



# POLICY HANDBOOK



**Wildwood**

2020 EDITION

HEALTH INSTITUTE

# TABLE OF CONTENTS

- SECTION I – RESIDENTIAL LIVING..... 1
  - CHRISTIAN CONDUCT ..... 1
    - Dress Code..... 1
    - Our Health Witness ..... 2
    - Media and Entertainment ..... 2
    - Christian Association..... 2
    - Approved Counselors..... 2
  - TRANSPORTATION POLICY ..... 3
    - Driving and Pedestrian Policy ..... 3
    - ATV Policy..... 3
    - Bicycle Policy ..... 3
  - CAMPUS HOUSING POLICY ..... 4
    - House/Apartment Key ..... 4
    - Appliances and Furniture. .... 4
    - Campus Phone Service..... 4
    - Home Maintenance. .... 5
    - Utility Economic Measures..... 5
    - Pet Policy ..... 5
    - Quiet Hours. .... 6
    - Parental Responsibility ..... 6
    - Adult Children of Staff Living at Home ..... 6
    - Extended Guests at Home. .... 6
    - Fences, Outbuildings, Additions ..... 6
    - Clotheslines. .... 7
    - Lawn Care ..... 7
    - Trees ..... 7
    - Gardens..... 7
    - Outdoor Appearance..... 7
    - Garbage and Recycling..... 7
    - Motorized Vehicles ..... 8
    - Shared Housing..... 8
    - Disciplinary Procedure ..... 8
    - Resident's Responsibility for Damage ..... 8
    - Moving/Departure..... 9

MAIL.....	9
Wildwood Alert.....	9
Outgoing Mail.....	9
Incoming Mail.....	9
Mail After Leaving Wildwood .....	10
 OTHER.....	 10
Fire/Emergencies.....	10
Lake Edna Rules.....	10
Guest Rooms.....	10
Church Services.....	11
 <b>SECTION II – WORKING AT WILDWOOD.....</b>	 <b>12</b>
 WORKER CLASSIFICATIONS.....	 12
Worker Trainee.....	12
Junior Worker .....	12
Senior Worker.....	12
Guest Worker.....	13
Volunteer .....	13
Change of Status.....	13
 WORK HOURS.....	 13
Identity & Work Authorization.....	14
Off-Campus Work/Home Businesses .....	14
Attendance and Punctuality .....	14
Campus Purchasing .....	15
Campus Vehicles.....	15
Safety While Operating Campus Vehicles.....	15
Using Campus Vehicles for Personal Use .....	15
Damage to Campus Vehicles or Equipment.....	15
Copy Machines .....	15
Campus Meetings .....	16
Phone Manners and Personal Calls .....	16
Solicitation of Products .....	16
Sabbath Ministry .....	16
Grievance Procedure.....	17
Resignation/Dismissal.....	17
Relocation Assistance.....	18

COMMITTEES & GOVERNING BODIES.....	18
Executive Committee .....	18
HR Committee.....	19
Wildwood Board of Directors. ....	19
Wildwood Constituency .....	19
SECTION III – BENEFITS .....	20
STIPENDS AND ALLOWANCES.....	20
Worker Benefits .....	20
Part-Time Worker Benefits .....	20
Staff Children.....	20
Store Discounts.....	20
Automobile Insurance. ....	20
Medical Assistance .....	21
Holidays.....	21
VACATION.....	22
Length .....	22
Eligibility .....	22
Maximum Accrual.....	22
Application Procedure.....	22
Vacation Sharing .....	23
Payout Upon Resignation/Dismissal .....	23
EDUCATION BENEFITS.....	23
Center for Health Evangelism.....	23
Elementary School & Homeschooling .....	24
Academy or College.....	24
AUTO SHOP.....	24
Services.....	24
SECTION IV – LEAVE POLICES.....	25
Bereavement Leave.....	25
Business Leave .....	25
Leave of Absence.....	25
Sick Leave .....	26
Medical Leave. ....	26
Maternity Leave.....	27
Paternity Leave.....	27

SECTION V – RETIREMENT POLICIES..... 28  
Elderly Worker Policy..... 28  
End of Life Benefits ..... 29  
Surviving Relatives Benefits ..... 29  
Former Presidents ..... 30  
Cemetery: Maranatha Hill..... 30

SECTION VI – APPENDIX ..... 31  
Worker's Waiver/Commitment ..... 31

# SECTION I - RESIDENTIAL LIVING

## CHRISTIAN CONDUCT

At Wildwood, we desire to create a positive Christian environment based on the principles found in the Bible and Spirit of Prophecy. Therefore, we as workers at Wildwood should seek to truly represent Christ in all that we say and do. Daily prayer and Bible study will be essential for each of us to maintain a connection with Jesus and reveal His character to one another, our guests, and the community around us. In addition, we have set the following guidelines in order to preserve a high standard of Christian conduct.

## DRESS CODE

- Understanding that proper dress helps in our personal witness for Christ, we ask that all staff and students give due attention, prayer and study to this subject and seek to wear that which shuns the immodest fashions of the current age. We ask that our workers instead choose clothing that is simple, modest, neat, clean, attractive, sensible and practical, giving due attention to dress in a way that is current to the times and using colors that are complimentary or matching.
- Sleeveless, capped sleeve, and low cut tops, and tight fitting, clinging or see-through materials are not to be worn by men or women.
- Women are expected to wear dresses or skirts at all times. All dresses and skirts must fall well below the knee whether the wearer is standing or seated. Slits in dresses are only acceptable if the slit is also well below the knee whether the person is standing or sitting, and if the dress is loose-fitting. Culottes are permitted if they are feminine in appearance, loose-fitting, and have the general appearance of a skirt. They are not to be worn in any Wildwood business.
- Shorts are unacceptable for men unless they fall below the knee when the wearer is standing or sitting. They are also not to be worn in any Wildwood business, in class, or at church services.
- Staff are not allowed to wear wedding rings or any other type of jewelry. This does not include tie tacks or broaches.
- Generally speaking make-up is not to be worn aside from any deemed necessary for correction.

*Note: This dress code also applies to all students and staff representing Wildwood while taking part in any off-campus event or business leave.*

## OUR HEALTH WITNESS

Wildwood staff should treat their bodies as the temple of the Holy Spirit and follow the principles of health from the Bible and Spirit of Prophecy. Therefore, we ask that our staff have a vegetarian diet and study the benefits of a complete plant-based diet. Choosing the most healthful foods available will help in our personal health and witness.

No user of tobacco, alcohol, or illicit drugs will be allowed to remain as a staff member or student.

## MEDIA AND ENTERTAINMENT

- Spiritual discernment is expected in the use of televisions, computers, or other media equipment. In order to maintain a godly environment, we ask that our staff avoid watching programs inconsistent with principles taught in the Christian Living class.
- Music should not be played loudly as to annoy neighbors. We encourage workers to listen to music that is in harmony with the principles taught in the Christian Living class.
- Competitive sports or games are not allowed on campus.

## CHRISTIAN ASSOCIATION

Special relationships between men and women working or studying at Wildwood will only be allowed with the counsel and recommendation of one of our approved counselors. Upon this recommendation and agreement from the HR Committee, a courtship may begin and will be announced to the rest of the campus residents and staff. We expect that our staff follow the principles taught in the Christian Home class.

## APPROVED COUNSELORS

- Vaughan or Magda Sparrow
- Charles or Jeniffer Hightower
- Wilbur or Jannette Atwood
- James or Danielle Hartley
- Fernando or Sara Ferreira
- Larry or Patty Stapleton

# TRANSPORTATION POLICY

## DRIVING AND PEDESTRIANS POLICY

The campus speed limit is 25 mph, unless otherwise noted. When in the vicinity of pedestrians, speed should not exceed 20 mph. On dirt roads the speed when passing pedestrians should be such as to not raise dust or splatter mud. Even though this is private property, all state and local traffic laws apply on campus. This means non-licensed drivers should not drive on campus roads.

Pedestrians should have the right of way. They should walk facing oncoming traffic, especially through the tunnel under the interstate. Vehicles should wait until the tunnel is completely clear before proceeding. Reflectors have been placed in the center of the road in some places. Please be especially careful to keep right in these areas.

## ATV POLICY

No passengers are allowed with anyone riding an ATV, unless it is with a parent or legal guardian. We also ask that drivers drive below the speed limit when on paved roads due to the increased risk of accidents. We recommend that all drivers and passengers wear a helmet when driving. Drivers under the age of 18 are required to wear a helmet. The minimum age for operating an ATV larger than 90cc on Wildwood's campus is 16 years old. No person under the age of 12 may operate an ATV. Those age 12 to 15 may operate an ATV only if they are in compliance with all safety requirements and are supervised by a person who is at least 18 years old. We recommend that all drivers complete an approved ATV safety course before operating an ATV.

## BICYCLE POLICY

- Wildwood's lawns are not to be used for bicycle riding at any time.
- Bicycle riding around the lifestyle center is not permitted.
- Cyclists must abide by normal traffic rules, including stopping at all stop signs, and obeying speed limits and safety needs.
- For safety reasons, there should be no cycling after dark without proper bicycle lights and reflectors.
- We recommend that all cyclists use helmets.
- Bicycles should be parked in designated areas and locked when not in use.



## **CAMPUS HOUSING POLICY**

In most cases Wildwood provides on-campus housing for its workers. Housing is provided by the HR Committee. Every effort is made to meet housing needs of newly arriving staff. Upon arrival, the HR director or Campus Maintenance department will do an inspection of the residence to evaluate its condition. Housing relocation request forms may be obtained and submitted to HR for consideration.

## **HOUSE/APARTMENT KEY**

One house/apartment key will be provided for the worker, while a copy of it is held at the HR office. If the resident ever changes his locks, he must bring a copy of the new key to HR. If a worker gets locked out of his house or apartment and needs someone from HR to come unlock it, there will be a \$10 fee for doing so during office hours, and a \$20 fee for after hours. Workers are welcome to make copies of their house keys. Replacement keys can be provided by HR for a \$5 fee, but it may take up to a week for it to be issued.

## **APPLIANCES AND FURNITURE**

The institution is willing to furnish home appliances as it is able. If staff have any Wildwood owned appliances at home, they are asked to use them with care. The institution accepts the responsibility of repairing washing machines, dryers, refrigerators, and stoves, whether they belong to the institution or the worker (one of each for each family unit). The institution does not provide blinds.

When moving from one campus home to another, staff are not allowed to take furniture, appliances, or other items owned by Wildwood, unless permission is given by the Campus Maintenance director or HR director.

Since storage facilities on campus are extremely limited, we ask that no staff member puts his personal belongings in any campus storage without approval from the Campus Maintenance director or HR director.

## **CAMPUS PHONE SERVICE**

A residential telephone service is provided by the institution only as deemed necessary. Staff members are welcome to provide their own service if so desired. Periodically an updated campus telephone directory is issued for your convenience.

## **HOME MAINTENANCE**

Requests for campus maintenance, media, or IT support should be

submitted through online software called Service Desk. You can do so through the following link: <http://servicedesk.wildwoodhealth.org>. Workers need to see IT to set up an account. Please do not request services from IT, maintenance, or media outside of Service Desk, unless it's an emergency. If you do not have access to a computer, requests can be made to the switchboard operator at the lifestyle center.

## UTILITY ECONOMIC MEASURES

Wildwood pays for the utilities of the entire campus. We therefore ask that the following measures be taken by our staff:

- In the winter large non-thermal pane windows should be covered with plastic supplied by Campus Maintenance.
- Electric heaters: We are trying to make sure each home is heated well enough so that space heaters will not be needed. If the use of a space heater is necessary, please request one from Campus Maintenance. Please use it sparingly.
- In homes that have climate control, please set the temperature between 65-72 degrees Fahrenheit in winter months and between 72-78 degrees Fahrenheit in summer months.
- Make a habit of always turning lights off when leaving an unoccupied room.
- If your home is equipped with a wooden stove or fireplace, we ask that the residents get trained by Campus Maintenance before using them. At times wood may be obtained from Campus Maintenance. Staff must first ask for permission before cutting down any living tree.

## PET POLICY

Staff members who have pets should keep them under their supervision and not allow them to roam around unattended. Owners whose pets are found unattended around the lifestyle center will receive both a verbal and written warning. If it happens again the pet is subject to being taken to the local humane society. Those who own dogs must see to it that their pets do not disturb neighbors by their barking, whatever restraints that might entail. If the efforts of restraining fail, the owner must find another home for his pet.

If any campus pet becomes a problem and bothers other families, the families involved should try to work out the problem together. If it cannot be resolved, Administration is willing to listen to both parties and try to work out an agreeable solution.

If pets are allowed inside the home, there is a \$100.00 deposit required to cover possible damage to furniture, screens, carpets, etc. This

deposit may be refundable according to the damage done, if any.

All pets on campus must be up-to-date with their shots and vaccinations.

## QUIET HOURS

The hours of 9:00 pm. to 7:00 am. are designated quiet hours at Wildwood. Both staff and pets should be quiet during these hours so as to not disturb neighbors.

## PARENTAL RESPONSIBILITY

The free association between children of campus families is discouraged. The parents of one family should contact the parents of another family to make arrangements if they wish for their children to spend time together. Children should not be allowed to run freely on campus or around the lifestyle center. They should also not associate in groups without at least one parent present.

## ADULT CHILDREN OF STAFF LIVING AT HOME

Adult children (19 years and older) living at home for more than three consecutive months are required to work eight hours/week or pay the cash equivalent for housing expenses. (This policy will not be applied to children participating in full-time post-secondary education or online studies.) Adult children (19 years and older) living at home will also no longer receive a food allowance. Should the child choose to work to earn a food allowance, he will need to work an additional eight hours/week. As campus residents, all adult children living at home are expected to honor the institute's policies and rules.

## EXTENDED GUESTS AT HOME

All workers living on campus are allowed to have guests staying at their house for up to one month. If they would like to have a guest stay with them for more than one month, they will need to get written permission from HR.

## FENCES, OUTBUILDINGS, ADDITIONS

Fences, outbuildings, additions, and any other home site improvements can be constructed only with prior written approval of HR. All approved additions must match the existing home.

Residents who have chickens on their premises may not have chicken coops visible from main roads. No birds are allowed to roam unattended

or be able to approach any roads, dwellings, or buildings where people walk, drive, work, receiving training, or where merchandise is prepared or sold.

## CLOTHESLINES

If residents would like to air-dry their clothes outside, they must hang it on provided clotheslines. If no clothesline is provided, residents should hang clothes towards the back of their homes or somewhere where it's out of sight.

## LAWN CARE

Any lawn on your site must be mowed. It cannot exceed four inches in height. Small trees and shrubs must be properly trimmed.

## TREES

Trees of any stature are not allowed to be removed without the expressed written consent of Campus Maintenance.

## GARDENS

One of the joys of country living is the home garden. Spots for gardening is available around most homes on campus. If there is no obvious spot near your home, a space will be provided for you by HR. Please keep your home gardens neat and tidy as a witness to guests and neighbors.

## OUTDOOR APPEARANCE

All outdoor furniture is to be properly maintained and kept in a clean and orderly fashion. Children's toys and other objects are to be put away daily or kept in an organized manner.

## GARBAGE AND RECYCLING

Trash must be placed in plastic bags inside a covered trash receptacle situated behind your home. No trash or debris is allowed in yards. All non-burnable and non-compostable garbage should be taken to the nearest campus dumpster. Please take large items to the big dumpster on the Tennessee side of our campus so as to not fill up the smaller ones. Composting household garbage is encouraged as well as recycling.

## MOTORIZED VEHICLES

You must park your vehicle adjacent to your home in the space provided or in designated parking spots. Parking on lawns or extending existing

parking spots must be improved by HR.

If there is limited parking available around a house, only two vehicles per household are allowed to be parked on the community premises. For all on-campus housing there is a limit of two vehicles per single worker and three vehicles per family. Families with four or more licensed drivers can have one car per licensed driver. Non-operatable vehicles are prohibited without the approval of HR. If approval is given, the non-operatable vehicle must be kept out of sight. Trucks larger than pickups, RVs, boats, commercial vehicles, or trailers may not be kept on campus unless they are kept in an area designated for such storage. Mini bikes, dirt bikes, and ATVs are to be properly stored in a shed.

## SHARED HOUSING

Common areas inside worker dorms, apartments, or other types of shared housing are to be kept clean and orderly. This includes kitchens, bathrooms, living rooms, laundry rooms, etc.

## DISCIPLINARY PROCEDURE

In the event of a resident failing to comply with any part of the campus housing policy, the following disciplinary procedure will go into effect:

1. Verbal warning
2. Written warning
3. Fine between \$25-\$100 (deducted from stipend).
4. Executive committee action (possible dismissal).

## RESIDENT'S RESPONSIBILITY FOR DAMAGE

If a worker, family of a worker, or guest of a worker damages any of Wildwood's property or equipment, the worker is held responsible. The damage will be measured according to the cost of restoration or replacement.

After Wildwood and the worker have come to an agreement, the worker, the family, or the guest will receive a written request to pay the damage. He can do so either in lump sum or can request for it to be deducted from his stipend with a monthly rate. Wildwood's payment request shall be accompanied with information setting forth the cost of repair or replacement. The worker is also responsible for any damage done to property, injury, or loss that occurs to the worker himself, his family, or his guests for whatever reason. Residents are welcome to obtain personal homeowners insurance to cover their personal belongings. Wildwood is not responsible for the loss of or damage to personal belongings due to fire, water, storm, or so called 'acts of God'.

## **MOVING/DEPARTURE**

After terminating work, two weeks (without pay) are allowed in order to vacate the home. No work time is given when moving from one house to another on campus unless given approval from HR.

Upon departure from Wildwood or upon moving from one home to another on campus, the resident is required to clean the home, leaving it ready to receive another resident. \$200 will be withheld from the worker's final paycheck as a security deposit until after the final inspection is conducted by HR. If no damage is reported, the withheld money is returned to the worker.

## **MAIL**

### **WILDWOOD ALERT**

The Wildwood Alert is a weekly campus email newsletter that HR sends to workers to their work email addresses. General announcements, notices, and personal ads may be placed in the newsletter free of charge by sending an email to [alert@wildwoodhealth.org](mailto:alert@wildwoodhealth.org).

### **OUTGOING MAIL**

Mail may be deposited in the slots labeled 'U.S. Mail', which can be found near the business office in the lifestyle center and in the campus mailroom next to the guest house on Lifestyle Ln. Outgoing mail is picked up by the post office between 12-1 pm.

All mail to other countries, mail in large envelopes, and envelopes weighing over 10 ounces should have a green customs declaration form filled out and put on top. Anything over 16 ounces should have a white customs declaration form on it.

Mail to departments or individuals on campus may be deposited into the slots marked with 'campus mail'.

UPS and FedEx packages that you would like to return can be put on the shelf that says 'returns' in the mailroom in the lifestyle center.

### **INCOMING MAIL**

On-campus residents should have their UPS and FedEx mail addressed to 435 Lifestyle Ln, Wildwood, GA 30757. USPS mail needs to be addressed to PO Box 129, Wildwood, GA 30757. Mail will be delivered by the Wildwood post office and distributed to assigned mailboxes. Incoming mail is delivered before the end of each business day.

Packages are delivered to the lifestyle center, which are put in the mailroom, ready for pickup.

## MAIL AFTER LEAVING WILDWOOD

In order for your mailing address to be changed after you leave Wildwood, you must submit your new mailing address to HR, after which they will forward your mail to you for 60 days. After that it will be returned to the sender.

## OTHER

### FIRE/EMERGENCIES

In case of a fire or any other serious emergency on campus, be sure to know how to describe the location (giving street names and house numbers). Every house and apartment on campus has a unique name that is known internally. Ask HR for the name of your house or apartment if you don't know it.

### LAKE EDNA RULES

1. Men and women are not to swim in Lake Edna at the same time, unless they are part of the same family.
2. The use of the lake for boating and swimming is at the individual's own risk.
3. Life jackets are to be worn at all times by children, people who can't swim or are limited swimmers, and those who use boats.
4. Children in or around the lake are to be supervised by an adult at all times.
5. Before anyone engages in any lakeside activity, a 'liability release' form must be signed. Children must have this form signed by a parent and/or legal guardian.
6. No fishing is allowed except if permission is given by the president.
7. People who don't live/work at Wildwood are not allowed to be in the lake and use its facilities.

### GUEST ROOMS

Please note that guest housing has limited availability. To ensure suitable housing, prior arrangements should be made with HR. If guests are invited to stay on campus without prior arrangements having been made, they will be expected to stay in the home of the staff members who invited them.

Outpatients or relatives of patients should first get approval from Guest Services to stay on our campus. Housing arrangements will then

be coordinated through HR. Please call HR to get the guest room rates. Meals tickets are available for all guests to eat at the Student Cafeteria or Diet Kitchen, which requires approval from the lifestyle center's director.

From time to time, HR may contact workers to inquire if they are in a position to offer guests of the institution a place to spend the night. Half of the budget for this voluntary service is used by the institution for utilities and general maintenance, and the other half may be used by the home owner for expenses made during the guest's stay.

## CHURCH SERVICES

Friday evening vespers is the one joint service held at the Wildwood Seventh-day Adventist Church for the whole campus to enjoy. This highlight of the week is held at 7:00 pm each Friday evening and includes singing, special reports of our local and worldwide missions, special music, inspirational messages, and from time to time testimonies from individuals in the congregation. Workers are encouraged to attend regularly.

Sabbath morning services and prayer meetings are held in the following Wildwood-led churches: New England, St. Elmo, and Wildwood. There are also other Seventh-day Adventist churches in the surrounding area.



# SECTION II

## WORKING AT WILDWOOD

### WORKER CLASSIFICATIONS

#### WORKER TRAINEE

1. Is new to self-supporting work and is eighteen years of age or older.
2. States that he believes that God has called him here.
3. Is a member in good and regular standing of the Seventh-day Adventist Church.

#### JUNIOR WORKER

1. Has been an advanced student or Worker Trainee at Wildwood for a minimum of twelve months. Time that new workers served at affiliate institutions may be considered, but must be approved by the HR Committee.
2. Has successfully completed the following principle classes:
  - a. Spirit of Prophecy
  - b. Christian Living
  - c. Christian Home
  - d. God's Healing Program
  - e. True Education
  - f. Finishing the Work
3. Is happy and willing to live by the standards and principles taught in the classes listed above.
4. Is happy and willing to cooperate with the institution in reaching its goals and purposes.
5. Receives favorable recommendation from his work supervisor regarding attitude and general productivity.
6. Has a personal interview with the HR director.
7. Makes a two-year commitment to work at Wildwood.

#### SENIOR WORKER

1. Has been a worker at Wildwood for a minimum of twenty-four months (including advanced student time). Time that new workers served at affiliate institutions may be considered, but must be approved by the HR Committee.
2. Has successfully completed two semesters of the advanced Christian Leadership class.
3. Believes wholeheartedly in the standards and principles taught at Wildwood.

4. Is very committed to cooperate with the institution in reaching its goals and purposes.
5. Feels a personal calling to self-supporting work.
6. Receives a favorable recommendation from his work supervisor.
7. Has a personal interview with the president of Wildwood.
8. Makes a two-year commitment to work at Wildwood.

## GUEST WORKER

Those who feel that they cannot make a time commitment to Wildwood, or those who are not Seventh-day Adventists, may be accepted as Guest Workers on a temporary basis, with the terms of their service to be determined on an individual basis.

## VOLUNTEER

Volunteers at Wildwood must be approved by the HR Committee and sign our volunteer waiver form before partaking in any voluntary services. Volunteers do not receive a stipend, but can get their meals in the student cafeteria. Housing may also be provided during the time someone volunteers if they volunteer for a minimum of 30 hours per week.

## CHANGE OF STATUS

HR periodically reviews our worker list to ascertain whether certain individuals might be eligible to attain to a higher worker classification. HR will then make recommendations to the HR Committee for worker advancement. Workers may request advancement at any time if they feel that they have met the requirements. To promote campus unity, it is expected that workers regularly attend worker meetings and vespers before being considered to receive a change of status.

## WORK HOURS

Wildwood operates with a staff that has a sense of mission. Therefore, workers are not paid hourly in the usual understood context. We do expect our workers to work generally 40-45 hours per week and volunteer extra time whenever necessary.

1. Mothers/spouses of full-time workers whose children are younger than school age, or who home school their children, are not required to work. If they do choose to work part-time, they will be given a pro-rated stipend.
2. Mothers/spouses of full-time workers who do not home school, and whose children are ages eight to 14, will be required to work 20 hours per week during times that their children are in school.

3. Mothers/spouses of full-time workers that have children of 15 years and over, or who have no children, will be required to work 25 hours per week.

## IDENTITY & WORK AUTHORIZATION POLICY

1. All workers must provide proof of identification and employment authorization to HR before entering the workplace.
2. If it is discovered that a worker failed to provide both of these requirements, they will be removed from the workplace immediately.
3. If a worker has a pending case with USCIS, they must provide a receipt notice to HR. If none is provided it will result in immediate termination. If a receipt is provided, the worker's status will be switched to that of a volunteer, receiving a per diem allowance and no other benefits. The case will then be evaluated on a three-month basis until his application has been approved and he possesses legal status.

## OFF-CAMPUS WORK/HOME BUSINESSES

Generally, all on-campus residents are expected to work at the institution. Off-campus work (up to 32 hours per month) is allowed on rare occasions when specifically approved by the HR Committee. A spouse not working for the institution, and not exempted from work according to our Worker Hours Policy, is not eligible for any Wildwood benefits other than a 20% discount at the Wildwood Natural Food Market.

There is always the danger that personal business endeavors will interfere with one's duties to the institution. This could cause one to work fewer hours, be tired at work, or leave out important devotional time. However, the institution is willing for workers to have a home business if they so desire, as long as the expense to the institution in electricity, etc., is reimbursed each month. It is not allowed to use buildings that belong to Wildwood's departments for a home business, even if the worker works there.

## ATTENDANCE AND PUNCTUALITY

Workers are required to report for duty promptly at the beginning of their work periods and to remain on the job throughout regular work hours. Workers must also be prompt in returning from rest and lunch periods. Punctual and regular attendance is expected of each worker. When a worker is unable to report for work or will be late, it is expected that he/she will notify his/her supervisor as soon as possible, or leave a

message so that the supervisor will be aware of the situation and can arrange for a temporary replacement, if necessary. Tardiness and unexcused absences may be charged as leave without pay and may be grounds for disciplinary action.

## CAMPUS PURCHASING

Anyone ordering supplies or equipment for institutional use must first have a purchase requisition with the signature of either the work supervisor or other authorized person. These are to be turned in to the accounting office for a purchase order. If shopping for institutional items, be sure to use the tax exempt number from the accounting office. Reimbursements are not given if tax is paid.

## CAMPUS VEHICLES

Wildwood maintains a small fleet of vehicles that are used by various campus departments for institutional purposes. Campus vehicles may only be used by the list of approved drivers from HR. Everyone driving off-campus must have a valid driver's license.

## SAFETY WHILE OPERATING CAMPUS VEHICLES

We ask that staff do not allow passengers to ride in the back of pick-ups on Wildwood's campus unless absolutely necessary. If they do need to have passengers in the back, we ask that those passengers be seated and the driver operate the vehicle with extreme caution. Failure to comply with this policy can result in individuals losing the privilege of driving campus vehicles.

## USING CAMPUS VEHICLES FOR PERSONAL USE

If a staff member is in need of using a campus vehicle, they may do so with the approval of Administration at a rate of 45 cents per mile. For larger vehicles, the charge is 55-65 cents per mile.

## DAMAGE TO CAMPUS VEHICLES OR EQUIPMENT

Staff members will be held responsible to pay for careless damage done to Wildwood vehicles and equipment for up to 50% of the replacement cost or cost of repair as determined by appropriate persons.

## COPY MACHINES

Several campus departments have copy machines specifically for the use of those departments. Personal copies can be made at either the HR or the business office for a fee. If you are unfamiliar with the use of

the machine, ask the office staff for help.

## CAMPUS MEETINGS

Campus meetings usually take place on the first Monday evening of the month, as announced. All staff members are expected to attend. Students are also invited to attend. Announcements of viral interest are made, financial reports are presented, Executive/HR Committee minutes are read, and reports/updates of various campus projects are given.

## PHONE MANNERS AND PERSONAL PHONE CALLS

Using the telephone courteously while representing Wildwood at work can make friends for the institution and also make the workplace more pleasant. In using the telephone, please keep in mind the following suggestions:

1. Answer promptly.
2. Identify yourself by name and department.
3. Give accurate and careful answers.
4. Transfer calls tactfully.
5. Always say “please” and “thank you”.
6. Have a helpful and pleasant tone of voice at all times.
7. Hang up politely.

Personal calls take up valuable time that should be devoted to completing job assignments on a timely basis. It also takes your mind off your work and may tie up Wildwood's telephone lines needed for business use if you are using Wildwood's phones. If you must make occasional personal calls, please limit them.

## SOLICITATION OF PRODUCTS

Workers are not to solicit products to other workers or lifestyle guests during work hours.

## SABBATH MINISTRY

Campus industries are closed during Sabbath hours. However, certain Sabbath duties must be covered especially in the lifestyle center, which can be found on a Sabbath ministry schedule. This schedule HR distributes through campus mail. All staff and students are required to participate in Sabbath ministry, except the following people:

- a. Single mothers with children under the age of 16
- b. Non-working spouses with children age 3 or under
- c. Branch pastors
- d. On-call workers

- e. Off-campus workers
- f. Pregnant women in the third trimester
- g. Women with high risk pregnancies

Finding someone to switch with is acceptable as long as it is communicated with HR and the manager of the department where you would serve (such as Diet Kitchen). Individuals who fail to show up for their Sabbath ministry duty or fail to find a replacement receive a \$20 fine. Upon any subsequent offenses, the fine will be increased by \$20 increments. An individual who commits four of such offenses may be dismissed

## GRIEVANCE PROCEDURE

When it comes to grievances, our plan is to follow what Jesus said in Matthew 18:15-17. If a worker feels that he has been mistreated by a supervisor or another worker, he should first speak to that individual personally. If the situation is not corrected, he is welcome to ask someone who is responsible for that individual to listen and, if necessary, get together with the individual causing the problem. If this fails to work, he may present the case to the Executive and/or HR Committee, who will hear both sides and render a decision. If the worker still feels dissatisfied, he should either bear with the problem or relocate.

## RESIGNATION/DISMISSAL

Since service to this institution is based on mutual consent, either the worker or Administration is privileged to terminate service. It is important for the worker's record and future work experience that termination is brought about properly. There are several types of termination procedures:

### 1. Resignation

- a. Written notice: Workers desiring to resign from the institution should give at least a two-week written notice to their supervisors in order that a replacement can be sought for. Those in supervisory or other key positions are encouraged to give at least a one-month written notice.
- b. Exit interview: The exit interview will give you information regarding steps necessary to acquire any benefits that may be due at the time of resignation. The interview includes plans in regard to returning keys, returning the refundable portion of a pet deposit after a house inspection, and determining the final stipend and benefits to be paid out. It is hoped for that the interview may be a means of obtaining information that could lead to improved institutional morale and service, and that it will assure that the resignation is

not based on some misunderstanding or correctable condition.

## 2. Dismissal

There are two general conditions that subject a worker to dismissal.

1. A lack of adequate job performance.
2. Misconduct.

All dismissals are decided by the Executive/HR Committee.

## 3. Departure

Upon resignation, the worker may stay up to two weeks to pack up and clean his house. The house will be inspected before final settlement is made. Upon dismissal the worker may also be allowed to stay up to two weeks before vacating his house if permitted by the HR Committee. If the worker stays in campus housing beyond the allowed two weeks after resignation, or beyond any permitted time after dismissal, there will be a charge assessed of \$10/day for singles and \$15/day for families to cover the cost of utilities. In addition, the worker may be required to stay on the Sabbath ministry schedule until they have vacated campus housing.

## 4. Probation

Any worker placed on probation by the HR/Executive Committee due to a lack of adequate job performance and/or misconduct may resign or be terminated without obligation.

## RELOCATION ASSISTANCE

If a worker has served the institution for a minimum of 10 years and either resigns or is dismissed, he may request financial assistance for relocation from the Executive/HR Committee. The institution will provide assistance according to its ability either through a bulk payment or smaller payments over several months. Workers who have served 15 years or more will receive a stronger consideration.

## COMMITTEES AND GOVERNING BODIES

### EXECUTIVE COMMITTEE

This committee is chosen annually by the Wildwood Board of Directors and is responsible for:

- Approving all minutes
- Making or changing policies
- Appointing medical staff, the HR director, and all campus department heads.
- Approving check signatories
- Approving new buildings

- Approving significant expenditures or major renovations.

## HR COMMITTEE

The HR Committee is chosen annually by the Executive Committee and is responsible for:

- Processing incoming applications from prospective workers and students.
- Providing counsel or discipline regarding staff or student issues.
- Approving leave requests (leave of absence, business leave, bereavement leave, etc.).
- Resolving campus housing issues.

## WILDWOOD BOARD OF DIRECTORS

The Wildwood Board of Directors meets once or twice per year and is comprised of members who serve three year terms. The role of the board is to set the vision, mission, and direction of the organization, and take action on significant decisions for the organization. The board also appoints the Executive Committee.

## WILDWOOD CONSTITUENCY

The Wildwood constituency is the highest governing body of Wildwood and consists of up to 100 members with deep abiding interest in the affairs of Wildwood. The constituency includes both local Wildwood workers and individuals associated with Wildwood who serve in other fields. This body gathers annually to appoint the officers and Board of Directors of the corporation. Attendance of the annual constituency meeting is restricted to members and invited guests. The constituency weekend meetings are a highlight of the year at Wildwood. Workers will want to support them with their prayers and attendance as they are able. It is a special time of year to reflect on what God has done and is doing through the various ministries of Wildwood and its affiliates around the world.



# SECTION III - BENEFITS

## STIPENDS & ALLOWANCES

### WORKER BENEFITS

Part of Wildwood Health Institute's policy is to provide from operating funds certain benefits to its workers to assist them with general living expenses, as available. In an effort to provide benefits as fairly and equitably as possible, the Executive/HR Committee periodically reviews and updates these benefits to meet the needs of staff. Stipends and allowances are provided on a monthly basis and are handed out at the beginning of each month. Current rates can be viewed on the benefits summary sheet.

### PART-TIME WORKER BENEFITS

Single workers who work less than full-time receive a prorated stipend, food allowance, auto insurance assistance, and all other benefits. Spouses working less than full-time receive a prorated stipend, but still receive the full food allowance.

### STAFF CHILDREN

Parents receive additional food allowance for up to two children. Staff children who are 14 years or older and wish to work may receive an increased allowance. Current rates can be viewed on our benefits summary sheet.

### STORE DISCOUNTS

For the convenience of our workers, guests, and health-minded neighbors, Wildwood operates Wildwood Natural Food Market. All workers receive a staff card at Accounting which gives them a 20% discount at the store. All workers must agree that this discount is for personal use only. Buying items at discount prices for non-workers is not permitted. Full-time Guest Workers who plan to be here for at least six months are also eligible for the discount. Students receive a 10% discount at the store.

### AUTOMOBILE INSURANCE

Workers may receive assistance with personal automobile insurance on a monthly basis. To receive this benefit, the worker must submit an insurance statement to the accounting office. Current rates can be viewed on our benefits summary sheet.

## MEDICAL ASSISTANCE

The following policy applies to Wildwood workers who receive treatments at our lifestyle center and clinic:

1. If insurance is available, no discount will be given until after payment is received from insurance.
2. Worker Trainees get a 75% discount for medical services.
3. Junior Workers get an 85% discount for medical services.
4. Senior Workers get a 95% discount for medical services.
5. These worker discounts are also available for spouses (unless they do not work for the institute and are not exempt from work according to our worker hours policy) and children 18 and under. Children older than 18 also get a discount as long as they are enrolled full-time in post-secondary education.
6. Any medical bills at other hospitals or clinics are the responsibility of the individual. (Learn about the medical fund plan on the benefits summary sheet.)
7. Any injury on the job will be treated without charge at our facility. If care beyond our expertise or equipment is needed, individual arrangements will need to be made.
8. Unless a worker is on a business leave for the institution, it is his responsibility to have his own insurance for any injury from car or motorcycle accidents.
9. Students and Guest Workers should have their own medical insurance. After insurance payments are received, they may receive a discount of 25% for medical services provided at Wildwood, such as clinic services and hydrotherapy. This discount also applies to services provided at Wildwood from outside sources, such as laboratorial work, x-rays, and radiology.
10. Administration is responsible for granting any discounts to patients or individuals who work sacrificially at supporting ministries of the church.

## HOLIDAYS

Wildwood observes the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. Because of the nature of some of the jobs requiring people on duty at all times, not all of our departments can be closed for holidays. Workers who are required to work on holidays are to arrange with their work-supervisor to take another day off within 30 days of the holiday. If a worker fails to take this day off within 30 days, he will lose the day off.

## VACATION

Vacation time is calculated from the first day of service, also known as the anniversary date. A worker's anniversary date is considered to be the first day of the month in which he began as a worker at Wildwood. No vacation time may be taken until a worker has been at Wildwood for a minimum of six months.

## LENGTH

Full-time workers with less than three years of service shall be granted two weeks (10 working days) of paid vacation time per year. Part-time workers are granted two weeks of the same number of hours they normally work per week. However, for a part-time worker to accrue vacation time he must average a minimum of 20 work hours per week. After completing three years of consecutive service, vacation allowance per year is three weeks (15 working days) beginning the fourth year of service. After ten years of service (or five years for Executive Committee members), a worker will be granted an additional week of vacation equaling 20 total days per year.

## ELIGIBILITY

Vacation eligibility shall be based on time accrued from the anniversary date, and may be accrued to a total of no more than 50 days. When workers leave the institution their vacation time accrued will be unaffected if they return to service within three years of their departure. Their vacation status will revert to that of a new worker if they return after three years have elapsed. Any other situations, such as transferring to other self-supporting institutions, will be reviewed as needed.

## MAXIMUM ACCRUAL

A full-time worker shall not accrue vacation in excess of the maximum of 50 vacation days. If the employee's request to use such accrued vacation is denied due to operational considerations, that employee shall have an additional four months within which he must take the vacation to bring his vacation accrual below the maximum. Senior Workers who have accumulated 50 vacation days, and are going to lose a minimum of five vacation days at their anniversary date, will receive a maximum cash payout of \$100.

## APPLICATION PROCEDURE

All workers wishing time off must fill out a vacation leave form available at the HR office or from their department head. Applications must be filed at least two weeks in advance. Once the application has been

granted, it is the responsibility of the applicant to notify HR if any changes are made.

## **VACATION SHARING**

Vacation sharing is not permitted aside from between immediate family members. Even then the work supervisors and HR Committee must give permission first.

## **PAYOUT UPON RESIGNATION/DISMISSAL**

When a staff member leaves Wildwood, all accrued unused vacation time must be used up or paid out at the end of the last pay period.

## **EDUCATION BENEFITS**

### **CENTER FOR HEALTH EVANGELISM**

The Center for Health Evangelism offers a variety of classes in medical missionary work that are available for our workers under the following conditions:

1. The worker must have his work supervisor's positive recommendation.
2. Each full-time worker, regardless of classification, is offered three hours of class per week as part of work time. (Some classes are limited in space.) If a class exceeds three hours per week, staff must get permission from their work supervisor if the classes interfere with work time. Any more than three hours of class per week will not be part of work time, and must be made up for. This does not count for principle classes that workers are required to take.
3. All workers or spouses will first need to complete the principle classes before taking any other classes.
4. Part-time workers cannot count the three class hours as part of their work time.
5. More than three hours of classes may be available for spouses of full-time workers or night workers whose work schedule does not conflict with classes, but they must first register for each class at the Center for Health Evangelism's office. Permission to take classes is according to space availability.
6. Children of staff members who apply and are accepted as students will be eligible for the following tuition discounts for our on-campus courses, depending on the worker classification of either parent at the start of the course:
  - a. 25 percent if either parent is a Worker Trainee.
  - b. 50 percent if either parent is Junior Worker.

c. 100 percent if either parent is a Senior Worker.

Note: Room and board will be provided according to the regular policy if the child is younger than 19 years. However, the student will be required to work the same number of hours as the other in-class students, being paid at the rate of a Guest Worker. Enrolled staff children who are 19 years or older and live at home need to work regular hours for their room and board expenses.

7. Our Health Evangelism course classes are also available online.

Workers may register to access these classes, but will need to pay half of the registration fee to our online school for a one-year account, while the institute pays for the other half. The worker must pay for any extension in full. Registration fees vary year to year, but are typically around \$60.

## ELEMENTARY SCHOOL & HOME SCHOOLING

Workers have the freedom to either home school their children or send them to another school, and, if funds are available, receive some financial support from Wildwood to do so. Current rates of support can be viewed on the benefits summary Sheet.

## ACADEMY OR COLLEGE

Families with children attending school at an academy or college may request tuition assistance from the HR Committee. Academy assistance has priority over college tuition. This benefit depends on the financial position of the institution. Current rates of support can be viewed on our benefits summary sheet.

## AUTO REPAIR SHOP

### SERVICES

Wildwood has an auto shop for the maintenance and repair of campus vehicles. There is a \$20 hourly charge for all such work for Wildwood workers and a \$40 hourly charge for everyone else, which is payable on the completion of the job at the accounting office before the individual can pick up his car. At this price, the auto shop is unable to guarantee the work. Should it become necessary to repeat the work, the same hourly payment will apply except in case of negligence.

# SECTION IV

## LEAVE POLICIES

### BEREAVEMENT LEAVE

In the case of a death in the immediate family, a leave may be granted to a staff member with no loss of stipend under the following conditions:

1. Two days if the funeral is held within 150 miles.
2. Three days if the funeral is held further than 150 miles.
3. Five days if the funeral requires international travel, except for Mexico or Canada.

Note: Immediate family is defined as the parents, grandparents, parents-in-law, brothers, sisters, spouse, or children. Special cases involving others may be considered by the HR Committee. Sick days can be used for bereavement.

### BUSINESS LEAVE

Business leaves may be granted by the HR Committee according to the following guidelines:

1. A mission trip planned by Wildwood or one that Wildwood participates in.
2. Attendance at board meetings or conventions deemed valuable to the work of Wildwood or OCI.
3. Trips to assist in the development or growth of projects connected to Wildwood, LIGHT, or OCI.

### LEAVE OF ABSENCE

A leave of absence is an unpaid leave that can be granted only through an agreement by the work supervisor and a HR Committee vote. Such leaves will only be granted in the case of an emergency or a compelling situation. Staff will only be allowed one week of leave of absence per year or may risk their position at Wildwood. This privilege may be saved for a period of three years to provide for those who may need a longer leave of absence. As far as possible all requests should be in writing, using the approved leave of absence form, and must be submitted to the HR Committee at least two weeks (one month for department heads) prior to the first day of the intended leave. All leaves of absence—except for sick leave, medical leave, or bereavement—are without remuneration, and benefits are suspended until the worker returns to service. An authorized leave does not break continuity of service, but the time will be deducted from the total accrued service.

Personal leave of absence may not be initiated until all vacation time is

used up, including semiannual vacation time that would be added up to 90 days following the requested leave of absence time.

Every attempt will be made to reinstate workers in the same or similar position if they return within the approved time period and are able to function in the position held at the time of leave. Otherwise they will be used in another capacity. This is not a guarantee, but only an expression of policy. Workers who do not return from a leave within the approved period will be subject to discipline, including possible dismissal.

Furthermore, there is a \$25.00 weekly utilities charge.

Any staff members who fail to appropriately request and receive approval for leave of absence, and proceed to take the leave anyway, will receive a written warning and be fined \$50. A second offense may result in a larger fine or job loss at Wildwood.

## SICK LEAVE

In case of sickness or injury that would involve absence from work, all workers are required to communicate with their work supervisor as soon as possible. If the sickness or injury prevents a staff member to work for more than three consecutive days, a written note from the doctor must be provided to HR. Repeated absence from work due to sickness or injury may result in job loss. Sick leave may be utilized by workers when they are unable to perform their duties because of:

- a. Sickness or injury
- b. Medical, dental, or optical examinations and/or treatments.
- c. Pregnancy
- d. Required care of a sick or injured member of their immediate family.
- e. Death in an employee's immediate family.

All workers shall earn sick leave at the rate of half a day for each month of service, excluding leave of absence without pay. Sick leave may be used for half or full days of absence. On the worker's anniversary date, all unused sick leave over 10 days will be transferred to vacation time. In case of a worker's termination, sick days cannot not be paid out or be shared with co-workers or family members.

## MEDICAL LEAVE

A worker may receive medical leave upon the recommendation of his campus physician and the concurrence of the HR Committee. The policy includes, but may not be limited to:

1. The worker receives full benefits for the first month of leave.
2. Depending on the circumstances surrounding the illness, accident, and length of service at Wildwood, the stipend may decrease to

half or a third of the total amount for the second and the third months. All other benefits will remain the same.

3. After three months subject to the counsel of the physician and after evaluating all pertinent information and circumstances, the stipend may cease, but other benefits may remain at the full amount. The worker may receive a prorated stipend once he starts working again, the stipend reflecting the hours worked.
4. During the time granted from medical leave, workers undergo periodic re-evaluation of their condition. The time elapsed between examinations will be determined by their physician in consultation with the appropriate committee. If as much as six months should elapse, and the worker is still unable to continue full-time service, Administration and the worker will discuss continuance of service.

## MATERNITY LEAVE

Working mothers are entitled to receive up to three months maternity leave prior to delivery, receiving the regular spouse allowance, and up to one month of leave upon delivery, receiving full benefits. These benefits are prorated for part-time workers.

## PATERNITY LEAVE

Fathers are entitled to receive up to five working days of paternity leave following the birth of a child, receiving full benefits.



# SECTION V

## RETIREMENT POLICY

### ELDERLY WORKER POLICY

Our general practice has been that our staff continues to work beyond the age of normal retirement. When workers are no longer able to work due to age or health, they continue to receive benefits according to the following policy:

1. In order to qualify for elderly worker benefits, a staff member must have served a minimum of 20 years before the age of 65. Years of service are counted from the first month the individual becomes a worker at Wildwood. This applies to all workers classified as Worker Trainee, Junior Worker, or Senior Worker. If an eligible worker has served a period of part-time work between the years of full-time service, the part-time period will be converted into a full-time equivalent.
2. The reception of elderly worker benefits begins at the age of 70. At that point, eligible workers may stop working and continue to receive full benefits as listed at #3 below. However, if he wishes to continue working full-time or part-time, he may do so as encouraged by Administration.
3. Full benefits include the current Senior Worker level stipend, food allowance, on-campus housing, utilities, the current rate of auto insurance support as long as the worker owns, operates, and insures his own vehicle, medical benefits as outlined in the medical assistance policy for Senior Workers, the Senior Worker discount at the Natural Food Market, and benefits at the Center for Health Evangelism.
4. Elderly workers who have completed 30 years of service by age 70 receive an additional 20 days of paid vacation per year for a total of 40 days per year as long as their current work responsibilities permit such absence. The vacation policy on maximum accrual will still apply to elderly workers.
5. Those who have served 30 years or more before age 70 may request living assistance as needed. The Executive/HR Committee looks into each case individually and provides assistance to the best of the institute's ability.
6. Starting at age 65 eligible workers who are not physically able to work will be provided full benefits upon approval by the Executive Committee, but will not qualify for living assistance.
7. If a qualifying elderly worker who no longer works leaves campus for longer than a year, his house owned by Wildwood will not be

reserved.

## END OF LIFE BENEFITS

If an elderly worker dies while living at Wildwood he will be entitled to a funeral service and burial. The institute provides a grave site in the Wildwood cemetery, a dug grave, and a campus-built coffin. The deceased worker's family members are responsible for providing a headstone and/or marker for the grave.

## SURVIVING RELATIVES BENEFITS

The benefits of the elderly worker policy are designed to assist staff members who have served Wildwood for many years in their retirement. Upon a worker's death, none of the deceased worker's benefits will be transferred to the surviving relatives. A spouse who has been married to a qualifying elderly worker, but did not work full-time him/herself during those years due to raising children, will qualify for the elderly worker benefits according to the level of the working spouse. Spouses who do not meet this requirement may submit a written request to the Executive Committee for consideration of continuing benefits.

### Payout Options

- a. Starting at age 65 an eligible elderly worker who wishes to move away from Wildwood's campus may opt to choose to receive monthly payments equivalent to the amount of a Senior Worker stipend and food allowance for a period of no more than five years.
- b. By choosing the cash payment option, the worker forfeits all other elderly worker benefits, including those that would be available to a spouse/relatives at the time of the worker's death. The forfeited benefits include housing, utilities, auto insurance assistance, off-campus medical benefit, and elderly care. Only store discounts and on-campus medical benefits will be provided beyond the five-year period.
- c. A shorter payout period may be negotiated with Administration and granted if the institution can afford it.
- d. If the eligible worker chooses to leave Wildwood before he reaches the age of 65, the payout option will not become available to him until he reaches that age.
- e. A qualified elderly worker who still works at Wildwood cannot receive payouts.
- f. If an elderly worker who has received payouts returns to work at Wildwood later, he will receive only benefits earned in a regular worker capacity.

## FORMER PRESIDENTS

Any former president who has served at least a three-year term as president at Wildwood, and has served at least ten years in total, who is asked by the board to leave, is eligible to receive payouts according to the elderly worker policy. Any former president who has not been reelected for the next presidential term, but has not been asked to leave, may choose to stay at Wildwood and continue to work to accumulate the required years of service to qualify for the benefits as outlined in the elderly worker policy.

## CEMETERY: MARANATHA HILL

The Wildwood cemetery (also locally known as Deakins Cemetery) behind the chapel serves as the final resting place of many soldiers of the cross. All present Wildwood workers and immediate families are permitted to be buried there. In addition, the following categories will be considered:

- a. Any previous workers with at least 10 years of service.
- b. Those connected to sister institutions.
- c. Dade county residents so requesting.
- d. Wildwood Seventh-day Adventist Church members.

Anyone else requesting cemetery space must be ready to bring cremated remains as space is limited. Fees will be charged. Campus funeral arrangements are usually quite simple and inexpensive compared to commercial arrangements. For additional information, contact HR.

# SECTION VI

## APPENDIX

### WORKER'S WAIVER/COMMITMENT

I, the undersigned, am aware that Wildwood Sanitarium, Inc. d/b/a Wildwood Health Institute ("Wildwood") is a supporting ministry of the Seventh-day Adventist Church, which is operated for religious purposes and whose policies and practices most closely resemble a religious order, and that according to the Georgia Labor Code, the term employment does not apply to services performed in the employment of the organization, which is operated primarily for religious purposes, and is supported by the church or by a member of a religious order in the exercise of duties required by such an order.

Therefore, I hereby release Wildwood from any and all liability whatsoever arising out of any damage, loss, or injury to me or my property incurred as a result of my work activities. I understand that due to not being an employee of Wildwood I will not be covered by any worker's compensation insurance.

I understand that Wildwood is a service organization made up of workers who usually serve one or more years. I desire to be a part of Wildwood as a worker to be used where most needed and understand that my service at Wildwood will be without guarantee of remuneration. I further recognize that the institute can terminate my service, usually with at least a two-week notice.

I have read the Wildwood policy handbook and have explained the principles to my family members (if applicable), and have come to the conclusion that the policies are fair and representative of a Christian institution.

(A signed copy of this agreement must be kept in the HR department's office.)

**Name**

**Signature**

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**Date**

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# Wildwood

H E A L T H I N S T I T U T E

[www.wildwoodhealth.org](http://www.wildwoodhealth.org)