

First Presbyterian Church
of Fernandina Beach

Personnel Policy Manual

FPC Personnel Policy Manual

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Introduction

The following information contains the Personnel Manual of First Presbyterian Church of Fernandina Beach, Florida ("FPC" or the "Church"). This manual applies to all employees of the Church and is designed to provide employees with information about the working conditions, employee benefits, and the policies and philosophies affecting employment with the First Presbyterian Church of Fernandina Beach. Employees should read, understand, and follow all provisions of this manual.

These personnel policies are adopted as a general guideline for the personnel administration of the Church. When administering these guidelines, the Church will make every reasonable effort to follow the policies. However, should circumstances prevent strict application of a policy, the spirit and intent of the guideline will take precedence over the specific text of the policy, solely at the discretion of the Church.

General Statement of Personnel Philosophy

To assure stability, uniformity and clarity, there are five principles or policies that we believe must be followed and fully developed:

1. All employees are to abide by the Golden Rule. We expect all employees to be considerate and cooperative with all others, sharing common interests in development of the ministry of Jesus Christ in this church.
2. Staff members are expected to exercise leadership in their areas of responsibility under the direction of the Senior Pastor/Head of Staff. We shall make every effort to select and place employees so that they will be physically, mentally, and temperamentally fitted to the jobs they are expected to do. It is expected, however, that all employees will view their employment at FPC as members of one team. We strive to work together to carry out the tasks Christ has set before us.
3. We shall make every effort to supply adequate equipment and material for the work to be performed and will keep working conditions as pleasant and comfortable as possible.
4. We shall provide fair compensation for work done, provide reasonable security for continued employment, and in every way possible provide for opportunity and hope for advancement both in salary and level of work performed.
5. An atmosphere of pleasant association shall be maintained. All employees are expected to "have the mind in him which was also in Christ Jesus." We will think and work positively, looking ahead and planning for more and better things.

Values and Mission Statement

The following represents the *Values and Mission Statement* of First Presbyterian Church of Fernandina Beach, which all employees are expected to support:

VALUES

Community of Faith

Strengthened by our past, anchored by our present, and focused on the future, we serve together as members of Christ's body, the Church.

Authentic Worship

In joyful response to God's grace, we gather to pray, sing, listen to God's word, celebrate the sacraments, and offer ourselves in service to God.

Scripture

Firmly planted on the unique and authoritative word of God, we look to scripture to reveal how to live.

Spiritual Growth

We journey together as Christian disciples to grow in our faith, discern our unique gifts, and share those gifts with others.

Welcoming

With open arms and unconditional love, we strive to create and maintain a friendly, caring, and loving environment.

Reaching Out

As servants, we care for strangers, heal the sick, feed the hungry, help the oppressed, and share the gospel.

Stewardship

In response to God's great generosity, we seek to be faithful stewards of all God has given us.

Collaboration

Knowing that God's work requires a variety of expressions, we strive to collaborate with each other and with other congregations in our community.

Presbyterian Tradition

Anchored in a Presbyterian heritage, we are guided by our Church's confessions and committed to being a Church that is reformed and always reforming.

MISSION STATEMENT

As part of the body of Christ, the First Presbyterian Church of Fernandina Beach is called together to worship God, to nurture one another, to discover together where God is leading us; to plan effectively how to witness to our faith; and to teach and carry out this ministry and mission of Jesus Christ to our best ability. Our outreach is to our families, our Church, our community, and to all the world.

The *Values* and the *Mission Statement* can be summarized in the tagline:

“Anchored in Grace. Moved to Mission.”

EMPLOYMENT

101 Nature of Employment

Employment with the Church is entered into voluntarily, and the employee is free to resign at will at any time. Similarly, the Church may end the employment relationship at will at any time.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the Church and any of its employees. In addition, these provisions supersede all existing policies and practices and may not be amended or added to without the express approval of the Church Session.

102 Equal Employment Opportunity

To provide equal employment and advancement opportunities to all individuals, employment decisions at the Church will be based on merit, qualifications, and abilities. The Church does not discriminate in employment opportunities or practices on the basis of race, color, religion (except when after careful study, religious affiliation is determined to be a bona fide occupational qualification), ethnicity, gender, national origin, age, disability, or any other characteristic protected by law.

The Church will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship for the church. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, benefits, and training.

Questions or concerns about any type of discrimination in the workplace should be brought to the attention of the Senior Pastor/Head of Staff or the Chair of the Personnel Committee. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

103 Ethics and Conduct

The successful operation and reputation of the Church is built upon the principles of fair dealing and ethical conduct of Church employees. The Church's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of the Church is dependent upon the trust of its congregation, and Church staff is dedicated to preserving that trust. Employees, whether on or off duty, owe a duty to the

Church and its congregation to act in a way that will merit the continued trust and confidence of the congregation.

In general, the use of good judgment, based on high ethical principles, should guide all employees with respect to acceptable conduct. If a situation arises for which it is difficult to determine the proper course of action, the matter should be discussed openly with the Senior Pastor/Head of Staff or the Chair of the Personnel Committee.

104 Nepotism

The employment of relatives in an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality at work, personal conflicts from outside the work environment can disturb day-to-day working relationships.

Relatives of persons currently employed by the Church may not be hired by the Church. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage and including cohabitating couples/significant others.

105 Immigration Law Compliance

The Church is committed to employing only United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Church within the past three years, or if their previous I-9 is no longer retained or valid.

106 Chain of Command

All employees of FPC work under the direction and supervision of the Senior Pastor/Head of Staff, who may delegate specific administrative and supervisory responsibilities. The Senior Pastor/Head of Staff is responsible to the Personnel Committee and Session in personnel matters.

The Senior Pastor/Head of Staff is to be available for consultation with each employee for hearing suggestions or complaints concerning the job without prejudice. If appropriate, the Senior Pastor/Head of Staff may pass on suggestions and concerns to the Personnel Committee.

107 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Church's business dealings.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. If employees have any influence on transactions involving purchases, contracts, or leases, however, it is imperative that they disclose the existence of any actual or potential conflict of interest to an officer of the Church as soon as possible, so that safeguards can be established to protect all parties.

108 Outside Employment

An employee may hold a job with another organization or be self-employed if the employee satisfactorily performs job responsibilities associated with Church employment and has prior approval for such employment from the Senior Pastor/Head of Staff. All employees will be held to the same performance standards, regardless of any existing outside work or volunteer requirements.

If the Church determines that an employee's outside work or volunteer work interferes with the employee's performance or the ability to meet the requirements of the Church, the employee may be asked to terminate the outside employment or volunteer relationship if the employee wishes to maintain Church employment.

Outside employment or volunteer work will present a conflict of interest if it has an adverse impact on the Church. The Church may restrict specific outside employment based on the position held by the employee with the Church. Requests for outside employment that conflicts with specific jobs with the Church will not be approved.

109 Personnel Records

The Church maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, results of background check, confidentiality statement, position description, Terms of Call (Pastors), Personal Information Form (ordained staff), IRS form W-4, records of training, documentation of performance appraisals and salary increases, emergency contact, and other employment records.

It is important that personnel records be kept up to date by employees. Employees should notify their supervisor in the event of changes such as name change, address, phone number, marital status, emergency contact, beneficiary, education, military status, driver's license (if driving is required as part of job), licensing, certification, and training.

Personnel files are the property of the Church; the Senior Pastor/Head of Staff is the official custodian of personnel files. Access to the personnel files shall be limited to the Senior Pastor/Head of Staff and the Personnel Committee Chair; however, the Personnel Committee Chair will provide supervised access to personnel files on an as-needed basis. Each employee may have supervised access to his or her file upon request to the Chair of the Personnel Committee. The Senior Pastor/Head of Staff or Personnel Committee Chair will monitor this file review by the employee.

110 Disability Accommodation

The Church is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Pre-employment inquiries are made only about an applicant's ability to perform duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, and position descriptions.

The Church is also committed to not discriminating against any qualified employees or applicants because those employees or applicants are related to or associated with a person with a disability. The Church will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The Church is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

111 Staff Changes and Advancement

It is the policy of the Church to promote from within for non-ordained positions when qualified employees are available. The Church reserves the right to conduct concurrent recruitment for positions as considered necessary. Employees are eligible for consideration when experience, education, job performance, and skills are consistent with the qualifications of the open position. To apply for an open non-ordained position, employees should send a letter of interest along with an updated resume to the Senior Pastor/Head of Staff and the Chair of the Personnel Committee.

The Personnel Committee and the Senior Pastor/Head of Staff are responsible for all matters regarding personnel. If a vacancy occurs in any support position, it is the responsibility of the committee to initiate appropriate measures for replacement. If a vacancy occurs in an ordained position, the Nominating Committee will nominate a search committee (Pastor Search Committee), which recommends a candidate. This candidate is then voted upon by the congregation.

112 Employment Categories

It is the intent of the Church to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee will belong to one of the following employment categories:

- Ordained, full-time
- Ordained, part-time
- Exempt, full-time
- Exempt, part-time
- Non-exempt, full-time
- Non-exempt, part-time

Ordained applies only to Teaching Elders (pastors) ordained by or received into the PCUSA and to non-ordained employees who have graduated from seminary, have their first call and have their ordination date scheduled.

Exempt Lay applies to lay employees whose duties are primarily administrative and to commissioned lay pastors. Non-exempt lay applies to lay employees whose duties are primarily non-administrative.

Employees are classified as full-time when they are scheduled to work at least 35 hours per week.

113 Employment Reference Checks

To ensure that individuals who join the Church work force are well-qualified and have a strong potential to be productive and successful, it is the policy of the Church to check the employment references of all applicants.

The Church will respond to all reference check inquiries from other employers.

114 Probationary Period

The probationary period is intended to give newly hired employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Church uses this period to evaluate employee capabilities, work habits, and overall performance. Failure to satisfactorily complete the probationary period may result in the termination of employment.

All new and rehired employees work on a probationary basis for the first three months after their date of hire.

115 Employment Applications and Documents

The Church relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented on employment forms used throughout the hiring process and after employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment. Résumés will not be considered in lieu of the initial employment application.

116 Pay and Performance Evaluations

Employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis with the Pastor/Head of Staff or their immediate supervisor. A formal written performance evaluation will be conducted at the end of the employee's initial period of hire, known as the probationary period, and annually thereafter.

Annual pay adjustments may be awarded to employees to recognize employee performance. The decision to award such an adjustment is dependent upon many factors, including the information documented by the formal performance evaluation process.

An employee who does not achieve a satisfactory rating as part of an annual performance review may be placed in a ninety-day Performance Improvement Period (PIP). Following completion of the ninety-day PIP, the employee will be further evaluated. Failure to achieve the minimum rating on the next review will result in the proposed separation of the employee for substandard performance.

117 Progressive Discipline

It is the policy of the Church to administer fair and consistent discipline for unsatisfactory conduct and performance. The best disciplinary measure is the one that does not require enforcement but comes from good leadership and fair supervision at all employment levels.

The Church's own best interest lies in ensuring fair treatment of all employees and in making certain that corrective/disciplinary actions are prompt, uniform, and impartial. The major

purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

All corrective actions, except for informal counseling, are to be documented to the employee's personnel file.

Disciplinary action may call for any one of four steps – oral warning, written reprimand, suspension (with or without pay), or termination of employment – depending on the severity of the problem and the number of occurrences. Although the intent of progressive discipline is to address ongoing issues, extenuating circumstances may arise when one or more steps are bypassed. If more than twelve months have passed since the last disciplinary action, the process will normally start over.

The Church recognizes that certain types of employee problems are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, most employee problems can be corrected at an early stage, benefiting both the employee and the Church.

118 Termination of Employment

FPC is an at-will employer in accordance with Florida state law.

Termination of employment is an inevitable part of personnel activity within any organization, and includes resignation, retirement, and discharge. The Church will generally schedule exit interviews at the time of employment termination, except in the case of an involuntary employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits or return of Church-owned property. Suggestions, complaints, and questions can also be communicated.

Any employee resigning from employment with the Church should give to the Senior Pastor/Head of Staff or the Personnel Committee Chair two weeks prior written notice of his or her intentions.

The Senior Pastor/Head of Staff, with the concurrence of the Personnel Committee, is responsible for dismissal for cause of non-ordained staff by written notice. Such action shall be reported to the Session in a prompt fashion.

EMPLOYEE BENEFITS AND LEAVE

201 Employee Benefits

Eligible Church employees are provided a wide range of benefits that are funded by the Church. Several of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law. Benefits eligibility is dependent upon a variety of factors, including employment classification.

All employees are required to submit a written request for leave – vacation, parental leave, sick leave, bereavement leave, and so on -- to the Senior Pastor/Head of Staff prior to taking the leave.

202 Holidays

The Church will grant paid holiday time off to all eligible full and part-time employees from the date of hire. The Church office will not be open on designated holidays.

The following holidays (or its legal holiday) are designated as holidays for the Church staff.

1. New Year's Day
2. Martin Luther King, Jr. Day
3. President's Day
4. Good Friday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Veteran's Day
9. Thanksgiving
10. Day after Thanksgiving
11. Christmas Eve
12. Christmas
13. New Year's Eve (1/2 day)

203 Vacation

Vacation leave with pay is available to employees to supply opportunities for rest, relaxation, and personal pursuits. The amount of paid vacation leave provided each year increases with the length of employment at specific intervals. The length of eligible service is calculated based on a "benefit year," which is one year from your anniversary date.

All ordained ministers will receive vacation equal to or more than Presbytery minimum requirements and in accordance with their Terms of Call.

All other staff members are entitled to vacation per the following schedule:

Years of Service	Vacation Accrual
1 – 4 years	2 weeks
5 – 9 years	3 weeks
10+ years	4 weeks

Four weeks paid vacation is the maximum for all non-ordained staff.

Vacation will be taken with the approval of the Senior Pastor/Head of Staff, concurrent with the approval of the Chair of the Personnel Committee. While vacation shall not be denied an employee, it must be scheduled at the convenience of the Church.

Vacation may not be accrued for more than one year. An exception may be made to accrue vacation beyond this period only under unusual circumstances if approved by the Senior Pastor/Head of Staff, with the concurrence of the Chair of the Personnel Committee.

Upon termination, employees will be paid for unused vacation leave earned.

204 Sick Leave

Sick leave may be granted to full-time and part-time employees of the Church when a personal illness or physical disability results in the incapacity of the employee to perform his or her usual duties. It is the policy of the Church to grant six days of sick leave to full-time employees annually.

Unused sick leave benefits will not accrue from year to year.

Employees who are unable to report to work due to illness or injury should notify the Senior Pastor/Head of Staff before the scheduled start of the workday, if possible. The Pastor/Head of Staff must also be contacted on each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be needed to verify the disability and its beginning and expected end dates. Such verification may be needed as a condition to receiving sick leave benefits.

Sick leave benefits are intended solely to supply income protection in case of illness or injury to self and may not be used for any other absence. Employees may substitute any accrued vacation leave for sick leave.

205 Parental Leave

Parental leave for the birth or adoption of a child by full-time employees shall be granted for up to six weeks with full compensation. Vacation time may be used to supplement leave at the discretion of the employee and subject to approval of the Senior Pastor/Head of Staff and the Personnel Committee.

Unpaid extensions may be granted for longer periods only upon approval of the Senior Pastor/Head of Staff and the Personnel Committee. From the time an employee begins parental leave, the position will be held for a maximum of 16 weeks with the approval of the Personnel Committee. FPC's parental leave policy is not governed by the Family and Medical Leave Act.

206 Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify the Senior Pastor/Head of Staff at once.

Up to five days of paid bereavement leave due to the death of a family member will be provided to regular full-time and regular part-time employees. The Church defines family members as the employee's parent or stepparent, spouse, child (to include foster children), parent-in-law, child's spouse, sibling, grandparents, or grandchildren. Special consideration will also be given to any other person whose association with the employee was like any of the above relationships.

One day of bereavement leave may be granted due to the death of any other family member not included above who is related by blood or marriage in order that the employee may attend the funeral service.

Bereavement leave will normally be granted unless there are unusual staffing requirements. Employees may, with the Senior Pastor/Head of Staff's approval, use any available vacation or personal leave for additional time off, as necessary.

207 Jury Duty

The Church encourages employees to fulfill their civic responsibilities by serving jury duty when required. A copy of the summons and an estimate of the amount of time the employee is expected to be away from work should be provided to the Senior Pastor/Head of Staff as soon as possible. While serving, each employee will be paid his or her normal rate of pay. If released by the court prior to the end of the employee's normally scheduled workday, the employee is expected to return to work.

Either the Church or the employee may request an excuse from jury duty if, in the Church's judgment, the employee's absence would create serious operational difficulties.

208 PC(USA) Benefits Plan

The PC(USA) Book of Order mandates that each church must enroll all pastors for full participation in the Board of Pensions Benefit Plan. Lay employees may be enrolled for either full or limited coverage as described in the Board of Pensions Benefit Plan. Employees with the same classification must be treated the same for purposes of enrollment in the Benefits Plan.

Employees are classified as full-time for purposes of Administrative Rule 105 when they are scheduled to work at least 35 hours per week. Employees who work fewer than 35 hours per week but between 20-34 hours per week are considered part-time under the Benefits Plan.

With the exception of ordained personnel, FPC presently has chosen not to enroll its employees in the PCUSA Benefits Plan.

209 Workers' Compensation

Workers' compensation insurance is provided at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance supplies benefits after a short waiting period or, if the employee is hospitalized, at once.

An employee who is involved in an accident or incident, or sustains a work-related injury or illness, should inform the Senior Pastor/Head of Staff or his or her designee at once. This will enable an eligible employee to qualify for coverage as quickly as possible.

210 Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Florida law. Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.

211 Personal Leave

It is the policy of the Church to grant three days of paid personal leave to full-time and part-time employees of the church. Eligibility for personal leave begins once the employee has completed his or her probationary period. The Senior Pastor/Head of Staff may grant more personal leave at his or her discretion in the exercise of pastoral care, not to exceed two weeks. Personal leave may not be accrued from one year to the next.

All approvals for personal leave must take into consideration the needs of the church, except in case of emergencies. Personal leave will be charged as it is taken; the minimum charge for personal leave will be one half day.

No payment will be made for accrued personal leave of an employee upon termination of his or her employment with the church.

212 Personal Leave without Pay

Employees who require time off in addition to paid leave may request personal leave without pay for up to a maximum of thirty days per occurrence. Employees must exhaust all available paid leave before unpaid leave will be granted. Approval for such leave is at the discretion of the Senior Pastor/Head of Staff, with the concurrence of the Chair of the Personnel Committee.

All employees employed for a minimum of ninety days are eligible to apply for an unpaid personal leave of absence. The Senior Pastor/Head of Staff must approve leave.

During leave without pay, employees will not accrue paid leave benefits.

The employee must return to work on the scheduled return date or be considered to have voluntarily resigned from Church employment. Extensions of leave will be considered only on a case-by-case basis and must be approved by the Senior Pastor/Head of Staff.

213 Sabbatical Leave

Sabbatical leave is a planned time of study and renewal by which one seeks personal and professional growth. It is an opportunity for pastors to disengage from regular and routine tasks so that their ministries may be viewed from a new perspective and their soul may be renewed to serve refreshed. It is not a prolonged vacation. Through reflection, prayer, rest, study, and travel, one finds through this temporary period the promise of God who sustains us, leading to a renewal of energy upon return to the permanent call.

Subject to the Terms of Call, sabbatical leave is offered to full-time ordained ministers, after seven years of service. Sabbatical leave with full pay will not, ordinarily, exceed 90 days. However, it may be taken in conjunction with earned vacation. In contrast, time allotted for continuing education in the calendar year in which Sabbatical leave is taken shall be included in the period of leave and shall not be in addition to such leave.

A written plan of study with identified goals shall be presented to the Personnel Committee for consideration and recommendation to the Session at least six months prior to the beginning of the proposed leave and in sufficient time to consider the impact of the proposed leave on the church budget for the calendar year in which the leave is to be taken. The proposal shall include details on how the time will be used, proposed arrangements for covering the pastor's congregational duties in his or her absence, and costs associated with the proposed leave.

Sabbatical leave shall not be terminal leave. If the pastor chooses to leave that particular ministry within the period of one year after the completion of a sabbatical, the salary attributable to the sabbatical should be refunded to the church.

Before the leave begins, the pastor and the Personnel Committee or the Session shall inform the congregation about the leave. It is appropriate at that time to explain the church's policy on Sabbatical leave and to outline the pastor's proposed plans. To the extent that the proposed leave varies from the Terms of Call, approval by the congregation is required. The timing and plans for such communication should be determined when the Sabbatical leave is approved by the Session.

Upon the return from Sabbatical, the pastor should share with the Personnel Committee, Session, and congregation details of the leave as well as reflections on its value and benefits.

COMPENSATION AND TIMEKEEPING

301 Timekeeping

The Church requires all non-exempt employees to keep an accurate record of time worked to calculate employee pay. Time worked is all the time spent on the job performing assigned duties.

It is the employee's responsibility to review time records to certify the accuracy of all time recorded. The Senior Pastor/Head of Staff or his or her designee will then review, approve, and sign the time record before sending it for payroll processing.

302 Method and Payment of Wages

FPC considers full-time employees to be those employees working 35 hours per week or more on a regular basis. These employees will be compensated on an annual salary basis paid in twenty-four pay periods on the 15th and 30th of each month unless other arrangements are made with the Personnel Committee.

FPC considers all employees who work less than 35 hours per week to be part-time. Such employees will be compensated according to employment agreements made with the Personnel Committee.

Each paycheck will include earnings for all work performed through the end of the previous payroll period.

If a regularly scheduled payday falls on a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Employees may have pay directly deposited into their bank accounts with advance written authorization to the Church. Employees will receive an itemized statement of wages in this case.

303 Social Security (FICA)

All non-ordained staff members will participate in Social Security contributions upon employment. The church will pay its full share and automatically deduct the employee's share. Ordained staff members are responsible for paying their own Social Security taxes; reimbursement is at the discretion of the congregation in that minister's Terms of Call.

304 Fair Labor Standards Act

The Fair Labor Standards Act of 1938 ("FLSA" or the "Act"), among other things, sets general standards for minimum wages and overtime compensation. The Act applies, however, only to

covered enterprises and covered employees. The Wage and Hour Division (WHD) of the Department of Labor has ruled that “[generally], enterprise coverage is not applicable to employees engaged exclusively in the operation of a church or synagogue since their activities are not performed for a ‘business purpose’ within the meaning of FLSA.” See WHD opinion letter dated November 4, 1983; see also WHD opinion letter dated July 23, 1975 (Coverage would *not* be applicable to church employees, such as a janitor, engaged exclusively in the operation of the church since their activities are not performed for a business purpose.

Employees of enterprises not covered under the FLSA may still be individually covered by the Act if they are engaged in interstate commerce, the production of goods for commerce or activities closely related and directly essential to the production of goods for commerce. The WHD has asserted, however, that it will not assert that an employee who on isolated occasions spends an insubstantial amount of time performing individually covered work is individually covered by the FLSA. See WHD opinion letter dated September 23, 2005.

In short, none of the employees of FPC is subject to the FLSA, because the Church is a non-covered enterprise and no employees are engaged in interstate commerce other than on isolated occasions. Accordingly, none of the Church’s employees, including part-time employees, is entitled to the benefits of the minimum wage or overtime compensation provisions of the FLSA.

305 Advance on Pay

The Senior Pastor/Head of Staff may grant an advance of salary for hardship or when a pay date falls within an employee's vacation. Only one check advance for one pay period will be allowed per calendar year.

306 Garnishments

The church office must receive and process garnishments according to legal requirements.

EMPLOYEE CONDUCT, WORK CONDITIONS, AND RULES

401 Public Relations

It is vital that members and friends are always treated with unfailing courtesy and understanding, regardless of the situation. This means that employees should meet all situations prayerfully, calmly, and courteously. Many members and friends visit the church and its offices daily. The courteous reception they receive from employees and the neat appearance of the office influences their confidence and attitude.

All employees must make public relations a priority. A friendly greeting, a smile, a wave of the hand, a handshake—all of these are important, since FPC is called to serve God's people. Therefore, every employee must go out of his or her way to be friendly, courteous, and helpful to all who come to the office, call on the phone or attend our services. Employees must take the lead in public relations.

402 Requests for Financial Assistance

Any person appearing at the church asking for financial assistance, for whatever cause, should be referred to the ministerial staff, if appropriate, or to Barnabas Center.

403 Confidential Nature of Church Business

The confidential relationship between a minister and each church member or friend is a fundamental principle of the ministry of FPC. In addition, it is essential for every member of the church staff, whatever his or her position, to respect and keep the confidential aspects of the church's business. Transactions, correspondence, counseling, conversations, and negotiations involving our members and friends must not be discussed with other persons or in any way made public. Information from church files is equally confidential and may be used only in accordance with established procedures.

Information about the church's internal activities should also be treated with care, ensuring that its confidentiality is kept. Only the Pastor/Head of Staff or his or her delegate may release such information to the public.

Confidential information should not be discussed that might be overheard by church members, visitors, or others not authorized to have access to such information.

The following declaration of confidentiality emphasizes the importance of protecting the confidential nature of the relationship between the church and its members and friends, as well as the importance of exercising prudence in any discussion relating to church matters. Each member of the church staff is required to sign this declaration and a copy shall be kept in his or her personnel file:

As a staff member of the First Presbyterian Church, I pledge that I will respect and maintain the confidential relationships that exist between this church, ministers, Session, and each of its members or friends. I will not discuss transactions, correspondence, counseling conversations, personal information, or negotiations involving our members or friends with other persons or in any way make such information public. I also will refrain from divulging information concerning the church's internal activities.

404 Employee Relationships and Problem Resolution

The Church is committed to providing the best possible working conditions for its employees and strives to ensure fair and honest treatment of all employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a prompt response from the Church.

All staff members are expected to treat each other with mutual respect; each employee should demonstrate loyalty to the church and to each other. Employees are encouraged to offer positive and constructive criticism to one another.

Employees should always be willing to assist other staff members in areas of ministry beyond their own and to do so in a spirit of personal edification and cooperation. All employees are expected to conduct their church relationships – with employees, officers, and members of the church – in a manner that is mutually beneficial and cooperative.

When any misunderstanding arises among or between employees, employees should not relate this misunderstanding to another employee or church member; rather, they should follow the procedures outlined in Matthew 18:15-17. If, after going to the offending employee personally, the misunderstanding cannot be resolved, the employee should go to the Senior Pastor/Head of Staff at once so that the problem may be resolved. If the matter concerns the Senior Pastor/Head of Staff or cannot be resolved with the Senior Pastor/Head of Staff, the employee should contact the Personnel Committee Chair. Employees should not allow misunderstandings or inter-office conflicts to interfere with their responsibilities. Employees should make every attempt to resolve conflicts prayerfully and scripturally so that unity and love can permeate our relationships together.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can staff members develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

405 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, the Church expects employees to follow rules of conduct that will protect the interests and safety of all employees, congregation, and the Church organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment; unsatisfactory performance; insubordination in the line of assigned duties; neglect in the use and care of FPC property and/or funds; repeated unexcused absence and/or repeated absences or tardiness; illegal, dishonest, or unethical conduct; or repeated failure or refusal to observe FPC policies.

Termination of employment is the action of last resort when measures to improve performance have been ineffective or when the employee's conduct dictates that employment should not be continued; some examples of such conduct are listed in the preceding paragraph.

406 Work Schedules

Office hours for FPC are from 8:30 a.m. to 5:00 p.m., Monday through Thursday, with forty-five minutes off for lunch. Friday office hours are 8:30 a.m. to 12:30 p.m., at which time the church office shall close. The Senior Pastor/Head of Staff may grant permission for alternate work hours if it is in the interest of the Church to do so. Employees are expected to be on time each day. Lunch should be taken between the hours of 11:00 a.m. and 2:00 p.m. under normal circumstances, coordinating with other staff to ensure coverage of the church office.

Unless otherwise specified in the terms of employment, employees will conduct their work on church premises. If circumstances require an employee to perform office work at another location, the employee must inform the Senior Pastor/Head of Staff. Such action is to be the exception rather than the rule.

407 Rest and Meal Periods

Each workday, employees are provided with a rest period of fifteen minutes in length for every four hours worked. To the extent possible, rest periods will be provided in the middle of work periods. This time is counted and paid as time worked.

All regular full-time employees are provided with one meal period each workday. Non-exempt employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

408 Attendance and Punctuality

To carry out the goals of the Church, it is imperative that every employee be present when scheduled to provide the highest level of service possible.

Unexpected or unplanned absences (due to illness or injury) should be reported to the Senior Pastor/Head of Staff or his or her designee by 9:00 a.m. on the day of the absence or as soon as possible; the reason and expected length of absence should be furnished.

Further calls should be made to the church office or Senior Pastor/Head of Staff each day of absence, except when the illness or reason for absence is of a nature that the daily call would be impractical or unnecessary.

Employees taking leave without advance notice and approval, in the absence of an unforeseen emergency, may be terminated. A no call/no show lasting three consecutive working days, unless there are extenuating circumstances, is considered job abandonment and will result in immediate termination of employment.

409 Emergency Closings

At times, severe weather or other emergencies can disrupt Church operations. In extreme cases, these circumstances may require the closing of operations at the discretion of the Senior Pastor/Head of Staff.

410 Dress Code

In addition to having their own identities, employees and volunteers represent the Church. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image the Church presents to congregants and visitors. Therefore, it is expected that each employee displays the ultimate in good grooming, dress, and behavior.

411 Church Property

Employees are responsible for all the Church property, equipment, materials, or written information issued to them or in their possession or control.

Each employee is issued keys for his or her personal use and must always maintain possession of such keys. Keys shall not be loaned to others and must not be left in desks overnight. Each employee is personally responsible for the safekeeping of any keys received.

Employees are expected to keep their offices and other areas of the church in which they work neat and orderly at all times.

All Church property must be returned by employees on or before the last day of work upon termination of employment.

412 Handling Money

Employees should be extremely sensitive to their responsibility in handling money in any amount or for any purpose. Employees should be diligent in channeling as quickly as possible any money from any individual directly to the church office manager.

413 Safety

The safety and well-being of Church employees and congregation is of critical importance to the organization. Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must at once report any unsafe condition, injury, accident, or incident to the Senior Pastor/Head of Staff or his or her designee.

414 Accidents on Church Property

Every reasonable and prudent effort should be made to aid persons injured on the church premises. The church administrative assistant or one of the pastors should be notified promptly of any such accidents. For anyone under the age of 18, every effort should be made to contact the parents. If the injury appears serious in any respect, an ambulance should be summoned to treat the injured person. A full report of the accident by all witnesses should be obtained promptly, together with their names and addresses. Employees will not make any statements or discuss the accident and injury with anyone except the investigating law enforcement officers, the Senior Pastor/Head of Staff, and the Personnel Committee Chair.

415 Employee Accidents on Church Property

In the case of a job-related injury to any employee of the church, immediate notification will be given to the Senior Pastor/Head of Staff or his or her designee. This notification is to be followed by a written report, signed by the employee, stating the nature and time of the accident and the injury received. If the injury requires immediate medical attention, the employee should be taken to an urgent care facility or the hospital emergency room. If the injury is life-threatening, a 911 call should be made at once for treatment of the employee.

416 Use of Tobacco Products

In keeping with the Church's goal of providing a safe and healthy environment for all, the use of tobacco products is not allowed in any building on the Church campus. This policy applies equally to all employees, congregants, and visitors. Employees who choose to use tobacco products must do so outside of the Church buildings during lunch or on a break.

417 Use of Phone System

Employees should discourage incoming personal calls. Employees should practice discretion when making personal calls while on duty.

Employees should always speak in a courteous and professional manner. Please confirm information received from the caller and disconnect only after the caller has done so.

418 Travel Expenses

The Church will reimburse employees for reasonable travel expenses incurred while away from the Church for training and other Church purposes. All travel must be approved in advance by the Senior Pastor/Head of Staff. When travel is completed, employees should submit completed travel expense reports within ten calendar days. Reports should be accompanied by receipts, as applicable.

Employees who are involved in a crash while traveling on business must promptly report the incident to the Senior Pastor/Head of Staff. Vehicles owned, leased, or rented by the Church may not be used for personal use without prior approval by the Senior Pastor/Head of Staff.

419 Computer and E-mail Usage

Computers, computer files, the e-mail system, and software furnished to employees are Church property intended for Church use. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

The Church strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees. Therefore, the Church prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

E-mail may not be used to solicit others for commercial ventures, political causes, outside organizations, or other matters not related to the Church.

Employees may only use software according to the software license agreement. The Church prohibits the illegal duplication of software and its related documentation. No personal software will be loaded on any Church computer without specific authorization by the Senior Pastor/Head of Staff.

420 Internet Usage

Internet access is provided by the Church to employees. The following guidelines have been set up to ensure responsible internet usage.

Data that is composed, transmitted, accessed, or received via the internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the internet is expressly prohibited.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the internet.

421 Social Media

The use of social media presents certain risks and carries with it certain responsibilities. Social media includes all means of communicating or posting information or content of any sort on the internet, whether associated or affiliated with the Church, as well as any other form of electronic communication.

Each employee is solely responsible for electronic postings. The Church has set up these guidelines for proper use of social media while employed by the Church:

Contacting children (fifth grade and below) via social media is unacceptable. Friending on Facebook, picture taking, and posting to any social media without parental permission is not allowed. Contact with children should be through their parents or direct mail to their home.

In permissible postings, always be fair and courteous to fellow employees, congregation members, suppliers, and people who work on behalf of the Church.

Make sure any postings are always honest and accurate when posting information or news, and if a mistake occurs, correct it quickly. Be open about any earlier posts that have been altered. Remember that the internet archives everything; therefore, even deleted postings can be searched.

Post only appropriate and respectful content. Do not create a link between personal blogs, websites, or other social networking sites to the Church website without prior approval from the Senior Pastor/Head of Staff. Never represent personal postings as the official policy of the First Presbyterian Church of Fernandina Beach.

The use of social media while on Church work time or equipment is prohibited unless it is work-related and authorized by the Senior Pastor/Head of Staff.

Do not use Church email addresses to register on social networks, blogs, or other online tools utilized for personal use.

422 Drug- and Alcohol-Free Workplace

It is the Church's policy to provide a drug-free, healthy, and safe workplace. To promote this goal, employees must report to work in proper mental and physical condition to perform their jobs in a satisfactory manner.

Neither alcohol nor drugs, other than those prescribed by a physician or over-the-counter medications, will be allowed on church premises. Using either alcohol or drugs during working hours may be cause for immediate dismissal.

423 Unlawful Discrimination and Harassment

The Church is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's gender, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

Any employee who wants to report an incident of discrimination or unlawful harassment should promptly report the matter to the Senior Pastor/Head of Staff or the Chair of the Personnel Committee. Employees can raise concerns and make reports without fear of reprisal.

Any employee who becomes aware of discrimination or unlawful harassment should promptly advise the Senior Pastor/Head of Staff or the Chair of the Personnel Committee, who will jointly investigate the matter in a prompt and confidential manner.

424 Sexual Harassment

It is the policy of FPC to maintain a workplace free from any form of sexual misconduct or sexual harassment by any employee, member, or friend of the congregation. The scope of this policy is not limited to church buildings or grounds. It includes all contacts in carrying out this congregation's responsibilities and relationships with employees, volunteers, and others. Any form of sexual misconduct or sexual harassment is unacceptable behavior. Appropriate corrective or disciplinary action shall be taken as warranted. For guidance, FPC relies on the Equal Employment Opportunity Commission ("EEOC") definition of sexual harassment.

The EEOC defines sexual harassment in the following terms: "Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

In addition to the definition of sexual harassment discussed above, EEOC guidelines outline sexual harassment in more detail. What follows is a summary of some of its more salient points. Victims of sexual harassment may be male as well as female. Sexual harassment may also occur between employees of the same gender. The gender of the harasser and the victim are not important; the key is whether one person, regardless of that person's gender, is the target of unwelcome sexually oriented conduct.

If you feel you have been a victim of sexual harassment, it is appropriate to report this to the Senior Pastor/Head of Staff and/or the Personnel Committee Chair. It is not appropriate to discuss the incident(s) with other members of the staff. The person to whom the complaint is made should document the conversation in writing, asking the employee to be as specific as possible about particular incidents. These questions should include:

- What happened?
- When did it happen?
- Where did it happen?
- Were there any witnesses to the incident?
- How did you respond?
- Has this person ever done this to you before or done something else to you which you considered sexual harassment?
- Did you tell anyone else about this incident?
- Do you know of anyone else this person may have treated similarly?

An investigation of the complaint will begin at once. Every effort will be taken to treat the situation confidentially. If the victim says there were witnesses or that the accused has treated other employees similarly, these people will be interviewed individually and privately before the accused is confronted. Every step of the investigation will be documented in writing, including meetings with the accuser, the accused, and other employees. Employees who are interviewed as part of a sexual harassment investigation must treat the investigation as confidential.

Special safeguards will be applied in handling sexual harassment complaints to protect (as far as possible) the privacy of the complainant and the alleged harasser. However, because the church must act on behalf of all employees, the church cannot guarantee the anonymity of an individual making or filing a formal or informal complaint.

After interviewing all pertinent employees, the person conducting the investigation will meet with the alleged harasser with another witness to get his or her side of the story. The employee should be reminded about what sexual harassment is and be instructed not to engage in that behavior again, even if it seems innocent.

Depending on the seriousness of the misconduct, an employee may not be terminated for a first offense of sexual harassment. Instead, he or she may be counseled about the serious nature of the complaint and reminded that sexual misconduct will not be tolerated. This meeting will be documented, and the employee will sign a statement indicating that he or she understands that future incidents could lead to termination. Of course, complaints that are more serious will call for more severe action, possibly including termination.

If the Personnel Committee does not achieve a satisfactory resolution of the complaint, the Committee on Ministry of the St. Augustine Presbytery may be asked for assistance. If an ordained staff member is accused of improper conduct within the EEOC's definition of sexual harassment, any procedure prescribed by the Committee on Ministry and the St. Augustine Presbytery will be implemented.

425 Workplace Violence Prevention

The Church is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the Church has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on Church premises.

All employees will always be treated with courtesy and respect.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the Senior Pastor/Head of Staff or the Chair of the Personnel Committee. When reporting a threat of violence, be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible. Do not jeopardize personal safety.

The Church will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety and the integrity of its investigation, the Church may suspend employees, either with or without pay, pending investigation.

Any employee found to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Church encourages employees to bring disputes or differences with other employees to the attention of the Senior Pastor/Head of Staff before the situation escalates into potential violence.

426 Workplace Bullying

The Church defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work or in the course of employment.” The purpose of this policy is to communicate to all employees that the Church will not in any instance tolerate bullying behavior.

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when being investigated. As in sexual harassment, it is the effect of the behavior upon the individual that is important. The Church considers the following types of behavior examples of bullying: verbal or physical bullying, gesture bullying, and exclusion.

427 Fraternization

Supervisors must conduct themselves at all times in such a way as to allow them to be objective in carrying out their responsibilities such as assigning work, appraising performance, and administering discipline.

Supervisors who engage in romantic or personal relationships with subordinates could compromise their ability to be objective and to treat all employees equally. Additionally, romantic or personal relationships could expose the Church to harassment allegations.

Therefore, it is the policy of the Church to disallow and expressly prohibit supervisors to engage in a romantic or personal relationship with any employee who is a subordinate of the supervisor. A subordinate of the supervisor is defined for the purpose herein as any employee whom the supervisor has the ability or responsibility to hire, promote, or appraise performance and similar activities, or any employee for whom the supervisor has the ability or responsibility to recommend such actions.

428 Solicitations

To ensure a productive and harmonious work environment, persons not employed by the Church may not directly make solicitations or distribute literature in the workplace at any time for any purpose.

The Church recognizes that employees may have interests in events and organizations outside the workplace; however, employees may not make solicitations or distribute literature concerning these activities during working time. Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.

Examples of impermissible forms of solicitation include:

- The circulation of petitions
- The distribution of literature not approved by the Senior Pastor/Head of Staff
- The solicitation of memberships, fees, or dues.

In addition, the posting of written solicitations on Church bulletin boards is restricted. If employees have a message of interest to the workplace, the message must be submitted to the Senior Pastor/Head of Staff for approval prior to posting.

429 Political Activity

The Church recognizes the citizen rights of its employees, provided, however, that no employee is engaged in political activity while on duty or that could conflict with employment with the

Church. For policy administration purposes, the following are examples of prohibited actions; however, this list is not all inclusive.

- Participation in any political activity while on duty or use of any Church equipment or facilities for such activity.
- Distribution of campaign literature, buttons, or other paraphernalia while on duty or on Church property.
- Wearing campaign buttons, etc., while on duty.

The intent of this policy is to allow meaningful, constructive political participation, but not in those areas where the effectiveness of the employee or the Church would be harmed.

PERSONNEL POLICY MANUAL

EMPLOYEE ACKNOWLEDGEMENT FORM

The Personnel Policy Manual describes important information about the Church and my employment, and I understand that I should consult the Senior Pastor/Head of Staff or the Chair of the Personnel Committee regarding any questions not answered.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the manual may occur. All such changes will be communicated to me, and I understand that revised information may supersede, change, or end existing policies. Only the Church Session has the authority to adopt any revisions to the policies in this manual.

Furthermore, I acknowledge that this manual is neither a contract of employment nor a legal document. I have received a copy of the manual, and I understand that it is my responsibility to read and follow the policies contained in this manual and any revisions made to it.

EMPLOYEE'S NAME (printed)

EMPLOYEE'S SIGNATURE:

DATE