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# **PEACE RIVER PRESBYTERY**

## **EMPLOYEE HANDBOOK**

**2020**

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## WELCOME TO PEACE RIVER PRESBYTERY

We consider the Presbytery to be blessed and pleased to have you as a member of our staff and look forward to having you use your gifts and talents to help further the Lord's work.

We want you to feel that your association with us will be a mutually beneficial and pleasant one. You have joined an organization that has established an outstanding reputation for its work in supporting our churches and the Christian ministries and programs, its enthusiastic congregational involvement and outreach.

## INTRODUCTORY STATEMENT

This Employee Handbook applies to all employees and is intended to provide information about the Presbytery's Human Resource policies, procedures, and standards. All employees are expected to read, understand, and become familiar with the manual and comply with the standards that have been established. The Presbytery reserves the right to modify, supplement, rescind, or revise any policy or procedure, in whole or in part, at any time.

While Peace River Presbytery ("Presbytery") believes wholeheartedly in the policies, practices, programs and procedures described in this Employee Handbook, they are not conditions of employment, and they are merely intended as guidelines. The language used in this Employee Handbook is not intended to create a contract between Presbytery and any one or all its employees.

If there is a conflict between this Employee Handbook and the *Standing Rules* of the Presbytery of Peace River, the *Standing Rules* shall prevail. If there is a conflict between this Employee Handbook and the *Book of Order* of the Presbyterian Church (U.S.A.), the *Book of Order* shall prevail. If there is a conflict between the provisions of this Employee Handbook and those set forth in the terms of an ordained staff member's call, the terms of the call shall prevail.

Benefit information can be found in the benefit policy on file in the Presbytery Office. In instances where the Employee Handbook and Presbytery Human Resources policies or plan documents, including insurance policies, may disagree, the policies and plans will always prevail. The final decision on any questions regarding interpretation of Presbytery's policies rests with the General Presbyter.

Employment at Presbytery is on an "at-will" basis. This means that the employment relationship may be ended at the choice of either party, with or without notice, and with or without cause, at any time. Any written or oral statement to the contrary is invalid and should not be relied upon by you or any applicant or employee.

This Employee Handbook overrides, supersedes and replaces any former or existing Presbytery handbooks, manuals and policy statements.

# **EMPLOYMENT WITH PEACE RIVER PRESBYTERY**

## **NON-DISCRIMINATION POLICY**

Presbytery is an Equal Opportunity employer. It is our policy to administer all of our employment practices, including those pertaining to recruitment, hiring, placement, promotion or compensation, layoff or termination, and selection for training in a nondiscriminatory manner without regard to age, color, gender, marital status, national origin, disability, race, religion, or on any other basis prohibited by federal, state, or local law, except where Presbytery has determined religious affiliations to be a bona fide occupational qualification. Because Presbytery is a religious employer, under the First Amendment to the U.S. Constitution and state provisions, some federal, state, and local laws may not be applicable to Presbytery.

## **COMPLIANCE WITH IMMIGRATION REFORM AND CONTROL ACT OF 1986**

Presbytery complies with the Immigration Reform and Control Act of 1986 by refraining from discrimination against any applicant or employee based on citizenship status as defined in the Act and regulations issued under it.

Presbytery also complies with the Act's prohibition against employing any person who fails to present appropriate documentation establishing identity and eligibility for U.S. employment within designated time limits following acceptance of an offer of employment. This places an affirmative obligation on all new employees to obtain and present such documentation within those time frames designated in the Act and regulations, or within such lesser time frames and under such conditions as Presbytery may, by written rule, designate.

## **POSITION DESCRIPTION**

You have received a detailed written description of your position, covering all areas of responsibility and whether your employment status is exempt or non-exempt under the Fair Labor Standards Act. If you have questions or concerns about your job status or about any aspects of your position, please speak to the General Presbyter or, if he or she is unavailable, the Co-Moderator of the Human Resource Team.

Your position description will be updated as responsibilities change. Your suggestions and recommendations regarding the position will be taken into consideration as appropriate.

## **INITIAL REVIEW PERIOD**

All new employees will undergo a 90-day initial performance review period. A 90-day calendar day initial evaluation period allows both you and Presbytery the opportunity to see how well you adapt to your new job, relate to your co-workers and clients, and perform your duties. A satisfactory evaluation of your performance at the end of this period may entitle you to additional benefits. Presbytery may dismiss an employee at any time without notice or stated cause. This initial period does not prevent the employee or the employer from terminating this employment "at will". Following the completion of the 90-day introductory period, employee will receive a performance review.

Employees are generally classified as *full-time*, *part-time* or *temporary* and as *exempt* or *non-exempt* for the purposes of compensation and benefit administration. In addition, Peace River Presbytery may supplement the regular workforce, as needed, with other forms of flexible staffing.

### FULL-TIME EMPLOYEE

Is an individual who works a normal forty-hour workweek and is hired for an indefinite period of time. A full-time employee may be classified as either exempt or non-exempt.

### PART-TIME EMPLOYEE

Is an individual who is generally scheduled to work less than a full workweek throughout the year and is hired for an indefinite period. A part-time employee may be classified as either exempt or non-exempt.

### TEMPORARY EMPLOYEE

Is an individual who is generally hired either part-time or full-time for a particular project or a specified, limited period. A temporary employee may be classified as either exempt or non-exempt.

In addition to the above classifications, employees are categorized as either “**exempt**” or “**non-exempt**” for purposes of federal and state wage and hour laws.

An exempt employee is not entitled to overtime payments. Exempt employees typically are paid on a salary basis and include administrative, executive and professional employees.

A non-exempt employee is typically paid on an hourly basis and must be paid overtime for those hours worked in accordance with federal and state wage and hour laws. Non-exempt employees may not receive compensated time off “comp time” in lieu of overtime pay.

### OPEN DOOR POLICY

Communication is very important. For this reason, Presbytery maintains an “open door” policy to encourage all employees to seek answers to their questions about general procedures or specific job situations from General Presbyter or, if not available, the Moderator of the Steering Committee.

### STAFF MEETINGS

Staff meetings are often useful to ensure that the entire staff is aware of new programs, upcoming events or changes in the normal routine. Additionally, staff meetings can be used to air problems or discuss more efficient ways to handle certain tasks or situations. Meetings may

be regularly scheduled or called as needed. Unless excused by the General Presbyter, attendance is mandatory.

### **PROFESSIONAL CONDUCT AND APPEARANCE**

We want to project a professional image to our members and visitors. One way of doing that is by our appearance. As a Presbytery employee, you are our representative to the public, and your appearance should reflect Presbytery's professional image. Cleanliness, neatness, good personal hygiene and appropriate dress are always expected.

Consult the General Presbyter if you have questions as to what constitutes appropriate attire and workplace conduct.

### **PARKING AND PERSONAL PROPERTY LIABILITY**

Presbytery assumes no responsibility for damage or loss to your car or personal property while on Presbytery's premises. The General Presbyter will advise you where to park.

## **TIMEKEEPING, BREAKS AND TIME OFF**

### **YOUR WORK WEEK**

The official workweek for employees is Monday through Friday. The normal work schedule for all employees is 8 hours a day, 5 days a week. Normal office hours are from 8:30 a.m. to 5:00 p.m. with 30-minute unpaid lunch. The General Presbyter will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may at times necessitate adjustments being made to starting and ending times. At times there may be a need to work overtime, if so, this MUST have prior approval from the General Presbyter in advance.

Flexible scheduling may be available in special cases to allow employees to vary their starting and ending times each day within established limits. This would be at the sole discretion the General Presbyter.

We expect you to be ready to work at the start of your scheduled shift and not leave work before the end of your shift. Due to business needs and/or economic conditions, Presbytery reserves the right to change your work hours.

### **ATTENDANCE AND PUNCTUALITY**

Employee absenteeism and tardiness increase the workload of fellow employees, interfere with the flow of business and affect morale and the quality of service to our members. Because it is important, steps will be taken to encourage good attendance and discourage absenteeism and tardiness. Employees are expected to be on duty at their scheduled time. You are responsible for knowing when you are scheduled

If for any reason you expect to be absent or late from work, you are to notify the General Presbyter or, if he or she is unavailable, another member of the staff prior to your scheduled shift and indicate the reason.

Failure to report to work or notify the office of your absence may result in disciplinary action up to and including termination. Repeated tardiness indicates a lack of responsibility and will be the cause for disciplinary action up to and including dismissal. A three-day absence without any notification will be treated as a resignation.

### OVERTIME

There may be occasions when you will be called upon, or need, to work more than the normal hours in order to get the job done. Our intention is that work be completed within a normal 40-hour workweek for full-time, non-exempt staff. The General Presbyter must approve in advance any hours worked in excess of 40 hours per workweek. Pre-approved overtime by non-exempt employees is paid at time-and-an-half.

### TIME RECORDS

Employees' attendance or absence is noted according to Peace River Presbytery procedures.

### BREAKS/ REST PERIODS

Each workday, employees may be provided 2 rest periods of 10 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time and dependent on the needs of the Presbytery.

Employees working a regular 8-hour day are provided one meal period of 30 minutes in length. Meal periods should be discussed with your supervisor and taken when appropriate. You are relieved of all work duties during this time and you will not be compensated for this time.

### HOLIDAYS

Presbytery will grant the following holidays if they fall on an employee's scheduled workday.

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Good Friday
- Memorial Day (last Monday in May)
- Independence Day (July 4) If this day falls on a Saturday, the preceding Friday or following Monday will be observed as the holiday.
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve
- Christmas Day (December 25)
- Day after Christmas (December 26)



## VACATION

For Support Staff and non-ordained Elected Staff, paid vacations increase with the length of employment. After the initial 90-day review period, the employee is granted 5 vacation days in the first year of employment; 10 vacation days after 1 complete year of service; 15 days after 4 years of service; and 20 days after 9 years of service.

Paid vacation time must be used in minimum increments of one day. To take vacation, employees must secure advance approval from the General Presbyter. Paid vacation does not accrue from year to year and must be used in the year it was awarded.

Upon termination of employment, an employee in good standing may be paid for unused vacation time at the discretion of the General Presbyter.

## SICK LEAVE

Presbytery provides paid sick leave to all employees for periods of temporary absence due to illnesses or injuries. Employees may accumulate sick leave and/or family leave at the rate of 10 days per year. Paid sick leave may be used in minimum increments of one-half day.

Employees who are unable to report to work due to illness or injury should notify the General Presbyter before the scheduled start of their workday if possible. The General Presbyter must also be contacted on each additional day of absence. A doctor's note may be required when returning to work.

Unused sick leave will be allowed to accumulate until the employee has reached a total of 30-calendar days worth of sick leave benefits. If the employee's benefits reach this maximum, further accumulation will be suspended until the employee has reduced the balance below this limit.

Unused sick leave will not be paid to employees either during employment or following termination.

## PARENTAL LEAVE

To be eligible for a parental leave, the employee must be a non-temporary, full-time employee. Presbytery provides for paid parental leave for at least six weeks for female employees and four weeks for male employees. This leave may be applied before and/or after the birth or adoption of a child so long as it does not exceed the allotted time. The employee may also choose to use any accumulated paid sick days and/or paid vacation days to extend the leave.

## FAMILY LEAVE

Family Leave is appropriate in life-altering circumstances when the employee is called upon by reason of major life trauma or serious illness to be the primary caregiver for a spouse, child, parent, sibling or other family member for whom the employee bears primary responsibility. The Presbytery will provide, as a minimum, the employee's full salary and benefits for up to four (4) weeks. This leave does not require the employee to exhaust other types of paid leave, including

vacation and continuing education time. Other arrangements may be negotiated by the employee and the Human Resource Team, in consultation with the General Presbyter, to extend the leave beyond the initial period. Upon completion of the leave, the employee will be entitled to return to his/her position. The position will not be filled during the leave except on a temporary basis.

### DEATH IN THE FAMILY

Family includes your spouse, child, parents, legal guardian, brother, sister, mother-in-law or father-in-law, grandparents, grandchild, or other close relatives as deemed appropriate by the General Presbyter. You may receive up to three (3) full working days off with pay in the event of a death in the family. The General Presbyter must approve additional time off.

### JURY DUTY

If you are summoned for jury duty, you should give a copy of the notice to the General Presbyter. If summoned for jury duty you will be paid the difference between your jury pay and your regular rate of pay, by Presbytery.

### VOTING LEAVE

We encourage all employees to exercise their right to vote. We ask that employees consider voting by mail. Voting precincts now provide extended hours for most working people to exercise this right but if programming needs require you to work late, Peace River Presbytery will provide paid leave of one (1) hour to vote. Such time off must be approved by the employee's supervisor.

### MILITARY LEAVE

All employees are eligible for military leaves of absence in accordance with applicable laws. If you anticipate needing military leave, please contact the General Presbyter as soon as possible.

### UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT OF 1994

As an Equal Opportunity Employer, Peace River Presbytery is committed to providing the basic employment and reemployment services and support as set forth in the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)

### EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt Presbytery operations. In extreme cases, these circumstances may require the closing of the office. When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid for all employees scheduled to work.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused vacation benefits. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

## **WAGE, SALARY AND BENEFIT ADMINISTRATION**

### **PAYDAYS**

Paydays are the 15<sup>th</sup> and the last day of each month. When a payday falls on a holiday, you will receive your-paycheck on the workday preceding the holiday. If you are absent on payday, we will hold your paycheck or mail it. No other person may pick up your check unless authorized in writing by you.

### **PAYROLL DEDUCTIONS**

Presbytery is required to make certain deductions from your paycheck. Social Security and federal income taxes are automatically deducted from non-ordained employee's paycheck. Other deductions as outlined under "Benefit Package" may be made with eligible employee's authorization. Presbytery offers programs and benefits beyond those required by law such as optional dental and vision care. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. If you have any questions regarding payroll deductions, please discuss them with the Treasurer.

### **IF THERE IS AN ERROR IN YOUR PAY**

We take every precaution to avoid errors in your paycheck, but occasionally an error may occur. If this happens, please see Treasurer.

### **PERFORMANCE REVIEW**

The fundamental basis for your employment relationship with Presbytery is your job performance. We want you to know how you are doing, so that you can make any necessary changes to perform effectively. To assess your job performance and help you succeed in your position, your job performance will be formally reviewed after your first 90 days of employment and at least once a year after that.

### **CHANGES IN COMPENSATION**

Presbytery, in its sole discretion, will decide whether and when to provide wage or salary increases. Pay increases are not guaranteed for any reason but may be given based on cost of living recommendations or merit. A change in position, number of hours worked, responsibilities, or a demotion may result in a change in compensation.

### **BENEFIT PACKAGE**

As part of Presbytery's effort to attract and retain competent, qualified, and loyal employees, Presbytery maintains a competitive benefit program. If benefits are offered through a plan with an outside company, such as the health insurance policy, the terms of the current plan are to be followed and govern the offering of benefits. All full-time eligible employees will be offered the same benefits through the Board of Pensions, with an option to opt-out. If the employee opts-out of these benefits no remuneration will be considered. (You will be given materials describing the benefits in greater detail.) For the best use of your benefits, read and become thoroughly familiar with these materials. Any question or problem concerning benefits may be discussed with the General Presbyter.

## **PRIVACY AND CONFIDENTIALITY**

### **HUMAN RESOURCE RECORDS**

When you were first employed, you completed an application form supplying us with facts about yourself. This information was transferred to a permanent and confidential file, which is our record of you as an employee. Keeping this record correct and up to date is important to you because it enables us to reach you in an emergency, properly maintain your insurance and other benefits, and compute your payroll deductions. The executive secretary or General Presbyter should be notified promptly of Employee changes to any of the following, but not limited to:

- Address and telephone number
- Names of dependents
- Name
- Person to notify in case of an emergency

You may inspect the contents of your human resource file in the presence of the General Presbyter by making an appointment with him or her. Human Resource files are the property of Presbytery, and access to the information they contain is restricted.

### **CONFIDENTIAL INFORMATION**

In the course of your work, you may have access to confidential information regarding the Presbytery, its members, or fellow employees. It is one of your prime responsibilities not to reveal or divulge any such information and that you use it only in the performance of your duties. Violation of this policy is grounds for immediate dismissal.

### **YOUR WORK AREA IS ACCESSIBLE**

Your work area (e.g. desk, filing cabinets, credenza, telephone, voice mail, computer and email) is the property of Presbytery. As such, Presbytery reserves the right to retrieve work related materials or information from your workspace with or without notice at any time. Please remember this if you leave personal information in your workspace.

### **USE OF PHONE AND MAIL SYSTEMS**

Employees may be required to reimburse Presbytery for any charges resulting from their personal use of the telephone. The use of Presbytery-paid postage for personal correspondence is not permitted.

### **USE OF COMPUTERS**

Computers, computer files, the e-mail system, and software furnished to employees are Presbytery property intended for business use. Personal use of Presbytery's computers and e-mail is strictly forbidden.

The display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes,

or anything that may be construed as harassment or showing disrespect for others. E-mail may not be used to solicit others for commercial ventures, political causes, or outside organizations.

Employees should not use a password, access a file, or retrieve any stored communication without authorization. Employees may only use software on local area networks or on multiple machines according to the software license agreement. Presbytery prohibits the illegal duplication of software and its related documentation.

The Presbytery reserves the right to inspect and search all Presbytery computers and electronic devices, etc., without notice to ensure compliance. Violations of these systems will result in disciplinary action, up to and including termination.

## **POTENTIAL CONFLICTS OF INTEREST**

### **CONFLICT OF INTEREST**

No staff member shall participate in a decision in which the interests of the Presbytery conflict with her or his personal interests, including but not limited to selection, employment, review or compensation, and shall abstain in every respect from participating in the decision. If a staff member discovers that she or he may be in a position of violating these policies, she or he shall report this conflict to the General Presbyter for clarification and, if deemed necessary, for resolution.

### **SOLICITATION OR DISTRIBUTION**

Distraction on the job leads to unsafe working conditions and inefficiency, thus we have established the following rules:

- During periods of your workday when you are engaged in or required to be performing your work tasks, you may not engage in solicitation of other employees or distribution of literature for any purposes.
- During periods in another employee's workday when he or she is engaged in or required to be performing his or her work tasks, you may not solicit the other employee for any purpose.
- Distribution of literature of any kind may not be made in any work area of the premises at any time, unless approved by the General Presbyter.

### **HONORARIA**

Presbytery personnel will not retain honoraria for any services rendered as a part of their normal job function. However, employees may accept honoraria for service beyond their normal duties

for example, Sunday supply preaching or weekend conferences. Honoraria are strictly voluntary gifts given in appreciation for special service.

### OUTSIDE EMPLOYMENT

Staff members who hold other paid positions shall ensure that such outside employment will not interfere with the performance of their duties or produce a conflict of interest in the pursuit of those duties.

### VOLUNTEER SERVICE TO THE PRESBYTERY

Elected Presbytery staff may not serve on Presbytery committees except in an advisory capacity. (Standing Rule **7.2.1**).

### PRESBYTERY MEETINGS

If an employee is selected as a commissioner to a Presbytery meeting by his or her particular church, the time away from the job shall be considered part of the job. If the General Presbyter asks an appointed employee to work on a task at a Presbytery meeting, it is not appropriate for the employee to simultaneously serve as a commissioner.

## **USE OF PRESBYTERY/PERSONAL EQUIPMENT**

### EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the General Presbyter if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The General Presbyter can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

### PERSONAL AUTOMOBILE INSURANCE REQUIREMENTS

When you use a personal automobile for Presbytery business there is the possibility that Presbytery could be held responsible for any liability arising out of such use. Consequently, it is important for Presbytery to know that you have adequate automobile liability insurance coverage.

The insurance carrier for Presbytery has advised us that anyone who uses a personal automobile for Presbytery business purposes should have personal liability insurance with limits of at least \$100,000. All personnel who use a personal automobile for any Presbytery business will be

expected to maintain that minimum insurance coverage. A Personal Automobile Insurance form will be provided and kept on file.

The IRS sets the mileage reimbursement rate for each calendar year. Reimbursement for mileage will be paid through a staff voucher at the IRS rate. The voucher must state the date of travel and mileage for each trip and include where and for what purpose.

### **PROPERTY AND MATERIALS**

Employees are responsible for all Presbytery property, materials, or written information issued to them or in their possession or control. Employees must return all Presbytery property immediately upon request or upon termination of employment. Where permitted by applicable laws, Presbytery may withhold from the employee's paycheck the cost of any items that are not returned when required. Presbytery may also take all action deemed appropriate to recover or protect its property.

### **RECYCLING**

Presbytery supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Special recycling receptacles have been set up to promote the separation and collection of the following recyclable materials at Presbytery: computer paper, white high grade or bond paper, ledger paper, mixed or colored paper, newspaper, corrugated cardboard, brown paper bags, aluminum, printer cartridges.

## **SAFETY**

### **COMMITMENT TO SAFETY**

Presbytery is committed to providing safe working conditions for all its employees. Every precaution is taken to ensure that you perform your duties in a safe environment; however, the ultimate responsibility for safety lies with you. If a condition exists in your area that might cause harm to you or a co-worker, it should be reported immediately to the General Presbyter or, if he or she is unavailable, any member of the elected staff. If you are injured or become ill while at work, report immediately to the General Presbyter or, if he or she is unavailable, any member of the elected staff.

### **SAFETY RULES AND REGULATIONS**

Certain rules must be followed in order to maintain safe working conditions. Employees who do not obey these rules will be disciplined and may be discharged. Avoid a possible injury — observe the following safety rules:

1. **THINK** before taking any chances. **BE ALERT** — Inattention is a major cause of accidents.

2. WATCH WHERE YOU WORK AND WALK.
3. REPORT ALL THINGS THAT ARE NOT SAFE. Tell the General Presbyter, or if he or she is not available, a member of the elected staff whenever you see something that is not safe. When you see someone acting unsafely, talk to him or her. If they keep on, report it as soon as possible.
4. PRACTICAL JOKES CAN HURT — NO HORSEPLAY — Do not play jokes on anyone. They could be injured.
5. FIRE EXTINGUISHERS — You must not tamper with fire extinguishers. Report the use of any fire extinguishers to the General Presbyter, or if he or she is unavailable, a member of the elected staff.
6. FIRE EXITS— Be aware of the location of and never block fire exits.

### WHAT TO DO WHEN AN INJURY OCCURS

In the event of an on-the-job injury, employees are required to abide by the following procedures:

In a life-threatening emergency, call 911 as soon as possible.

In a non-life-threatening emergency, contact the General Presbyter or, if he or she is unavailable, any member of the elected staff. That person may decide the injury requires medical attention even if the employee resists. Any injured employee must be directed to professional medical care if requested.

All injury or illness, however minor, should be reported to the General Presbyter or, if he or she is unavailable, any member of the elected staff as soon as possible to ensure all Workman's Compensation benefits are paid without delay.

After the General Presbyter is notified of the expected time of recovery or the seriousness of the injury, it will be determined if you will be required to report daily to the Presbytery for light duty or rest at home. Presbytery wants to have each employee back to work as soon as possible after any accident.

An employee injury report needs to be filled out as soon after the injury as possible. Witnesses to the injury are also required to fill out a form regarding the injury. These forms may be obtained from the office.

Depending on the severity of the accident and the circumstances causing each accident, the injured employee may be required to submit to a post-accident drug and alcohol test.

### PERSONAL SECURITY

You are responsible for the safety of your personal belongings; therefore, you are strongly advised to keep purses, money, keys, and other valuables with you, or placed in a secured area.



## VISITORS IN THE WORKPLACE

Visitors should be kept to a minimum in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on Presbytery's premises, employees should immediately notify the General Presbyter or, if he or she is unavailable, any member of the elected staff.

## WEAPONS

Unauthorized firearms or other dangerous weapons of any kind are strictly prohibited on Presbytery property or while conducting business off Presbytery premises. Violation of this code will result in dismissal.

## SMOKING

Smoking is not permitted inside the building or near the main entrance.

## DRUGS AND ALCOHOL

Abuse of drugs and alcohol is a serious problem in our society today. To the extent that such abuse impacts on the workplace and affects our employees and our ability to provide the highest level of confidence and services to our members, Presbytery is committed to dealing with the problem in an appropriate and effective manner. The following activities are contrary to the standards of behavior we expect of our employees and strictly prohibited:

- Reporting for work or working while under the influence of: (a) prescribed medication or over-the-counter medication which may lead to drowsiness or have other side effects that may pose a safety problem or tendency toward errors, unless prior approval has been obtained from the General Presbyter; (b) intoxicating beverages; or (c) controlled substances.
- Doing any of the following while on the job, during working hours (including lunch or other break periods), while on Presbytery premises, while on Presbytery business or while operating or riding in a Presbytery vehicle: (a) possession, transmittal or receipt of intoxicating beverages or (b) unlawful manufacture, distribution, dispensing, receipt, possession or use of controlled substances or drug paraphernalia.
- Use of alcohol or illegal sale, transmittal, receipt, possession or use of controlled substances off premises that adversely affects work performance, or safety, or illegal use of controlled substances off premises and off.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program through the Board of Pensions. They may also wish to discuss these matters with the General Presbyter to receive assistance or referrals to appropriate resources in the community.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with the General Presbyter without fear of reprisal.

## **HARASSMENT**

### **POLICY STATEMENT PROHIBITING HARASSMENT**

Presbytery has a long-standing policy to offer fair and equal employment opportunity to every person regardless of age, race, color, creed, religion, handicap, disability, marital status, gender, national origin, ancestry, citizenship, other protected characteristics, membership in the National Guard, State Defense Force or any other reserve component of the military forces of the United States. Presbytery seeks to provide a work environment that is free from intimidation and harassment based on any of these characteristics and Presbytery specifically prohibits such intimidation and harassment.

Intimidation and harassment can arise from a broad range of physical or verbal behavior (by employees or by non-employees such as members or outside contractors that can include, but are not limited to, the following:

- Physical or mental abuse
- Racial, ethnic or religious insults or slurs
- Unwelcome sexual advances or touching
- Sexual comments, jokes, stories or innuendos
- Requests for sexual favors used as a condition of employment or affecting any personnel decision such as hiring, promotion, compensation or termination
- Display of sexually explicit or otherwise offensive posters, calendars or materials
- Referring to another employee with language such as “doll”, “babe” or “honey”
- Making sexual gestures with hands or body movements
- Intentionally standing close or brushing up against another employee or member
- Inappropriately staring at another employee or member or touching his or her clothing, hair or body
- Whistling at another employee or member, cat calls
- Asking personal questions about another employee’s or member’s sexual life
- Repeatedly asking out an employee who has stated that he or she is not interested
- Looking another employee up and down (“elevator eyes”)

These activities are offensive and are inappropriate in the workplace. This is a serious issue not just for Presbytery but also for each individual. This policy against harassment applies throughout our work environment, whether in the Presbytery, at work assignments outside the Presbytery, at Presbytery-sponsored social functions, or otherwise.

In addition, no employee of Presbytery should have to tolerate harassment from any member, vendor or other person doing business with Presbytery or others with whom we come in contact in the course of our work-related duties. While our ability to influence the conduct of members, vendors or others who engage in such behavior may be limited, we are committed to taking appropriate action to the extent practical, to protect and assist each of us.

Any employee who engages in harassment or retaliates against another employee because the employee made a report of harassment or participated in an investigation of a claim of harassment, is subject to immediate discipline, up to and including discharge.

It is the responsibility of all employees to work to ensure that these prohibited activities do not occur.

If you are harassed and are not comfortable first speaking to the offender directly, you should notify the General Presbyter or, any employee (or any other person performing services for us) who believes that he or she has been the subject of prohibited harassment, retaliation, or discrimination should report the matter immediately to the General Presbyter or a Co-Moderator of Human Resources. Any such reports will be investigated promptly and be kept confidential within the bounds of our investigation and the law. Please retain any notes, letters or other written material that relate to your complaint.

Policies addressing Sexual Misconduct, Child and Youth Protection and Vulnerable Adult have been established by The Committee on Ministry and approved by the Presbytery. These policies reinforce the Presbytery's tradition of developing and maintaining a professional environment comprised of people who respect one another and who believe in Presbytery's high ideals. It is the responsibility of all of us to uphold that tradition.

### WORKPLACE VIOLENCE POLICY

Presbytery is committed to providing a workplace that is free from violence. However, there may be occasions when an employee feels threatened from internal or external persons.

If you have been threatened, there are steps that you can and should take. First, report any threats to the General Presbyter or, if he or she is not available to any member of the elected staff. Second, depending on the circumstances, you may want to alert the local authorities and make them aware of the threats. Third, you may want to investigate other legal options such as restraining orders, court injunctions and the like through the County Circuit Court Clerk's Office. Fourth, you may want to discuss safety measures with the General Presbyter.

Preventing workplace violence is everyone's responsibility. If you find yourself in a threatening situation, remain calm, do not argue, and immediately seek assistance from the General Presbyter or, if he or she is unavailable, from any member of the staff.

## **RULES AND DISCIPLINE**

### **MAINTAINING TRUST**

The continued success of Presbytery is dependent upon public trust and we are dedicated to preserving that trust. Employees owe a duty to Presbytery, its member churches, and the larger Church to act in a way that will merit the continued trust and confidence of the public. Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

The purpose of a discipline procedure is to encourage employees to take corrective action in connection with their work or habits. Ordinarily, a mere discussion with the employee, to point out what is expected and how he or she is doing, should be sufficient. However, there are times when such mild corrective actions are not enough, and the next step means something sterner. It should be emphasized that the General Presbyter is not **REQUIRED** to go through each of the steps involved in the discipline procedure. Discipline may begin at any step in the procedure, including termination depending on the seriousness of the matter or the offense committed, and surrounding circumstances.

An employee who commits an act that is offensive to the rules of common sense or decency, or an act that violates a Presbytery rule, will be disciplined. The nature of the discipline will depend upon the violation and surrounding circumstances.

Presbytery will make a sincere effort to see that the enforcement of its rules and application of discipline will be fair in accordance with the Manager's Handbook.

The following is a partial list of additional reasons for discipline (it cannot be and is not intended to be all-inclusive):

- Inefficiency, unsatisfactory performance, or lack of application or effort on the job,
- Failure to carry out the lawful orders of the General Presbyter,
- Committing acts that affect the safety of yourself or other personnel,
- Threat of violence to another,
- Use of abusive, foul, or obscene language,
- Violating a safety rule or safety practice,
- Unauthorized altering of a time record,
- Being tardy without proper notice or excuse of excessive tardiness,
- Being absent without proper notice or excuse or excessive absenteeism,
- Loafing or spending unnecessary time away from the job,
- Stealing,
- Leaving work before the end of a regular workday or not being ready to work at normal starting time,

- Possession of alcohol during working hours or reporting to work in an intoxicated condition,
- Being under the influence or possession of illegal drugs, drug paraphernalia or other illegal substances,
- Disorderly or other inappropriate conduct reflecting on Presbytery,
- Misrepresentation of important facts in seeking employment,
- Dishonesty in performance of your duties,
- Careless or willful destruction or damage of Presbytery's property,
- Unauthorized removal of another employee's property or Presbytery's property,
- Insubordination (refusal to comply with instructions or orders given by a person in authority,
- Possession of firearms, fireworks, or explosives on Presbytery property or while conducting business off Presbytery premises,
- Contributing to unsanitary conditions,
- Physical or verbal harassment of employees, members, or visitors,
- Disregard for Presbytery policies and procedures,
- Improper conduct with or toward a member of the Presbytery,
- Actions that reflect poorly on the Presbytery,
- Committing an illegal act on Presbytery premises or committing an illegal act that places Presbytery in an unfavorable light,
- Falsification of Presbytery records,
- Engaging in horseplay while on company premises,
- Failure to cooperate fully in a Presbytery investigation,
- Misuse of Presbytery funds,
- Illegal gambling during work and/or on the Presbytery premises,
- Improper use of work time,
- Unauthorized disclosure of confidential information.

The fact that a possible violation is not listed does not mean that it would not result in disciplinary action. A serious offense can result in immediate discharge.

## GRIEVANCES

Problems can arise from time to time in any job. Difficulties may develop in relationships with other staff, and misunderstandings might occur regarding Presbytery policies, procedures, and work condition. If you have concerns about any aspect of your work, we ask that you put your concerns in writing and discuss them with the General Presbyter.

If the General Presbyter is unable to resolve the matter, or if you believe good reason exists for not initially discussing the concerns with him or her, please contact a Co-Moderator of Human Resources.

## **TERMINATION**

### **WHEN YOU LEAVE PRESBYTERY**

There are various reasons for termination of employment, including resignation, retirement, abandonment, and discharge.

Employment at Presbytery is “at will.” Either party can terminate employment at any time, and for any reason. This includes termination with or without cause, and with or without notice. This handbook and all other policies and procedures of Presbytery are intended to be consistent with Presbytery’s employment-at-will philosophy.

Employed professional and support staff may not serve on a Presbytery Committee/Team/Board for three (3) years after leaving their position.

### **RESIGNATION**

Presbytery requires two (2) weeks written notice for a voluntary resignation. However, Presbytery reserves the right to require employees to leave their employment prior to the completion of their notice. Employees who leave between pay periods will be paid on the next regularly scheduled payday.

All employees who are terminated for any reason are required to return all Presbytery property in their possession, i.e. keys on their last working day.

## Employee Acknowledgment Form

I understand that this handbook does not imply or constitute a contract or employment agreement between Peace River Presbytery and myself. I have received the handbook, and I understand that it is my responsibility to read and understand the policies contained in this handbook and any revisions made to it.

I understand that I work for Peace River Presbytery “at will,” meaning that I am free to leave Peace River Presbytery at any time, with or without reason, and that Peace River Presbytery has the same right to end its employment relationship with me. The Employee Handbook and all other policies and procedures of Peace River Presbytery are intended to be consistent with Peace River Presbytery’s employment-at-will philosophy.

I understand that this handbook contains general statements about current Peace River Presbytery policy, and that Peace River Presbytery retains the right to revise or modify the terms, information, policies, and benefits at its sole discretion and at any time.

I understand that if I have knowledge, either direct or indirect, of harassment or discrimination in any form, I am obliged to report the circumstances immediately to the General Presbyter or, if he or she is unavailable, to another member of the elected staff or Human Resources. I understand Presbytery requirements and expectations regarding attendance and hours of work. I also realize that I may be assigned evening and/or weekend hours as part of my work schedule.

I understand that I should consult with the General Presbyter regarding any questions I may have about Peace River Presbytery policies and practices.

\_\_\_\_\_  
General Presbyter Signature

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name Printed

Date: \_\_\_\_\_

Date: \_\_\_\_\_