

Employee Handbook – POP QUIZ

*Students, be sure to use a #2 pencil or Sharpie Magnum. Carefully listen to each question and then circle the letter of the correct answer, which, by the way, is "C." Yes, that's right, the correct answer for every question is letter "C".
Cheating is encouraged.*

Do not work ahead of the class. Your teacher (the bald, good-looking guy at the front of the class) will lead the class in reading each question.

1. I need to sign an acknowledgement stating I've read the new handbook because...
 - a. I'm not trusted.
 - b. Some lawyer says its' a good idea.
 - c. There's some new stuff I need to know.

2. There is a section called the "Statement of Ethics" in the handbook that outlines...
 - a. How to ethically cheat on your taxes.
 - b. When I need to wear my seatbelt.
 - c. The rules of the game for staff members of GCC—they will keep you from being sidelined due to perception of wrong doing. (Pages 11-12)

3. When it says that we maintain an "at will" employment policy, it means...
 - a. You must do anything your supervisor asks (i.e. like wash their car or polish their shoes).
 - b. You work for free.
 - c. It is legalese that complies with Indiana hiring law and means you don't need a reason to quit and GCC doesn't need a reason to terminate your employment. (Page 13)

4. We only allow 3 days of vacation to be carried into the next year because...
 - a. There are only 3 members of the trinity.
 - b. There are only 3 letters in "God."
 - c. It's a matter of health and wellness. We want you to take time off. (Page 21)

5. Compensation packages are personal and confidential because...
 - a. We want to keep our staff poor without anyone else knowing.
 - b. We want our staff to be millionaires without anyone else knowing.
 - c. Since the days of Cain and Abel, comparisons have caused jealousy, finger-pointing, and an occasional rock over the head. (Page 16)

6. Floating holidays are allowed because...
 - a. It's a real bummer when they sink.
 - b. Who wouldn't want to work on Labor Day?
 - c. It gives you flexibility to schedule them at the best time for your team and family. (Page 19)

7. Our vacation policy has changed and is now based on...
 - a. The type of car you drive.
 - b. The amount of hair on your head (i.e. less hair = more vacation)
 - c. How long you have served at GCC. (Page 21)

8. In addition to sick leave, you can have extended time off for...
 - a. Visiting certain Zoo's (as long as they belong to the Zooville Association of America).
 - b. Building a house, shed, or igloo.
 - c. Military leave, Jury Duty and medical care for you or a family member under the Family and Medical Leave Act of 1993. (Pages 24-31)

9. HIPAA and COBRA are...
- a. Species of snakes found in the Jungle Room.
 - b. Names being considered for the church mascot.
 - c. Acts of congress which give you certain benefits related to health insurance. (Pages 34-35).
10. "Don't wear the sweatpants your wife has been trying to get rid of for years" is a statement which...
- a. Was written by an angry wife.
 - b. Shouldn't be in any employee handbook.
 - c. Appears in our employee handbook on page 38.
11. The Employee Handbook contains a new section with a list of prohibited activities on GCC computers. The list includes...
- a. Sending emails to your spouse.
 - b. Using YouTube or Facebook.
 - c. Using the internet for political causes or activities, gambling, or sending or posting chain letters. (Pages 39-40)
12. It also contains a new "Conflict of Interest" section. A conflict of interest exists when...
- a. You purchase something you are interested in.
 - b. You are conflicted about what to buy.
 - c. You, or someone close to you, stands to benefit directly or indirectly from a financial decision you are making on behalf of the church. (Page 41).

13. GCC now has a sexual harassment policy which prohibits unwanted sexual advances. Other activities prohibited include...
- a. Sending notes of encouragement.
 - b. Shaking hands.
 - c. Doing anything which creates an intimidating, hostile or offensive work environment. (Page 42-43)
14. There will be times when you will need to be reimbursed for an expense you make on behalf of the church. However, in no instance will GCC reimburse for...
- a. Purchasing pet food for small children.
 - b. C4 or other explosives.
 - c. Alcoholic beverages. (Page 46)
15. GCC credit cards are only to be used for...
- a. One-way flights to Cancun.
 - b. Lottery tickets.
 - c. GCC budgeted purchases. (Page 47)
16. The entire Employee Handbook can be found...
- a. At Martin's SuperMarket (only \$19.99).
 - b. On Ebay (make a bid).
 - c. InsideGCC from any computer in the building (it's free!).