

Personnel Policies & Practices Westminster Presbyterian Church Albany, New York



Reviewed by Personnel Committee: March 23, 2016

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The employment policies and practices of Westminster Presbyterian Church of Albany, New York (the “Church”) are designed to strengthen the effectiveness and job satisfaction of Church personnel. As set forth in these Personnel Policies & Practices (the “Handbook”), the Church is committed to equal employment opportunity and fair employment practices in keeping with the standards of the Albany Presbytery, Synod of the Northeast, the General Assembly of the Presbyterian Church (U.S.A.), and the State of New York. The policies which follow are meant to convey the employer’s commitment to providing consistent, specific and well-defined employment practices, and the responsibility of the employees to give their best performance for the work for which they are hired. Upon recommendation by the Personnel Committee, these policies and practices are subject to review and revision by the Session of Westminster Presbyterian Church, at its discretion.

It is the recommendation of the Church’s Personnel Committee that this document be reviewed biennially.

The contents of this Handbook are provided for employees’ use as a reference guide and summary of practices, methods and benefits and are not to be construed as a contract of employment or used for strict interpretation of the policies and/or procedures provided herein. This Handbook is subject to amendment, modification or termination without notice at the discretion of the Session of Westminster Presbyterian Church.

The contents of this Handbook do not constitute an express or implied employment contract and do not guarantee any fixed terms or conditions of employment. The Handbook is only intended to provide an overview of the Church’s general rules, policies, operating procedures and benefits programs currently in effect for employees. This Handbook does not change the at-will nature of an employee’s relationship with the Church.

Employment-at-Will - Either the Church or any employee may terminate the employment relationship at any time for any reason, with or without cause, and with or without notice. Only the Church’s Head of Staff has the authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to the foregoing at-will relationship. Any employment agreement, to be enforceable, must be in writing and signed by the Church’s Head of Staff.

Program Staff – Employees who are employed by the Church to exercise leadership in the mission and program of the Church, including music, education, worship and mission and other similar positions specifically identified by the Church shall be referred to as Program Staff.

Support Staff – Employees who are employed by the Church to provide administrative assistance, management and support services to the Program Staff and the Church shall be referred to as Support Staff. Support Staff shall be hired by the Head of Staff or his or her designee.

All Support Staff are under the overall supervision of the Head of Staff. However, employees are also part of the office “team” and may be called upon to perform other functions. The assignment and coordination of all work of the Church office is ultimately the responsibility of the Head of Staff or his/her designee.

Part-Time Employees – Employees hired to work a regular schedule of less than 40 hours per week shall be considered Part-Time employees.

Full-Time Employees – Employees hired to work a regular schedule of 40 hours or more per week shall be considered Full-Time employees.

Recruitment and Selection – All employees of the Church shall be hired using the general practices of advertising, interviewing, testing of skill, background and credit checks consistent with the EEO guidelines of the Albany Presbytery and applicable law.

Immigration Compliance – The Church is committed to employing only United States citizens and aliens authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must timely complete the appropriate documents, which includes completion of an Employment Eligibility Verification Form I-9 and requires current documentation establishing an employee's identity and employment eligibility. Employees who fail to complete this form and produce the necessary documentation in the manner and time required by law will be subject to immediate termination.

Personnel Data Changes – It is the responsibility of each employee to promptly notify the Church of any changes in personnel data that may affect employee benefits and/or payroll arrangements. Information that should be kept current includes, but is not limited to, personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency and insurance beneficiaries.

Falsification of Information – The Church relies upon the accuracy of information contained in employment applications, as well as the accuracy of other data presented throughout the hiring process and during employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in the Church's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Nepotism – To affirm and facilitate equal opportunity for all employees and employment candidates and in an attempt to avoid any actual or perceived conflicts of interest, care will be exercised in the employment and assignment of persons who are direct relatives of people in the Church's employ. Employees should not be assigned to a position where a direct relative is in a position to supervise or influence the employee's salary, promotion or other terms and conditions of their employment.

Period of Review – The first 3 months of an individual's employment shall be considered a period of review for the employee and the church. If the employee's supervisor determines that the performance standards are met at the end of this period, employment will be continued. A position description, and a copy of this Handbook, shall be given to each person upon employment. The employment-at-will policy will remain in effect during this review period and all other employment periods. Thus, consistent with the Church's policy of at-will employment, either the employee or the Church may end the at-will employment relationship at any time during or after this review, with or without cause or advance notice.

Performance Review – The Personnel Committee will provide Church employees with a performance review annually, according to a calendar set by the Personnel Committee. Reviews shall be conducted according to the guidelines developed by the Personnel Committee.

Salary Review – The Church will attempt to review salaries and stipends annually, taking into account changes in the cost of living and changes in job responsibilities, performance and the financial condition of the Church. All salary and stipend adjustments and increases are to be recommended by the Personnel Committee in consultation with the Head of Staff and approved by the Session of Westminster Presbyterian Church. The Personnel Committee will endeavor to make its salary recommendations within a timeline which will enable the budgeting of adequate monies for future year budgets.

Workweek – The regular workweek for Church employees will run from 12:00 a.m. on Monday through 11:59 p.m. on Sunday.

Pay Periods – Employees shall be paid on the 15th and the last working day of each month unless other specific pay periods have been agreed upon.

Overtime and Other Pay Practices – It is the policy of the Church to compensate employees in compliance with the federal Fair Labor Standards Act (FLSA) and applicable state law, including but not limited to the prevailing wage provisions of the New York State Labor Law, where applicable. The Church generally maintains a 40-hour workweek for regular full-time employees. If you are classified as a non-exempt (or hourly) employee, you will receive overtime for all hours worked in excess of 40 hours per workweek, as required by law. As a matter of policy, however, for any employee to work overtime, authorization must be obtained in advance from the employee's immediate supervisor.

If you are classified as an exempt (or salaried) employee, you will be paid on a salary basis. This means that your salary is a predetermined amount that does not vary based on the quantity or quality of work you perform in a given pay period. Certain deductions, however, may be withheld from the salary of exempt employees. These include (but are not limited to) deductions for:

- social security,
- federal, state and local taxes,
- participation in Church-sponsored benefit and retirement plans,
- absences from work for one or more full days for personal reasons, other than sickness or disability, where an employee has exhausted his or her paid personal or vacation leave benefits,
- absences from work for one or more full days because of sickness or disability (including work-related accidents), taken either before an employee has become eligible for sick leave benefits or after an employee has exhausted their paid sick leave benefits,
- unpaid disciplinary suspensions of one or more full days imposed on exempt employees in good faith for infractions of workplace conduct rules, including violations of the Church's policies on falsification of information, equal employment opportunity, workplace harassment and discrimination, drugs and alcohol in the workplace, and the employee conduct and work rules contained in this Handbook, and
- full or partial days not worked during the initial or terminal week of employment.

Deductions from exempt employees' salary may not be made for absences from work caused by the Church or by the Church's operating requirements (for example, if the Church closes its facilities on a scheduled work day), if you are ready, willing and able to work, nor for any other reasons prohibited by federal or state law.

If you have questions about payment of overtime, about deductions from your salary as an exempt employee, or about any other issues regarding your rate of pay, you should contact the Head of Staff or Associate Pastor of the Church. If you believe that the Church has improperly failed to pay you for overtime or that your salary has been subject to improper deductions, you should immediately report your concern to the Head of Staff or Associate Pastor. Every report will be fully investigated and if a violation is found, corrective action will be taken, including but not limited to full reimbursement of inappropriately withheld amounts.

It is against Church policy to retaliate against any employee who makes a complaint in good faith pursuant to this policy. Any form of retaliation that occurs in violation of this policy may result in disciplinary action consistent with the no retaliation policy in this document.

Benefits Disclaimer – The descriptions of certain employee benefits contained in this Handbook (e.g., retirement and health insurance benefits) only summarize the provisions of a formal benefit Plan document and does not attempt to cover all of the details contained in the Plan document. The operation of the Plan, including events making you eligible or ineligible for benefits, the amount of benefits to which you (or your beneficiaries) may be entitled, and actions you (or your beneficiaries) must take to request and support a claim for benefits will be governed solely by the terms of the official Plan document. To the extent that any of the information contained in this Handbook, a summary plan description (“SPD”) or any information you receive orally is inconsistent with the official Plan document, the provisions set forth in the Plan document will govern in all cases.

Health Insurance. Employees working 20 hours per week or more may participate in the Church’s group health insurance plan, subject to the terms and conditions set forth in the applicable plan documents. Refer to the official plan documents for the limitations and specific benefits covered. Plan-related documents can be obtained upon request from the Comptroller.

Retirement Plan. Eligible full-time employees may be entitled to participate in the Pension and Benefits Plan of the Presbyterian Church (U.S.A.), subject to the terms and conditions set forth in the applicable plan documents. Additional questions regarding the Pension and Benefits Plan of the Presbyterian Church (U.S.A.) should be directed to the Comptroller.

Holidays – The following paid holidays will be observed: New Year’s Day, Martin Luther King, Jr.’s Birthday, President’s Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day and the Friday following, Christmas Eve, Christmas Day. Any changes will be recommended to the Session by the Personnel Committee at the end of each year.

Leaves – All leaves shall be determined on a calendar year basis unless otherwise noted. All leave shall be prorated according to time worked for Part-Time employees.

- a. **Vacation Leave** All regular employee staff working 20 hours per week or more are eligible for 2 weeks of vacation each year. In the first year of service vacation days are pro-rated to fit the calendar year. All employees are granted an additional week of vacation after 15 years of service.

Vacation schedules must be cleared with the Head of Staff. Vacation time must be used in the year it is earned and will not carry over into the next year. Deviations from this policy must be approved in advance by the Head of Staff on a case by case basis. Employees will be paid the cash equivalent of their unused, earned vacation at the date of separation.

- b. **Sick Leave and Safe Leave** – In accordance with New York law, effective September 30, 2020, all employees are entitled to accrue up to 40 hours (at the rate of 1 hour accrual for every 30 hours worked) of sick leave and safe leave in any calendar year, and, effective January 1, 2021, to use, after prior notice to the employee’s supervisor, up to 40 hours of such accrued leave in any calendar year. Accrued but unused sick leave may be carried over from year to year. Full-time employees shall be entitled to use at least two weeks (ten days) of sick time in any calendar year. At the time of termination of employment (either voluntary or

involuntary), an employee shall have no claim for pay in lieu of accrued but unused sick and safe leave.

- c. **Military Leave** – All employees will be granted unpaid leave for military service, training, or related obligations in accordance with applicable law. Employees on unpaid military leave may substitute their accrued paid leave time for unpaid leave. At the conclusion of the leave, upon satisfaction of certain conditions, an employee generally has the right to return to the same position held before leave or a position with like seniority, status and pay that the employee is qualified to perform. All rights and privileges outlined in the Uniformed Services Employment and Reemployment Rights Act of 1994, as amended, are available to employees serving in the military.
- d. **Nursing Mothers Leave** – Employees may use appropriate time each day to express breast milk for a nursing child for up to 3 years following birth. Upon advance notice from the employee, the Head of Staff shall establish a location for such use, in accordance with applicable law.
- e. **Voting Leave** – Upon proper advance notice, an employee may take up to 2 paid hours of leave to vote if the employee does not have four consecutive non-work hours before or after normal working hours when the polls are open.
- f. **Family Leave** -- Where an employee experiences the birth or adoption of a child, care for a family member with a serious health condition, or assist loved ones when a family member is deployed abroad on active military service, up to ten (10) weeks full time leave may be granted, pursuant to the New York State Family Leave program. The leave will begin at a mutually agreeable date- The employee will receive full salary and benefits during the entire leave period. If the-family leave should extend beyond the intended time due to medical complications, application for disability leave and benefits will be determined in accordance with applicable law.
- g. **Other Paid Leave** – Paid leave may be provided to employees under the following circumstances after consultation with the Head of Staff:
 - (1) Jury duty (less the amount of jury pay), in accordance with applicable law;
 - (2) Up to 3 days annually in the event of death in immediate family, including spouse domestic partner, parent, in-law, child, grandchild, brother, sister or grandparent;
 - (3) Up to 3 days in the event of marriage of an employee who has been with the Church Staff for one year or longer; and
 - (4) Up to 3 days annually in the event of personal or family emergencies or for other personal business that cannot be cared for outside of working hours.
 - (5) If particular circumstances necessitate other leave with full, partial or no pay, this may be negotiated with the Head of Staff and the Personnel Committee. Any such leave will be considered and provided on a non-discriminatory basis, in accordance with applicable law.
- h. **Study Leave** - Program employees may participate in the Church's Educational Leave Program which provides continuing education, and scholastic leave and sabbatical leave. Arrangements should be cleared with the Head of Staff. Support staff employees are

eligible for up to two weeks (10 working days) triennially for service/study opportunities with provision for financial assistance to be provided pro-rated at up to \$40/day. Plans and arrangements for participation are to be approved each year by the Personnel Committee and the Head of Staff.

Program Expenses – All employees are entitled to compensation for pre-approved business-related expenses incurred in the performance of their duties. The Personnel Committee will ensure that each employee is aware of what expenses may be covered, depending on the nature of his or her work.

The kinds of expenses covered will normally include:

- Lodging and travel to and from meetings at which the staff person's presence is required. Travel shall be reimbursed at the current IRS rate.
- Other necessary expenses, such as conference costs, books or meals for program staff as may be negotiated with the Personnel Committee or Head of Staff.

The employee's primary office location will be determined by the Personnel Committee or Head of Staff, and travel to and from that location will be considered commuting, and not reimbursable.

Westminster Presbyterian Church Offices – The Church shall maintain a well-equipped office with adequate support staff at a convenient location determined by the Church in consultation with the Board of Trustees. The office shall include a master calendar and the necessary files and records for the Church, its Support Staff, committees and other organizations. General review of the office or offices shall be made by the Church through its Personnel Committee.

Separation Practices – As noted above, in the absence of an express written agreement to the contrary, it is the Church's policy that employment relationships are at-will and may be terminated at any time for any reason, with or without cause, by the employee or the Church. All decisions regarding termination of employment will be made without discrimination on the basis of race, color, national origin, gender, age, marital status, sexual orientation, creed, disability, religious affiliation, or any other status protected by law.

Upon separation other than for misconduct and/or violations of Church policy, or voluntary resignation, a severance allowance may be given in relation to the length of continuous service to the Church as follows: less than 1 year of service, no severance allowance; 1 to 5 years of service, 2 weeks' severance allowance; 5 years and over, 4 weeks' severance allowance. In order to receive any severance allowance under this policy, the employee will be required to execute a release and waiver of claims against the Church and all related entities and individuals, in a form satisfactory to the Church. These separation practices are not applicable with respect to employees hired under programs funded wholly or in part by government grants or contracts.

Voluntary Resignations – Employees who resign will receive pay for time worked plus accrued and unused vacation leave in accordance with the vacation policy in this Handbook. Thirty days' notice to the employee's supervisor is requested but not mandatory.

Employees will be paid the cash equivalent of their accrued but unused earned vacation at the date of separation. No severance allowance will be provided upon voluntary resignation.

Death in Service – In the event of the death of a member of the Program or Support staff, the salary of that person will be continued to the spouse/dependent for one month from the date of death.

Employee Records – A confidential personnel file for each employee shall be maintained by the Head of Staff. The personnel file for the Head of Staff shall be held in a secure file in the Church offices. With notice, employees may have access to their file at the discretion of the Personnel Committee, in the presence of the supervisor holding the files or his/her designee. The Personnel Committee shall have access to these files, which generally include documentation relating to normal résumé information, date hired, annual reviews and changes in salary and responsibilities, leaves of absence, vacation schedules, special conditions or circumstances that may prevail. In addition, emergency contact and pertinent medical information shall be kept in a separate file accessible to other employees in case of emergency or in other appropriate circumstances.

Open Door Policy – Our philosophy is to create a cooperative working environment where concerns, complaints and problems are responded to promptly and dealt with fairly. The Open Door Policy encourages employees to bring any job-related concerns, complaints or problems to the attention of the Head of Staff or the Personnel Committee for explanation or action.

Employees are encouraged to discuss any such issues first with their supervisor. If the problem concerns their supervisor, or they are not satisfied with their supervisor's solution to a problem, employees may discuss the matter with the next level of management. Our Open Door Policy allows all employees access to any level of management, including the Head of Staff and Associate Pastor of the Church.

Equal Employment Opportunity – The Church is deeply committed to providing equal employment opportunities to all applicants for employment and to all employees throughout their period of employment with the Church. This policy statement is intended to remind all employees of our long-standing commitment to providing equal employment opportunities based on individual merit and personal qualifications without regard to race, color, creed, religion, national origin, sex, sexual orientation, age, veteran or marital status, disability or any other legally-protected category. This policy applies to all aspects of employment, including but not limited to hiring, promotion, compensation, work assignment, discipline, and termination.

Maintaining a safe and welcoming environment:

Westminster Presbyterian Church strives to have an open and harmonious environment for our employees, our congregants and the many visitors we have from all walks of life, whether here for meetings, as contractors, for FOCUS breakfasts or otherwise. Our goal is to have a place where all feel safe, valued and respected as human beings. We seek to have an environment where all are treated with dignity and respect and where no one is subjected to harassment, bullying or other behavior or conduct from anyone else that is sexually, racially, religiously, culturally, politically or humanly disrespectful or which in any manner creates a hostile environment. Among other things, the environment could be considered hostile due to harassment, mockery, ridicule or relentless teasing.

Our values on these matters are so important to us that failure to observe them may result in employees being disciplined, contractors being terminated and visitors being requested to leave.

Workplace Harassment And Discrimination Policy – The Church is committed to providing a discrimination-free working environment for all of its employees. The Church's policy prohibits unlawful or improper harassment or discrimination based on race, color, creed, religion, national origin, sex, sexual orientation, age, veteran or marital status, disability or any other legally-protected category.

Discriminatory or harassing conduct by anyone, whether in the Church's offices, at work assignments outside the office, or at Church-sponsored social functions, may be unlawful and will not be tolerated. This policy applies to all persons involved in the operation of the Church, and prohibits unlawful or improper discrimination or harassment by any Church employee, including co-workers, or other Church

officers, managers, employees, or representatives. Should discrimination or harassment occur, the Church will take prompt and appropriate remedial action to prevent its continuation or recurrence. In addition, the Church will endeavor to prevent discrimination or harassment of its employees by persons who are not Church employees, but who are on the Church's premises or who are doing business with or for the Church.

Any individual found to have engaged in prohibited acts of harassment or discrimination will be subject to disciplinary action, up to and including unpaid suspension and termination of employment.

Definitions –

1 Discrimination and Harassment:

Under this policy, "discrimination" and "harassment" include but are not limited to communicating, sharing or displaying written or visual material or making verbal comments or engaging in any other conduct which is demeaning or derogatory to a person because of his or her sex or gender, race, ethnicity, religion, national origin or citizenship, ancestry, age, physical or mental disability, or sexual orientation, including material, comments or conduct intended as humor. The use of the Church's facilities, property or equipment, including the Church's computers, e-mail and similar equipment, to disseminate, duplicate or display such materials is strictly prohibited.

2 Sexual Harassment:

The Church is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of our Church's commitment to a discrimination-free work environment. Sexual harassment is against the law¹ and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with the head of staff. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

"Sexual harassment" is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Westminster Church has adopted the policy and procedures of the New York State "Sexual Harassment Policy for all Employers in New York State", which is shown on Attachment I of this Personnel Policy.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex. For further definitions of Sexual Harassment and examples of such harassment please refer to Attachment I.

Please note, that with respect to Sexual Harassment, the Church's policies and procedures regarding retaliation, employee responsibilities, reporting, investigating and discipline are specified in Attachment I.

No Retaliation – The Church will not permit retaliation of any kind against anyone who complains honestly and in good faith about harassment or discrimination or furnishes information or participates in any manner in any investigation of a harassment or discrimination complaint. Such retaliation is unlawful and will not be tolerated. Any individual found to have engaged in retaliation will be subject to disciplinary action, up to and including unpaid suspension and termination of employment.

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

Responsibility of Individual Employees – The line between acceptable social conduct and harassment is not always clear. For that reason, the Church encourages individuals who feel they are being or may have been harassed or discriminated against in violation of this policy to communicate politely, clearly, and affirmatively to the offending party that the conduct is unwelcome, unwanted, offensive, intimidating or embarrassing, to explain how the offensive behavior affects the employee's work and to ask that the conduct stop. If the individual is uncomfortable with making a direct approach to the offending party, or has done so but the perceived harassment has not stopped, the individual must use the procedures described below to address and resolve the problem:

1. As soon as possible after the offending conduct, go directly to your immediate supervisor or to the Church's Head of Staff, Associate Pastor, Clerk and report the offending behavior. While it is preferable that complaints of harassment be in writing to assist the Church in investigating the allegations, all complaints, whether verbal or written, will be promptly and thoroughly investigated.
2. If your complaint concerns your immediate supervisor or any of the individuals listed above, go directly to any of the individuals identified to make your report.

Responsibility of Management and Supervisors – All employees, clergy, officers and managers of the Church are responsible for insuring a harassment-free workplace and insuring that employees are aware of this policy on harassment and discrimination.

If any employee learns of or suspects violations of this policy, they must give immediate attention to the reported violation by notifying their supervisor, the Head of Staff or Associate Pastor.

Investigation Procedures – The Church's policy is and will continue to be to investigate all complaints promptly and to take appropriate remedial action. The investigator may ask the individual complainant to provide details such as the identity of the alleged offending party and the date(s), location(s) and nature of the alleged harassment. As soon as practicable thereafter, the investigator may meet individually with the alleged offending party to inform him or her of the substance of the complaint and provide him or her with an opportunity to respond. If there is a significant dispute of fact, the investigator may give each party an opportunity to identify persons who can support or corroborate his or her version of the facts. The investigator may also investigate the matter further by contacting those other individuals whom the investigator feels may have additional information regarding the issues raised in the complaint.

The matter in investigation will be handled with as much confidentiality as possible under the circumstances, and with due regard to the rights and wishes of all parties.

If the investigation reveals that the complaint is valid, prompt corrective action designed to stop the harassment immediately and to prevent its recurrence will be taken. Such action may include discipline of those individuals found to be in violation of this policy, up to and including unpaid suspension and termination from employment.

If, after the investigation is complete, the investigator determines that any employee has knowingly made false accusations or provided false statements during the investigation, such employees may be subject to disciplinary action, up to and including unpaid suspension and termination from employment.

Reasonable Accommodations for Disabled Employees – When requested to do so, and as required by law, the Church will make reasonable accommodations for qualified individuals with known disabilities,

unless doing so would result in an undue hardship to the Church. This policy governs all aspects of employment, including but not limited to recruitment, selection, job assignment, compensation, discipline, termination, and access to benefits and training. Qualified individuals with disabilities may make requests for reasonable accommodation to their supervisor, the Head of Staff, or the Associate Pastor.

Employee Conduct and Discipline – To assure 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 and the Church. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including unpaid suspension and termination of employment:

- Acts of dishonesty or theft
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcoholic or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Damage to Church-owned property, waste of materials or unauthorized or improper use of property or machinery
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other types of prohibited harassment and discrimination
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive or unauthorized absences and/or tardiness
- Violation of an established Church policy or procedure
- Unsatisfactory performance or conduct

This is not an exhaustive list. It is intended merely to provide guidance with respect to some of the terms of misconduct that may result in disciplinary action, ranging from verbal or written warnings, up to and including termination. Neither the above list nor the Church's use of progressive discipline as it sees fit alters the at-will nature of an employee's employment status.

Drugs and Alcohol in the Workplace – The Church is committed to protecting the health, safety and welfare of our employees and to promoting quality and efficiency in the workplace by providing a work environment that is free of substance abuse. In so doing, we recognize that employees have a right to privacy and do not intend to regulate purely private employee conduct away from the job. At the same time, employees must recognize that conduct off the job can have an effect on the job and that off-duty activity cannot be permitted to undermine safe work practices or the attainment of the highest performance standards.

Under no circumstances may an employee report to work, perform assigned duties or engage in Church business while under the influence of alcohol or illegal drugs, except that this policy does not prohibit the responsible consumption of alcohol at Church-approved functions. Employees are also prohibited from

using, selling, purchasing, manufacturing, possessing or distributing illegal drugs or controlled substances while on Church property or while conducting Church business or using a Church vehicle. Any employee who violates these rules will be subject to immediate disciplinary action, up to and including unpaid suspension and termination of employment. Further, employees should be aware that the Church may also inform the police or drug enforcement agencies if there is suspicion that illegal drugs or controlled substances are being sold, bought, possessed, used, manufactured or distributed on Church premises or during Church business.

This policy does not necessarily prohibit employees from working while under the influence of prescription drugs, provided such drugs are being used as prescribed by a licensed physician and do not prevent the employee from performing the essential functions of the job or present a direct threat to the health or safety of the employee or others in the workplace. Further, if an employee is aware that his or her use of an over-the-counter or properly prescribed medication is likely to alter his or her senses or impair his or her ability to perform on the job, the employee should promptly report those facts to his or her supervisor. Failure to do so may result in disciplinary action.

Supervisors or managers who suspect that an employee is under the influence of alcohol or drugs, or is selling, buying, manufacturing, distributing, possession or using illegal drugs or controlled substances while on Church property or while conducting Church business should immediately contact the Head of Staff.

Attendance And Punctuality – The efficient management of the Church is dependent upon each employee conscientiously reporting to work on time on all scheduled days. Absenteeism and tardiness place a burden on other employees and on the Church. Therefore, all employees are required to report to work regularly and on time. Excessive lateness and absenteeism will be subject to disciplinary action up to and including termination. In the rare instance when an employee cannot avoid being late to work or is unable to work as scheduled, he or she should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Failure to notify management of an anticipated absence or lateness may be grounds for disciplinary action up to and including termination, and may result in a loss of compensation for the period of the absence.

Time off for doctor appointments may be granted, upon prior management approval. Reasonable accommodations will also be made by the Church for employees with disabilities, as required by law, subject to the right of the Church to require a doctor's note for disabilities or illnesses requiring time off from work.

Confidentiality – It is the responsibility of all Church employees to safeguard sensitive Church information. The Church's economic well-being and reputation is dependent upon protecting and maintaining the secrecy of confidential and proprietary information and materials. None of this information should be repeated or shared with anyone. If you are ever in doubt, it is best to refer all questions concerning confidentiality or proprietary information to the Head of Staff.

A breach of confidentiality can be very costly to the Church. Therefore, any improper transfer of material or disclosure of confidential information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including possible discharge and legal action.

EMPLOYEE HANDBOOK DISCLAIMER

I have received a copy of the Westminster Presbyterian Church's Personnel Policies and have read and understand its contents, specifically including the statements describing the purpose and effect of the Handbook. I understand that the Westminster Presbyterian Church is an "at-will" employer and as such employment with the Westminster Presbyterian Church is not for a fixed term or definite period and may be terminated at any time for any reason at the will of either party, with or without cause.

In addition, I understand that this Handbook states Westminster Presbyterian Church's policies and practices in effect on the date of publication. I understand that this Handbook does not create or constitute a contract of any kind between any employee and the Westminster Presbyterian Church. I also understand that these policies and procedures are continually evaluated and may be amended, modified or discontinued at any time without notice by Westminster Presbyterian Church., in its sole discretion.

Please sign and date below to acknowledge receipt and review of this document and return it to the Head of Staff.

Print Name: _____

Signature: _____

Date: _____