

Employee Policies & Procedures

The Episcopal Diocese of Eastern Oregon
& Ascension School Camp and Conference Center

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Episcopal Diocese of
Eastern Oregon



Ascension School
Camp & Conference Center

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Our Mission & Values

As followers of Jesus, we are working toward the practice of unconditional love through the values of human dignity, creation care, and spiritual formation.

Ascension School is A Place Apart to connect with God's sacred mystery, celebrating the dignity, diversity, and oneness of all creation.

Workplace Values in the Episcopal Church

Believing in the call of the Church to strive for justice and peace among all people, and to respect the dignity of every human being, The Episcopal Church seeks to promote professional employment environments that offer opportunities for development and advancement. Ascension School and the Episcopal Diocese of Eastern Oregon (EDEO) are committed to this value framework.

The Episcopal Church is committed to fulfill its mission in the world to proclaim and teach Gospel values in our common life. Ascension School and EDEO endeavor to practice those same values in our everyday work environment through the right ordering of relationships by fostering the principles of personal dignity, justice, accountability, and participation. Toward that end, we recognize that each employee, according to assigned responsibilities and personal talents, serves our mission. Further, all employees are expected to be honest to themselves and others and to treat each other with respect and dignity, regardless of their position in the organizational hierarchy or their job title and responsibilities.

General Expectations

What can you expect from us?

- Job descriptions, training, and performance reviews
- Fair compensation and benefits
- Care for your whole self
- Written employment policies and a workplace in full compliance with the law
- A safe workplace free of harassment, hazards, and violence
- A healthy work culture

What we expect from you:

- Teamwork and collaboration
- Performance to your fullest potential and commitment to quality
- Observance of the law and these workplace values
- Honesty, truthfulness, and integrity
- Support of the mission of the organization

Employment Policies

Application & Interview Process

All applicants will be required to complete an employment application with a disclosure statement and may also be required to complete video, phone, and/or in person interviews. The employment application and any interview notes become a part of the employee's permanent record.

Information submitted on the application form, during an interview or the hiring process and/or throughout employment may be independently verified. If an applicant misrepresents or falsifies any information, or omits any material fact, during the application, interview or hiring process or during employment, this is cause to exclude the applicant from further consideration or, if already hired, to terminate employment.

In its discretion, Ascension School and EDEO may make a job offer contingent upon successful completion of a reference, background and/or other check; verification of any required licenses, certifications, degrees and/or transcripts; successful completion of any required post-offer health, psychological screenings and/or other screenings, examinations, or immunization requirements; and/or any other lawful requirement imposed by Ascension School or EDEO.

Each employee also must present documents to prove their identity and employment eligibility, consistent with federal law. Ascension School and EDEO will physically examine these documents and complete Section 2 of Form I-9, and a copy of each such document will be attached to the employee's I-9 and maintained, in confidence, in the employee's personnel file.

Introductory Period & Training

On the first day of work, the employee will begin an introductory period to last 90 calendar days. This introductory period will be a time for learning about fellow employees, supervisor(s), and the tasks involved in the job position. We expect the employee will also become familiar with other relevant information about Ascension School and EDEO.

Supervisors and co-workers will work closely on all aspects of training, understanding, and responsibilities during this introductory period. By completing this introductory period, an employee is not guaranteed continued employment for any term as it is always "at-will" and subject to various conditions.

Employment Classifications

Each employee shall be classified into one of the categories listed below:

Regularly Scheduled

- Full time: These are employees hired to work 30 hours per week or more and who are expected to continue their employment indefinitely (hereafter "full time employees"). These employees are entitled to the full range of benefits outlined in this manual.

- Exempt: It is the policy of Ascension School and EDEO to permit exempt employees who work more hours than regularly scheduled to receive compensatory time off.
- Non-exempt: These employees are not exempt from the overtime provisions of the FLSA and are therefore entitled to overtime pay for all hours worked beyond 40 in a workweek. Non-exempt employees may be paid on a salary, hourly or other basis.
- Part time: These are employees hired to work less than 30 hours per week and expected to continue their employment indefinitely (hereafter “part time employees”). Employees who work 1040 (20 hours per week) or more hours per year are entitled to benefits as described in this manual.

Temporary/Seasonal

- These are employees hired to work for a specific period of less than six months in duration. They shall sign an employment agreement stipulating the complete terms of employment including duration, compensation, hours, place of work, job or project description, and supervisor identity. These employees are not entitled to benefits and minimum wage (ORS 653.010 to 653.261; 653.020 10b).

Employment Agreements

Employee agreements for regularly scheduled hourly employees and seasonal staff will dictate terms of employment and compensation according to Fair Labor Standards Act (FLSA) standards. Contracts will be signed and dated and mark the beginning of employment.

Work Week Definition

“Work week” means a seven (7) consecutive twenty-four (24) hour period as determined by the employer. Ascension School and EDEO’s standard work hours vary by job position. With the specific approval of the supervisor, the working period of an employee may vary from normal office hours for good and proper reasons.

Remote Work Policy

Employees are permitted to work from home or elsewhere with the permission of a supervisor or Standing Committee if they have the appropriate equipment and maintain performance and adherence to their job description as expected. Other circumstances, such as orders from governing authorities, might also require remote work.

Employment At Will

Employment relationships at Ascension School and EDEO are based on a mutual covenant between the individual worker and Ascension School and EDEO. This is a voluntary relationship entered into and continued between the individual and Ascension School and EDEO. As a mutually voluntary relationship, the employment relationship is of an indefinite or defined duration (as stated in the employment agreement), but it may be terminated by either Ascension School and EDEO or by at-will employees, at any time with or without cause for any reason (except an unlawful reason) or no reason, at any time with or without prior

notice. Additionally, Ascension School and EDEO reserves the right to modify an employee's employment, including demotion, change in title or a decrease in salary or number of hours worked, at any time with or without cause for any reason (except an unlawful reason) or no reason, at any time with or without prior notice. This relationship is defined as employment "at-will."

Employees' "at-will" employment status may only be altered or modified through a written agreement, which specifically states the intention to alter or modify the at-will employment status and is signed by the employee and the Ecclesiastical Authority, Executive Director, or the duly authorized designee.

Employment is a relationship that exists as long as both Ascension School and EDEO, and the employee determines it is in their best interest. Employees are free to resign at any time for any reason; however, 14 days' written advance notice is requested. Similarly, Ascension School and EDEO are free to determine that continued employment of any employee is not in its best interest and is free to discharge that employee.

Compensation

Salary Ranges

- A salary range shall be established for each position and subject to annual adjustments recommended by Diocesan Council and approved as part of the annual budget by Diocesan Convention. Diocesan Council will consider such factors as workload, prevailing wages in the community for similar occupations, merit, and cost of living increases.

Salary Determination

- The salaries of Ascension School staff are determined by the Executive Director and approved as part of the annual Ascension School budget by Diocesan Council.
- The salaries of all other employees of the Diocese shall be approved by the Diocesan Convention, as part of the annual budget, upon the recommendation by Diocesan Council.
- Each employee will be advised annually as to determinations affecting salary.
- All permanent employees shall be paid on a monthly pro-rated basis.

Social Security & Medicare

In accordance with applicable law, Ascension School and the Diocese will make mandatory deductions to employees' compensation for Social Security and Medicare and will pay the employer's portion of such taxes. Episcopal clergy employed by Ascension School or EDEO should consult their tax advisor and discuss their Social Security and Medicare tax status with Ascension and/or EDEO.

Overtime

Overtime compensation is required to be paid to all non-exempt employees working more than 40 hours per week. It is to be paid at one and one-half times the employee's normal hourly pay rate. Only hours worked more than 40 hours in the normal workweek are paid at the overtime rate. Hours paid but not worked, such as vacation, holiday or sick pay, will not be included in overtime calculations. Time off in lieu of overtime compensation will not be granted for non-exempt employees. Employees may not voluntarily elect out of overtime compensation. Employees may be required to work overtime because of the workload. The supervisor will give as much advance notice as possible when this occurs. Employees may not work overtime hours without advance approval from their supervisor.

Compensatory Time

When the nature of a regularly scheduled exempt employee's work, as dictated by their employment agreement and job description, requires hours of work outside the normal workweek, the employee shall receive equivalent hours of time-off. Those hours of compensatory time will be taken within the week following the overtime work unless specific approval of the supervisor allows for variance from that scheduling.

Pay Procedures

All employees are paid once a month on the 25th day of the month. If a regularly scheduled payday falls on a national, state, or Diocesan observed holiday, employees will receive their pay on the day preceding such holiday. The paycheck will include earnings for all work performed through the end of the previous payroll period.

An employee may choose either to receive a paper check or to have their pay directly deposited into their bank account. To receive a direct deposit, the employee must provide advance written authorization to the staff who perform payroll and/or human resources functions. Employees who elect direct deposit of their pay will receive a paper and/or electronic receipt. Each employee needs to review their paycheck or direct deposit information for errors. If a mistake is found, please report it immediately to the staff member who performs payroll and/or human resources functions so that necessary steps may be taken to correct any error.

Pay Deductions

Ascension School and the Diocese prohibit all managers and supervisors from making any improper deduction from the salaries of exempt employees according to FLSA.

If an exempt employee believes that an improper deduction has been made to their salary, they should immediately report this information to the staff person who performs human resources functions. Ascension School and the Diocese will promptly investigate reports of improper

deductions. If Ascension School and the Diocese determines that an improper deduction was made, the affected employee(s) will be promptly reimbursed for such improper deduction. Ascension School and EDEO are permitted to make deductions from an exempt employee's pay for the following reasons:

- Absences of one or more full days due to personal reasons other than sickness or disability (deductions for partial days are not allowed)
- Absences of one or more full days due to illness or disability (including work-related accidents) if the employer has a bona fide plan, policy or practice of providing compensation for salary lost due to such illness or disability (g., paid sick time policy, short-term disability benefits, etc.), even if the employee has yet to qualify under the plan or has exhausted the benefits under the plan (deductions for partial days are not allowed)
- To offset amounts employees, receive as jury or witness fees, or for military pay (but deductions due to full or partial day absences for serving as a juror or witness or taking temporary military leave are not permitted)
- Penalties imposed in good faith for infractions of safety rules of major significance, such as rules related to the prevention of serious danger in the workplace or to other employees (both full and partial days)
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for violations of workplace conduct rules, such as harassment and violence, but not rules governing absences, work quality, cash shortages, and damaged equipment (deductions for partial days are not allowed)
- Absences under the Family and Medical Leave Act (both full and partial days)
- During the initial or final week of employment, if the employee works less than a full week (both full and partial days)

In addition to the limitations described above, employers are also **not** permitted to take deductions for the following reasons:

- Holidays
- Business closures for less than a full week (such as weather, emergencies, or lack of work)
- Poor job performance

Garnishments

Ascension School and EDEO will comply with any valid attachment, garnishment, child support order, or other legally enforceable claim against an employee's wages. If an employee has any questions about a deduction made to their wages in accordance with this policy, please contact the bishop or staff member who performs payroll and/or human resources functions.

Meal & Break Periods

In accordance with Oregon workplace law, paid rest periods of at least 10 minutes are provided during each four-hour work period. A meal period of not less than 30 minutes will be provided to non-exempt and exempt employees who work six or more hours in one work period.

Performance Reviews

Each employee will receive an annual performance review from their supervisor based on their written job description. Improvement plans and goals may be derived from this review. All reviews are part of the employee personnel file.

Background Check Renewal

All year-round staff will have a background check at least every 3 years. All seasonal and contracted staff upon rehire each year.

Credit Cards

Employees may be issued a company credit card at Diocesan Council or Executive Director's discretion. Receipts for every credit card transaction must be kept and turned into the Operations Manager or Diocesan Administrator within one week of transaction. Transactions outside normal spending and budgeting must be approved in advance. Diocesan Council determines the credit card limits for Diocesan staff and the Ascension School Executive Director for Ascension school staff in consultation with the Diocesan treasurer.

Credit cards are not to be used for personal use, left unattended, or given to unauthorized people. The Diocesan Administrator should be notified immediately if a card is lost or stolen. A report should be made using the service number available on the back of the card to stop payment immediately. If personal or unauthorized expenses are incurred, the employee will reimburse the Diocese or Ascension School. If this consistently occurs, the employee may face disciplinary action that could include loss of the right to have a credit card or even termination depending on the amount and the type of expenses. If a receipt is lost, the employee will need to inform the Operations Manager immediately and take responsibility for pursuing necessary mitigation (such as contacting a store for a replacement receipt). If the employee fails to submit receipts consistently, they may lose the right to hold a business card.

Compliance

Equal Opportunity Employment

In accordance with General Convention Resolution D032: 76th, General Convention 2009, Ascension School will not discriminate in lay employment on the basis of an individual's race, color, sex, national origin, age, familial status, disability, sexual orientation, general identity, or gender expression.

Classifications protected by General Convention Resolution D032 (or any other internal Church canons, resolutions, policy or practice whether issued by General Convention or Diocesan Convention) are not, and will not be, considered in any decision regarding recruitment, hiring, training, promotion, transfer, lay off, termination, classification, compensation, benefits or other employment action. All employees are responsible for supporting the concept of equal employment opportunity and diversity and assisting Ascension School and the Diocese in meeting its objectives.

Reasonable Accommodation for Religion

Ascension School and the Diocese are committed to complying with all applicable laws that require employers to reasonably accommodate an employee or prospective employee who's sincerely held religious belief, practice and/or observance conflicts with work requirement. If an employee has a conflict with a work requirement due to a sincerely held religious belief, practice, and/or observance, that employee should promptly inform the supervisor. Each employee requesting religious accommodation must cooperate with Ascension School and EDEO to determine whether reasonable accommodation can be granted. Ascension School and the Diocese will review and individually assess each request for religious accommodation, in accordance with applicable law.

Reasonable Accommodation for Disability

Ascension School and EDEO shall provide reasonable accommodation to all disabled applicants and employees within the meaning of the Fair Employment and Housing Act (Government Code § 12940) and Title I of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). To ensure that reasonable accommodation is provided, whenever possible, Ascension School and EDEO will engage in good-faith interactive processes with applicants and employees determined to need or requesting accommodation.

Benefits

Medical & Dental Benefits

Lay and ordained employees have equal access to all plans offered by Ascension School and EDEO. Full time employees (30 hours per week or more) are eligible for individual medical and dental insurance coverage and the same coverage of one dependent according to the law. EDEO/Ascension School cover 100% of this premium. Coverage may be extended to additional dependents at the employee's cost. The cost must be paid in advance.

When an employee becomes eligible for a Medicare supplement, they are required to enroll and Ascension School or the Diocese will continue to cover medical and/or dental coverage at the reduced cost.

Full-time employees who retire at age 62-65, who are not yet eligible for Medicare, may purchase at their own expense regular (non-Medicare supplement) medical insurance for themselves and one dependent through the Ascension School and diocesan plan, subject to the eligibility requirements as established by the Church Medical Trust, provided that the premiums are paid in advance by the individual to Ascension School or EDEO.

Benefit Waiver Allowance (BWA)

Employees who have medical or dental coverage through a spouse or partner and waive either or both these coverages can receive a benefits waiver allowance for doing so. This arrangement can be advantageous for both the employee and the employer. Ascension School Camp and

Conference Center and EDEO offer a \$500/month BWA for the waiver of medical benefits and a \$20/month waiver for dental benefits. They will offer the same BWA amount to all employees, regardless of whether the coverage waived is single, employee +1 or family. The allowance is taxable income to the employee and assessed for both clergy pension and lay retirement plan contributions. A BWA template must be filled out before Annual Enrollment of each year before BWA payments will be added to payroll.

Pension & Retirement

All employees who work more than 1000 hours/year are entitled to participation in the Pension and Retirement Programs as outlined by the Church Pension Group. Employees should contact the Ascension School and Diocesan Office for information about benefits and enrollment. Ascension School/EDEO will provide a retirement plan contribution of 9% of permanent fulltime lay employee salaries (plus housing) and contribute 18% of permanent clergy salaries (plus housing) to the Clergy Pension Fund through Church Pension Fund (CPG).

The normal retirement age for employees of Ascension School and the Diocese is 65 years. If a lay employee is previously retired from service with the Episcopal Church, or any entity affiliated with it, and is presently receiving pension benefits from the Episcopal Church Lay Employees' Retirement Plan, those pension benefits may be affected by employment with Ascension School or the Diocese. If an employee is receiving retirement/pension benefits from these plans, they should contact the Church Pension Fund to determine whether those benefits will be suspended because of employment with Ascension School and the Diocese.

Life Insurance

A \$50,000 term life insurance policy is provided to each full-time employee. Premiums are fully paid by Ascension School and/or the Diocese. Coverage begins on the date of employment and ends on the date of termination of employment.

Unemployment Benefits

Employees covered by unemployment laws will receive unemployment benefits when they satisfy applicable eligibility criteria. Ascension School and the Diocese will notify employees of termination of possible eligibility.

Worker's Compensation

Ascension School and EDEO provide state-required worker's compensation insurance. Expenses caused by injury away from the job are the responsibility of the individual.

Employment Assistance Program

Employee assistance to support employees experiencing substance abuse will be provided. All employees and their family members are eligible to participate in the Medical Trust's employee assistance program (the "EAP") in accordance with this policy and the terms of the EAP. Employees covered under the Medical Trust's insurance plan are automatically enrolled and all other employees can request coverage with the premium covered by the Diocese or

Ascension School. Eligible employees or family members may refer themselves to the EAP, and Ascension School and the Diocese may refer to an employee. The job of an individual undergoing recommended treatment will be held for a reasonable length of time during treatment. Employees may utilize EAP services outside of work hours or during work hours by using available leave time. When using EAP services during work hours, employees need only state that they need leave time for an EAP appointment. An employee refusing treatment may be disciplined up to and including dismissal.

Continuing Education

Employees are encouraged to attend meetings, institutes, and seminars for their professional growth and development. Upon prior approval of the supervisor, employees will be allowed time for such meetings and classes. Requests for registration fees and/or other expenses for such continuing education require the approval of the employee's supervisor. Attendance by staff at meetings, conferences, seminars or continuing education, if related to the employee's job, or if required by the supervisor, is considered normal working hours, and is compensated accordingly.

Expense Reimbursement

Ascension School and the Diocese may reimburse an employee for any reasonable and necessary job-related expenses (i.e., travel, meals, etc.). The employee must submit appropriate documentation and receipts and have prior approval from their supervisor.

Employee Use of Facility

The purpose of this policy is to ensure Ascension School and Diocesan employees maintain risk management requirements and safe use of facilities and assurance of equal access and equity in facility use by employees. Employee use of the facility will be reasonable and include a signed contract with the necessary insurance requirements. An Employee Use Contract will be signed before the in-kind rental begins.

Reasonable Use

- Maximum two-and-a-half-day use for large events (weddings, memorials, family reunions etc.)
- Maximum one-to-five-day use of single rooms (when facility is not in use by guest groups)
- Use will not interfere with regular guest use and will be planned well in advance
- Employees will take care of all cleaning post-use within the contract period
- No compensation for hours spent setting up or cleaning up
- If the employee wishes to utilize staff for either setup or cleanup, a fee of \$25/hour will be charged. Donations can be made in lieu of charges.
- If use extends beyond reasonable use, regular rental costs will apply.

Paid time off & Leave

Attendance Expectations

Because each job is important to the daily operation of Ascension School and the Diocese, regular attendance and punctuality are essential. Ascension School and the Diocese recognize that certain absences due to illness, medical appointments or other personal business may be unavoidable. If an employee is going to be late or absent from work, they must notify the supervisor promptly. Any absence for a reason other than accident or illness requires prior approval from the supervisor.

Holidays

Ascension School and EDEO recognize the following holidays and authorized time off:

New Year's Day
Martin Luther King Jr. Day
President's Day
Veteran's Day
Good Friday
Easter Monday
Memorial Day
Juneteenth
Independence Day Labor Day
Indigenous Peoples' Day
Thanksgiving Day
Friday after Thanksgiving Day
Christmas Eve
Christmas Day
Week between Christmas & New Year's

If a holiday falls on a Saturday or Sunday, the supervisor shall designate either the Friday before or the Monday after as a holiday. A schedule of specific dates shall be approved by the supervisor each year according to the guidelines set forth above. Additional holiday time is at the discretion of the supervisor.

Because of the nature of Ascension School and Diocesan business, in some instances certain employees may be required to work on certain holidays. Therefore, on a case-by-case basis, Ascension School and the Diocese will decide the dates on which such employees will observe the holiday on which they were required to work.

For non-exempt employees, paid holiday hours are not counted toward hours worked for purposes of calculating overtime. Part time employees will receive pay for that part of the holiday that would have normally been worked.

Paid Time Off

Ascension School and EDEO offer an Paid Time Off (PTO) policy, allowing employees to take time off as needed without a set limit on the number of days, provided that their work performance remains consistently high, and they effectively manage their workload to ensure team continuity.

- Individual use of the policy will be assessed as needed or during annual performance reviews.
- All time off requests must be approved by the manager or supervisor with adequate advanced notice whenever possible.
- All days off must be included on the staff calendar and communicated to all necessary co-workers.
- Paid Time Off includes personal leave, vacation time, bereavement leave, and sick leave.
- While there is no accrual system, the Executive Director (for Ascension School) and the Ecclesiastical Authority (for the Executive Director and Diocesan Administrator) will monitor usage to maintain operational efficiency and encourage responsible use of this benefit.
- Periodic audits will be conducted to ensure appropriate use of the policy.
- Time off will be tracked to identify potential issues and ensure responsible use.
- There will be no payout upon termination of employment.
- There will be special attention given to explaining the culture of this policy during onboarding and it will be readdressed regularly throughout employment.
- This policy is dependent upon clear communication, trust and responsible work ethic.

Medical Leave

Ascension School and the Diocese complies with the requirements of the Oregon Family Leave Act (OFLA) (ORS 659A.150-659A.186), which addresses the potential need for extended leave due to eligible serious health conditions beyond the times stated in these policies, for employees who have worked an average of at least 25 hours per week during the 180 calendar days immediately preceding the beginning of the OFLA leave. A request for leave covered by OFLA should be presented to the employee's supervisor as soon as the need is known.

Family Leave

Leave of absence for pregnancy, birth of a child or adoption will be granted up to ninety (90) days. An employee with a minimum of one (1) year continuous service may take up to three (3) weeks' leave with pay immediately following the birth or adoption of a child. If available to the employee, vacation time and sick leave may be used until exhausted. Time taken more than sick leave and/or accumulated vacation will be treated as Leave Without Pay. Continuance of leave beyond ninety (90) days is at the discretion of the supervisor. During the time of leave the individual may return, at their discretion, to work on a part-time or temporary basis, being paid for the time worked.

Leave Without Pay

A leave of absence without pay may be granted at the discretion of the Executive Director or Ecclesiastical Authority to regular full-time and regular part-time staff members for periods up to one (1) year for personal reasons without loss of position. Before approving or denying a leave request, the Executive Director or Ecclesiastical Authority considers the department's operating

needs and the staff member's needs, job performance, and length of service.

Military Leave or Jury Duty

Time off with pay for jury duty or military service is granted by the supervisor as circumstances dictate.

Miscellaneous Legal Leaves

Ascension School and the Diocese acknowledge that the provisions of this manual do not address all situations in which an employee might be entitled to leave. Therefore, Ascension School and the Diocese reaffirms its commitment to providing employees with all leaves to which they are entitled under applicable federal, state, and/or local law.

Absence Benefits for Seasonal Staff

There are no vacation, sick leave, or other paid absence benefits for seasonal summer staff. In the case of short-term illness (not requiring absence from the site) or short family emergency absences (example, funerals) not detracting from program accomplishment, consideration will be given to continuing salary at normal levels. Arrangement for limited leave for special occasions (such as job interviews or to attend a wedding) must be approved by the Program Director well in advance as part of the application and interview process. The number of days missed will be under the discretion of the Program Director and/or Executive Director.

Extended Ministry Development Leave

Extended Ministry Development Leave is time granted after completion of a specified period of service within the Diocese or Ascension School. The purpose of EMDL is to sustain full-time ordained and lay personnel and their capacity to do their ministries with maximum effectiveness. The EMDL is a carefully planned, intentional time of refreshment, study, and renewal professionally and personally that extends over a period of three months. It is available to full-time professional employees of the Diocese or Ascension School. Other employees and people in the ministry are encouraged to negotiate a schedule of extended leave for professional development, as may be appropriate. EMDL time is not accumulative past the year in which personnel are eligible to take EMDL plus six months. EMDL time is not based on hours or days accumulated per month or year. EMDL is determined by full years of service from the date of commencement in a position or ministry. EMDL is granted after 5 full years of service and every five years thereafter.

Conduct

All staff must conduct themselves in a responsible manner that sets a good example for others and reflects positively on Ascension School and EDEO. This includes actions, words, and appearance both in person and online.

Drug Free Workplace

Ascension School and EDEO explicitly prohibit:

The use, possession, solicitation for, or sale of narcotics or other illegal drugs, or prescription medication without a prescription on Ascension School or EDEO time or premises or while performing an assignment. Employees found to violate this policy are subject to disciplinary action up to and including immediate termination at the discretion of the management of Ascension School and EDEO.

Alcohol Policy

During Ascension School or EDEO work or activities, all employees shall refrain from using alcohol except for sacramental wine used as part of a religious service. Ascension School and the Diocese may, however, permit the responsible use of alcohol at social events regardless of the location. For purposes of this policy, “responsible use of alcohol” shall mean that, at all times, the employee:

- Remains sober.
- Does not operate a vehicle or other machinery while under the influence of any alcohol.
- Conducts themselves professionally, in accordance with general standards of decency and, as applicable, Diocesan and Ascension School policies.
- Makes certain their behavior does not compromise the ability to perform their job. If an employee has any doubts about whether they can comply with these requirements, the employee must refrain from using alcohol.

Employees found to violate this policy are subject to disciplinary action up to and including immediate termination at the discretion of the management of Ascension School and EDEO.

Notification of Convictions

Any employee who is convicted of a criminal drug or alcohol violation occurring in connection with Ascension School or Diocesan work or activities must notify the Executive Director or the Standing Committee in writing within 5 calendar days of the conviction

Smoke Free Environment

Smoking and vaping is not permitted anywhere in or on Ascension School and Diocesan property. Oregon’s Smokefree Workplace Law ORS 433.835-433.990. Designated smoking and vaping areas may be created in compliance with state laws at the discretion of a supervisor and with advanced notice.

Sexual Misconduct or Harassment

At Ascension School and the Diocese, sexual misconduct in any form is unacceptable behavior for any employee. Employees as well as guests have the right to be free from sexual misconduct including sexual harassment. Any behavior determined to be sexual misconduct will result in appropriate disciplinary action which may include termination of employment.

Sexual Misconduct consists of:

Sexual abuse or sexual molestation of any person, including but not limited to, any sexual involvement or sexual contact with a person who is a minor or who is legally incompetent.

Sexual Harassment can be any verbal, non-verbal, or physical activity of a sexual nature that makes the recipient feel uncomfortable or threatened.

Sexual Harassment includes but is not limited to:

- Sexual-oriented humor, language, or comments – explicit or innuendo.
- Questions or comments about sexual behavior or preference unrelated to employment qualification.
- Using nicknames with sexual connotations (hottie, babe, stud, etc.).
- Telling sexual jokes or stories.
- Spreading rumors, talking, or asking questions about a person’s sex life, orientation, or identity. Includes online forums, as well.
- Undesired physical contact.
- Inappropriate comments about clothing or physical appearance or anatomy.
- Repeated requests for social engagements.
- Staring at someone.
- Facial expressions (winking, throwing kisses, etc.).
- Displaying sexually suggestive visual materials such as images of nude, semi-nude, and/ or provocatively posed people.
- Making sexual gestures with hands or body movements.
- An unwanted massage of shoulder, back or neck.
- Touching hair, clothing, or body.
- Brushing up against someone.
- Prolonged hugs, especially with hands moving down the back, or pelvic contact.

Abuse Prevention

The employee will be assigned required modules according to the position they hold through the approved abuse prevention training program used by the Diocese and Ascension School. The training will be repeated every three years for year-round staff and every year for seasonal and volunteer staff. They are required to complete the modules within their introductory period or before working with children, whichever comes first.

Child Abuse

Child abuse is harm to, or neglect of, a child by another person, whether adult or child. Child abuse happens in all cultural, ethnic, and income groups. Child abuse can be physical, emotional, verbal, sexual, or through neglect. Abuse may cause serious injury to the child and may even result in death.

Oregon State law defines child abuse as any assault and any physical injury to a child which has been caused by any means other than accidental, any mental injury to a child, rape of a child, sexual abuse, sexual exploitation, contributing to the sexual delinquency of a minor, negligent

or maltreatment of a child, and threatened harm to a child. (OR419B.005) Oregon State law governs when the State may intervene, to prevent the abuse from continuing and to protect children that are being abused.

While it is from these types of abuse that a child is protected by law, our definition of abuse at Ascension School and EDEO include more types of abuse than physical, sexual, or neglect. We also include social, intellectual, and spiritual in our definition of abuse.

This policy is particular to our camping ministry and our employment of minors. All staff at Ascension School and EDEO work directly or interact with campers and minors. We are all responsible for adhering to laws and policies around child abuse.

A child may have been abused prior to arriving under our care or employment at camp. Pay attention to the following types and signs of abuse:

Types of Abuse - including examples (not exhaustive):

- Physical: Beating, hitting, burning, tickling, using a device such as a belt or a stick.
- Emotional: Spoken or unspoken violence toward a child, which gives the child the message that they are “no good/will never be any good.” May include verbal abuse (telling a child they are “no !@\$% good”), cruel restrictions (being tied to a chair for being too rowdy). No time, attention, direction, or limits are given. Threats and abandonment.
- Sexual: Fondling, incest, rape, voyeurism (“peeping Tom”), exhibitionism (for example “mooning”), abusive use of authority, sexual name calling, grilling child on sexual behavior.
- Neglect: Failure to provide for basic needs of food, shelter, clothing, etc.

Other types of abuse not covered by Oregon law, but covered under our definition:

- Social: Restriction from interaction with peers, abuse by peers.
- Intellectual: Parents unavailable to teach children, help with problems, angry outbursts when child doesn’t learn.
- Spiritual: Not OK to be human and make mistakes, or threats like “you won’t get to heaven if you...”.

Impact of Abuse: possible effects that may be evident (not exhaustive):

- Physical: Unexplained bruises, welts, burns, fractures, abrasions, lacerations. Bruises may appear on parts of body where bruises are not usually present: face, lips/ mouth, torso, back, buttocks and thighs. Abused children are sometimes burned by cigars or cigarettes, especially on the soles of the feet, palms of the hands, back or buttocks. Extremes of behavior (aggression/withdrawal); afraid to go home.
- Emotional: Extremes in behavior, passive/aggressive, overly compliant, overly adaptive.
- Sexual: Sex play inappropriate to age; vulgar gestures; sexual talk in a child; torn, stained, bloody underclothes; flashbacks; physically/verbally aggressive; compulsive masturbation; unusual sexual knowledge or behavior;

reluctance to change clothes in front of others.

- Neglect: Inappropriate or a drastic lack of clothing; child reports lack of caretaker.

Other Points to Consider

- Nighttime and darkness can be especially difficult.
- Forcing a child of abuse to do something (i.e. blindfolds, tying or restraining hands) can be especially difficult. Their sense of control has already been stripped, and these types of activities can easily reinforce this.
- Deliberately scaring campers (i.e. ghost stories, practical jokes) is never OK. Even “innocent” stories are unacceptable.

Reporting: If a staff member believes a minor is a victim of abuse they must speak with the Program Director, Executive Director, or Chaplain immediately. A child abuse report form will be filled out and the Directors will complete the process of reporting the abuse to Child Protective Services. See the Ascension School Child Abuse Report form.

Disclosure or Suspicion of Abuse

When a staff member suspects a minor has been abused or a child discloses allegations of abuse, the staff member should follow these guidelines:

- Listen to all of the story.
- Do not assume you know the whole story.
- Do not prompt the child with questions to get more information.
- Do not criticize the child or place blame (“Why didn’t you tell someone sooner?”).
- Do not make deals with them. No promises.
- Respect privacy. This is a MAJOR confidentiality issue. Forcing them to say more about the abuse can re-victimize them.
- Tell the child that the Program Director or Executive Director must be told.
- Fill out the child abuse report as soon as possible. This must be turned in to the Program Director or Executive Director immediately.
- Keep your own emotional/responses in check. A response of “Oh my gosh” or “You’re kidding” will only further isolate the child. If you feel that you will break down, excuse yourself from the conversation until you are composed.

When a staff member has reason to suspect a child has been abused but there has been no disclosure by the child, the suspicion must still be reported to the Program Director or the Executive Director. They will then be responsible for following up on the case.

If an employee is a mandated child abuse reporter (i.e., the job position or credentials/license requires report of child abuse and/or neglect), the employee must make all such reports as required by law. If an employee has any questions concerning their duties and obligations under this policy, please contact the staff member who performs human resources functions. Failure to comply with this policy may subject the employee to disciplinary action, up to and including immediate termination from employment.

Anti-fraud, Dishonest Activity & Whistleblowing

Ascension School and the Diocese are committed to doing business and ministry in an environment of honesty and integrity in accordance with applicable federal, state, and local laws. Therefore, Ascension School and the Diocese will not tolerate any illegal, dishonest and/or fraudulent activities by any employees, consultants, agents, vendors, contractors, volunteers, and any other outside third parties. Employees are required to promptly report any allegations involving possible illegal activities, dishonest activities and/or fraud to their immediate supervisor or the Ecclesiastical Authority in circumstances that involve the supervisor. If the allegation involves clergy, the report should be made to the Title IV Intake Officer. For the purposes of this policy, “fraud” is defined as the deliberate practice of deception to receive unfair or unlawful gain.

Examples of illegal, dishonest, and/or fraudulent activities include, but are not limited to:

- Forgery, falsification, or alteration of documents (for example: receipts submitted for expense account reimbursement, cash receipts, checks, vendor agreements, purchase orders, other financial documents, electronic files).
- Misapplication and/or misappropriation of the Diocese’s funds, supplies, property, or other assets.
- Impropriety in the handling or reporting of money or financial transactions relating to the Diocese or Ascension School.
- Profiteering because of insider knowledge of Ascension School or Diocesan plans and activities.
- Unauthorized disclosure of Ascension School’s and EDEO’s confidential and proprietary information to outside parties.
- Destruction, removal, or inappropriate use of the Diocese’s records, furniture, fixtures, and equipment; and/or receiving any gratuities, gifts of money, property or service, discounts or other like favors which exceed courtesies customarily accepted as business practices, which might place, or be construed as placing, an employee under any obligation to act on behalf of Ascension School and the Diocese.
- Actions related to concealing or perpetrating the above-mentioned activities.

It is the policy of Ascension School and the Diocese to establish and maintain controls and procedures intended to provide reasonable assurance that illegal, dishonest, or fraudulent acts, by employees or outside third parties, are prevented or promptly detected. To that end, employees have an obligation to promptly report all suspected illegal, dishonest, and/or fraudulent acts to the Standing Committee and/or President of Standing Committee.

The Standing Committee in consultation with the Diocesan Chancellor or their equivalent shall jointly appoint the individual(s) responsible for investigating any allegations involving possible illegal, dishonest, and/or fraudulent activities in matters relating to Ascension School and the Diocese. To the extent possible, all investigations will be conducted in a confidential manner; provided, however, that disclosure may be necessary to thoroughly investigate the matter.

If required by law or were deemed appropriate by Ascension School and the Diocese,

Ascension School and EDEO shall report cases of alleged illegal, dishonest, and/or fraudulent activities to the appropriate law enforcement authorities. They will fully cooperate with law enforcement authorities in any investigation and/or prosecution of such cases.

Violations of this policy may subject employees to disciplinary action, up to and including immediate termination from employment. Violations of this policy by any other individual or organization may result in termination of such individual or organization's business or other relationship with Ascension School and the Diocese. As appropriate, Ascension School and the Diocese may report such violations to applicable law enforcement authorities.

Ascension School and the Diocese will not retaliate (including, without limitation, terminate, demote, withdraw benefits, or take other adverse employment action) against any employee or other individual who, in good faith, raises concerns regarding alleged violations of this policy. Any employee who raises concerns without any good faith basis may be subject to disciplinary action, up to and including immediate termination from employment. If any other individual or organization raises concerns without any good faith basis, Ascension School and the Diocese may terminate its business or other relationship with such individual or organization.

Workplace Conflict

Should a workplace conflict arise, it is recommended that these steps be followed:

- Try to resolve the issue with the person directly involved.
- If you feel you cannot do this, or if doing so does not bring resolution, contact your supervisor for help.
- If the conflict is with your supervisor and cannot be resolved by speaking to them, you should seek the help of the person in authority directly above your supervisor.

Expectation of Privacy & Searches

All facilities, grounds, offices, and workspaces, including desks and computers, are the property of Ascension School and EDEO. Ascension School and EDEO reserve the right to have access to these areas and to such property at any time, without advance notice to any employee. Therefore, employees should not expect that such property will be treated as private and personal to the employee. Likewise, electronic mail and voice mail are also company property and are to be used only for business purposes. Internet accounts for company business use are not intended for personal use. Ascension School and EDEO reserve the right to inspect, monitor and have access to company computers, electronic mail, voice mail messages and Internet communications.

To promote the safety of employees and visitors, as well as the security of its facilities, the Ascension School and EDEO reserve the right to conduct video surveillance of any portion of its premises at any time. Video cameras will be positioned in appropriate places within and around the facility. The only exceptions to this policy include restrooms and private areas such as lodging spaces.

Ascension School and the Diocese reserves the right, at any time, without notice, to search employees, their work areas, lockers, desks, file cabinets, computers, vehicles parked on

Diocesan property, and other personal items at the workplace or work events. Ascension School and the Diocese reserves the right to search an Ascension School or Diocesan vehicle that is primarily used by an employee, regardless of whether the vehicle is located on Diocesan property at the time. Searches may be conducted, with or without the employee being present, by Ascension School or Diocesan representatives and/or by law enforcement authorized by the Diocese to be on its property. Refusal to cooperate with a search at the time requested may result in disciplinary action, up to and including immediate termination from employment.

Electronic Communications

Ascension School and EDEO's electronic communication systems – including email, phone, social media accounts, and website are intended for business use only. Incidental and occasional use of these electronic communication systems for non-work purposes may be permitted at the supervisor's discretion. Before using the electronic communication systems for business or personal use, employees must understand that any information that is created, sent, received, accessed, or stored in these electronic communication systems will be the property of Ascension School and EDEO and shall not be private. If the employee is permitted to use the electronic communication systems for non-work purposes, such use shall not violate any section of this manual or interfere with the employee's work performance.

Employees should use the same care and discretion when writing e-mail and other electronic communications as they would for any formal written communication. Any messages or information which is sent by employees to other individuals via electronic communications such as the Internet or e-mail are statements identifiable and attributable to Ascension School and EDEO. Consequently, all electronic communications sent by employees, whether business or personal, shall be professional and comply with our values, procedures, and policies.

Social Media Policy

The purpose of this policy is to minimize risk to employees' and minors' (including campers, guests, and minor employees) well-being by clarifying expectations for appropriate communication using technology.

Social media and electronic communication can be great tools for staying connected with friends, colleagues, and others in ministry relationships. They can also be platforms for bullying, emotional abuse, and sexual harassment/abuse. Ascension School and EDEO staff are hired for their quality of character and are expected to maintain high standards for their behavior and their interactions with each other and with campers and minor employees.

Even when staff have good intentions, it may be unclear what is appropriate communication with minors. There is an inherent power differential between adults and children, and between counselors or other staff and campers, regardless of how small the age difference. Counselors are doing ministry with campers, and campers look up to counselors as models and mentors. Supervisors do the same with minor employees. Therefore, the relationship should not be viewed as a friendship, but as a mentor-mentee relationship. Whenever there is a power differential, it is the primary responsibility of the party with greater power (i.e. the adult,

counselor, staff member, etc.) to maintain appropriate boundaries for the safety of both the one with less power and of oneself.

The primary purpose of electronic communication with current or former campers and/or minor employees should be to provide or receive information about camp or other ministry/work-related matters, and, in the case of public social media, for encouragement and maintaining a healthy connection.

Electronic communication that follows permitted guidelines between adults and youth includes the following **appropriate** forms of electronic communication.

- Sending and replying to text messages by youth ONLY when copying a supervisor or the youth's parent or guardian
- Communicating through "group pages" on Facebook or other designated public forums
- "Private" profiles for staff and volunteers which youth cannot access, if personal profiles include any photos, statements, or activities that would be questionable for a youth to see (including, but not limited to, content that involves alcohol, is sexually suggestive, or suggests illegal activity).

Inappropriate electronic communication includes the following.

- Counseling of minors without parental/guardian involvement
- Anything that would need to be kept hidden from a parent or guardian
- Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating comments
- Sexually oriented conversations
- Private messages between staff and youth
- Posting inappropriate comments about pictures
- Posting photos, names, or any other identifying information about minors on any social media platform without written parental consent
- Communication that occurs before 8:00 a.m. or after 7:00 p.m.
- Do not use Snapchat, Facebook, Instagram (or any other kind of private messaging) to communicate with campers at any time (before, during or after camp).

Further points:

- All information, conversations, images, or videos shared electronically in ministry communications with campers or minor employees should not be considered confidential.
- We receive a photo release from parents/guardians for camp purposes and it is to be used only for Ascension School and EDEO platforms. It is never okay to post photos of campers or minor employees on personal pages or platforms, even with their permission.
- Staff should treat each other with care and respect and should not transmit any content to other staff that is illicit, unsavory, abusive, pornographic, discriminatory, harassing, or disrespectful when communicating with each other.
- "Camper" and "minor employee" in this policy refers to anyone who is, was, or has been a camper or staff member at Ascension School within the past three years, or any minor.

Security and Passwords

All passwords and related security questions for Ascension School and Diocesan accounts are confidential and should be protected, changed regularly, and kept in a secure location. They are the property of Ascension School and the Diocese.

Copyrighted Materials

No employee of Ascension School or EDEO may reproduce any copyrighted work in print, video or digital form in violation of the law. Works are considered protected even if they are not registered with the U.S. Copyright Office or any registering agency outside the U.S. and even if they do not carry the copyright symbol (©). Copyrighted works include but are not limited to printed articles from publications, electronic articles in online publications, online videos, movies, TV and radio programs, recorded music performances, images, training materials, manuals, documentation, software programs, databases, websites and blogs. In general, the laws that apply to printed materials also apply to visual and digital formats such as websites, streaming media, music downloads, mobile apps, CDs, and DVDs. Permissions and licenses must be obtained, and credit given for any copyrighted works used.

Safe Workplace Standards

Occupational Safety & Health Administration (OSHA) Compliance

Ascension School and the Diocese are committed to providing a safe working environment for all its employees. Toward that end, Ascension School and the Diocese will comply with the Occupational Safety and Health Act of 1970 (“OSHA”) and the Oregon Occupational Safety and Health Division. Ascension School and the Diocese will not retaliate against any employee who, in good faith, raises a complaint regarding compliance with the requirements of the Occupational Safety and Health Act of 1970 (“OSHA”).

Practices & Rules

Using safe workplace practices is the responsibility of every employee. Every employee must abide by the Ascension School and EDEO workplace safety rules. The following are general safe workplace practices and rules:

- Materials or equipment must not block passageways, fire-fighting equipment, first aid equipment or exits. Employees must not cover or hang anything on firefighting or first aid equipment.
- Employees must drive carefully on the property, and all vehicles must observe driving rules established by Ascension School and EDEO, as well as traffic laws (see Employer Vehicle)
- No horseplay, pranks, hazing, or practical jokes are permitted.
- Employees should keep their work area in a clean and orderly condition.
- Whenever required, employees should use safety and personal protective equipment provided. Employees shall make proper use of caution signs during housekeeping.
- Before using any equipment or materials, employees shall read carefully any

instructions or warnings labels. Any questions should be directed to the supervisor.

- Employees shall immediately report any unsafe conditions or safety hazards to the supervisor.
- Employees must use care when lifting and be sure to lift properly. Employees should get their power from their legs, not their back. If special trucks or hoists are provided, employees shall use them.
- Computer users should adjust their workspace, including keyboard, display, seating, and lighting, to minimize the possibility of body and eye strains. Frequent users should schedule other types of work during the day as a break from computer use.
- Employees must properly dispose of all hazardous materials in an acceptable and lawful manner. The supervisor can advise about the required disposal method and practice.

Other safety practices and/or rules may apply to a particular job assignment or work area. The employee is responsible for familiarizing themselves with any special safety requirements and should consult with the supervisor if there are any questions.

Pets in the Workplace

An employee is permitted to bring their pet to work only if such employee receives the prior written approval of their supervisor. Any such approval shall specify the terms and conditions upon which a pet may be brought to the premises.

At a minimum:

- The pet must not interfere with the employee's ability to perform their job.
- The pet must not be disruptive to other employees, volunteers, or individuals who use the facilities.
- The employee is solely responsible for caring for, feeding, cleaning up after, and always controlling the pet.
- The employee must promptly remove the pet from the premises if directed to do so.
- Pets will be removed from Diocesan and Ascension School premises and will not be permitted to return if they:
 - Display dangerous or mean propensities at any time while on the premises.
 - Are disruptive or interfering with the ability of employees to work.
 - Create a tense or fearful atmosphere.

Further, Ascension School and EDEO reserves the right to rescind approval at any time for any reason. Employees who have concerns or questions about another employee's pet in the workplace should contact their supervisor or other appropriate authority. For purposes of this policy, the term "pets" refers to any animal, domestic or wild. "Emotional support animals" are not considered pets. "Service animals" (i.e., animals trained to perform tasks for people with disabilities) are not considered pets. Violations of this policy may lead to disciplinary action, up to and including immediate termination from employment.

Accidents, Injuries, & Illnesses

When an accident, injury or illness occurs at the workplace and/or in the scope of employment,

it must be reported immediately to the supervisor regardless of its nature or severity and even if the affected employee(s) request(s) that the accident, injury, or illness not be reported.

Ascension School and the Diocese will provide the proper forms for reporting job-related accidents, injuries, and illnesses. All incidents must be documented as soon as possible in writing by the supervisor and the employee who suffers a work-related accident, injury, or illness. Whenever possible, written witness statements should also be obtained. Each employee is responsible for promptly reporting any workplace accidents, injuries, and illnesses of which they are aware, and Ascension School and the Diocese will not retaliate against an employee for reporting such occurrences. Any employee failing to comply with the terms of this policy may be subject to disciplinary action, up to and including immediate termination from employment.

Viral Outbreaks & Disease

If an employee shows symptoms indicating a viral infection (COVID-19, Norovirus), the individuals must stay home from work and/or be immediately isolated, and all areas of exposure shall be sanitized. All exposed employees will be sent home and asked to quarantine as recommended by the Center for Disease Control. Kitchen staff will adhere to outbreak procedures in food service. The health department will be called, and all recommended protocols will be followed.

Emergency Situations

In the event of an emergency in camp, (serious accident, natural disaster or manmade disaster) the Executive Director is to be notified immediately, and they will in turn notify Diocesan Office. Under no circumstances is anyone to have contact with the media or families of the victims, unless directed. The Executive Director or Program Director will contact the parents of campers at the appropriate time, depending on the emergency. The Diocesan Office will coordinate communications with the media.

Assembling in Case of an Emergency

If it is necessary to assemble in case of an emergency, staff will assemble in front of the red barn by Barton House. During the summer camp season, staff will assemble at the fire pit.

Natural Disasters

The proper emergency officials will be contacted. Staff will cooperate with local authorities in assessing the site and the situation. Staff will stay on site to care for the campers and guests, unless otherwise instructed. The Executive Director or designee will notify the diocesan office for any direction and assistance. The Camp Staff Manual will give camp staff further instruction regarding campers and communication with parents.

Fire/Wildfire

Fire drills are held within the first 24 hours of each camp session as prescribed by state law.

Ascension School and Diocesan Staff will conduct a fire drill once per year as part of a staff meeting. The safety of campers, guests and staff depends on everyone performing their job efficiently. To avoid confusion during an emergency, look to your supervisor for duties and responsibilities.

In the event of fire, the buildings are to be evacuated and the fire department notified through a call to 911. Staff and guests will assemble at the Fire Pit, and role call will be taken. If there are no guests on campus, staff will assemble in front of the red barn by Barton House. The Executive Director is to be notified immediately.

Exit - Evacuation

If it is necessary to immediately evacuate the camp, load guests into vehicles and staff cars, if necessary and transported to a safety zone.

Earthquake

If employees are inside, move away from windows and “duck and cover” under beds, tables, or stand in braced doorways. If the earthquake catches you outside, move away from buildings and trees. Seek an open area.

After an earthquake, do not enter any buildings until they have been checked by the proper authorities. If possible, shut off the electrical system until the building is checked. Attempt to stop any water leaks by shutting off the water.

Electrical Storm

Storms can come up quickly in the Grande Ronde Valley and Cove. Pay attention to the weather forecast when making plans.

- If in a vehicle during a severe storm: Stop the vehicle in a safe place, turn off the ignition and wait until the conditions improve before moving again.
- If you are outside, seek shelter in a building or protected area.
- Avoid metal pipes, fences and other conductors.
- Lightning will seek tall objects, so stay away from lone trees, drinking fountains, and hilltops. Seek shelter under a low clump of trees, in a building, or automobile.
- Outdoor activity will resume upon the completion of the storm, only at the direction of the Program Director or Executive Director.

Water Outage

Our camp water and sewer system is provided by the City of Cove. When it fails, we have serious problems. Because of the limited supply, practice conservation.

- Loss of pressure or unusually rusty-looking water is a symptom of a problem in the system. Immediately notify the Operations Manager if you suspect a problem.
- Should a major leak/break in the line occur in your area notify the Operations Manager and they will contact to City of Cove and maintenance staff.

Natural Gas Outage

If there is a natural gas leak, you will smell a rotten egg smell. Natural gas is explosive and can be ignited from a spark, so DO NOT turn on a light switch or make a cell phone call.

- Immediately evacuate the building.
- Once you are at a safe distance from the building, notify the Operations Manager who will notify Avista. Turn off the flow of gas at the meter that serves the building.
- Do not return to the building until notified by Avista personnel that it is safe to do so.

Electrical Outage

Power loss may occur from sources inside or outside the property. An electrical fire must be dealt with immediately. Be sure everyone knows that the wires and gray electrical equipment boxes are dangerous and off limits. Contact the Operations Manager if you see one unlocked.

- Lack of Power: Check the circuit breakers. A “tripped” breaker will be positioned midway between on and off and may have some red showing. To reset, turn the breaker off then back on again. If the breaker trips again, and you can manage without the circuit, switch the breaker to “off” and report the problem along with the breaker number to the Operations Manager. Note: If the power is off to the entire camp - stay put and contact the Operations Manager via cell phone who will come with an appraisal of the situation and instructions.
- Electrical Fire: Sound alarm and divide duties. Assemble and evacuate all campers or guests. Notify the camp office while staff fight the fire. Never use water on an electrical fire. Use a fire extinguisher or baking soda. Try to turn off the circuit breaker.
- Down power lines are extremely dangerous. Stay clear and don’t touch them. You risk death if you contact energized lines or appliances or if you touch a victim who is in contact with them.

Protocol for Electrical Outages

Notify the Executive Director or Operations Manager who will notify Oregon Trail Electric Company.

- OTEC and/or maintenance staff will evaluate the facility to determine where critical or emergency situations may occur.
- Staff will keep an eye out for improper use of candles or matches.
- Staff will obtain extra flashlights from the camp office.
- If necessary, a generator can be used in the kitchen to prevent food spoilage.

Personal Property

Ascension School and the Diocese do not assume responsibility for the loss or theft of personal belongings. An employee is expected to exercise caution and common sense when carrying cash or other personal valuables. Never leave purses, cash, or valuables unattended and visible on desktops or in other public areas.

Security

All visitors/non-employees must check in at the main office at Morris Hall upon arrival and must comply with all safety requirements for the area(s) being visited.

Stranger in Camp / Intruders /Active Shooter

While it is important that Ascension School and the Diocese remain a friendly and welcoming environment, the safety of campers, guests and staff is the highest priority. If a stranger is noticed on campus during daylight hours, greet him/her, escort him/her to the main office in Morris Hall, and notify the Executive Director and/or Program Director of his/her presence.

If the stranger is acting in a threatening manner (for example, acting belligerent, carrying a weapon, attempting to contact campers), do not confront them.

- Instead, clear the area, direct all campers or guests into the nearest and safest space, lock the doors, cover windows and barricade as necessary.
 - If you are near the greenhouse/garden, go immediately to the Barton House basement.
 - If you are in the Chapel, go immediately to the sacristy or basement.
 - If you are in Founders, move immediately into the kitchen.
 - If you are in Kimsey, move to the laundry room or to the kitchen (a space with no or few windows).
 - If you are in Coe-Kerr, move to a storage closet.
 - If you are in or near Paddock, move to the attic space.
 - In dorms, move to bathrooms.
 - If it is near Morris Hall, move to the bathroom or upstairs room.
- Contact the Program Director or Executive Director by cell phone immediately.
- Do role call and notify the Program Director or Executive Director immediately if anyone is missing.
- The Program Director or Executive Director will assess the situation and make the decision to lock down the campus and notify the authorities if necessary.

If a stranger is noticed on campus at night, report it to the Executive Director by cell phone immediately. Make sure all campers or guests are accounted for and wait for further communication.

Camp Vehicle Use

The camp vehicle should only be driven by the Executive Director, Program Director (over 21 years of age) or the Operations Manager when transporting campers or guests. In case of an emergency, a staff person may be asked to transport a camper or guest.

When driving the camp vehicle, remember the following:

- Before entering the vehicle, check behind the vehicle to make sure there isn't anything obstructing your driving path. Use the rearview mirror and side mirrors to make sure your path is clear before reversing.
- Passengers may unload when the vehicle comes to a complete stop and the vehicle has

been turned off.

If the vehicle breaks down:

- If possible, pull over to the side of the road and call for assistance.
- If it isn't possible to pull over, when it is safe, have passengers evacuate the vehicle and move to a safe place on the side of the road, and call for assistance.

Safety Check of the Camp Vehicle

- Lights
- Windshield- does it have cracks?
- Windshield wipers- are they working properly?
- Emergency Flashers
- Horn
- Brakes
- Mirror
- Fluid Levels

If any of these things are not working properly, please let the Operations Manager or maintenance person know asap and they will take care of these items before you may use the vehicle for off campus business or to transport campers. The maintenance person will check the tires using a tire gauge and will schedule all regular maintenance of the camp car and truck.

Use of Personal Vehicles

Before being permitted to drive your personal vehicle on behalf of Ascension School Camp and Conference Center or EDEO, you are required to read and sign a Use of Personal Vehicle Agreement.

Whenever driving on behalf of the organization, either in a personal vehicle or any vehicle the organization owns, the following rules apply:

- Keep your vehicle clean inside and out. The windshield also must be kept clean. The floor of the vehicle must be clean and free of obstructions.
- The driver and all passengers must wear seat belts.
- Obey all traffic laws, maintain proper distance between cars, etc. Do not under any circumstances attempt to keep a specific time of arrival promise by breaking traffic laws, or by driving in an unsafe manner. If the following posted limits will make you late, stop somewhere and phone ahead, or call the office and have someone there call them.
- Report any deficiency noticed on an organization-furnished vehicle to your manager in writing, so corrective action can be taken. Whenever an unusual noise, vibration, excessive leak, etc. is noticed, stop the vehicle and call for road service/towing as authorized by the supervisor.
- Do not pick up hitchhikers or allow an unauthorized person to be a passenger in or to drive either the organization's vehicle or personal vehicle while being used on organization business.

- Maintain automobile liability coverage equal to or greater than the limits recommended by your insurance agent.
- Provide us with a copy of the declarations page of personal automobile insurance policy each time the policy renews.

Accident Procedures

When staff (Executive Director, Program Director or Operations Manager) transport campers, there should always be two staff people in the vehicle. If there were to be an accident, the driver would care for any injured campers if possible. The other staff would supervise the uninjured.

The staff supervising the uninjured will first call 911, if necessary, then they will call the office to notify the Executive Director or Operations Manager. The office would notify other necessary individuals (i.e. parents).

If appropriate and/or necessary, the staff person supervising the uninjured will also identify witnesses and obtain appropriate emergency information.

Termination and Resignation

Guidelines

The Ecclesiastical Authority shall be responsible for the termination and resignation of the Ascension School Director and the EDEO Administrator. The Ascension School Executive Director shall be responsible for the termination and resignation of all other Ascension School employees.

Nothing contained in this manual, including the guidelines below, is intended to, nor should it be read to alter or modify, the at-will employment relationship.

In general, Ascension School and EDEO will strive to give to the employee its reason for ending the employment relationship to help ensure Ascension School and EDEO have acted in a fair, dignified, and just manner.

Further, in accordance with the resolutions of the General Convention when an employment relationship ends:

- Whenever possible, if Ascension School, EDEO or the employee seeks to end the employment relationship, the party seeking to end the relationship is encouraged (but not required) to provide adequate notice to the other party of such termination or resignation.
- Whenever possible, if Ascension School or EDEO seeks to terminate employment for performance-related reasons, they shall provide the employee with a brief written statement stating the performance-related employment reasons for such termination.
- Whenever possible, both Ascension School, EDEO, and the employee shall give the other party appropriate assistance for continuing ministry.

- Ascension School, EDEO, and the employee shall respect the dignity of all parties and, whenever possible, should mutually agree upon the manner to mark the end of employment.
- Upon the end of the employment relationship for any reason, Ascension School or EDEO shall pay the employee their final compensation immediately, or within 5 weekdays of the date of termination or resignation if there is less than 48 hours' notice of resignation.

Return of Employer Property

Upon separation from employment with Ascension School or EDEO, the former employee must return all Ascension School and EDEO property, including keys, credit cards, computers, equipment, vehicles, Ascension School or EDEO records, and other documentation (in paper and electronic format), and any other Ascension School or EDEO property.

References

Upon request, Ascension School or EDEO may provide an employment or other reference for an individual concerning their employment only if the former employee gives permission, is the source of the reference request or gave Ascension School or EDEO contact information on an employment application. The Ecclesiastical Authority or designee will have sole discretion and control over the content of all employment or other references. Only a direct supervisor is authorized to provide employment or other references.

Employee Records

Record Keeping

Records shall be maintained by employees in compliance with applicable laws and as necessary to implement the benefits in this policy. Ascension School and the Diocese maintains a file for each employee that contains application information, position description, performance evaluations, benefits and payroll administrative records, and other information relevant to employment with Ascension School or the Diocese. Access to personnel files is limited to those persons with a "need to know". Background check documents are filed separately from the employee's personnel file, in a secure location. Employees may schedule an appointment to review their personnel file and access will be allowed in accordance with state law.

Personnel records are highly confidential. Employee personnel (and medical record) files are Ascension School and Diocesan property. Unless otherwise required by law, an employee may only review their personnel file while employed. Unless required by law, Ascension School and the Diocese will not permit employees access to information confidentially submitted during the hiring process (e.g., references, interview notes, etc.). For an individual employee to review their personnel file, they must contact the Diocesan Administrator or Executive Director who will receive approval by the Ecclesiastical Authority. Ascension School and the Diocese will determine the terms and conditions upon which the employee may review the personnel file (including, without limitation, any required notice, the location where the file may be reviewed,

and whether any portions of the file may be copied).

Ascension School and EDEO will not disclose information from an employee's personnel file to anyone outside of Ascension School and the Diocese unless that employee has authorized the release, the release is to an authorized governmental agency, or the release is required by law.

Personnel Data Changes

Employees are responsible for notifying the office regarding any changes in personal status that affect employment and benefits. This may include but is not limited to the following changes:

- Tax Withholding
- Name, address, or telephone number
- Marital status or number of dependents
- Beneficiary for your employee benefits
- Emergency contact information

This information helps Ascension School and the Diocese maintain up to date and accurate records. It can also affect the employee's insurance coverage and other benefits.

Record Retention

The Diocesan recordkeeping and record retention policy, as found in the Manual of Business Methods in Church Affairs, governs the maintenance or destruction of all records. All employees are required to comply with such a policy. If an employee has any questions about recordkeeping or record retention requirements, that employee should contact the staff member who performs human resources functions.

Policy for Use of Personal Vehicles

Ascension School Camp and Conference Center (hereinafter referred to as the Organization) and _____ (hereinafter referred to as the Volunteer/Employee). This agreement is as follows:

1. The Organization hereby authorizes the Volunteer/Employee to use their personal and owned vehicle on behalf of the organization.
2. The Volunteer/Employee understands that the organization places great emphasis on safe operation of all vehicles, including any that are owned and operated by its volunteers and employees. Given this, the Volunteer/Employee understands and agrees that they:
 - a. Will not allow any other person to be a passenger in the Volunteer/Employee-owned vehicle while it is being used on behalf of the Organization, unless such person is another Volunteer/Employee or other authorized person.
 - b. Will allow no other person to operate the Volunteer/Employee's vehicle while it is being used on behalf of the Organization, unless that other person is another
 - c. Volunteer/Employee and is at least 18 years of age and possesses a valid driver's license.
 - d. Will not operate the vehicle, nor allow it to be operated by someone else, while the Volunteer/Employee or that other person is under the influence of alcohol or drugs.
 - e. Will not use or permit the use of the vehicle in a negligent or improper manner or in violation of any law or of this agreement.
3. The Volunteer/Employee understands that the Organization does not furnish any insurance for the protection of the Volunteer/Employee if any claim or suit is made against the Volunteer/Employee arising out of his or her operation of a personally owned vehicle unless otherwise stated in this agreement; nor is any insurance provided by the Organization to repair damage that may occur to the Volunteer/Employee's personally owned vehicle. The Volunteer/Employee, at all times, will maintain automobile coverage as required by the Organization. The Volunteer/Employee agrees to indemnify the Organization against all claims, losses, damages and expenses, including legal fees, which the Organization may incur as the result of the use of the Volunteer/Employee's vehicle on behalf of the Organization.

Employer Signature _____ Print Name _____ Date _____

Employee Signature _____ Date _____

Employee Name Print _____

License No./State _____

Date of Birth _____

Insurance Co./Policy No. _____

Policy for Employee Use of Facility

The purpose of this policy is to ensure Ascension School and Diocesan employees maintain risk management requirements and safe use of facilities. Additionally, we want to ensure equal access and equity in facility use by employees. Employee use of the facility will be reasonable and include a contract with necessary insurance requirements.

Reasonable Use

- Maximum two-and-a-half-days are used for large events (weddings, memorials, family reunions etc.)
- Maximum one-to-five-day use of single rooms (when facility is not in use by guest groups)
- Use will not interfere with regular guest use and will be planned well in advance
- Employees will take care of all cleaning post-use within the contract period
- No compensation for hours spent setting up or cleaning up
- If the employee wishes to utilize staff for either setup or cleanup, a fee of \$15/hour will be charged. Donations can be made in lieu of charges.

Charges beyond reasonable use

- If use extends beyond reasonable use, regular rental costs will apply.

This policy should be signed with the contract before in-kind rental begins.

Employee Signature _____ Date _____

Operations Signature _____ Date _____

Expense Reimbursement & Credit Card Policy

Ascension School and the Diocese may reimburse an employee for any reasonable and necessary job-related expenses (i.e., travel, meals, etc.). The employee must submit appropriate documentation and receipts and have prior approval from their supervisor.

Employees may be issued a company credit card at the Standing Committee or Executive Director’s discretion. Receipts for every credit card transaction must be kept and turned into the Operations Manager or Diocesan Administrator within one week of transaction. Transactions outside of the normal purview of spending and budgeting must be approved in advance.

Credit cards are not to be used for personal use, left unattended, or given to unauthorized people. The Diocesan Administrator should be notified immediately whether your card is lost or stolen. You must make a report using the service number available on the back of the card to stop payment immediately.

If you incur personal or unauthorized expenses, you will need to pay for them yourself. If you do this consistently, you may face disciplinary action that could include loss of the right to have a credit card or even termination depending on the amount and the type of expenses.

If you lose a receipt, you will need to inform the Operations Manager immediately and take responsibility to pursue necessary mitigation (such as contacting a store for a replacement receipt). We may find a solution if losses happen rarely, but if you fail to submit receipts consistently, you may lose the right to hold a business card.

I understand and agree with the above Expense Reimbursement and Credit Card Policy.

Name _____

Signature _____

Date _____

