responsibility to find a replacement that is eligible to do your job. For example, if you are a driver, you can’t find an inside worker who doesn’t drive to take your shift.
6. If you are sick, call your kitchen manager as early as possible. Absences that exceed 2 consecutive days will require a physician’s note to return to work.

7. Excessive absences will result in corrective action. Excessive absences are missing more than 1 day per month.

PAID TIME OFF
1. All year-round employees will receive time off accruals based upon the following schedule:
   a. 1st year of employment, .022 hours of paid time off for every hour worked
   b. 2nd year of employment, .044 hours of paid time off for every hour worked
   c. 5th year of employment, .066 hours of paid time off for every hour worked
2. Accrual of time off begins after 90 days of your employment but is not vested until after one year.
3. Paid time off may be used for any reason; personal, sick days, vacation, etc.
4. Hours may accumulate up to 60, and then the employee will be paid down to 40 hours on their next regular pay check at their then current rate of pay
5. Employees who leave in good standing and who give two-week notice will be paid out their vacation time.
6. No un-used vacation time will be paid out to employees who are fired.

HEALTH INSURANCE BENEFIT
1. Individual Health and dental insurance will be made available to all full-time (36 hour per week+) salaried employees of UMC Food.
2. UMC Food shall contribute a percentage of the amount of Employee-Only based health and dental insurance based upon the following schedule
   a. Upon hiring, 50%
   b. After an employee has attained their yearly anniversary, and at the open enrollment time, UMC Food shall contribute the following amount towards employee only insurance:
      i. After 1 year – 55%
      ii. After 2 years – 60%
      iii. After each subsequent year, an additional 5% until 100% of employee-only insurance is paid by UMC Food after the 10th year anniversary of employment
3. The employee shall be eligible for dependent and family coverage, but shall be required to contribute 100% of family/dependent coverage
4. Employees that are covered under another insurance plan, may choose to waive UMC Food provided insurance. In this case, a waiver form must be signed.
5. If an employee waives coverage, and then experiences an eligible “event” (birth, adoption, marriage, etc.), they will be eligible to enroll at the time of the eligible event.
6. Employees that do NOT have other coverage (through parents, spouse, another job, retirement, etc.) will be required to participate in the UMC Food health insurance plan.

7. Employees that do not take any action to enroll or waive coverage within 10 days of employment will be AUTOMATICALLY ENROLLED in the UMC Food Ministry health plan. They will not be enrolled in dental.

8. The employee and family contributions will be automatically deducted from an employee’s pay in a bi-monthly (2x per month) basis.

9. Insurance coverage will cease on the day after the employee leaves the employment of UMC Food, unless COBRA continuation is chosen. Employees that choose to continue UMC Food health plan insurance after separating from the ministry, will be required to pay (IN ADVANCE) the monthly premiums to continue coverage.

10. Clergy (Ordained and provisional) members of the KY Annual Conference shall be entitled to enroll in either the Board of Pensions health insurance plan, or UMC Food Ministry health insurance plan.

EMPLOYEE WELLNESS BENEFIT

As part of our ongoing effort to provide an encouraging workplace, UMC Food Ministry offers YMCA memberships to employees who meet the criteria at no cost. This benefit will allow the employee to access all YMCA’s in the Cincinnati system according to the rules of their membership program.

ELIGIBILITY:
1) Must have completed 6 months of continuous employment with UMC Food
2) Must be able to work year-round at least 15 hours per week (Normal vacation time expected)
3) EXCEPTION: Employees that work a regular, year-round schedule but must take extended time off for school or family obligations, may continue their membership at their own expense by authorizing the monthly fee of $33 to be taken out of their future paychecks. Examples include college students that must take off a season for sports.
   a. If an employee is unavailable to work a minimum of 3 weeks in any month, the employee must either a) permanently cancel the YMCA benefit or b) authorize a payroll deduction out of future pay for each month the employee was not available for a minimum of 15 hours a week for 3 weeks.

SOCIAL SECURITY

With the exception of clergy, employees and UMC Food are required to contribute toward Federal Social Security and Medicare benefits from the first day of employment. You need not apply for this benefit as it is taken automatically by UMC Food through payroll deductions. The contribution rates for both you and UMC Food are established by law and represent a percentage of your earnings. Social Security provides benefits which are explained in booklets available at the Social Security office.
RETIREMENT 403.B CONTRIBUTION BENEFIT

1) All employees are eligible for contribution and employer match into a 403b retirement savings account.
2) Participation is voluntary and may occur at any time.
3) The retirement plan UMC Food Ministry uses is UMPIP (United Methodist Personal Investment Plan). UMC Food will not contribute to any other plan, nor allow employee deductions to any other plan.
4) Employees may contribute any portion of their income, up to IRS limits, in either pre-tax or post-tax accounts.
5) UMC Food Ministry will match up to 3% of an employee’s contribution.
6) Clergy (provisional or ordained) members of the Kentucky Annual Conference may also be eligible to participate in the Pension Plans of the Kentucky Annual Conference (under the established rules in place at the time), if negotiated in their employment agreement.

PAID CELL PHONE BENEFIT

Recognizing that UMC Food requires certain employees use their personal cell phones to communicate with sites, kitchens, administration and other employees; recognizing that certain employees must utilize their cell phones to access data such as meal tracker, on-line ordering, GPS, mapping and other functions for the benefit of UMC Food, UMC Food will offer paid cell phones for employees use based upon the following criteria:

ELIGIBILITY
1) Kitchen Managers and other managerial staff
2) Director level positions
Additional eligibility:
1) Must work year-round
2) Be available for “on call” emergencies when not on a regularly scheduled shift; this includes nights, weekends and holidays

Benefit:
UMC Food will enter into a contract with VERIZON Wireless under the competitively bid NCLPT Smartphone Calling Plan for Government and non-profit Subscribers (Plan NVLPT)
1) Fully paid plan for Cell phone with unlimited data
2) New upgrade (certain models) free every 10 months (Only certain phones under the above contract)
3) UMC Food will not provide any phones, tablets, or equipment for employee use; equipment is the responsibility of the employee.

Upon termination:
1) Cell service ends at
   a. The end of the month of discharge
   b. The end of the next month, if less than 7 days remain in the current month
2) Employee has the option of porting the number to a new plan; if not ported the number will be shut down and eliminated from Verizon’s system.

CELL PHONE AVAILABILITY FOR OTHER EMPLOYEES

Other employees who do not qualify for a paid cell phone may buy into the cell phone plan for $27.50 per pay period to be deducted from your paycheck. If the employee leaves within the first year under the phone contract, they may purchase the phone for $150 or return the operable phone upon termination. After the first year, the employee may keep the phone with no cost for the phone.

RETENTION BONUS POLICY

For certain key employees as determined by the CEO, UMC Food may create a retention bonus agreement in which a bonus will be paid if the employee continues their employment to a certain date as stated in the agreement. The retention bonus will be considered as ordinary income on the employee’s W-2 for the taxable year in which the bonus is received. The purpose of the Retention Bonus Policy is to encourage key employees to remain a vital part of our ministry.

EMPLOYEE ADVANCE IN PAY POLICY

UMC Food understands that at times some employees may need an advancement of their pay. In such cases, the following shall apply:

1. At the discretion of the CEO or his/her designee. Employees may be provided with an advance on their payroll earnings.
2. Advances may not exceed the anticipated average bi-monthly payroll.
3. Advances will be automatically deducted from future pay checks.
4. Advances will be paid off in no more than 3 consecutive future pay checks.
5. Employees must sign an acknowledgement of the advance, and the agreed upon repayment terms
6. Employees who cease employment for any reason, will have the unpaid balance of their advance withdrawn from their final payroll.

HOUSING EXCLUSION/ALLOWANCE FOR CLERGY STAFF POLICY

UMC Food Ministry is a recognized extension ministry of the United Methodist Church by the General Council on Finance and Administration. As such, clergy staff may declare a portion of their income as Housing Exclusion/Allowance as permitted by the Internal Revenue Code section 107 (2). The Clergyperson is responsible for providing documentation to verify the amount of the housing exclusion/allowance to the IRS. The amount permissible under the code is
the least of the following: (1) the amount of the rental/allowance designated by the Clergyperson, (2) the amount expended by the Clergyperson to rent or provide a home in such a year or (3) the faith rental value of the home, including furnishings and appurtenances (such as a garage), plus the cost of utilities in such a year. The UMC Food Ministry Board of Directors will need to approve the allowance amount proposed by each clergyperson. This policy benefits the Clergyperson and will not be an additional expense to UMC Food Ministry.

SECTION 5. WHEN LEAVING UMC FOOD

NO UNEMPLOYMENT INSURANCE

In accordance with KRS 341.055(19), UMC Food does not pay unemployment taxes on behalf of its employees. You will not be eligible for unemployment benefits for service at UMC Food. Unemployed former UMC Food employees may still be eligible for unemployment if they had worked recently for an unemployment-contributing organization. Therefore, any employment time with UMC Food would not be used in calculations should a former employee file for this insurance coverage.

VOLUNTARY TERMINATION

An employee may be considered to have voluntarily terminated his/her employment with UMC Food if the employee:

1. Resigns from UMC Food or quits his or her job;
2. Retires from UMC Food;
3. Fails to return from an approved leave of absence on the anticipated return date; or
4. Fails to report to work without notice to UMC Food for three (3) consecutively scheduled workdays.

You have a right to end your employment with UMC Food at any time. In the event you choose to leave employment in good standing, you must file a written resignation with your immediate Supervisor stating the specific reason(s) for your resignation.

The UMC Food is bound by no promise of guarantee regarding employment. In the absence of an employment contract, you are free to leave employment at any time for any reason.

GIVING NOTICE

To be considered to have left in good standing, employees will have left under either condition 1 or 2 as stated in the above section and give a minimum of two weeks’ notice before ending their employment with UMC Food.

EXIT INTERVIEW
An exit interview may be scheduled and conducted by the Supervisor or Human Resources Designee for employees leaving UMC Food for any reason. The exit interview allows an employee to communicate their views on their work with UMC Food. This also gives us an opportunity to talk about your time with UMC Food and to detect opportunities and problems that we might be able to address in the future.

OBLIGATIONS UPON TERMINATION

All items which have been issued to an employee during the course of employment including but not limited to this Handbook, computer, information stored on UMC Food’s computer, files, telephones, and etc. remain the property of UMC Food. At the time of an employee’s termination, whether voluntary or involuntary, all UMC Food documents and other UMC Food property items in the employee’s possession or control must be returned immediately.

USDA CHILD NUTRITION NON-DISCRIMINATION STATEMENT

Revision Release Date: January 2016

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
    Office of the Assistant Secretary for Civil Rights
    1400 Independence Avenue, SW
    Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.
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