

# **Sikh Gurdwara- San Jose**

## **Personnel Policy**

**By**

### **The Gurdwara Prabhandak Committee**

Updated February 19, 2014

This document is offered as a guideline of SGPC's Personnel Policy and Procedures and is not intended to be a legal document

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## 1. INTRODUCTION

This personnel policies and procedures document applies to all volunteers and employees (volunteers and employees - from here on referred to as the employees) and is intended to provide guidelines and summary information about the The Sikh Gurdwara-San Jose Prabhandak Committee's (from here on referred to as SGPC) personnel policies, procedures, benefits, and rules of conduct.

The SGPC reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate.

## 2. EMPLOYMENT

Employment is with the mutual consent of the employees and the SGPC. Consequently, the employees and the SGPC have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at will relationship will remain in effect throughout the employee's employment with the SGPC unless it is specifically modified by an express written agreement signed by the authorized representative of the SGPC.

## 3. HIRING POLICY AND PROCEDURES

### **POLICY:**

The SGPC believes that hiring qualified individuals to fill positions contributes to the overall success of the Gurdwara and its devotees. Each employee, while employed, is hired to make significant contributions to the Gurdwara. In hiring the most qualified candidates for positions, the following hiring process is applicable:

### **PROCEDURE:**

#### **1. Job Posting**

The SGPC currently does not have this policy. However, SGPC accepts applications or references from Sangat (devotees) at any time for consideration of new or recently open positions.

#### **2. Reference Checks**

Once a decision has been made regarding interest in hiring an applicant, SGPC will conduct a reference check on the candidate chosen.

#### **3. Job Offers**

Once SGPC receives satisfactory results from the reference checks they will notify the candidate, communicate salary, benefits and employment start date.

## 4. BENEFITS

### **Vacation**

Since Sikh Gurdwara-San Jose is a nonprofit religious organization, full time employees are granted limited paid vacation not exceeding 10 days per year. SGPC will look at length of service and loyalty of the employee to the Gurdwara to determine if the employee should be granted limited vacation.

### ***Vacation on Weekends and Religious Festivals***

*Weekends and religious festivals at The Sikh Gurdwara are of a highest priority than other days of the week. As a result the number of days that an employee can take those days off is very limited. All Weekends and Festivals days (including any additional requested days) must be approved by SGPC in advance.*

### **Leaves of Absence**

The SGPC makes leaves of absence available to employees as follows:

1. **Personal Leave** is a leave of absence for a personal reason that is not medically related. Full-time employees who have completed at least one (1) year of continuous service may submit a written or verbal request for a personal leave of absence, without pay.  
Requests for personal leaves will be granted at the discretion of the SGPC. Employees who return to work at the end of a personal leave will normally be returned to their former job classification if an opening exists.
2. **Medical Leave** is a leave of absence for an employee's non-occupational illness or disability. Employees may submit a written or verbal request for a medical leave of absence, without pay.  
Although the SGPC is not able to guarantee reinstatement in all cases, employees on medical leave who return to work immediately following the end of an approved leave with a physician's written release verifying that they are able to safely perform their duties will normally be returned to their former job classification if an opening exists.
3. **Family Medical Leave** – The SGPC's Family Medical Leave guarantees an employee up to 12 weeks of unpaid leave for certain family and medical reasons. In order to qualify, an employee must have worked for The Sikh Gurdwara-San Jose for at least one year. An employee is entitled to a total of 12 workweeks of leave during any 12-month period

An employee may request an unpaid medical leave to:

- Attend to a child, parent, or spouse with a serious medical condition
- Recover from a serious illness making employee unable to perform his/her job
- Birth of a child
- Child placed with employee for adoption or foster care
- Expectant mothers when there is a medical condition making them unable to work

4. **Jury Duty** is a leave of absence to serve on jury duty. Employees who are called to serve on jury duty are required to submit a copy of their Jury Summons to SGPC and will be paid their regular salary.

Upon completion of jury duty, a Verification of Attendance Form must be presented to the SGPC.

5. **All Leaves (Personal & Medical)**

The following general provisions apply to all personal and medical leaves of absence:

- A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension.
- Failure to return to work on the first work day following the expiration of an approved leave of absence may be considered a voluntary termination.
- Employees on leave of absence must communicate with SGPC on a regular basis.
- Employees on leave of absence who seek or accept other employment without the SGPC's prior written approval will be subject to disciplinary action, up to and including possible termination.
- Employees who falsify the reason for their leave of absence will be subject to disciplinary action, up to and including possible termination.

6. **Sick Leave Pay**

SGPC grants limited paid sick leave to an employee based upon employee's length and loyalty. Sick leave pay is intended to help protect an employee against loss of earnings because of personal illness or accident.

7. **Retirement Benefits**

At present, SGPC does not offer retirement benefits to its employees.

## **5. WORKERS' COMPENSATION INSURANCE**

All employees, except volunteers of SGPC are automatically covered by Workers' Compensation Insurance at the time of hire. The SGPC complies with applicable state and federal law concerning leaves for work-related illness or injury.

It is important that the employee report any work-related injury or illness to SGPC as soon as it happens or within twenty-four (24) hours, regardless of how minor it may be. It is also important to get proper first aid and/or medical attention immediately. A mandatory medical checkup is required immediately following all accidents.

## 6. EMPLOYEE CLASSIFICATIONS

**Volunteers (unpaid Employees)** are members of SGPC and many other members of Sangat (devotees). These are either elected by the Sangat or just offer to provide their services to the Gurdwara. Even though they are all like an unpaid employees, termination rules still apply to them if they are in violation of anything mentioned in Termination Harassment, Alcohol and Drugs Sections of this document.

**Regular Full Time Employees** – Employees regularly scheduled to work forty (40) hours per week.

**Part Time Employees** – Employees who are expected to work less than forty (40) hours per week. Due to nature of religious work requirement, assignments and number of hours these employees work will vary.

**Contractors** – The individuals who are hired to work either full or part time for a specified period. Their employment is not intended to become either regular full-time or regular part-time. However, these contractors can apply for any open regular full time position.

Please see Appendix for details on weekly work responsibilities which are based on type of work an employee or contractor will be required to do.

## 7. TERMINATION

**Voluntary Termination** is a termination that is initiated by the employee for his/her personal reasons. To accommodate orderly work requirements, at least two (2) weeks of notice should be given by the employee before he/she leaves the assigned job. Written notice (if required) should include the reason the employee is leaving. If the employee does not call in or report to work for five consecutive workdays, his/her employment may be considered to have voluntarily terminated without notice.

**Involuntary Termination** is termination that is initiated by SGPC for reasons other than changing business conditions. Please see Harassment section also. An employee will be terminated for the following reasons:

1. **Job Performance** – employees may be disciplined, up to and including possible termination, for poor job performance, as determined by SGPC. Some examples of poor job performance are as follows:
  - Below average work quality or quantity;
  - Poor attitude, including rudeness, or lack of cooperation;
  - Excessive absenteeism, tardiness, or abuse of privileges;
  - Failure to follow instructions or SGPC policies and procedures.

2. **Misconduct** – employees may also be disciplined, up to and including possible termination, for misconduct or breaking code of ethics or Sikh Code of Conduct. Some examples of misconduct are as follows:

- Insubordination;
- Abuse, misuse, theft, or the unauthorized possession or removal of SGPC property or the personal property of others;
- Falsifying or making a material omission on SGPC records, reports, or other documents, including payroll, attendance records, personnel, and employment records;
- Divulging confidential SGPC information to unauthorized persons;
- Disorderly conduct in the Sikh Gurdwara facilities, including fighting or attempted bodily injury, or the use of profane, abusive, or threatening language toward others, or possession of a weapon;
- Violation of any law adversely affecting the Sikh Gurdwara, or conviction in court of any crime which may cause the employee to be regarded as unsuitable for continued employment;
- Violation of the SGPC’s alcohol, drugs, and controlled substances policy; Please see the section of this document for details.
- Conduct inconsistent with the interest and public image of the SGPC;

## **8. COMPENSATION**

### **Pay Periods**

Each month is divided into two pay periods. The first pay period includes the first fifteen days of the month. The second pay period includes the sixteenth day of the month through the last day of the month. Employees are generally paid on the fifteenth day of the month or the workday prior to the fifteenth if the fifteenth falls on a Saturday or Sunday or a holiday. Employees are also generally paid on the last day of the month or the workday prior to the last day of the month if the last day of the month falls on a Saturday or Sunday or a holiday.

### **Bonus Pay**

Employees are evaluated annually for consideration of a bonus pay in connection with their performance.

### **Payroll Deductions**

Various deductions are made from the employee paycheck; some are required by law and others are designated by the employee. Federal, State and City laws require the SGPC to

withhold the following: (1) F.I.C.A. (Social Security), (2) Federal Income Tax (3) Federal Income Tax Liens, (4) Local tax and (5) California State SDI.

## **9. JOB DESCRIPTIONS**

Employees are given a verbal or written job description at the time of employment to review. A job description summarizes employee's duties and responsibilities.

The SGPC reserves the right to revise and update the employee job description as it deems necessary and appropriate. Please see Appendix for details on job descriptions.

## **10. HARASSMENT**

The SGPC is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the SGPC maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important for the employee to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others.

Sexual harassment of employees by anyone is strictly prohibited. Examples of sexual harassment include unwelcome sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; unnecessary touching of an individual; graphic comments about an individual's body; sexually explicit or offensive jokes; or physical assault; also when;

- submission to the conduct is made a condition of employment;
- submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- Harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

If any employee believes that he/she is being, or have been, harassed in any way, he/she should report the allegations of the incident or incidents to SGPC within a reasonable time, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated by SGPC.

Violation of this policy WILL result in termination.

## **11. ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES**

The use, sale, transfer, possession, or being “under the influence” of alcohol, drugs, or controlled substances in The Sikh Gurdwara facility is strictly prohibited. In addition, this may adversely affect the reputation or interests of the SGPC.

“Under the influence” for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well being of the affected employee, other co-workers, the public or the Sikh Gurdwara property.

Violation of this policy WILL result termination.

## 12. GENERAL

### Access to Facility

It is important that authorized SGPC employees have access at all times to the Sikh Gurdwara facility, as well as other records, documents, and files. The SGPC reserves the right to access employee office and any other Sikh Gurdwara property at its discretion, with or without advance notice or consent. All records, documents, and files of the Sikh Gurdwara are to be maintained at the Sikh Gurdwara office. Removal of them by way of photocopying, etc. must have prior written approval by SGPC.

### Use of Telephones

From time to time it may be necessary for employees to make and receive personal calls on the Sikh Gurdwara phones. However, these calls should be limited to no more than 5 minutes in length. Employees are expected to use good judgment and common sense when it comes to personal phone calls. Personal long distance calls should be put on the employee's personal credit card.

### Vehicle Liability

On the Sikh Gurdwara property, employees park their vehicles at their own risk and the SGPC will not be responsible for theft or damage to any vehicles. Also, the SGPC will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed.

While on the Sikh Gurdwara business, all driving violations (including speeding) are the responsibility of the employee.

### Computer and Internet use

The use of The Sikh Gurdwara computers, servers, software, e-mail, system network and Internet access is a privilege and may be revoked at any time. All authorized employees, and volunteers ("Users") are responsible for complying with this Computer and Internet Use Policy. Failure to do so will subject the User to discipline and/or termination.

- 1. Permitted Uses:** The Sikh Gurdwara's computers, servers, related software, e-mail, Network, Internet access, and live feeds of audio and video programs are to be used for authorized The Sikh Gurdwara business only. Permitted business uses include using e-mail to communicate with The Sikh Gurdwara's donors, fellow employees

and conducting authorized related Internet research. Users must close web browsers and end programs after each use.

- 2. Prohibited Computer Activities/Uses:** Use of The Sikh Gurdwara's computers, system networks, and Internet access for personal reasons is prohibited. Users may not change the original computer settings or passwords. In addition, email applications and web browsers shall not be set to open automatically when the computer starts. Such programs must be opened manually.
- 3. Prohibited System Network and Internet Activities/Uses:** Prohibited system network and Internet activities include, but are not limited to, e-mailing, Internet surfing, playing computer games, instant messaging, online banking, or purchasing online for non-business purposes. Users are also prohibited from installing, running, downloading, copying, sending or processing programs, application, and non-business files, data and/or other information without SGPC's authorization.
- 4. Prohibited Materials and Content:** Any offensive, harassing, criminal and/or illegal activity, any displays of fraudulent, sexually oriented and/or explicit materials will result in immediate termination.
- 5. Privileged and Confidential Information:** All of The Sikh Gurdwara's computer files, documents, compilations, donor lists, member lists, and any other information stored or used on its computers and Network are private, privileged and confidential. They shall be accessed and used for authorized business only. Said information shall not be copied, downloaded, uploaded, and/or removed from The Sikh Gurdwara's computers and Network without the express written permission of SGPC.
- 6. Network Integrity and Virus Protection:** Users shall not open any unknown e-mails, files, or website links from the Network or Internet. If a User has detected a possible virus, the User shall contact SGPC immediately.
- 7. Disclaimer of Liability:** The The Sikh Gurdwara will not be held responsible for any damages, direct or indirect, arising out of the use of its computer or Network resources.
- 8. Waiver of Privacy:** The SGPC reserves the right to audit its computers, servers and network at any time. The Sikh Gurdwara's Users waive any right to privacy in anything they create, store, send or receive via a The Sikh Gurdwara computer or through The Sikh Gurdwara's Network. ALL passwords will be uniform and universal.
- 9. Compliance with Applicable Laws and Licenses:** Users shall comply with all software licenses, copyrights and all other state and federal laws governing intellectual property and online activity. Users may not load, share or use any

unlicensed software on The Sikh Gurdwara's computers and Network or in conducting business on behalf of The Sikh Gurdwara.

## **APPENDIX**

### **Head Granthi Responsibilities**

- 1) All Day Duty at the front desk. Do all the duties as required.
- 2) Co-ordination of jathas for various programs at Gurdwara and private programs away from Gurdwara.
- 3) Work assignments to Jathas as provided by Dharam Parchar Committee.
- 4) Prepare pay summary for each jatha every week.
- 5) Book programs from sangat.
- 6) Schedule and Invitation to jathas from India and other places as instructed by Dharam Parchar Committee.
- 7) Provide information about langar to sangat.
- 8) Do ardas for various programs at Gurdwara.
- 9) Participate in Akhand Path when necessary.
- 10) Arrange jathas from other places in case of emergency.
- 11) Pick up/drop off jathas from/to the airport on their arrival/departure

### **Cook (Langri) Responsibilities**

- 1) Prepare or help prepare langar every day.
- 2) Make sure all cooking supplies ( Saamagry) for Langar is available.
- 3) Make sure all paper supplies are available as required.
- 4) Organize all utensils and supplies in both kitchens & supply rooms.
- 5) Make sure all edibles are properly stored or taken by host family in both kitchens after every langar.
- 6) Make sure kitchens are properly cleaned by cleaners every Monday.
- 7) Make sure all leftovers are properly disposed off every night.
- 8) Clean refrigerators in both kitchens as required.
- 9) Give proper estimates to host families for buying supplies.
- 10) Suggest to host families to make simple langar - One Dal or Chole, may be One Subzi, Raita or pane yogurt, Phulke, Salad or Fruit, Kheer or one Sweet.
- 11) Make sure all county health requirements are followed.
- 12) Make sure all appliances are operational and get them fixed if any.
- 13) Get all plumbing problems fixed quickly when necessary

### **Religious Workers Responsibilities**

#### **Description of duties of Raagis (Cantors) at Sikh Gurdwara San Jose**

There are several different types of services held at the Sikh Gurdwara San Jose, that require services of the raagis/priests. These include

#### ***a. Routine Weekly Programs***

1. Daily ceremonial carrying of Guru Granth Sahib (our holy book) from its resting place to the prayer hall and opening it (parkash) in the morning. In the evening the book is closed in a ceremonial way and carried back to the resting place.
2. Daily morning and evening prayer programs including Keertan, Kathaa at the Sikh Gurdwara San Jose. The morning programs run from 4:00 to 9:00 AM and ones in the evening run from 5:30 to 8:30 PM. In addition there are prayer programs on Sundays from 10:00 AM – 4:15 PM.
3. Devotees keep coming throughout the day. The raagis prepare the sacrament and distribute to them. Sometimes they perform special prayers requested by the devotees. Sacrament is prepared daily in the morning and evening everyday. A Raagi or a Granthi recites hymns from Guru Granth Sahib, while this is being prepared.

**b. Reading Guru Granth Sahib from Beginning to end:** It takes 48 hours to complete the recitation of all the 1430 pages of the Granth. This is done in two modes

**1. Akhand Path:** A team of three ragis read Guru Granth Sahib continuously without break in a relay mode. Each one reads loud for two hours and the next member replaces him. This is physically quite demanding and requires full attention of the team members for all the forty eight hours.

**2. Sehaj Path:** Guru Granth Sahib is read for 6-8 hours every day. Again Raagis take turn doing it. As the pace is more relaxed, raagis can do other duties also during a sehaj path.

**3. Sukhmani Paath:** Recitation of a group of hymns from Guru Granth Sahib. It takes about an hour to recite.

The Akhand Path, the Sehaj Path and Sukhmani Path are usually followed by about an hour of Keertan, which is singing of hymns from the Guru Granth Sahib. The whole ceremony is concluded by saying prayer to thank the Guru.

This ceremony is usually performed either to seek the Guru's grace or to thank Him for achieving a major materialistic thing in life.

**c. Special programs:** These programs happen almost every week.

1. Weddings: Weddings require services of the Raagis and the Granthi to perform. The ceremonies associated with require around 4 hours of time from a Raagi jathaa.
2. Last rites: Prayers for peace for those who leave this world are performed generally on Saturday or Sunday afternoons. These programs also require Granthis, Raagis and kathaakars.
3. Celebration of birth of a child, birthdays, special achievements etc. One of the daily morning or evening program is converted into these celebrations. These are sponsored by the families.

**d. Sikh festivals and Special days:** There are over 26 special days associated with lives of the Sikh Gurus and the Sikh history that are celebrated every year at the Sikh Gurdwara San Jose. A list is enclosed. Special keertan programs, kathaa and other discourses are organized on these days. On Four special days; Birthday of Guru Nanak, New Year Eve / New Year Day, Vaisakhi (April 14, the day of the birth of Khalsa) and Diwali (“Bandhi chhor divas” also known as liberation day in Sikh parlance) whole day program are organized. These involve several special programs of keertan, kathaa, folk singers known as Dhadis and others.

**e. Programs at homes:** Many of the family sponsored programs like the Akhand Path program or any of the special programs, as defined above, can be performed, at the choice of the family, either at the Gurudwara Sahib or at their residence. For the performances at home a special effort of transporting the Guru Granth Sahib, the Raagis, the musical instruments etc. is involved. The team of Raagis who go to homes are stationed there and, therefore, can not perform any of the other routine duties of Gurdwara during the time they are gone.

### **Khasa School Employees Responsibilities**

Various activities related to education, office, snacks for the children and events (religious and cultural) planning.

### **Repair and Maintenance Manager Responsibilities**

- 1) Understand & document (as required or gather) all of the following
  - a. Power control panel
  - b. Operation of audio and video system.
  - c. Operation of all lights in the building and parking
  - d. Operation of partitioning doors in North & South Halls
  - e. Operation of sprinkler systems
  - f. Operation of fire alarms
  - g. Operation of fountains & waterfall
  - h. Operation of Power Spray
- 2) Building Structure & landscaping
  - a. Inspect all buildings, roofs, light fixtures etc. as required or on weekly basis and fix (or get them fixed) all problems.
  - b. Remove all spots/shoe marks from pillars on regulars basis
  - c. Inspect & fix all plumbing & other problems in kitchens & bathrooms
  - d. Fix & paint all normal wear & tear on weekly basis.
  - e. Inspect landscaping work done and make sure no debris left anywhere.
- 3) Storage, Supplies & Cleanliness
  - a. **Make sure all edible items are stored at proper place and are not mixed with cleaning supplies.**
  - b. Provide all supplies to sevadars. Store them for easy access.
  - c. Provide portable steam cleaners if necessary. These are much better than chemicals and can be used anywhere.

- d. Follow all county health guidelines in the kitchen. Make sure they are enforced by everyone. Make sure all leftovers are stored properly or disposed (thrown away) every night.
- e. Get the kitchens, bathrooms deep cleaned by professional cleaners on regular basis. Ask them to use non-toxic chemicals or just do steam cleaning. Provide them “special shoes” for kitchens.
- f. Make sure there are absolutely no Termites.
- g. Get the outside tiles pressure washed on monthly basis or as required. Do light pressure washing regularly to remove spots.
- h. Get the inside tiles cleaned on regular basis and have them waxed as required.
- i. Get all carpets steam cleaned (shampoo) as required.

## GLOSSARY

**Committee** - Sikh Gurdwara Management Committee (SGPC), may be referred to as the committee in the policies and procedures.

**Dharam Parchar Committee** - This is a subcommittee made of 5 SGPC members. This committee is responsible for managing all religious programs at the Gurdwara.

**Donations** – This is amount donated by the devotees in the form of cash, check or credit cards. These donations are tax deductible.

**Gurdwara (Sikh Temple)** - The Sikh Gurdwara-San Jose, also referred to as the Gurdwara.

**Head Granthi** - Referred to as the Head Priest. This is the primary person for booking events and managing day to day religious functions.

**Sangat** – Are a group of devotees.

**Sevadar** – Is a person who provides any service to the Gurdwara. This person may or may not be SGPC member.

## NOTES:

- Added religious worker responsibilities on 2/19/2014