



# Michindoh Conference Center

A SPRING ARBOR UNIVERSITY CAMPUS

## Employee Handbook

March 2017 Edition

This handbook as of the above date supersedes all previous versions or memos, announcements, etc., in relation to policies, procedures, benefits, verbal, written or otherwise, and any other understanding of policies regarding Michindoh staff.

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**TABLE OF CONTENTS**  
**2017 Edition**

**MINISTRY OF MICHINDOH**

Welcome .....	03
Organization .....	03
Statement of Faith.....	04
Ministry Philosophy and Purpose.....	04
Vision Statement.....	05
Current Ministries .....	05

**MICHINDOH EMPLOYEE POLICIES**

Michindoh Rights .....	06-07
At –Will Employment Policy .....	07
Employee Files .....	07-08
Assessment Period .....	08
Employee Classifications.....	08

**EMPLOYEE EXPECTATIONS**

Code of Conduct .....	09-10
Policy on Sex, Sexuality and Gender Identity .....	10
Home Infestations .....	11
Timekeeping and Pay .....	11
Work Week and Work Schedules.....	12
Meals.....	12
Break Periods.....	13
Absenteeism and Tardiness .....	13
Visitors.....	13
Grooming and Dress .....	14

**EMPLOYEE BENEFITS**

Holidays.....	14
Personal & Sick Days Policy.....	15-16
Health Plan Coverage .....	16
Workman’s Compensation .....	16
Staff Development .....	17
Tax-Sheltered Annuity Program (TSA).....	17-18
Statement of Participant’s Rights (TSA).....	18-19

**EMPLOYEE DISCIPLINE**

Infractions .....	19
Suspension and Dismissal.....	19-20
Layoffs.....	20
Final Pay .....	20

**EMPLOYEE GENERAL INFORMATION**

Internal Application Process .....20  
Application Process .....20  
Outside Employment .....21  
Telephones .....21  
Driving on Campus .....21  
Parking .....21  
Property/Facility Usage .....21  
Issuance of Keys .....22  
Personal Property .....22  
Resident Staff Insurance .....22  
Lost and Found .....23

**PERSONNEL LAWS**

Garnishment of Wages .....23  
Equal Employment Opportunity .....23  
HIPPA .....24  
Open Door Policy .....24  
Confidential and Proprietary Information.....24  
Anti-Harassment Policy ..... 25-26  
Complaint Procedure .....26  
Family and Medical Leave of Absence ..... 26-28  
Armed Services/Military Leave .....28  
Bereavement Leave.....29  
Jury Duty/Court Service/Voting ..... 29-30  
Leaves of Absence .....30

**HANDBOOK ACKNOWLEDGEMENT**

Handbook Acknowledgment Form.....31

## **WELCOME**

Welcome to Michindoh Conference Center. (Hereafter referred to as Michindoh.) We are glad that you can be a part of our ministry and hope that you will quickly feel at home.

Michindoh is committed to providing the best possible environment to facilitate the Christian ministry needs of our guests as evidenced by the Ministry Philosophy and Purpose. All Michindoh employees must be committed to Christian principles and should exemplify their commitment in daily living. We believe that our work is a service to the Lord. All jobs are equally important to Him, and all employees must continuously keep the Michindoh Ministry Philosophy and Purpose in mind in bringing honor and glory to God in all that they do.

Your contribution to Michindoh in providing an environment conducive to Christian principles is critical. Your job will bring you in regular contact with guests, both adult and youth. You are responsible for promoting our Philosophy and Purpose and are expected to provide a good example at all times.

This handbook is intended to give you information about the main features of Michindoh employment policies, benefits, and certain other general information. It does not, and is not intended to cover these matters in detail or serve as a contract between you and Michindoh or create any vested rights. All statements in this handbook may be changed, interpreted, withdrawn, or added to from time to time at the discretion of Michindoh management and without prior notice. Any statements referring to causes for dismissal are not intended as any limitation on the dismissal authority of Michindoh and should not give rise to any expectations of continued indefinite employment when such causes are not present. The handbook is not intended to and does not bestow any additional rights to employees of Michindoh concerning employment or employment benefits.

## **ORGANIZATION**

Established in 1910, Michindoh Ministries, was a ministry of the Church of the United Brethren in Christ until June of 2009, when it was gifted to Spring Arbor University, and became a Spring Arbor University campus. Michindoh stands for Michigan, Indiana, and Ohio.

Our primary goal is a life changing experience for those who involve themselves with us. Our ultimate goal is to better our world through changed lives. Our facilities and programs have been developed to reach those goals most effectively.

Employees need not be a member of a particular church. However, Michindoh desires to have on staff committed Christians who are looking for a ministry and not just a job.

Employment at Michindoh is one of SERVING whether it is in maintenance, accommodations, food service, guest services, outdoor education, etc. All employees are vital in creating an environment conducive to reaching the goals of our ministry.

Michindoh recognizes the importance of attracting, developing and retaining high quality, dedicated personnel. Christ-centered and caring staff that maintain the Christian ethic and offer themselves as role models are essential to the success of our mission and to the achievement of our goals.

## **STATEMENT OF FAITH**

- a. We believe in one God, the Holy Trinity: Father, Son, and Holy Spirit, as revealed in the Holy Scriptures.
- b. We believe that Jesus Christ is God's incarnate Son who lived a perfect life on earth, proclaiming God's reign and establishing a community of disciples; who sacrificially died on the cross for the sins of all people; who rose in triumph from death, accomplishing salvation for all who truly believe in him; who is now at the Father's right hand interceding for us; and who will return to earth in victory, judging all people and establishing his everlasting Kingdom.
- c. We believe in the Holy Scriptures as the inspired and authoritative Word of God.
- d. We believe that human beings, men and women equally, are created in the image of God and are called to be his faithful stewards on earth. Although all people have become alienated from God and affected in every part because of sin, by God's grace all who truly repent of their sin and believe in the Lord Jesus Christ are justified by faith.
- e. We believe that human families were established by God to perpetuate humankind and to provide a stable community for nurturing children in faith and righteous living. Marriage between one man and one woman is the instruction of Scripture and sexual expression is to be confined to the marriage relationship.
- f. We believe that God not only counts believers as righteous, but that he makes them righteous; freeing them of sin's dominion at conversion, purifying their hearts by faith and perfecting them in love by his Spirit, and providing for their growth in grace through their participation at every stage of their spiritual life, enabling them through the presence and power of the Holy Spirit to live a victorious life of righteousness, justice, and practical usefulness.
- g. We believe God's Kingdom promises to establish "a new heaven and a new earth, where righteousness dwells" (2 Pt. 3:13 TNIV) and where resurrected believers will participate in God's everlasting Kingdom. (A complete doctrinal statement is available by contacting, Spring Arbor University.)

## **MINISTRY PHILOSOPHY AND PURPOSE**

The Purpose of Michindoh is to foster the proclamation of the great truths of the Old and New Testaments by means of our own programs and through conference services to other ministries. Clearly, one great underlying truth of the Old and New Testament is the movement of God in establishing and extending His kingdom on earth. Since in this age the primary expression of the kingdom is the church, Michindoh's ministry must be both church-oriented, community oriented and globally-oriented.

To be church-oriented means that Michindoh seeks to provide services, programs and ministry which contribute to the services, programs and ministry of churches. We avoid competing in similar ministries. We emphasize the special ministry God has given us: camps and conferences. A primary focus of our ministry is providing conference and retreat facilities to support the programs and ministries of the church.

To be community-oriented Michindoh pursues opportunities to play a positive role in society through the use of our facilities for educational programs, school field trips, and events that support the community. Through Christian hospitality and service to our community, Michindoh supports the efforts of the church through being a light and testimony in the community at large.

To be globally-oriented means that the scope of Michindoh's interest must be broader than simply expanding Michindoh. We are interested in extending God's kingdom. It is true that we must legitimately ask, "What is the best for Michindoh?" But, we must also ask, "What is best for God's kingdom?" Since our special ministry is camp and conference work, we seek to share and make contributions especially in that area. Far from being an "extra," we believe it is a Biblically mandated responsibility. "To whom much is given, much is required."

## **VISION STATEMENT**

To serve the retreat and conference needs of the Body of Christ...

... by providing a responsive Christ-centered environment of excellence.

... by creating strategic opportunities for evangelism, nurturing and training.

... to the glory of God.

## **CURRENT MINISTRIES**

Michindoh Conference Center ministers spiritually, physically and emotionally to individuals, couples and families through a number of Michindoh sponsored programs designed to draw people into a closer relationship with Jesus Christ.

Michindoh also serves the body of Christ through its retreat and conference center ministry, by providing a facility of excellence for God's people to conduct their Kingdom building programs and ministries.

Michindoh serves over 20,000 guests each year. Michindoh's ministries are expansive, diversified and ever growing. The administrators and staff at Michindoh seek to develop programs and services that will meet felt needs of today's youth, teens, adults, families, and seniors. Michindoh also seeks to play a God honoring role and to be a light in our community.

### **Summer Youth Camps**

Summer youth camping has been at the heart of Michindoh since its inception in 1910. The camp programs focus on presenting a clear message about Christ that is anchored by the role modeling of specially trained college age counselors. Campers range from second grade through senior high age. The counselors are committed to Christ and the campers. They show campers how to have wholesome fun, how to get along with others and most importantly how to know Jesus Christ. The waterfront allows for campers to experience swimming, tubing, canoeing and the waterslide. The large open fields, wooded hiking paths, indoor climbing wall, outdoor recreation facilities and rustic campfire areas add diversity to the traditional program of teaching, singing, devotions, games, sports activities, arts and crafts, archery, skits, and much more.

### **Day Camps**

For the youth in the Hillsdale area, Day Camps are an outreach to the community. These camps are safe, fun and within easy reach of home and therefore popular with families in the Hillsdale area.

### **Family Camps and Retreats**

In response to a growing interest in vacation opportunities for Christian families, Michindoh sponsors several Family Retreat weeks and weekends during the summer. The Family Retreats have minimal programming to allow families to determine their own pace and level of activities. A special program or activity is offered each evening to encourage fellowship and recreation opportunities.

## **Conference Center Ministry**

Throughout the year, Michindoh is filled with individual groups and organizations that come to be refreshed, renewed and recharged in a Christian environment. Our vision is to serve the retreat and conference needs of the body of Christ, by providing a responsive Christ-centered environment of excellence by creating strategic opportunities for evangelism, nurturing and training.

- Family and retreats
- Adult Ministries
- Educational/Leadership Seminars
- Community/Conference meetings
- Youth Retreats

## **Michindoh Outdoor Education School**

School children participate in this environmental program September through May. They are taught outdoor living skills, fire and shelter building, survival skills, teamwork, communication and cooperative learning. There is a wide variety of wildlife classes including reptiles and amphibians, insects, fish, birds and mammals with hands on instruction.

## **Strong Future**

Christian camping is a proven way to bring people to Jesus. Data from Christian Camp and Conference Association show that 85 percent of North American Christians make personal faith commitments before they are 19 years old, and half of these make these decisions at camp. The Michindoh of tomorrow is dedicated to operational stability and will continue to pursue capital to enhance the effectiveness of its ministries through the development of its program and facility resources. With the support of faithful people, we can complete a capital campaign, establish an endowment, build operational resources, and invest for the future.

Michindoh's ministries has a tremendous influence on individuals and families. That influence is spread throughout their community. Think of a body of water as your community. At the edge of the water God drops a small pebble – you, a child, someone who was made stronger through an experience at Michindoh. That individual causes a little wave, passing on renewed strength and hope to those they come in contact with. That individual passes it onto their family and that family passes it on from person to person, family to family until that wave covers your community. If you want to have a positive effect on your community through the Lord's work at Michindoh, or if you know of a like-minded friend or business who might want to get involved, contact us soon. Michindoh welcomes you onto our team of Family Builders for Christ.

## **MICHINDOH RIGHTS**

Michindoh retains the exclusive right to the following:

- Hire, dismiss or lay off staff **at will**.
- Plan, direct and control operations.
- Close, reorganize or combine any department.
- Direct and schedule the work force
- Set up work rules and procedures.

All policies, benefits, procedures and operating methods are subject to change or discontinuation at Michindoh's option.

Any questions regarding this handbook or job related questions may be discussed with your supervisor. If your questions cannot be satisfactorily answered by your supervisor, you may contact Human Resources. The CEO's decision shall be final.

From time to time, information you need to know will be provided by memo. A copy will be placed in your mailbox. All staff have an on-site assigned mailbox.

## **AT-WILL EMPLOYMENT POLICY**

Michindoh is an "at-will" employer. This means that either Michindoh or you are free to terminate your employment at any time, for any reason, or no reason at all, with or without advance notice. This at-will relationship applies to all Michindoh employees. Nothing in this Handbook is intended to, or should be interpreted as, modifying, changing or altering the at-will employment relationship at any time.

## **EMPLOYEE FILES**

An employee file is established for each employee and will contain such items as application, resume, and permanent employee data, such as employee-signed evaluations, reports, commendations, etc.

**BEFORE YOU COMPLETE YOUR FIRST DAY AT WORK, YOU MUST FILL OUT AND SIGN THE FOLLOWING FORMS THAT APPLY TO YOUR POSITION AND GIVE THEM TO THE FINANCE/HUMAN RESOURCES OFFICE.**

- Application for Employment
- Alien residency or citizen Verification form with supporting documents (Form I-9)
- Income Tax Withholding Forms (W4)
- Direct Deposit Information
- Computer Use Policy
- Background Check
- Employee Handbook Acknowledgement (after orientation)
- Employee Certificate for Minors
- Housing Agreement (resident staff only)
- Vehicle Authorization
- Equipment Acknowledgement Form

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions and other company matters. If you have a change in any of the following items, please be sure to notify the Finance Office as soon as possible.

- Legal Name
- Home address
- Home telephone number
- Person to call in case of emergency
- Number of dependents
- Marital status
- Military status

Since Michindoh refers to your personnel file when we need to make decisions in connection with promotions or transfers, it is to your benefit to be sure your personnel file includes information about completion of educational or training courses, outside civic activities, and areas of interest and skill that may not be part of your current position here.

You may see information, which is kept in your own personnel file, if you wish, and you may request and receive copies of all documents you have signed at the cost we charge for copies made. Please ask your supervisor to make arrangements for you with the Human Resource Department if you decide to review your file.

### **ASSESSMENT PERIOD**

When an employee is hired, it is not always entirely possible to determine whether he/she will be suited for the job or satisfied with it. For this reason, we have established an Assessment Period, which permits the new employee and Michindoh to evaluate each other. The Assessment Period shall be ninety (90) days. The employee may be dismissed anytime during this Assessment Period as deemed by the supervisor or the CEO.

Notwithstanding the foregoing, completion of the Assessment Period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for "cause". Your employment is "at-will" at all times during and after the Assessment Period.

### **EMPLOYEE CLASSIFICATIONS**

**Administrator:** Leadership positions requiring a significant degree of expertise and level of authority.

**Salaried:** Positions that perform managerial, and/or on-call responsibilities.

**Hourly Full-Time:** Positions paid by the hour, with a regular schedule of at least 35 hrs. a week.

**Hourly Part-Time:** Positions paid by the hour, without regular schedule hours over 35 hrs. a week.

**Seasonal:** Positions for a specific period of time, such as summer camp staff, lifeguards, groundskeeper, and Outdoor Education.

**Internships:** Positions for a set period of time being trained for specific purposes or opportunities.

## **CODE OF CONDUCT**

Michindoh requires that its employees obey rules of conduct in the work place. When there is suspicion of work related misconduct, Michindoh has the right to conduct a search of suspect's vehicle or property while on Michindoh premises. Michindoh reserves the right to dismiss immediately any employee who engages in the following activities: The list is not all inclusive.

- Release of confidential information.
- Removal of Michindoh property, records, or other materials from the premises without proper authorization.
- Theft or attempted theft of Michindoh property, including property of co-workers, members, visitors or guests.
- Reporting to work under the influence of alcohol or drugs, and/or bringing alcoholic beverages or other intoxicants, drugs (other than personal prescription), such as narcotics, or hallucinogens and/or consuming the same or arranging to buy or sell same on Michindoh premises.
- False statements at the time of employment.
- Insubordination or use of abusive language towards management personnel.
- Punching a time card other than your own or allowing your time card to be punched by another.
- Possession of a weapon, firearm, or other instrument designed to do bodily harm or which might threaten the safety of others.
- Immoral conduct or indecent behavior on the premises.
- Falsification of organizational reports or records, including personnel records, time cards, absence and sickness.
- Deliberate or reckless abuse or destruction of Michindoh property, tools or equipment.
- Use of tobacco on Michindoh premises.
- Commission of a crime on Michindoh premises or under such circumstances as to reflect unfavorably on Michindoh and/or its employees if employment continues.
- Unauthorized or reckless use of any Michindoh vehicle.
- Reckless use of personal vehicle while on Michindoh premises.
- Unauthorized computer access or tampering, altering, or destroying computer records or information.
- Failure to return to work at a specified or scheduled time.
- Violence or rudeness toward guests or other employees.
- Sleeping on the job.
- Neglecting job duties and responsibilities, refusing to perform work assignments or failure to follow the instruction of a supervisor.
- Violating laws of common decency or morality. This includes conviction or the plea of guilty to a felony charge or any misdemeanor involving a moral charge.
- Negative or inappropriate humor or remarks, slurs or jokes about sex, religion, age, handicap, nationality, race or color.
- Violation of safety standards, horse play, etc.
- Dishonesty, lying to a supervisor or other authority, either overtly or by omission.
- Excessive time at break periods, excess tardiness, irregular attendance or working unauthorized overtime.
- Failure to report work related injury or accident and/or falsely making claims of injury.

## **Code of Conduct Continued**

- Failure to remain committed to Christian principles or to exemplify a commitment to Christian principles in daily living. (Refer to Statement of Faith, & Policy on Sex, Sexuality and Gender Identity)
- Failure to adhere to Michindoh established dress codes.
- Unauthorized use of and producing or duplicating Michindoh keys.
- Possession or use of Lost and Found items.
- Unauthorized use of Michindoh property and facilities.

Please keep in mind that the above list is not intended to be all inclusive. This list cannot cover every possible situation in your daily work. We have tried to give you an insight into what we expect of you and what you can expect of us. When questions arise that are not covered here, talk them over with your supervisor.

## **POLICY ON SEX, SEXUALITY AND GENDER IDENTITY**

Michindoh Conference Center, a Spring Arbor University campus, affirms the full humanity and dignity of every human being, regardless of their sexual orientation or gender identity. Among the sins that the Bible clearly condemns is sexual immorality and homosexual behavior (I Corinthians 6:9-11). As an organization that exists for the purpose of bringing glory to God and which holds to the belief that the Bible has authority over all human life, Michindoh Conference Center insists that those in attendance abstain from cohabitation, any involvement in premarital or extramarital sexual activity, or homosexual activity (including same-sex dating behavior) while a guest, attendee, or resident at Michindoh Conference Center. This includes the promotion, advocacy, and defense of the aforementioned activities.

While in a fallen world certain medical anomalies are occasionally encountered, Michindoh Conference Center understands gender to be a matter of primary, overt sexual characteristics at birth, other than in cases which these characteristics are ambiguous. We perceive the weight of the implications of Holy Scripture to guide us to reaffirm the birth gender of individuals (Matthew 19:4, Mark 10:6), although we acknowledge that there are persons who genuinely experience gender confusion. That being said, conspicuous examples of cross-dressing or other expressions or actions that are deliberately discordant with birth gender are contrary to Michindoh Conference Center's commitment to biblical truth and to our Lord. Therefore, Michindoh Conference Center reserves the right to refuse employment to individuals who would practice, advocate, promote, or defend views on birth gender that are contrary to Michindoh Conference Center's stated view.

We recognize that these beliefs may be in conflict with the practice or vision of the larger culture and that there are Christians who have a different interpretations of scripture. However, the previous statements and practices concerning sexuality are in line with Michindoh Conference Center's related organization, Spring Arbor University, and the Free Methodist Book of Discipline.

## **HOME INFESTATIONS**

Keeping Michindoh free from pest infestations requires a significant investment in both human and financial resource. With the growing prevalence of pests in society, such as bed bugs that can travel with people on their person or in their belongings, it is necessary that Michindoh make a concerted effort to prevent the introduction and spread of such pests on our property. For that reason Michindoh employs an integrated pest management strategy of prevention.

As part of that strategy it is important to do what we can to prevent pest from being introduced to our property. For that reason, Michindoh requires that staff who have pest problem in their homes, such as cockroaches, lice, bed bugs, etc. must have their homes treated for the removal of such pests as a requirement for employment at Michindoh. If staff bring pest on their person or belongings to Michindoh it could be very costly in both treatment expenses and lost revenue. Staff known to have infestations in their homes may be laid off until they can show proof of successful treatment and eradication of the pest problem in their homes.

## **TIMEKEEPING AND PAY**

Hourly employees are covered by the Federal and Michigan Labor Standards Act for Wage and Hour requirements. Hourly staff receive at least the minimum hourly rate set by law and are paid according to a method recognized by law.

Supervisors must review time cards for accuracy and sign their approval for the time cards. Employees must sign the back of their time cards.

All hourly employees are required to use a time card and punch in/out on a time clock. The hourly employee may not check in earlier than five minutes prior to their assigned starting time and may not check out later than five minutes after their assigned quitting time without the approval of their immediate supervisor. All hourly employees must punch in/out for their lunch times. Punching another employee's time card will result in disciplinary action and/or dismissal.

Employees are not to write on time cards. If a Supervisor needs to make adjustments, then it is the Supervisor's job to write on the card and initial. Do not use whiteout, markers, pen, etc. to cover a time card punch. A simple line through the punched time will suffice.

Payday for all Michindoh employees is bi-weekly. All pay is issued in the form of automatic deposit. Automatic deposit is mandatory and there will be no early issue. No exceptions. The pay issued on payday is one week in arrears and represents payment in full for the two week period ending the Saturday preceding the payday.

The law requires Michindoh to make deductions from pay for Federal income, State income, and Social Security taxes, garnishments, etc. Michindoh will make other deductions authorized by the employee, or the C.E.O.

Overtime is time worked above forty hours per week. All use of overtime hours must be authorized by the supervisor. Unauthorized overtime may result in discipline. It is the general policy of Michindoh to avoid the use of overtime hours. Assignments should be completed within the normal

work schedule. However, overtime may be necessary when the supervisor believes the work is essential to meet operating needs. Staff will receive advance notice of an overtime requirement whenever possible. However, emergencies occasionally arise that do not permit advance notification. In an emergency, the supervisor will inform the employees needed for overtime work as soon as practical. Overtime may include extra hours at the beginning or end of the normally scheduled workday or scheduled days off.

It is the employee's responsibility to immediately notify the supervisor of unscheduled overtime for whatever reason. Examples might be for shortened meal time, arriving early or leaving late. It is the Supervisor's responsibility to hold employees to the agreed scheduled total hours of work. Exceptions to that schedule must be approved by the supervisor prior to hours worked.

Hourly employees receive overtime pay at the rate of one and one-half times their base rate of pay. Michindoh will pay a premium of \$.50 hourly for employees required to work on Sunday.

### **WORK WEEK AND WORK SCHEDULES**

The work week begins on Sunday and ends at midnight the following Saturday.

The Michindoh main office is normally open Monday through Friday from 9:00 AM until 5:00 PM. Friday evening hours are usually extended to meet guest needs and Saturday/Sunday hours vary according to the same. Hours may vary by season. Each department may have different business hours as determined by the supervisor. Michindoh does not have specific or consistent normal working hours because of our seven days a week, year round schedule.

Supervisors shall schedule working hours, shifts, break, and meal periods to meet the needs of their department. The supervisor is responsible for posting work schedules for each week. Employees should read the schedule and note their shifts, schedules and work assignments.

Occasionally, the level of business makes it unnecessary for the employee to work all or a portion of their scheduled time. In these cases, the supervisor may ask the individual to fill a different position, serve in another capacity or leave for the day.

### **MEALS**

SEE SEPARATE HANDOUT.

## **BREAK PERIODS**

1. Coffee breaks are normally held at 10:00 AM Monday through Friday.
2. The maximum allotted time is 20 minutes including travel to and from break location.
3. Take a 10 minute rest break approximately around 3:00 PM, at the location of the job you are working on. If desired, you can bring your own such snack or beverage.

## **ABSENTEEISM AND TARDINESS**

Michindoh believes there is no reason why all employees cannot be at work, on time, all the time.

Absenteeism and tardiness cause an undue burden for the supervisors and those co-workers who must fill in for absent or tardy staff. Michindoh recognizes that occasions, such as medical reasons, arise when it is necessary to be away from the job. These occasions should be necessities, not conveniences.

If the employee will be late for work, they must advise the supervisor of the problem before their scheduled reporting time. If the supervisor cannot receive the call, the employee must leave a message including a telephone number where the supervisor can reach them. Failure to speak to the supervisor, when the supervisor was on the premises, will be considered the same as not reporting.

Michindoh does not provide paid sick leave. If an employee is sick, they must call in their illness to the supervisor on duty before their regularly scheduled reporting time. Since the employee knows they are going to be absent before their shift starts, a delay in calling creates hardship on co-workers. The employee must talk with the supervisor on duty. If the supervisor is not available, the employee must leave a message and a phone number.

## **VISITORS**

Michindoh prohibits employees from having non-business visitors during their scheduled work hours without permission from the supervisor. This includes **family members**, friends, acquaintances, former staff and off-duty staff, etc. In emergency situations when family or close friends need to see an employee, the employee should advise the supervisor.

Visitors should not disrupt the employee's work or disrupt the work of fellow staff. Supervisors may ask unknown visitors for identification and request those without legitimate business to leave premises. Any employee who abuses this policy is subject to discipline.

## **GROOMING AND DRESS**

Good appearance helps assure a professional work environment and creates satisfaction. Michindoh expects the staff's appearance to reflect their pride in representing Michindoh's image. Therefore, Michindoh requires a clean and well-groomed staff. Attire worn to work must be appropriate for the job.

First impressions are critical. The employee's appearance says a lot about how seriously they take their job and what level of performance people can expect from them. Michindoh expects the employee to report for work in clean, appropriate clothing, clean shaven or with facial hair neatly trimmed. Hair should be clean, attractively styled and kept away from the face. Some departments may require the employee to wear a hat or a hair net to help keep loose hair from falling into the work area. Good personal hygiene must be followed. A daily shower or bath, clean hands and nails, and clean teeth and breath is expected of all employees. Jewelry may be prohibited when considered a safety issue.

The office staff shall wear attire that is appropriate for the position held. Attire should be conservative, presenting a businesslike appearance which is acceptable in a business setting.

Every supervisor is responsible to know and understand the requirements for specific attire within their area of responsibility. Employees must know of such requirements and supervisors must address appearance/attire problems immediately. Employees may not work unless they are in the proper attire. The supervisor should promptly resolve all conflicts involving attire.

Employees whose work assignment requires a particular type of clothing, protective clothing or equipment must wear such attire while performing the functions of their job. The supervisor determines uniform attire that is appropriate for the work requirements. This may include a requirement on footwear. Shoes should be clean and well maintained. Closed-toe shoes are required for employee while on duty, except for on-duty lifeguards who may wear an athletic sandal, sandal with both a heel and front foot strap. Any employee working in any other department or job duty must wear a closed toe shoe or boot appropriate for the task. Flip-flops are not an appropriate footwear for Michindoh staff.

## **HOLIDAYS (SUBJECT TO CHANGE)**

Michindoh is closed the following holidays:

- A.** Thanksgiving (Thursday - Sunday)
- B.** Christmas (December 24 - 25)

Michindoh "MAY" be closed the following holidays:

- New Years (January 1)
- Easter (Friday - Sunday)
- Memorial Day (Monday)

## PERSONAL & SICK DAYS POLICY

### Basic Policies Relating to Personal Days & Sick Days

1. Employees must work 12 months prior to eligibility for personal day benefits.
2. Personal days are prorated the first year of eligibility, based on start date. In the second year of eligibility and beyond, new personal days for the calendar year are available for use starting January 1.
3. Personal days are non-cumulative, cannot be carried over to the following year. Exceptions by petition will be reviewed by the C.E.O.
4. At the end of the calendar year, unused personal days can be converted to sick days. Unused sick days can be carried over from year to year and can accumulate up to the maximum of 30 sick days.
5. Sick days can only be used for personal illness or medical treatment requiring time off from work, or to care for an immediate family member who is ill or undergoing medical treatment requiring a hospital stay or in home care. If an employee is going to use more than two consecutive days in a row of sick days or use sick days in conjunction with personal days, it must be approved by the employee's supervisor and a doctor's note explaining the medical necessity for missing work may be required.
6. No pay in lieu of personal or sick days.
7. Employees who qualify for paid personal days, who resign, are laid off, or are terminated shall be paid for unused personal days at their regular rate in effect at that time. This will be calculated by prorating the accumulated personal day time between January and the departure date. There is no pay for unused sick days.
8. Employees, who are rehired, shall accrue personal day benefits beginning at most recent rehire date.
9. Employees must fill out personal and sick day forms. These forms are located at the Finance Office. These forms should be completed at least two weeks in advance. It is understood that you may not always have that much notice. Turn this form first into your Supervisor for approval. If you do not have a Supervisor, this form can be turned directly into the Finance Manager for approval from the CEO.

Personal and sick day benefits are earned by the following classifications/employment status:

#### A. Administrator Staff

- 1-5 personal days or less based on first year of eligibility prorated from start date.
- 10 personal days second year of eligibility through fifth year
- 15 personal days sixth year of eligibility through tenth year
- 20 personal days eleventh year of eligibility and on.
- **In addition to each of the above and in lieu of holidays, 5 personal days per year, non cumulative. This benefit starts day one and is prorated based on start date.**
- **2 sick days each year**

B. Salaried Staff

- **Same as Administrator staff above.**

C. Hourly Full-Time Staff

- 5 personal days after the first full year.
- **2 sick days each year**

D. Seasonal Staff

- Outdoor Education as determined by the OES Director and CEO upon school calendar.

E. Internships

- As determined by the CEO.

**HEALTH PLAN COVERAGE**

Michindoh does not offer health coverage.

**WORKMAN'S COMPENSATION**

All employees are covered by Workman's Compensation for on the job accidents. Important note: it is the employees' responsibility to report **IMMEDIATELY (BEFORE LEAVING WORK)** to their supervisor any personal injury so a report can be filed. Failure to do so could jeopardize benefits. All Supervisors must fill out incident reports immediately and contact the Finance Office. All numbers to reach this office can be obtained from the phone list at the Human Resources Office. Michindoh is required to contact its Workman's Comp. carrier and State of Michigan within 24 hours of injury. Failure to do so causes penalties and raised insurance premiums.

## **STAFF DEVELOPMENT**

Michindoh's most important assets are our employees as they are essential to the success of our ministry. Michindoh desires to invest in our employees in terms of staff development.

In general, staff development is for full time employees. Michindoh encourages staff to attend seminars, shows, workshops and opportunities which will assist them in improving skills related to job responsibilities at Michindoh.

Most opportunities are designed for supervisors and management. However, exceptions are made provided the content is appropriate.

Management will normally initiate the contact with employees in regards to events that are considered beneficial. However, staff is encouraged to contact management regarding events that they feel would be beneficial for themselves or others.

Cost coverage will be considered for all opportunities. Some opportunities will be on Michindoh time and some would be on the employees time-off. Coverage, whether full or partial, will be determined by the CEO after reviewing budget considerations, timing and appropriateness.

Continuing education will be reviewed case by case for full time management staff. The basic guideline is that the class or program must benefit the ministry and assist the employee in their job and related responsibilities and not prepare the employee for an unrelated career or new career (IRS stipulations).

The CEO will normally initiate an inquiry with the person regarding their future educational goals. Following the inquiry, a personal educational plan of action will be worked out with the CEO. (Employees are also encouraged to initiate a contact with the CEO.)

Decisions for staff development opportunities will take in consideration length of service, type of program, work schedule, time-off, shared tuition cost, appropriateness of class/degree, length of service after the educational process, etc.

Budget considerations will dictate the scope of the potential educational plans along with the numbers of employees involved at any given time.

## **TAX-SHELTERED ANNUITY PROGRAM (TSA) 403(B)**

- I A. Employees classified as Administrators are eligible to participate in the TSA Program and receive a contribution from Michindoh.
  - B. The contribution an employee has deducted from his or her pay IS NOT SUBJECT to federal or state income taxes in the year in which it is deducted. IT IS, HOWEVER, SUBJECT to Social Security taxes when deducted. It is subject to income taxes when withdrawn from the TSA, at or before retirement age.
  - C. Michindoh will initially contribute 3% of an eligible employee's base rate of pay to the TSA Program. The employee must also make a 3% contribution to the TSA Program by having the amount deducted from his or her pay.
- II. All employees who have met the criteria for eligibility to participate in the 3% TSA Program

(Section I) shall be eligible for an additional 2% contribution, by Michindoh, providing the following criteria are met:

- A. Employee must have been eligible to participate in the TSA matching program for the previous 24 months.
- B. Must match the 5%, Michindoh contribution with a minimum 5% employee matching funds.
- C. The 5% is not automatic. The employee must request to participate in the matching program and/or to increase their contribution from the previous 3% level to the 5% level.

III. Administrators who have met the eligibility criteria to participate in the 5% matching TSA Program (Section II) shall be eligible for an additional 1% contribution by Michindoh providing the following criteria is met:

- A. Employee must have been eligible to participate in the TSA matching program for the previous 48 months.
- B. Must match the 6% employee matching funds to receive the 6% TSA funds from Michindoh.
- C. The 6% is not automatic. The employee must request to participate in the matching program and/or to increase their contribution from the previous 5% level to the 6% level.

**T.S.A. ELIGIBILITY CRITERIA CONTRIBUTION SCHEDULE**

	<u>Michindoh</u>	+	<u>Employees</u>	=	<u>Total of Both</u>
Start of 1st year	3%	+	3%	=	6%
Start of 3rd year	2%	+	2%	=	4%
Start of 5th year	<u>1%</u>	+	<u>1%</u>	=	<u>2%</u>
	6%		6%		12%

IV. Eligible employees can add more at any time up to a maximum of 25% of their pay. See Personnel Office for details.

V. The current TSA/403B retirement program is through TIAA-CREF.

**STATEMENT OF PARTICIPANT’S RIGHTS (TSA)**

The following statement of ERISA rights is required by Federal law and regulation. (Department of Labor Regulation Section 2520.102-3(t)). As a participant in the Michindoh Tax-Sheltered Annuity Program, you are entitled to certain rights and protection under the Employee Retirement Income Security Act of 1974 (ERISA). ERISA provides that all plan participants shall be entitled to:

Examine, without charge, at the plan administrator’s office, all plan documents including copies of all documents filed by the plan with the U.S. Department of Labor.

Obtain copies of all plan documents and other plan information upon written request to the Employer. The Employer may make a reasonable charge for the copies.

In addition to creating rights for plan participants, ERISA imposes duties upon the people who

are responsible for the operation of an employee benefit plan. The people who operate your plan have a duty to do so prudently in the interest of you and other plan participants and beneficiaries.

No one, including your employer or any other person may fire you or otherwise discriminate against you in any way to prevent you from exercising your rights under ERISA. If your claim for an annuity benefit is denied in whole or in part, you must receive a written explanation of the reason for the denial. You have the right to have the plan administrator review and reconsider the above rights. For instance, if you request materials, and do not receive them within 30 days, you may file suit in a Federal Court. In such a case, the court may require the plan administrator or the insurance company, if it has the information you have requested, to provide the materials and pay up to \$100 a day until you receive the materials, unless the materials were not sent because of reasons beyond the control of the plan administrator or the insurance company. If you have a claim for benefits which is denied or ignored, in whole or in part, you may file suit in a State or Federal Court. If it should happen that plan fiduciaries misuse the plan's money, or if you are discriminated against for asserting your rights, you may seek assistance from the U.S. Department of Labor, or you may file suit in a Federal Court. The court will decide who should pay court costs and legal fees. If you are successful, the court may order the person you have sued to pay these costs and fees. If you lose, the court may order you to pay these costs and fees, for example, if it finds your claim is frivolous.

If you have any questions about your plan, you should contact the plan administrator. If you have any questions about this statement about your rights under ERISA, you should contact the nearest area office of the U.S. Labor-Management Services Administration Department of Labor.

This description is merely a brief summary of the highlights of the plan. For a complete description, you should refer to the plan document which is available from the plan administrator. In the event of a discrepancy, the terms of the plan document and the annuity contracts will govern.

## **INFRACTIONS**

Infractions, whether verbal or written disciplinary actions will be documented in writing and kept in the employee's personnel file for future reference. Employees shall sign the written notification to signify they have read and understand its contents. If written notification has not resolved the problem or if the circumstance warrants, the supervisor may place the employee on probation.

## **SUSPENSION AND DISMISSAL**

Violation of the provisions of this handbook may result in counseling, discipline, suspension, or dismissal. The action taken in each instance will be solely at Michindoh's discretion, and the action taken need not be the same in each instance. A written report will document any disciplinary action and will become part of the employee's personnel file. An employee's direct supervisor will inform the employee of any disciplinary action taken.

## **LAYOFFS**

In the event of a layoff Michindoh will make every effort to notify the employee as soon as possible prior to the layoff. Decisions as to which employees are to be laid off are at the discretion of the department supervisor and CEO.

## **FINAL PAY**

Administrators, full-time staff, and residential staff leaving the employment of Michindoh must complete the Employee Check-Out Form.

Final pay will include wages due for time worked and, if applicable, unused paid personal days, less authorized deductions. Please complete this paperwork prior to the distribution of your final paycheck.

## **INTERNAL APPLICATION PROCESS**

The CEO or the department supervisor will notify employees of available internal positions when applicable. The notice will include job title, department, job responsibilities, qualifications, and deadline date.

Eligible employees may apply for an opening up to the deadline date. Employees must respond in writing to be considered for internal position openings. The CEO and the department supervisor will not consider any responses received until after the deadline date.

The CEO and the department supervisor will interview applicants who meet the qualifications for the position. The final hiring decision is made by the CEO.

The CEO encourages employees who apply for open positions to notify their supervisor of their application.

When an internal employee accepts a job opening in another department, the supervisors involved will determine the date of transfer. The transfer arrangement should create as little hardship to either department as possible. However, transfers should occur within ten working days or the posted starting date

## **APPLICATION PROCESS**

Michindoh will attempt to fill positions by internal employee transfers or promotions. Michindoh may use several methods of advertising job openings to persons outside of Michindoh. External applicants must submit a resume to the attention of the CEO.

The CEO and the department supervisor will interview applicants who meet the qualifications for the position. The final hiring decision is made by the CEO.

## **OUTSIDE EMPLOYMENT**

Michindoh does not encourage full-time employees to hold other employment. Outside employment must not have an adverse effect on the employee's job performance or be in conflict with the image and policies of Michindoh. Additionally, Michindoh does not permit staff to use Michindoh equipment or facilities for unauthorized employment purposes. Employees may not perform unrelated employment tasks during their work day for Michindoh.

## **TELEPHONES**

It is Michindoh policy not to interrupt the flow of work with personal phone calls. Employees may make calls on their break time and must use their own cell phone for long distance calls. The employee must attempt to keep personal calls under five minutes. It is the employee's responsibility to inform their family and friends of this policy. Michindoh phones should not be used for personal long distance calls. Misuse or abuse of Michindoh telephones by employees will result in disciplinary action or dismissal. Incoming phone calls will be forwarded to an employee only if it is an emergency or is work related.

## **DRIVING ON CAMPUS**

All staff members who drive vehicles must possess a valid Driver's License from the state they reside in, and provide at least the minimum insurance requirements of said state.

No personal owned vehicles shall be driven on Michindoh property unless the aforementioned criteria are met. No staff is allowed to drive a Michindoh owned vehicle unless the aforementioned criteria is met; and they have the permission of Michindoh with appropriate paperwork filed through the human resource department with Michindoh's insurance agent.

## **PARKING**

Specific areas of parking are designated for staff. In general, Maintenance and Accommodations staff are to park in the Maintenance area lot. All others are to park in the east lot (next to the sports fields) in front of Merillat Lodge. Reserved spaces are designated for specific position or department needs.

## **PROPERTY/FACILITY USAGE**

Non-resident staff should only be on Michindoh property when scheduled for work assignments. Employees must obtain approval from the CEO and booked through Guest Services to use any Michindoh property or facilities. Unauthorized use of Michindoh property or facilities by employee, family or friends may be considered trespassing and result in disciplinary action.

## **ISSUANCE OF KEYS**

Under certain circumstances Michindoh keys are issued both on a permanent or situational basis to staff. Unauthorized use of Michindoh keys, including loaning or reproducing, is strictly prohibited and could result in immediate dismissal.

If you are required to have keys, you will sign our Equipment Acknowledgement Form. Your signature of this form acknowledges that upon your termination you will be required to turn in the keys or have a set amount withheld from your last paycheck to replace the keys and possibly the cores.

## **PERSONAL PROPERTY**

Personal property brought to Michindoh is at one's own risk. Michindoh cannot be responsible for personal property. This also applies to purses and wallets, which should not be left unattended in places where they are easily seen or otherwise vulnerable to theft.

## **RESIDENT STAFF INSURANCE**

ALL resident staff will be required to have "renters" insurance.

The policy only needs to be for **CONTENT LIABILITY** as Michindoh will cover the structure (building).

There are three ways to accomplish the insurance issue:

1. If you are a Michigan licensed driver and your car is insured in Michigan you might be able to get a discount from your company.
2. Our insurance person for Michindoh is Mr. Don Pierce, and he can make the arrangement for you. Number is 517-676-9366
3. Or, you can secure your own insurance.

Note: In all cases, the renter's content insurance must be "**Primary**", and all residents must show proof of said insurance.

Renter's insurance is not just for the contents of your residence. It also covers injury liability for visitors in your home. There has been experience in the past of a visitor being injured in a home and the attorney trying to collect from Michindoh for the injured party. There was no accident/incident report ever filed. Therefore, as a reminder, any incident/accident that happens on our campus "**must**" be reported ASAP, no more than 12 hours, as we are required to respond to the incident/accident report.

## **LOST AND FOUND**

All lost and found items should be immediately turned in to the Front Office and a form completed that will identify type of item, date and place found. It will be considered stealing if staff do not turn in lost and found items or take items from lost and found for any purpose other than to return to the owner or to be disposed of within Michindoh guidelines.

## **GARNISHMENT OF WAGES**

Michindoh conforms to applicable federal and state regulations about garnishment of wages. Garnishments are court ordered deductions from the employee's wages. The Finance Office will process garnishments and provide a copy to the employee. A copy of the Writ of Garnishment will be kept for Michindoh files showing the effective date of such deductions. No employee of Michindoh will be dismissed because of garnishment of their earnings.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Michindoh firmly believes in equal opportunity. Michindoh pledges to do the following without regard to race, color, sex, national origin, age, marital status, height, weight or handicap:

- Recruit, hire and promote qualified applicants into all job classifications.
- Decide on employment and promotion.
- Conduct all personnel actions, such as pay, transfers and employment programs.

(Selectivity in hiring for a particular job or profession is permitted where religion is a bona fide occupational qualification reasonably necessary to the normal operation of Michindoh.)

Michindoh does not discriminate against an employee in any fashion because an employee may have a disability which is unrelated to that employee's ability to perform the duties of a particular job or position or is unrelated to the individual's qualification for employment. Unless it imposes an undue hardship on Michindoh, Michindoh will accommodate an employee's disability as required by law.

The Michigan Persons with Disabilities Civil Rights Act, as amended (the "Act"), specifies that a handicapper must notify an employer in writing of the need for accommodation within 182 days after the handicapper knew, or reasonably should have known, of the need for the accommodation. Under the provisions of the Act, the employer is required to provide notice to the employee as follows:

If you have handicap, you must tell us in writing of your need for accommodation within 182 days after you know or reasonably should know that an accommodation is needed. Failure to do so prevents you from alleging a violation of accommodation requirements of the 1990 Amendments of the Michigan Handicappers' Civil Rights Act.

Please be advised that the time frame for the 182-day notification shall commence with the date of your receipt of this notice and shall end 182 days henceforth. This requirement does not apply to, nor does it affect any of your rights, under the federal Americans with Disabilities Act ("ADA").

## **HIPAA**

Michindoh will comply with all federal and state laws and regulations regarding the privacy of personal, protected health information (“PHI”) regarding its employees. Michindoh may acquire PHI regarding you in the course of your employment (for example, if you are involved in a workman’s compensation claim). Michindoh will not use PHI it receives about you for the purpose of making employment decisions such as promotions or determination of benefits. Michindoh will also maintain PHI separate from any personnel file or other employee records. Michindoh reserves the right, when deemed necessary, to require employees to agree to the disclosure of PHI to Michindoh, and to make such agreement a condition of continued employment by Michindoh.

## **OPEN DOOR POLICY**

The “open door” policy is an important concept for employees to understand.

“Open door” means that you, an employee, are encouraged to communicate with your Supervisor regarding concerns, suggestions, problems, etc., as they relate to you and Michindoh.

If you do not communicate, you deny your Supervisor the opportunity to dialogue with you regarding your concerns.

We encourage you to seek out your Supervisor and to speak up at employee meetings regarding issues that you feel are important.

“Open door” means we care!

## **CONFIDENTIAL AND PROPRIETARY INFORMATION**

There are matters of sensitive, confidential or proprietary nature that Michindoh does not wish to become common knowledge. The following guidelines apply to this information:

Confidential or proprietary information includes personnel related matters such as wages, benefits, salaries, dismissal, layoffs, disciplinary actions, etc. It includes legal actions, opinions, documents, court proceedings and other sensitive matters. It also includes Michindoh manuals, recipes, operating statistics, financial statements and similar items.

Every employee must protect confidential and propriety information. Such information is only for use during the performance of work. Staff may not discuss confidential or propriety information with anyone who does not have a need-to-know. Michindoh computer files will be considered confidential and proprietary.

Employees should secure storage for sensitive documents during working hours and when not in use. Be sure to package confidential or proprietary information properly and note “Personal and Confidential” or “To Be Opened by Addressee Only” before sending.

Be sure that recipients of confidential or proprietary material have a legitimate need to know. Limit the copying and distribution of this type of information to what is necessary and destroy any extra copies. Review procedures for handling and use of such information with employees that use the information on a need-to-know basis.

## **ANTI - HARASSMENT POLICY**

Michindoh prohibits any form of harassment, joking remarks or other abusive conduct directed at employees because of their race, creed, color, religion, sex, national origin, ancestry, handicap, height, weight, or age.

**Sexual Harassment Policy** - Michindoh prohibits sexual harassment by any employee of any other employee. Sexual harassment is prohibited because it is intimidating and an abuse of power and is inconsistent with Michindoh policies, practice and philosophy. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature. Sexual harassment can take (but is not necessarily limited to) the following forms:

- Sexual conduct (including jokes, comments, unwanted physical touching, or unwelcome sexual or romantic advances) that interferes with another person's work performance or creates an intimidating, hostile or offensive work environment.
- Personnel decisions (e.g. promotions, raises, scheduling) made based on the employee's submission to or rejection of sexual advances.
- Submission to a sexual advance used as a condition of keeping or getting a job, whether expressed in explicit or implicit terms.

**Other Types of Harassment** - Michindoh also prohibits other types of harassment of employees which may be based on stereotypical classifications including, but not limited to, race, color, ethnic origin, disability, height, weight, age, religious belief, or sexual orientation. Such harassment could include, by way of example and not by way of limitation:

- Use of racial or ethnic slurs or epithets in the workplace
- Jokes, comments, or other statements regarding another employee's race, age, height, weight, disability, religion, color or sexual orientation that interferes with that person's work performance and creates a hostile, intimidating workplace environment.
- Personnel decisions based on race, color, age, religious belief or other impermissible and discriminatory classifications.

**Reporting Harassment** – Any employee who feels subjected to discrimination or harassment **MUST** immediately report it to their immediate supervisor. If, for any reason, you are uncomfortable with reporting discrimination or harassment to your supervisor, then report to the Human Resource Office for such complaints.

All reports of discrimination and/or harassment will be taken seriously and investigated thoroughly in a professional manner. Although every attempt to protect requests for confidentiality will be made, Michindoh cannot guarantee confidentiality in any investigation. If the report has merit, disciplinary action will be taken against the offender. Depending on the severity of the misconduct, the disciplinary action could range from a warning to termination.

**Anti-Retaliation Policy** – Michindoh expressly prohibits any person from discriminating against, threatening, harassing, or otherwise retaliating, in any way, against any individual for making a report of discrimination or harassment under this policy, or for cooperating with any investigation

commenced under this policy. Such retaliatory actions or behaviors will not be tolerated, and may be grounds for immediate termination of employment. If you believe that any person has violated the anti-retaliation provisions of this policy, or if you have been subjected to retaliatory actions or behavior, notify your supervisor or the Personnel Office immediately. Reports of alleged retaliation will be investigated promptly and thoroughly.

## **COMPLAINT PROCEDURE**

We believe that a fundamental principle of sound employee relations is to provide clear and open channels for the expressions of employee complaints. If you have a complaint, we want to hear about it. Since many complaints are easily resolved, and may first be settled by your Supervisor, you are requested to first, if possible and practical, discuss it with your supervisor.

However, if it is not practical or possible to discuss a problem with your Supervisor or if you are still not satisfied, you may want to meet with the CEO.

Also, we know that all of us have little and sometimes big problems. Whenever problems begin to bother you, interfere with your work, or your physical wellbeing, it often helps to discuss them. At times like these, we want to help you if we can without being “nosey”. Your Supervisor will be glad to talk with you about any problems you have. They naturally have your best interests at heart and are always willing to be helpful.

The purpose of this policy is to provide employees with a mechanism for feedback and allow employees to express their concerns. Nothing in this procedure modifies or changes Michindoh’s “at-will” employment policy. Further, Michindoh reserves the right at any time and in its discretion as employer, to take action and/or intervene to resolve any employment matter without following the procedure outlined above.

## **FAMILY AND MEDICAL LEAVE OF ABSENCE**

The Family and Medical Leave Act (“FMLA”) requires employers of 50 or more employees to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. An employee is “eligible” for FMLA leave if the employee has been employed for at least one year and worked at least 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles of the employee’s work site.

All requests for FMLA leave should be submitted in writing and forwarded to your supervisor or the CEO for approval and processing. If the need for FMLA leave is foreseeable (for example, based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition), your request must be submitted at least thirty (30) days before the leave is to begin. If the need for leave is not foreseeable, notice must be given as soon as practicable under the circumstances.

Qualifying events for requested leave are:

- The birth of the employee’s child or placement for adoption or foster care of a child.
- The care of the employee’s spouse, son or daughter, or parent (not including in-laws) that has a serious health condition.
- An employee who is unable to perform their job due to a serious health condition. A “serious health condition” is an illness, injury, impairment or other condition which involves either in-patient care or continuing treatment by a health care provider.

**Advance Notice and Medical Certification** – In order to take FMLA leave, an employee must give Michindoh at least 30 days advance notice if the need for the leave is “foreseeable.” Otherwise, notice must be given with as much lead-time as possible. If the reason for FMLA leave is the employee’s or a family member’s serious health condition, a Medical Certification Form must be completed by the employee and the health care provider. Forms are available from the Personnel Office. Michindoh reserves the right to obtain a second or third medical certification at its expense as allowed by the FMLA. Employees may also be required to provide periodic proof during a leave of the condition necessity for the leave. Employees on leave because of their own serious health condition must provide a fitness-for-duty medical certificate before returning to work. Leave requests may be denied and/or will not qualify as FMLA leave if the advance notice requirement is not met or if an employee does not provide medical certification as required by Michindoh.

**Notice to Employee** – within two (2) business days after receiving a request for leave time, Michindoh will provide written notice as to whether the leave is designated as FMLA-qualifying or not. This notice may be delayed if Michindoh is awaiting receipt of medical certification of a serious health condition. The notice shall also include information regarding the need for medical certification, if necessary, substitution of paid leave, any requirement that the employee make premium payments to maintain health benefits and the arrangements for those payment; any requirement for “fitness for duty” certification at the conclusion of leave; job restoration benefits and any designation of the employee as a “key employee,” if applicable, and the employee’s potential liability for health premiums paid by Michindoh in the event you do not return to work.

**Substitution of Paid Leave** – FMLA leave is unpaid. However, employees will be required to substitute any paid leave which has been earned or accrued for part or all of the FMLA leave and count it against the maximum 12-week entitlement under the FMLA.

**Job and Benefits Protection** – Upon return from FMLA leave, most employees will be restored to their former job or an equivalent job with equivalent pay, benefits, and other employment terms. Michindoh may deny restoration to certain highly compensated employees under certain circumstances. The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the leave.

**Intermittent/Reduced Schedule Leave** – Employees may not take leave intermittently (i.e., 2 or 3 days per week) or on a reduced schedule basis without Michindoh’s written agreement, in the case of leave for the birth of a child or placement of a child for adoption or foster care. Leave due to a serious health condition (your own or an immediate family member’s) may be taken intermittently or on a reduced schedule if you provide Michindoh with certification that such leave is medically necessary. Employees who are taking FMLA leave on an intermittent or reduced schedule basis may be temporarily transferred to another position for which the employee is qualified and which better accommodates recurring periods of leave. Any such alternative position will have equivalent pay and

benefits.

The FMLA requires Michindoh NOT TO:

- Interfere with, retrain, or deny the exercise of any right provided under the FMLA.
- Discriminate against or discharge any person for opposing any practice made lawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

If you believe that any of your rights under FMLA have been denied, or that you have been subjected to discrimination or retaliation for exercising your rights under FMLA, you must report such conduct immediately in accordance with Michindoh's Anti-Harassment policy.

Any sick leave will require written proof of the medical reason for the leave from a doctor. Absence without such proof may be deemed grounds for termination.

### **ARMED SERVICES/MILITARY LEAVE**

Michindoh will comply with all state and federal laws regarding military leaves of absence. Generally speaking, under current federal law, persons engaged in voluntary or involuntary uniformed military service (including the Armed Forces, Reserves and National Guard) who provide advance notice of their departure for military service, who are absent for less than five (5) years (with some exceptions), and who upon return from military service make a timely reapplication for employment, are guaranteed reinstatement to their previous job with no loss of seniority or benefits.

There are other rights under federal law; certain exceptions to the reinstatement rights, as well as specific definition of what constitute a timely reapplication for employment. If you foresee the need for a military leave, you should advise your supervisor or the CEO immediately.

Michindoh will grant military leave of absence without pay. Michindoh will grant time off for annual training in the military service, typically two to three weeks, upon evidence of the training requirement. Employees who are inducted into or enlist in the military service or voluntarily or involuntarily enter into active duty in the military service will receive a military leave of absence. For pay purposes, Michindoh will issue final pay as if the employee left Michindoh on the date of the military leave. Upon completion of a period of not more than four (4) years' enlistment or induction in the Armed Forces of the United States or other completion of a period of active duty in the Armed Forces of the United States, an individual wishing to be reemployed must request reemployment from the CEO within ninety (90) days from the date of his/her discharge or release from military service. Michindoh will reinstate the individual to their former position, if open. If the position is not open, veterans may apply for a position of like responsibility, status and pay, if qualified. To qualify for military leave, the individual must provide copies of military orders to the supervisor or CEO.

Military service includes service in the Armed Forces of the United States or a reserve component thereof, the National Guard or the military or naval forces of the State of Michigan, unless otherwise specified. Michindoh policies on military leave are subject to all applicable federal and state laws pertaining to military leave and veterans' reemployment rights.

## **BEREAVEMENT LEAVE**

Michindoh recognizes that the loss of a loved one is a very difficult time.

Salaried employees are eligible for bereavement leave with pay for three days based on the loss of an immediate family member.

Hourly employees are eligible for bereavement leave for immediate family member without pay.

Immediate family members include: spouse, parent, step-parent, parent-in-law, grandparent, brother, sister, step-sister, step-brother, natural child, adopted child, step-child, son-in-law, daughter-in-law, brother-in-law and sister-in-law.

If the employee needs more than the allowed time off, they may request leave without pay. If an employee wishes time off for bereavement of persons not covered by this policy, they may request leave without pay.

The employee must inform the supervisor when they need bereavement leave. They must show their relationship to the deceased and the location of the funeral. In extenuating circumstances, the CEO may approve paid bereavement leave (only to salaried employees) beyond the allowed time under this policy. The supervisor should submit such requests to the CEO.

## **JURY DUTY /COURT SERVICE /VOTING**

Michindoh believes that serving on a jury when called to do so is a civic responsibility. Employees must submit a copy of the jury duty notification to the supervisor and to the CEO. The employee should report to jury duty as instructed by the court. The employee must get an attendance slip from the court documenting dates and time of service.

Hourly employees summoned to jury duty shall be granted a leave of absence without pay. The employee would keep the daily jury duty fee.

Salaried employees summoned to jury duty shall be granted a leave of absence with pay. The employee will be required to reimburse Michindoh the daily jury duty fee excluding any travel or other expenses actually paid.

Employees must present proof of subpoena and get approval from the supervisor for court service absence from work.

Michindoh expects an employee to appear in court under subpoena or out of civic responsibility for JOB RELATED proceedings. The employee will receive their regular rate of pay during the requirement to appear in court. Hourly employees must report actual hours in court on their time card.

If a court appearance results from a complaint brought by the employee against Michindoh the

employee will receive time off without pay for the court appearance. Employees may request a leave without pay for court appearances under subpoena or out of civic duty for NON JOB RELATED proceedings.

Under most circumstances, you will be able to perform your voting duty either before or after work. However, if your work schedule interferes with your ability to vote, please make prior arrangements with your supervisor for the time off.

## **LEAVES OF ABSENCE**

Upon written request and for good cause shown, leaves of absence for medical reasons not covered under the FMLA or for personal reasons may be granted at the discretion of Michindoh for periods not to exceed 30 days each. Any request for extension of a leave must be in writing.

All leaves of absence will be without pay. Employees will retain and continue to accumulate length of service credits while on an approved leave of absence. Employees may be required to pay their portion of any health insurance premium during a leave of absence.

A request for leave of absence for medical reasons must be supported by a written statement from the employee's health care provider outlining the nature of the employee's illness or disability and the expected length of time the employee will be off work. An employee who has been on medical leave for 5 or more consecutive work days may be required to provide a fitness-for-duty medical certificate before being permitted to return to work.

When an approved leave of absence ends, an employee will be returned to the last position held if available; otherwise, the employee will be returned to the first opening for which he/she is qualified. Michindoh makes no guarantee or promise of job-restoration for non-FMLA qualifying leaves.

Misrepresentation of the necessity or reason for a leave of absence will be considered cause for termination. Gainful employment with another employer, which is not specifically approved in advance by Michindoh, is also considered cause for termination. An employee who fails to report for work at the expiration of a leave will be considered to have voluntarily resigned.

**EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM**  
**(EMPLOYEE COPY)**

I, the undersigned employee of Michindoh Conference Center, hereby acknowledge that I have received and read the Employee Handbook. I also confirm that I understand the policy, rules and regulations stated in the Employee Handbook. I know that failure to abide by these rules and regulations will result in reprimand, suspension or dismissal from employment.

I understand that the Employee Handbook is not a binding contract, but, rather, a set of guidelines for the implementation of personnel policies. I understand that Michindoh Conference Center may modify or rescind any of the provisions in this Employee Handbook at any time for any reason it sees fit, and may do so with or without prior notice. I also understand that, notwithstanding any of the provisions in this Employee Handbook, I am employed on an “at will” basis. My employment and compensation may be terminated at any time, either by me or by Michindoh Conference Center, with or without cause, and with or without notice. I also understand that no supervisor or other representative of Michindoh Conference Center, other than the Chief Executive Officer, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date

Version 3/17