

THE ROSICRUCIAN FELLOWSHIP

HUMAN RESOURCES POLICIES AND PROCEDURES

(amended April 13, 2002)

INTRODUCTION

The Rosicrucian Fellowship is a world-wide non-profit association of Christian Mystics. Because we are a Christian body, adhering to certain well-defined esoteric principles, our rules and regulations may seem unnecessarily severe to some, but in the light of our Teachings, they seem entirely rational to us.

The Rosicrucian Fellowship was established by Max Heindel in Seattle, Washington in 1909; moving its Headquarters to Oceanside, California in 1911. The grounds on which Headquarters stand are known as Mount Ecclesia.

The work of The Rosicrucian Fellowship, Max Heindel told us, is not an individual endeavor. "It is the work of the Elder Brothers and every member of the Fellowship." It is therefore a group work, requiring the cooperation of all its members to accomplish its humanitarian ideals and purposes. As workers at Mount Ecclesia, helping to perform the various duties involved in furthering the Work, and doing our part to make Mount Ecclesia a powerful spiritual center, we are asked to observe certain rules consistent with our ideals and which Mr. and Mrs. Heindel advocated as being in the best interests of our Organization. All workers need to familiarize themselves with the following General Rules:

The following cannot be used, consumed, or brought onto the grounds of Mount Ecclesia; their use is considered detrimental to spiritual growth.

1. Tobacco in any form.
2. Alcoholic beverages (beer, wine, or any distilled spirits).
3. Flesh foods: animal, fowl, fish, crustacean, or flesh of any creature that once possessed life.
4. Mind-altering drugs or illegal substances.
5. Furs or feathers are forbidden to be worn on the premises of Mount Ecclesia.

It is the individual worker's responsibility to be familiar with these general rules and the following policies and procedures. Your supervisor should maintain a current copy of this manual. Additional copies of the manual are kept in the Business Office.

Workers who are also Probationer members of the Fellowship are encouraged to attend the Healing Services in the Temple each evening. Probationers and Students are encouraged to attend daily Services in the Chapel and Healing Department. Attendance of Services is voluntary and is therefore considered unpaid hours. The daily Services in the Chapel and Healing Department are also open to non-member workers and the general public.

Mount Ecclesia welcomes many visitors throughout the year. Visitors may or may not be members of the Fellowship. All workers are asked to maintain an attitude of friendliness and courtesy toward visitors at Mount Ecclesia.

ORGANIZATIONAL STRUCTURE

The Rosicrucian Fellowship is governed by an elected Board of Trustees, who function in accordance with The Rosicrucian Fellowship's Articles of Incorporation, Bylaws, and Rules and Regulations.

The daily operation of The Rosicrucian Fellowship is the responsibility of the President. The President is assisted by the Vice-President, the General Secretary, and the Treasurer.

The Rosicrucian Fellowship is organized into departments. Each department has a Department Head appointed by the Board of Trustees. An employee is primarily assigned to one of the departments but may work in more. The Department Head functions as the employee's supervisor.

The Board of Trustees appoints two standing councils, the Executive Council and the Ecclesiastical Council. In addition to other responsibilities, the Executive Council is responsible for approving all new hires.

The Personnel Committee is composed of the President, the Vice-President, and the Business Office Manager. In addition to other responsibilities, the Personnel Committee is responsible for reviewing all employment applications, verifying references, and making recommendations to the Executive Council.

The Ecclesiastical Council is primarily concerned with the devotional and educational aspects of The Rosicrucian Fellowship's work.

SECTION I — EQUAL OPPORTUNITY EMPLOYER

The Rosicrucian Fellowship is an Equal Opportunity Employer. No one will be discriminated against in employment or termination because of one's race, sex, religion, or national origin. While this applies to our general workers, there are jobs that have to do with the personal history files of Fellowship members. Jobs of this nature are reserved for Fellowship members and/or Probationers.

Workers at Mount Ecclesia have the right to think and believe according to the dictates of their own heart. They may communicate with whomever they choose, and belong to the church of their choice.

SECTION II — NEW HIRE PROCEDURE

Hiring Guidelines: Hiring guidelines are set by the Board of Trustees and may be changed by them at any time.

Application Process: All applications for employment must be in writing. All applicants should furnish references. The Personnel Committee will review all applications prior to the start of the interview process.

Interview Process: Once the application and references have been reviewed by the Personnel Committee, the Committee may interview the applicant if they deem it necessary. Once the Personnel Committee clears the applicant, the application will be forwarded to the Department Head. The Department Head will then schedule an interview with the applicant, if appropriate. Once the Department Head decides he/she wants to hire the applicant, the Personnel Committee will be informed and will then make a recommendation to the Executive Council.

Decision to Hire: The Executive Council may hire to fill replacement positions only. The creation of new positions requires the additional approval of the President.

Offer Letter: Offers of employment at Mount Ecclesia may be made in writing at the prospective employee's request. If so requested, the letter must include the start date, rate of pay (stated as an hourly rate), assigned hours (stated in hours per week), and the supervisor's name and title. The letter must also indicate that there is a minimum probationary period of three months.

Upon employment, the employee is given a copy of his/her work schedule and a copy of The Rosicrucian Fellowship Human Resources Policies and Procedures, which latter the employee signs as having received.

Hiring Freeze: In the event of difficult financial conditions, the President may declare a hiring freeze during which time no new or replacement hiring will take place.

SECTION III – CLASSES OF EMPLOYEES

Workers at Mount Ecclesia are defined by one of the following categories. Each worker's category must be approved by the President and the Executive Council. No worker's category can be changed without approval of the President and the Executive Council.

1. Volunteers: Individuals who agree, verbally or in writing, to donate their services, without pay, to advance the welfare and mission of The Rosicrucian Fellowship.
2. Volunteers who work for housing: These individuals have signed an agreement to work a minimum of 20 hours per week in return for Fellowship-paid housing. Individuals are responsible for paying their own utility costs and their meals.
3. Paid Part-time Workers: Individuals with less than 29 assigned work hours per week. A person must work at least 20 hours per week to qualify for housing on the grounds as well as to receive paid vacation time-off.
4. Paid Full-time Workers: Individuals with 29 to 40 assigned work hours per week.
5. Temporary Workers: Individuals hired to work less than six months during the year.

SECTION IV – WORK HOURS, WORK WEEK, WORK SCHEDULE

Monday through Thursday: 8:30 am – 12 Noon and 1:00 pm – 4:00 pm. Friday: 8:30 am – 11:30 am.

At a minimum all departments should be open and staffed during the core business hours of 9 am to 12 noon and 1 pm to 4 pm on Mondays through Thursdays and 9 am to 11:30 am on Fridays. The following (29 hours) work schedule has been set as the minimum work schedule for all full-time workers at Headquarters. Exceptions to this schedule must be approved in advance by the Executive Council.

Some Department Heads are scheduled to work 40 hours per week. Workers may be authorized to work the hours necessary to meet work demands. However, special authorization in writing is required from the Department Head with approval of the Executive Council to deviate from the standard twenty-nine (29) hours per week schedule.

SECTION V — RATE OF PAY

Wages paid by The Rosicrucian Fellowship will be the minimum wage established by law. Any exception to this policy requires Executive Council approval.

SECTION VI — FRINGE BENEFITS

The Rosicrucian Fellowship, as a non-profit corporation, has elected to cover its employees under the Social Security Act. Coverage under Worker's Compensation insurance is mandatory under the law. Workers at Mount Ecclesia are **NOT** covered under State Unemployment Insurance, nor are they covered under any health or hospitalization insurance plan, nor are they covered under any income protection or pension plan.

SECTION VII — VACATIONS

Full-time or part-time employees may accrue up to two weeks paid vacation per year. Employees terminating before the completion of one year's employment are entitled to a pro-rated vacation after their three-month's probationary period is over. Vacation time is not paid to an employee terminated during their probationary period.

Eligibility for Paid Vacation: All employees in positions assigned at least 20 hours per week are eligible to accrue paid vacation. Volunteers and Temporary Workers (see Section III, 1, 2, and 5) are not eligible for paid vacation.

Paid Vacation Accrual: For all eligible employees, vacation time is accrued on a per-pay-period basis at the rate of 1/26 times the individual's actual paid hours.

A full-time or part-time employee is eligible to take vacation time hours once they have been accrued. Up to 80 accrued vacation hours may be carried forward. Hours over 80 hours of accrued vacation will be forfeited at the end of the fiscal year, which is May 31.

There are no separate accruals for vacation, holiday, or sick time for Volunteers or Temporary Workers.

Requesting Vacation Time-off: Vacation time-off is arranged between the employee and the Department Head. The employee initiates a written request to the Department Head for vacation. The Department Head gives approval by signing and returning the request (while retaining a copy for his/her files) and providing the President with a copy of the request. The President approves vacation time for Department Heads.

It is the policy of The Rosicrucian Fellowship to pay employees for their vacation after they have returned from their vacation. In this manner they will receive their vacation check on the regular pay day, based on available vacation hours.

It is the policy of The Rosicrucian Fellowship not to permit an employee to work and draw vacation pay at the same time.

An employee will be paid for the balance of their accrued vacation time at their time of termination.

SECTION VIII — SICK LEAVE

Sick leave accrues at the rate of one week per year and any accrued sick leave (see below) can be used after the employee has completed his/her probationary period.

Sick Time Accrual: Sick time is accrued, on a per pay period basis, at the rate of 1/52 times the individual's actual paid hours. Accrued sick leave is not payable upon termination nor can more than 40 hours be accumulated from year to year. Accrued sick time over 40 hours will be forfeited at the end of the fiscal year, which is May 31.

Using Sick Time: An employee can use accrued sick leave any time after the end of the probationary period. If a person is sick during the probationary period, they will not be paid for hours not worked while sick. In order to receive payment of a full week of sick time accrual, medical proof may be requested. Medical proof means a written document from your doctor or dentist.

SECTION IX — COMPENSATORY TIME

It is not the policy of The Rosicrucian Fellowship to grant compensatory time off in lieu of pay. When an employee is asked to work in excess of 40 hours in a week in order to meet scheduled work demands, she/he will be paid time and a half his/her usual hourly wage. All overtime must have the approval of the Department Head or the President prior to being worked.

SECTION X — LEAVE OF ABSENCE

An employee may apply in writing to their supervisor for an unpaid leave of absence. Three months is the maximum leave of absence that can be approved. A request for a leave longer than three months will be considered a termination of employment. The supervisor will then forward the request for the leave of absence, along with his/her recommendation, to the Executive Council for their approval. The employee is not required

to use his/her accrued vacation time prior to taking an unpaid leave of absence. Note: Vacation time and sick time do not accrue during an approved leave of absence.

SECTION XI — JURY DUTY

Jury duty is a public service for which one receives a cash allowance. It is the policy of The Rosicrucian Fellowship that when an employee is called for jury duty, no deduction is made from the employee's check, but the employee must endorse his check from the court for jury service over to the Fellowship.

SECTION XII — PAID HOLIDAY TIME-OFF

The Rosicrucian Fellowship is closed for business on the following paid holidays:

1. New Year's Day, January 1.
2. President's Day, 3rd Monday in February.
3. Good Friday.
4. Memorial Day, last Monday in May.
5. Independence Day, July 4.
6. Labor Day, 1st Monday in September.
7. Thanksgiving Day, 4th Thursday in November.
8. Christmas Day, December 25.

Any employee required to work on a holiday will be paid straight (1x their regular rate of pay) time for the holiday worked. Employees may not work paid hours on a holiday without their Department Head's approval. An employee may not work and receive holiday pay at the same time. In that case the holiday hours will be added to their accrued vacation time. In no case shall an employee be paid or compensated for working on a weekend day that happens to also be a holiday.

An individual's paid holiday hours for any given holiday are equal to the average number of hours worked per day based on the position's assigned hours per week (8 hours for a 40 hour worker, 7 hours for a 35 hour worker, 5.8 hours for a 29 hour worker, 5 hours for a 25 hour worker, 4 hours for a 20 hour worker, and so on). If an employee does not normally work on Friday and Friday happens to be a holiday, then the employee will be paid as per above.

Volunteers and Temporary Workers are not eligible for paid holiday time-off.

SECTION XIII — PROBATION, TRANSFER, SUSPENSION, TERMINATION OF EMPLOYMENT

Probationary Period: Each new employee serves a minimum probationary period of three months. In certain situations the Personnel Committee may recommend longer probationary periods. An employee may be terminated during their probationary period without cause and has no recourse. At the end of the probationary period, the Department Head shall make an oral or written evaluation of the employee, and if satisfactory, recommend that the employee be placed upon permanent status. This evaluation and recommendation is passed to the Personnel Committee and the Executive Council for their approval.

Although an employee may not request a transfer to another department during their probationary period, an employee may be asked to transfer to a new department within the probationary period if it is in the best interests of The Rosicrucian Fellowship, as determined by a recommendation of the Personnel Committee to the Executive Council.

Transfers: An employee may request a transfer to another department after the successful completion of their probationary period. The request must be in writing and should be sent to the Personnel Committee. The Personnel Committee will then make a recommendation to the Executive Council. Any denial of a transfer cannot be appealed.

Suspensions: The President and/or Department Head have the right to suspend an employee without pay for up to five (5) working days. The suspension must be in writing and it must state the reason for the suspension and, if applicable, the conditions for the employee's return to work.

If the employee does not meet the conditions for returning to work, the employee may then be terminated. The termination must be in writing and it must state the reason for termination and also include a notification to the employee of their right to appeal the termination.

A suspension may be appealed. See Right to Appeal below.

Terminations: After the probationary period, grounds for dismissal may include but not be limited to: 1) any and all acts of violence, 2) any and all threats of violence, 3) moral turpitude, 4) immorality, or 5) conviction of felonious acts. In addition, the following are specific reasons for termination:

1. Changing conditions make the position no longer necessary. In such instances, every effort will be made to fit the employee into another position.
2. When two positions are consolidated into one and one employee will now do the work of two. In such an occurrence, every effort will be made to fit one of the employees into another position within the Fellowship. However, if this is not possible, the employee with the most seniority, or the most versatile skills, will be retained.
3. When an employee is unable to properly perform the duties for which he/she was hired or which the job position now requires because of lack of skills.
4. Insubordination. The Rosicrucian Fellowship expects the employee's attitude toward his/her supervisor, fellow employees, the Fellowship, and business contacts in the outside world will be that of courtesy, respect, and tolerance. Rudeness toward anyone during working hours will not be tolerated. Using terms of racial or religious degradation or terms demeaning to one's gender, race, or religion are grounds for immediate termination.
5. Failure to report to work for three consecutive days without notifying his/her supervisor and/or a member of the Personnel Committee. This is considered job abandonment.
6. As students of the Rosicrucian Teachings, it is expected that we should be above petty gossip and disrespectful actions toward our fellow employees. Therefore, any derogatory reference to our associates, such as "stupid", will not be tolerated and is cause for reprimand. To repeat such action is grounds for termination.
7. Incessant absenteeism or tardiness.
8. Violation of The Rosicrucian Fellowship's rules regarding the use of tobacco, alcohol, flesh foods, mind-altering or illegal drugs, and the wearing of furs or feathers on the grounds (see page 1).
9. Violation of any of the housing regulations as set forth in Section XIV herein.
10. The Board of Trustees, or their specific designee, is the official spokesperson for The Rosicrucian Fellowship. Employees who issue statements to the news media or any public agency purporting to represent The Rosicrucian Fellowship, without express permission of the Specific Spokesperson, are in violation of this section of The Rosicrucian Fellowship Human Resources Policy and Procedures manual and are subject to termination. The President is the Specific Spokesperson for The Rosicrucian Fellowship.

The Board of Trustees may separate, suspend, or remove any Department Head, worker, or employee for cause or otherwise (bylaws Article 7, Section VI).

Right to Appeal: All aspects of the appeal process are confidential. Members of the Personnel Committee, the Executive Council, and the Board of Trustees may not discuss an appeal with anyone outside those groups.

Any suspended or terminated employee may file a written appeal within five (5) working days of their suspension or termination asking the Personnel Committee to review their case.

The Personnel Committee shall then meet within ten (10) working days with the President and review all the facts of the case. The Personnel Committee may call in the employee or other individuals who may have information relevant to the suspension or termination. The Personnel Committee has twenty (20) working days from their first meeting to make a recommendation.

The decision of the Personnel Committee may be further appealed to the Executive Council by either the employee or Department Head. The appeal must be in writing and be made within five (5) working days of the Personnel Committee's decision. The Executive Council will review the appeal at its next regularly scheduled meeting. The Executive Council has twenty (20) working days from that meeting to review and make a recommendation.

The decision of the Executive Council may be further appealed to the Board of Trustees by either the employee or the Department Head. The appeal must be made in writing within five (5) working days of the Executive Council's decision. The Board of Trustees has until its next regularly scheduled meeting to make a decision. The final decision rests with the Board of Trustees and their decision cannot be appealed.

SECTION XIV — HOUSING

Application for Housing: Employees may apply to rent housing on the grounds. This is done by writing a specific request to the Executive Council.

Approval Process: The approval of housing requests, settling of rents and utility charges, and the enforcement of all rules and regulations that must be complied with in order for tenants to remain in possession of housing on the grounds is entirely the responsibility of the Executive Council, which is empowered to reflect current trends and conditions in rates charged as well as to execute and terminate housing leases.

It is within the power of the Executive Council to demand that three month's probationary period pass before considering leasing housing to a worker. In view of escalating costs, the Executive Council may review rent and utility charges from time to time in an effort to reflect current economic trends and conditions in the rates charged.

General Rules and Regulations: The following rules and regulations must be observed, as any violation of the rules set by the Executive Council is grounds for immediate termination of the rental agreement.

1. The General Rules set forth in the Introduction to the Human Resources Policies and Procedures.
2. Whenever a tenant wishes a visitor to stay overnight, prior permission must be obtained from the Executive Council. This is done by making the request in writing and obtaining the Executive Council's approval.
3. Pets may be allowed subject to the approval of the Executive Council. A \$50.00 deposit may be required to cover the possibility of pet-caused damage. This rule also applies to those who may be working a certain number of hours per month in exchange for their rent. Owners of pets are cautioned to keep them under control and not permit them to become a nuisance to their neighbors.
4. The rights of one's neighbors must be considered if we are to obtain the harmony desired in our community life. Stereo equipment, radios, videos, and televisions must be turned down by 10:00 pm. Continued complaints regarding loud music, singing, or activities not in keeping with the dignified standards of Mount Ecclesia are grounds for termination of lease agreements.
5. Each tenant will be given an inventory of furniture and other housekeeping items on the premises when he/she moves in. Tenants are required to sign for this inventory and are held accountable for these items plus

their keys when they vacate the premises. None of the items on the inventory shall be taken with the employee when he/she moves out. The Executive Council assumes the responsibility for the inventory.

6. The Rosicrucian Fellowship respects the privacy of each tenant, but reserves the right to inspect premises periodically (upon prior notice to the tenant) for the purpose of checking inventory and condition of furnishings and to determine if repairs are in order. Minor repairs may be obtained by tenants through notifying the Maintenance Department of the existing conditions requiring repairs or renovations.

7. Tenants are cautioned against attempting repairs themselves, especially where electrical appliances are concerned. Tenants are also reminded to turn off all electrical appliances when leaving the premises and to practice energy conservation. Negligence in this matter will endanger your own as well as your neighbor's property and will not be tolerated.

8. Utilities (gas and electric) are furnished to workers at a nominal cost. For this reason The Rosicrucian Fellowship housing facilities are for workers only and are not rented to non-employees. Worker's housing and utilities charges are made by payroll deductions from their bi-weekly payroll checks. Certain other individuals who have special housing contracts pay rent and/or utility charges according to the terms of their individual contracts.

9. When a worker who has housing on the grounds is terminated, he/she will be given notice to vacate by the Executive Council in accordance with state and local regulations.

SECTION XV — MEALS

The Rosicrucian Fellowship cafeteria is open at various scheduled times during the year. Vegetarian food is served at designated prices and payroll deductions may be made for the cost of the meals. Payroll deductions for meals require a written agreement between employee and employer.

SECTION XVI — PAY PERIODS AND TIME CARDS

Each employee is responsible for the maintenance of his/her time card upon which hours worked and total hours are entered on a daily basis. This time card must be approved by the Department Head before submission to the Business Office. Time worked for the period must not exceed that authorized upon hire unless express emergency permission has been granted in writing by the Department Head with the approval of the President.

Volunteers and paid workers who work volunteer hours will record their hours on a separate volunteer time card. These time cards must be approved by the Department Head before submission to the Business Office

The accounting period for the payroll begins on Sunday and ends on Saturday two weeks later. All time cards, both for paid and volunteer hours, are due in the Business Office on the Friday preceding the Saturday ending the payroll period. Friday hours worked may be estimated on the time card. Variations, if any, shall be corrected by the employee in the following pay period. However, where employees are working a set daily schedule, variations should be few and far between. Pay checks are delivered the first Thursday after the pay period ends.

SECTION XVII — PAYROLL ADVANCES, SEVERANCE PAY, FINAL CHECK

1. It is the express policy of The Rosicrucian Fellowship that no employee will be given an advance against a future payroll check, nor will any loan be made to an employee.

2. When an employee is terminated it will be the decision of the Executive Council as to what the employee's final paycheck will reflect with regard to severance pay.

3. Final checks will be issued in accordance with state and federal regulations. If applicable, prorated rent, utilities, and current cafeteria charges will be deducted from the final check. The final check may not be given until all keys are returned to the Fellowship by the terminated employee.

SECTION XVIII — OTHER

1. Personnel Records. There is to be maintained in the Business Office a personnel file on each employee. This file shall contain the original employment application, reference checks, evaluations, and notices of changes or transfers within The Rosicrucian Fellowship together with copies of the statement of appointment and job descriptions. This one file will constitute a history of the individual's tenure at Mount Ecclesia.

2. Special Services and Activities. Employees are allowed to attend the Founder's Day ceremonies on paid status.

During Summer Schools and Winter Schools, an employee is encouraged to attend one class per day on paid status. However, since work stations must be manned, it is up to each Department Head to insure that his/her department has sufficient personnel to perform its necessary duties.

Employees who are designated as teachers or speakers for special schools or seminars are automatically on paid duty status. The time they spend during regular working hours performing these duties will count towards their regularly worked hours. In no case shall any teacher or speaker be paid more than 40 hours per week. Time worked over 40 hours per week is considered volunteer time.

3. The Rosicrucian Fellowship, in all matters, defers to State Law and adopts the policy that if an employee self-terminates (quits), The Rosicrucian Fellowship has 72 hours in which to execute the employee's final pay check. If the employee is discharged, it is The Rosicrucian Fellowship's obligation to deliver the employee's final pay check upon termination and collection of all outstanding keys.

4. Rest Periods from Work: State of California order 40A80 Title 8 Administration Code 11040 Section 12 states: "Every employer shall authorize and permit all employees to take rest periods which insofar as practical shall be in the middle of each work period." The Rosicrucian Fellowship allows one fifteen (15) minute rest period per 4 hours worked (pro-rated) in the morning and in the afternoon. These rest periods are scheduled by the Department Head.

5. It is the policy of the Rosicrucian Fellowship to not refer to oneself in correspondence in the Healing Department and the Esoteric Department. First names may be used in correspondence from departments of a business nature.

These revised and amended Human Resources Policies and Procedures were approved by the Board of Trustees of The Rosicrucian Fellowship at its Quarterly Meeting on April 28, 2001 and replace any and all previous versions. This document can be amended only by duly documented majority vote of the Board Of Trustees. No part of this document is intended to supercede any part of The Rosicrucian Fellowship Articles of Incorporation or the 1963 Bylaws with the 1987 Amendments of The Rosicrucian Fellowship. Said Articles and/or Bylaws will govern in case of discrepancy.

This document shall be revised and updated annually as per Article VI, Section 5 of The Rosicrucian Fellowship Bylaws.

April 28, 2001

Amended July 21, 2001 - Paragraph XVIII, sub-section 5 was added (approved at September 8, 2001 Board of Trustees meeting).

Amended April 13, 2002 - Paragraph VII modified - paid vacation accrual (approved at April 13, 2002 Board of Trustees meeting).