

Charleston Atlantic Presbytery Personnel Policy Manual



Charleston Atlantic Presbytery Mission Statement

As the Charleston Atlantic Presbytery of the Presbyterian Church (USA), we affirm the Lordship of Jesus Christ, the Head of the Church. We affirm “The Great Ends of the Church:”

- *The proclamation of the gospel for the salvation of humankind;*
- *The shelter, nurture and spiritual fellowship of the children of God;*
- *The maintenance of divine worship;*
- *The preservation of the truth;*
- *The promotion of social righteousness; and*
- *The exhibition of the Kingdom of Heaven to the world.*

We also affirm our mission as it is expressed in the *Book of Order* (G-3.0301). With these affirmations, we are the visible bond of unity among our member congregations and church leaders. We seek to inspire, encourage, and support individual and shared ministries and to enable our family of churches to participate in the ministries and institutions of the Presbyterian Church (USA) and the ecumenical Community. We celebrate the scope and diversity of our church, its membership, and areas of service.

We are committed to a participatory style of leadership, which is dependent upon the gifts and talents of all of our members. We will seek to enable all Presbyterians within our presbytery to minister to and learn from each other as together we seek to be the body of Christ.

(Date of Approval of Policy)

TABLE OF CONTENTS

GENERAL POLICIES

Introduction Page 1

Employment at Will..... Page 1

Employer Responsibilities..... Page 1

Employee Responsibilities..... Page 1

Equal Employment Opportunity/AAP Policy Page 2

Harassment Policy Page 2

Americans with Disabilities Act Policy Statement Page 4

EMPLOYMENT

Open Door Policy Page 5

Personnel Record Changes Page 5

Performance Reviews Page 5

COMPENSATION

Employment Classifications Page 6

Hours of Work and Overtime Page 6

Time Records Page 7

EMPLOYEE BENEFITS

Major Medical, Death and Disability, and Retirement Benefits Page 7

Long-Term Disability Page 7

Life & Accidental Death & Dismemberment (AD&D) Page 7

Optional Benefits Page 8

403(B) Retirement Plan Page 8

Worker’s Compensation Benefits Page 8

Social Security/Medicare Taxes Page 8

Unemployment Compensation Benefits Page 8

TIME OFF

Vacation Page 8

Holidays Page 9

Compensatory Time Page 10

Jury Duty Page 10

Bereavement Leave Page 10

Continuing Education Page 10

Time Off to Vote Page 11

Benefits for Interim Employees Page 11

Bad Weather Policy Page 11

Paid Sick Leave Policy Page 11

Leave of Absence Policy (Unpaid) Page 12

Family and Medical Leave (FMLA) Page 12

Maternity Leave Page 13

Military Leave Page 13

ON THE JOB

Rules of Conduct Page 14

Substance Abuse Policy Page 14

Workplace Violence Policy Page 14
Use of Presbytery Equipment & Computer Systems Page 15
Flexible Work Schedules Page 16

LEAVING CHARLESTON ATLANTIC PRESBYTERY

Separation Policies Page 16
Grievance Procedure Page 19
Post Resignation/Termination Procedures Page 19
Personnel Matters and Questions Not Covered in This Document Page 20

RECEIPT FOR EMPLOYEE HANDBOOK Page 21 & Page 22

GENERAL POLICIES

Introduction

The purpose of this manual is to set forth the personnel policies for all employees of the Charleston Atlantic Presbytery. These policies have been developed to help each employee understand what is expected of him/her and what he/she may expect from the employer. These policies conform to the **Book of Order** of the Presbyterian Church (U.S.A.) in philosophy as well as specific details, and to the Fair Labor Standards Act. These policies are provided by the Council of Presbytery, approved by the Presbytery, and are to be appended to the Administrative Manual for the Charleston Atlantic Presbytery.

Employment at Will

Employment with the Charleston Atlantic Presbytery is “At Will,” which means it is subject to termination by either the Charleston Atlantic Presbytery or the employee at any time, for any reason or for no reason. There are no contractual relationships between the Charleston Atlantic Presbytery and its employees that guarantee employment for any specific time. No one has the authority to enter into any oral or written employment contract without the signed explicit written approval of the Executive Committee of the Charleston Atlantic Presbytery and no written employment contract will be valid without the signature of the Chair of Council of the Charleston Atlantic Presbytery.

Employer Responsibilities

1. Educate all employees on personnel policies and the expectation of their performance.
2. Provide adequate and equitable compensation and benefits to employees.
3. Conduct regular performance reviews.
4. Provide safe and secure working conditions.
5. Establish and maintain open communication with employees on the development and administration of personnel policies.
6. Maintain open communications at all times.
7. Establish and administer a grievance policy.
8. Abide by all policies, procedures, code of ethics, and all applicable state and federal laws.

Employee Responsibilities

1. Perform their assigned duties in a satisfactory manner and participate in committees or groups as assigned.
2. Take the initiative so that employee’s opinion is presented to the appropriate forum dealing with the personnel issues.
3. Make suggestions on the improvement of operations or the development and administration of personnel policies.
4. Abide by the employer’s policies, procedures, code of ethics, and all applicable state and federal laws.

Equal Employment Opportunity/AAP Policy

Equal Employment Opportunity has been, and will continue to be, a fundamental principle of the Charleston Atlantic Presbytery where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, sexual orientation, age, national origin, ancestry, disability, medical condition, veteran status, marital status, or any other protected characteristic as established by law.

This policy applies to all decisions involving personnel actions including application procedures, hiring, advancement, compensation, disciplinary actions, job training, benefits, termination of employment and all other terms, conditions, and privileges of employment.

Reporting Policy Violations: Any employee who believes he or she has been subjected to conduct that violates this policy, or observes or is informed of conduct toward others that may violate this policy, must report it immediately to the Executive Presbyter. If the complaint involves someone in the employee's direct line of supervision, the employee should inform the Chair of the Council of the Charleston Atlantic Presbytery of the complaint.

Any report of allegations of discrimination will be investigated promptly and thoroughly. Confidentiality will be maintained throughout the investigation to the extent consistent with adequate investigation and appropriate corrective action.

Corrective and preventative actions will be taken, when appropriate, to assure compliance with this policy. If a party to a complaint does not agree with its resolution, they may appeal to the Chair of the Council of the Charleston Atlantic Presbytery.

Affirmative Action: The Charleston Atlantic Presbytery adheres to the Affirmative Action Plan of the General Assembly of the Presbyterian Church (U.S.A), as set forth in the ***Book of Order G-3.0103***. This plan reaffirms the Charleston Atlantic Presbytery's continuing commitment to fair employment.

Harassment Policy

Charleston Atlantic Presbytery is committed to a productive work environment in which all individuals are treated with fairness, respect, and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices and harassment. Therefore, the Charleston Atlantic Presbytery expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment. All employees are expected to contribute positively to the work environment by conforming their behavior at all times to these guidelines.

Harassment on the basis of any protected characteristic such as race, color, religion, sex, sexual orientation, ancestry, national origin, age, disability, medical condition, veteran status, marital status, citizenship or any other characteristic is strictly prohibited. Under this policy, harassment is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual or that of his/her relatives, friends, or associates on the basis of any protected characteristics protected by law.

Sexual harassment is a form of discriminatory harassment prohibited by this policy. For the purposes of this policy, sexual harassment may consist of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (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 individual; 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.

Responsibility for Enforcement: As outlined below, every employee of the Charleston Atlantic Presbytery has responsibility for assuring compliance with this policy.

Individual Responsibility: Each employee has responsibility to assure his or her own conduct conforms to this policy. In addition, each employee has responsibility not to passively tolerate the behavior of others that may violate this policy. Accordingly, employees who observe or are otherwise aware of conduct by others that may violate this policy have an obligation to report to their immediate supervisor or the Chair of the Council.

Presbytery's Responsibility: It is the responsibility of the Executive Presbyter to enforce the Charleston Atlantic Presbytery's Harassment Policy. When a staff member receives a complaint, in whatever form, or observes or otherwise becomes aware of conduct that could constitute a violation of this policy, he/she has the responsibility to assure that the Executive Committee is notified and that the Charleston Atlantic Presbytery investigates and takes appropriate action. Any staff member that fails to enforce this policy strictly and promptly will be subjected to disciplinary action, up to and including termination.

Complaint Procedure: Any employee who believes he or she has been subjected to conduct that violates this policy, or observes, or is informed of conduct toward others that may violate this policy must report it immediately to the Executive Presbyter. Everyone has responsibility for enforcing and protecting this policy. Do not under any circumstances allow an inappropriate situation to continue. If the complaint involves someone in the employee's direct line of supervision, then the employee should inform the Chair of the Executive Committee.

The Charleston Atlantic Presbytery encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, when necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigative process to the extent consistent with adequate investigation and appropriate corrective action. Corrective and preventative actions will be taken when appropriate to assure compliance with this policy and to discipline policy violations. If a party to a complaint does not agree with its resolution, that party may appeal to the Chair of the Council of the Charleston Atlantic Presbytery. Disciplinary cases will be handled according to the judicial rules set forth in the **Book of Order** of the Presbyterian Church (U.S.A.).

Protection from Retaliation: Any form of retaliation against any person who in good faith reports such claims or otherwise participates or assists in any investigation is expressly prohibited. Any employee who believes he or she has suffered retaliation for reporting any violation of this policy or otherwise participating in any investigation should immediately bring such facts to the attention of the Executive Presbyter. If the complaint involves someone in the employee's direct line of supervision, then the employee should inform the Chair of the Executive Committee of the complaint. Anyone found to have engaged in such retaliation will be subject to severe disciplinary action, up to and including termination.

False Complaints: False and malicious complaints of harassment, discrimination, or retaliation as opposed to complaints that, even if erroneous, are made in good faith, will be the subject of appropriate disciplinary action.

Discipline for Policy Violations: Any employee found to be in violation of this policy will be subject to immediate discipline up to and including termination of employment. Persons who violate this policy may also be subject to civil damages or criminal penalties.

Americans with Disabilities Act Policy Statement

The Charleston Atlantic Presbytery is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is the Charleston Atlantic Presbytery's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the Charleston Atlantic Presbytery will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Charleston Atlantic Presbytery aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Charleston Atlantic Presbytery.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Executive Presbyter or the Chair of the Executive Committee. The Charleston Atlantic Presbytery encourages individuals with disabilities to come forward and request reasonable accommodation.

EMPLOYMENT

Open Door Policy

The Charleston Atlantic Presbytery promotes an atmosphere whereby employees can talk freely with supervisors and the Chair of the Executive Committee. Employees are encouraged to openly discuss with their supervisor any problems so that appropriate action may be taken. If the direct supervisor cannot be of assistance, the Chair of the Executive Committee of the Charleston Atlantic Presbytery is available for consultation and guidance. The Charleston Atlantic Presbytery is interested in all of its employees' success and happiness. It, therefore, welcomes the opportunity to help its employees whenever feasible.

Personnel Record Changes

To keep necessary Charleston Atlantic Presbytery records up to date, it is extremely important that you notify the Office Manager of any changes in:

- Name
- Marital status
- Home address
- Home and/or cell telephone number
- Pager number
- Eligible dependents
- Income tax withholding
- Emergency contact(s)

Performance Reviews

1. Performance reviews will be conducted for all employees within the guidelines provided by the Executive Committee.
2. On an annual basis, the supervisor will conduct a formal evaluation with the employee. Written copies will be submitted to the Executive Committee and will be placed in the employee's personnel file. Performance expectations will be established annually for each employee with their supervisor.
3. A complete personnel file is maintained on each employee. These files are confidential, with access limited to the Executive Presbyter (or his/her designee) and the Chair of the Executive Committee. They may choose to share information from that file with direct supervisors and the Personnel Committee as appropriate. Employees may have access to their file in the presence of the Executive Presbyter or his/her designee. These files may be destroyed five years following separation from employment.

COMPENSATION

Employment Classifications

The Charleston Atlantic Presbytery classifies employees according to job responsibilities. Since all employees are hired on an at-will basis for an unspecified duration, these classifications do not guarantee employment for any specific length of time. Additionally, the Charleston Atlantic Presbytery reserves the right to increase or decrease scheduled hours as necessary to support its work.

Employee: An employee is defined as a person who receives compensation from the Charleston Atlantic Presbytery (excluding independent contractors and outside consultants).

Regular Full-Time Employee: Employees who are regularly scheduled to work 40 or more hours per week. Regular full-time employees are eligible to receive all employee benefits as set forth in the Benefits section of this manual.

Regular Part-Time Employee: Employees who are regularly scheduled to work less than 40 hours per week. All ordained staff, whether full-time or part-time, in installed positions will be enrolled in the Presbyterian Church (U.S.A.)'s Board of Pensions medical and annuity plan. Regular part-time lay employees, who are authorized to work 20 or more regularly scheduled hours per week are eligible to participate in the Presbyterian Church (U.S.A.)'s Board of Pensions annuity plan. Regular part-time employees also are eligible for time off as set forth in the Employee Benefits and Time Off Sections of this manual.

Non-Exempt Employee: Employees who are not exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act (Wage-Hour Law) and applicable state laws. Non-exempt employees receive premium pay for overtime as outlined in the Overtime section.

Exempt Employee: Employees who are exempt from minimum wage and overtime provisions of the Fair Labor Standards Act (Wage-Hour Law) and applicable state laws. These executive, administrative, and professional employees, as defined by state and federal law, do not receive overtime pay.

Hours of Work and Overtime

Work hours are determined by the site location and the employee's position. Employees should discuss their work schedule with their supervisor to determine what hours are required.

Depending on the Charleston Atlantic Presbytery's work needs, overtime may be required. Prior approval from employee's immediate supervisor is necessary before any non-exempt employee works overtime.

Non-exempt full-time employees are eligible for overtime pay for work performed beyond their regularly scheduled hours. Paid time-off is not considered hours worked for overtime calculation. Overtime is paid at one and one-half the employee's regular hourly rate.

Time Records

Each employee is responsible for his/her own accurate time record keeping. Absences and hours worked for non-exempt employees should be recorded on a Charleston Atlantic Presbytery time sheet at the end of each day. **For monthly payroll billing purposes, it is critical that all non-exempt employees process their time records timely and accurately, on the 7th and 22nd of each month. Failure to do so could result in an inaccurate or delayed paycheck.**

Salary Administration:

1. Salaries of all positions are recommended by the Council to the Governing Body Unit, and require the approval of Presbytery.
2. All staff salary information for all positions in the Presbytery shall be available upon request, and shall be printed in the Minutes of the Charleston Atlantic Presbytery.
3. Designation of housing allowances for ordained staff persons shall meet the requirements established by the Internal Revenue Code and shall be determined annually by the Council in consultation with the ordained staff member.
4. Presbytery is required by law to withhold Federal, State, and Social Security taxes for employees, except ordained ministers or contract personnel.

EMPLOYEE BENEFITS

Major Medical, Death and Disability, and Retirement Benefits:

All regular Presbytery staff members who work an average of 35 hours per week or more shall be covered under the Benefits Plan of The Board of Pensions of the Presbyterian Church (U.S.A.) which provides the following core benefits: major medical insurance, death and disability coverage, and a retirement pension. As part of the employee's total compensation package, the Charleston Atlantic Presbytery shall pay dues for participation in the Benefits Plan. (Refer to the Board of Pensions Benefits Plan website for more information: www.pensions.org or call them at 800-773-7752.)

Long-Term Disability

Long-Term Disability insurance coverage is available to all employees who are covered under the Board of Pensions Benefits Plan of the Presbyterian Church (U.S.A.). Benefits are issued after the employee has applied for the benefits and has received approval from the Board of Pensions. If approved, Long-Term Disability payments of 60% of the employee's salary will begin after ninety days of disability.

Life and Accidental Death & Dismemberment (AD&D)

Life Insurance and Accidental Death and Dismemberment (AD&D) insurance coverage is available to all employees who are covered under the Board of Pensions Benefits Plan of the Presbyterian Church (U.S.A.).

The Life Insurance benefit is based on your salary and age. Refer to the Board of Pensions Benefits Plan website for more information: www.pensions.org or call them at 800-773-7752.

Optional Benefits:

The Board of Pensions of the Presbyterian Church (U.S.A.) offers a number of optional benefits such as dental insurance, additional life insurance, and a retirement savings plan. Employees of the Charleston Atlantic Presbytery who participate in the Benefits Plan for core benefits are also eligible for dental insurance paid by the Charleston Atlantic Presbytery. Employees who qualify for these benefits are also eligible to purchase any or all of the optional benefits at their own expense.

403(B) Retirement Plan

The Charleston Atlantic Presbytery employees may participate in any 403(b) Retirement Plan they choose. The Charleston Atlantic Presbytery does not match contributions to these plans. Employees are eligible to participate on their first day of employment and contribute up to the maximum annual amount allowed by current IRS regulations. Contributions are deducted from your paycheck on a pre-tax basis, and there are a variety of funds available for investing.

You may make changes to your contribution amount, suspend your contributions or re-enroll at any time throughout the plan year. For changes to occur, it is the responsibility of the employee to give the Office Manager the appropriate paper work.

Worker's Compensation Benefits

The Charleston Atlantic Presbytery is covered under statutory state Workers' Compensation Laws. Should you sustain a work-related injury, you must immediately notify the Office Manager. Failure to report an injury is a serious matter as it may preclude an employee's coverage under Worker's Compensation Insurance.

Social Security/Medicare Taxes

Social Security taxes and Medicare taxes are deducted at the rate established by law for non-ordained personnel. This amount, plus an equal contribution from the Charleston Atlantic Presbytery, is paid to the Federal Government to fund Social Security pension retirement and Medicare services.

Unemployment Compensation Benefits

The Charleston Atlantic Presbytery is recognized by the Internal Revenue Service as a 501(c)(3) entity, which means any services performed by an employee of a religious, charitable, educational, or other organization described in section 501(c)(3) are not subject to FUTA taxes (Federal Unemployment Taxes). The Charleston Atlantic Presbytery is also not subject to SUTA (State Unemployment Taxes). Therefore, Charleston Atlantic Presbytery is not required by law to pay unemployment taxes. No employee of the Charleston Atlantic Presbytery is eligible to file for unemployment from wages earned from the Charleston Atlantic Presbytery.

TIME OFF

Paid Vacation

Full time employees:

- a. Receive 40 hours of paid vacation time after their first year of

- employment.
- b. Receive a total of 80 hours of paid vacation time after their second year of employment
 - c. Receive an additional 8 hours of paid vacation time for each year of their employment after the first two year period for a maximum total of 160 hours of possible paid vacation time after 12 or more years of service.
2. Part-time employees:
- a. After their first year of employment, they will receive the equivalent of the average number of hours they work per week for paid vacation time.
 - b. Receive the equivalent of 2 times the average number of hours they work per week for paid vacation time after their second year of employment.
 - c. Receive an additional 1/5th of the average number of hours they work each week for paid vacation time for each year of employment after the first two years with the maximum amount of paid vacation being received after 12 or more years of employment.
3. Carryover of vacation days: Employees are encouraged to take their full amount of annual vacation time. However, full time employees may carry over vacation time from one year to the next up to a maximum of 240 hours. Unused vacation time over 240 hours will be lost and uncompensated. Part-time employee's hours are figured proportionately.
4. Vacation requests: Your immediate supervisor must approve vacation requests in advance.

Holidays

The Charleston Atlantic Presbytery takes the following annual paid holidays:

- New Year's Day
- Martin Luther King Day
- Maundy Thursday – ½ day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday following
- The days from Christmas Eve through New Year's Day
- One floating holiday of individual choice of either Presidents' Day, Columbus Day, or Veterans' Day, with the office not closed unless all of the employees choose the same day.

(If a holiday falls on a Saturday or Sunday, the Charleston Atlantic Presbytery will observe it on the preceding Friday or the following Monday.)

Compensatory Time

Hours worked over and above the salaried employee's normal work week shall not be compensated for monetarily. Instead they may be given one-hour compensatory time for each hour worked above the normal work week. Approval must be given by the employee's immediate supervisor to receive compensatory time. All compensatory time must be used within 60 days of when it was earned. As of the employee's last day of work, either because of dismissal or voluntary resignation, all unused compensatory time will be forfeited and cannot be compensated for in any way.

Jury Duty

Employees will be given leave with pay for service when subpoenaed for jury duty or to serve as a witness for up to two weeks a year. An employee on jury duty is expected to report to work any day he/she is excused from jury duty. Upon receipt of the notice to serve on a jury or to act as a court witness, the employee should immediately notify his/her supervisor. Additionally, a copy of the jury summons or subpoena must be attached to the employee's time sheet.

Employees appearing as a plaintiff, defendant, or for a non-subpoenaed court appearance will not receive paid time off. Vacation or unpaid time should be used for these absences.

Bereavement Leave

In the unfortunate event of a death in the immediate family, full-time employees are eligible for a leave of absence of up to three consecutive days. Part-time employees leave of absence will be prorated by the number of hours worked. Additional time off may be granted without pay at the discretion of the Executive Presbyter.

For this purpose, immediate family is defined as:

- Spouse/Partner
- Child, step-child
- Parents (including current in-laws), step-parents
- Siblings, step-siblings
- Current Brother/Sister in-law
- Aunt/Uncle
- Niece/Nephew
- Grandparents
- Grandchildren

Employees must make their supervisor aware of their situation and the expected length of their absence. Upon returning to work, the employee should record his/her absence as Bereavement Leave on his/her time sheet.

Continuing Education

Continuing education and professional event time and fees shall be negotiated. Ordained ministers and Certified Christian Educators will be granted two weeks annually for continuing education in keeping with denominational policies. Lay employees in salaried positions are granted one-week continuing education. Upon termination or voluntary resignation, all unused continuing education time will be forfeited and cannot be compensated for in any manner.

Time Off to Vote

The Charleston Atlantic Presbytery encourages responsible citizenship. On days when elections for public office (elections for public office includes elections for sheriff, school board, solicitor, and all primary and general elections) are scheduled throughout the state, county, city, or town in which the employee works, schedules will be adjusted as needed to allow for the opportunity to vote.

Employees living in other localities or states will need to inform their supervisor in advance if they expect any conflict between their work schedule and the exercise of voting rights in any election for any public office. Supervisors will adjust employee's schedules as needed to ensure that they will have the opportunity to vote. No employee will be penalized or retaliated against for requesting time off to vote.

Benefits for Interim Employees

The Executive Presbyter with the approval of the Council may appoint persons to fill vacant positions on an interim basis. In the case of the Executive Presbyter's position, the Council will appoint an interim. An interim employee is eligible only for those benefits included in his/her compensation package.

Bad Weather Policy

In the event of inclement weather, the office will close at the discretion of the Executive Presbyter. When an employee is unable to report to work or will be reporting to work late due to weather conditions and the Executive Presbyter does not order the office closed or opening delayed, the employee must use either vacation time or comp time. The employee must notify their immediate supervisor that they will not be coming into work or that they will be late.

Paid Sick Leave Policy

Paid Sick Leave:

1. Full time employees will accrue paid sick leave at a rate of 6.67 hours per month of service up to a maximum of 720 hours. Part time employees will accrue paid sick leave per month of service at rate of 1/5 of their average weekly hours up to a maximum of 12 weeks of average weekly hours. Unused sick leave above the accumulated totals will be lost and cannot be compensated for.
2. Employees may use their accrued sick leave for days absent due to:
 - a. Personal illness or injury
 - b. Medical, dental, or optical treatment or examination
 - c. Illness of a family member, up to 64 hours per year
3. Requests must be made to and approved by your immediate supervisor.

4. Existing workload should be considered before personal appointments are made for scheduled doctor, dentist, visits, etc.

Leave of Absence Policy (Unpaid)

The purpose of this policy is to establish guidelines governing leave of absence and to ensure that leaves of absence are granted on a fair and equitable basis to all eligible employees. Unless federal, state or local laws require otherwise, this policy will be administered as written.

Should an employee require an extension of the leave, he/she must make this request in writing to their supervisor and the Chair of the Executive Committee prior to the expiration of the approved leave. If the leave of absence is longer than one pay period, any scheduled performance and/or salary reviews will be delayed by the amount of time of the leave.

The following leaves of absences are outlined below:

- Family and Medical Leave
- Personal Leave
- Military Leave

Family and Medical Leave (FMLA)

An employee who has completed at least 12 months of service and has worked at least 1,250 hours of service during the previous 12-month period is eligible to request an unpaid Family or Medical Leave of Absence.

Subject to the conditions of this policy and the applicable laws, an eligible employee may request up to 12 weeks without pay of Family or Medical Leave during a 12-month period. The 12-month period used under this policy to measure the 12-week limitation will be the rolling 12-month period, beginning with the first day the employee is out on leave and will run for the next 12 months.

An employee may be permitted to take Family or Medical leave intermittently or on a reduced hours schedule for reasons of a serious health condition of the employee's spouse, child, or parent. All absences due to the specific covered event are part of the same leave of absence, whether or not the absences occur consecutively.

Qualifying Conditions: Eligible employees may request a Family or Medical Leave for any of the following reasons:

- The employee or spouse gives birth to a child;
- The employee has adopted a child or becomes a foster parent;
- The employee must care for a child, spouse, or parent who has a serious health condition; or
- The employee has a serious health condition that prevents the performance of one or more essential functions of his or her position.

The scheduling of "family leave" must be a mutual agreement between employee and his/her immediate supervisor, with final permission given by the Executive Presbyter after consultation with the Executive Committee. Accrued employment benefits shall continue as provided by the Family Medical Leave Act.

Definitions:

Child: Defined by both federal and state laws as biological, adopted or foster child, stepchild, a child for whom the employee has legal guardianship, or an adult dependent child. An adult dependent child is one who is over the age of 18 and incapable of self-care because of mental or physical disability.

Parent: The biological or adoptive parent of an employee or one who had legal guardianship of the employee when the employee was a child.

Care: Refers to such care as might be required because a family member is incapable of caring for basic medical, hygienic or nutritional needs or safety, or unable to travel to the doctor or otherwise obtain medical care, etc. The care to be provided can include psychological comfort and reassurance that would be beneficial to a seriously ill child, spouse or parent receiving inpatient care, arranging third party care for a family member, or filling in for others who are caring for the family member.

Restrictions and Conditions: The following restrictions apply to Family or Medical Leaves of Absence: Leave for the birth or placement of a child must be completed within one year of the birth or placement.

Vacation and Sick Leave: Vacation and sick leave do not accrue while an employee is on a Family or Medical Leave if the employee is absent longer than one pay period. Employees granted a Family Leave for their own serious health condition must utilize any accrued, unused sick leave during this period of leave. If a leave is for a qualified family member, accrued, unused sick leave hours or vacation hours can be used during this period of leave. Any portion of a leave that occurs after all vacation and sick leave benefits have been exhausted will be without pay.

Return to Work After Leave: An employee returning from an approved Family or Medical Leave will be reinstated to their previous position or a comparable position. However, employees have no greater rights to reinstatement or other job benefits than they would have if they had been employed during their leave period. Prior to the employee's return to work, the immediate supervisor must receive a doctor's release from the employee's health care provider fully releasing the employee to return to work.

Maternity Leave:

Paid maternity leave shall be granted only after a year of employment. All full time employees shall be allowed to take up to 12 weeks maternity leave. The first 6 weeks will be at full pay. The second 6 weeks are without pay, but accrued employee benefits will continue as provided by the Family Medical Leave Act. Return to work must be announced two weeks in advance in order to adequately and fairly deal with any temporary replacement.

Military Leave

Employees will be given leave with pay for service with the U.S. Armed Forces, up to 15 days annually, and as otherwise required by law. Military leave in excess of 15 days annually is without pay. For military leave in excess of 15 days annually the employee must submit

written verification from the appropriate military authority. The Charleston Atlantic Presbytery will reinstate an employee returning from a Military Leave to his/her same position or a comparable position if the employee:

- Submits a certificate of satisfactory completion of service,
- Applies within the specified time outlined below after release from active duty (or within an extended period protected by law), and is qualified to fill the former position.

Notification Requirements: An employee must notify their supervisor and the Chair of the Executive Committee as soon as they are informed that they are required to report for military duty. It is the employee's responsibility to submit a Leave of Absence Request along with a copy of their military orders to the Chair of the Executive Committee. The employee must also submit a statement of service, signed by the unit commander or a designate, with their date(s) of active duty.

Benefits During a Military Leave: If an employee is on a short-term (less than 30 days) Military Leave, the Charleston Atlantic Presbytery will continue to pay for the health insurance premiums during the leave. An employee on a long-term military leave (30 days or more) may elect to continue health benefits for up to 18 months and will be required to pay 100% of the monthly premium. Vacation and sick time will not accrue during the leave, if it extends longer than 30 days.

ON THE JOB

Rules of Conduct

The following list includes, but is not limited to, the major items which are strictly prohibited at all times and deemed sufficient cause for disciplinary action, up to and including termination of employment:

- Unauthorized possession of Charleston Atlantic Presbytery property, or the property of a fellow employee.
- Willful destruction of Charleston Atlantic Presbytery property or the property of a fellow employee.
- Fighting with, or threatening or attempting bodily injury to another at the work site or at any other work-related or work sponsored functions.
- The use of abusive, threatening, or obscene language.
- Excessive absenteeism or tardiness.
- Violation of sanitary or safety rules.

Substance Abuse Policy

Intoxication during working hours, including bringing intoxicating beverages, marijuana, or other hallucinogenic drugs or prescription drugs not prescribed for use by a physician on Charleston Atlantic Presbytery property, the consuming of the same on Charleston Atlantic Presbytery property, or any other violation of the Charleston Atlantic Presbytery's Substance Abuse policy.

Workplace Violence Policy

The Charleston Atlantic Presbytery provides a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy. The Charleston Atlantic Presbytery does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that illegal use of drugs and alcohol is incompatible with employment at the Charleston Atlantic Presbytery.

As a condition of employment, employees must abide by the terms of this policy and must notify the Charleston Atlantic Presbytery in writing of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction. Violations of this policy are subject to disciplinary action up to and including immediate termination of employment.

Charleston Atlantic Presbytery's Equipment and Computer Systems

Computer, E-mail and Internet Use

The Charleston Atlantic Presbytery provides supplies, equipment, and materials necessary for you to perform your job. These items are to be used solely for the Charleston Atlantic Presbytery's purposes.

Charleston Atlantic Presbytery provides for its employees the use of computers, computer files, Internet access, an e-mail system and accounts, and software to further the Charleston Atlantic Presbytery's work. The computers, computer files, software, hardware, and all other materials associated with the computer are the property of the Charleston Atlantic Presbytery and their use must comply with the policies established to govern their use.

All employees are responsible for ensuring that the Charleston Atlantic Presbytery's computer systems, including the Internet and e-mail, are used in an effective, professional, ethical, and lawful manner. Employees should ensure that all communications through its computer systems maintain a positive and professional public image for the Presbytery.

Employees should only access the Internet through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless you are using a computer that is not connected to the Charleston Atlantic Presbytery's network. The Charleston Atlantic Presbytery is not responsible for materials viewed on the Internet. While the Charleston Atlantic Presbytery uses software to block access to inappropriate or sexually explicit sites, employees should be aware that even innocuous search requests might lead to such sites. Employees encountering such material should immediately disconnect from the site.

This policy supports the Charleston Atlantic Presbytery's commitment to maintain a productive workplace, a workplace in compliance with all laws. The policy strictly prohibits the use of computers, the Internet, e-mail, and all other computer-related materials in ways that may be considered unlawful or harassing, disruptive or offensive to any other person(s).

Permissible Use: The intent of this policy is to clarify a variety of uses that are either acceptable or unacceptable. Limited use of the Charleston Atlantic Presbytery's computer systems and software by employees for personal purposes is allowed during non-working hours, provided the use is consistent with this policy or stored in its computer systems. The Charleston Atlantic Presbytery will monitor computer use to ensure compliance with legal requirements and compliance with the Charleston Atlantic Presbytery's policies.

The use of passwords or other security measures does not in any way diminish the Charleston Atlantic Presbytery's right to access materials on its systems nor should employees have an expectation of privacy because of the use of passwords or other security devices.

Employees encountering any misuse of the Charleston Atlantic Presbytery's computer systems or related computer materials should immediately report the situation to their supervisor or the Chair of the Executive Committee. Any violation of this policy will result in disciplinary action, up to and including termination of employment. Moreover, an employee's improper use of the computer may also subject the employee to civil and criminal liability. If necessary, The Charleston Atlantic Presbytery will advise appropriate legal officials of any illegal violations.

Flexible Work Schedules

With direct supervisory pre-approval, the Charleston Atlantic Presbytery considers flexible work schedules to be a viable alternative work arrangement in cases where individual, job, and supervisor characteristics are best suited to such an arrangement. These arrangements can include a wide range of alternatives including telecommuting and condensed work schedules. These arrangements will be reviewed on a case-by-case basis with job requirements being the major factor in the decision.

LEAVING CHARLESTON ATLANTIC PRESBYTERY

Separation Policies

The term "separation" shall refer to any and all terminations of the relationship between an employee and the Charleston Atlantic Presbytery.

A. Voluntary Resignation:

1. A voluntary choice of separation made freely by the employee may take place after one month's written notice. The provisions of the *Book of Order* shall govern the resignation of ordained clergy.
2. All employees will receive pay for accrued vacation if proper notice is given. Vacation pay is forfeited if proper notice is not given.
3. Unused sick leave will not be compensated for when an employee resigns or retires from the Charleston Atlantic Presbytery.

4. Unused compensatory time will be forfeited and not compensated for in any form when an employee retires or resigns from the Charleston Atlantic Presbytery.
5. Unused continuing education will be forfeited and not compensated for in any way when an employee resigns or retires from the Charleston Atlantic Presbytery.

B. Dismissal for Cause:

1. Dismissal for cause may take place by written notice from the Executive Presbyter, with the approval of the Executive Committee in accordance with the Charleston Atlantic Presbytery's personnel procedures, giving specific reasons for termination.
2. Notice, or pay in lieu of notice, of one month for employees will be given. No severance allowance will be paid, but employees who are dismissed will receive the cash equivalent of their unused accrued vacation. No compensation of any kind will be given for unused sick leave, unused compensatory time, or unused continuing education.
3. The reasons for dismissal for cause shall include but are not limited to:
 - a. Unsatisfactory performance;
 - b. Insubordination in the line of assigned duties;
 - c. Neglect in the care and use of the Charleston Atlantic Presbytery property and funds;
 - d. Sexual harassment or misconduct;
 - e. Unexcused absence and/or tardiness;
 - f. Illegal, dishonest, or unethical conduct;
 - g. Repeated failure or refusal to observe employer policies;
 - h. Use of alcohol or narcotics on the job or addiction to either;
 - i. The provisions of the *Book of Order* shall govern termination of the relationship between ordained staff and the Charleston Atlantic Presbytery.
 - j. Neither pay in lieu of notice nor severance pay will be given to any employee terminated within the first six months of employment.

C. Reduction of Force:

1. Circumstances may require a reduction in force. Such circumstances, may include, but are not limited to fundamental changes in long-range objectives, organizational changes, or a serious change in financial outlook.
2. Written notice by the Charleston Atlantic Presbytery must be given to all staff announcing the reduction in number of employees, including reasons for making such reductions. Thirty calendar days of notice of termination will be given to all employees.
3. A severance payment will be made to employees in relation to the length of continuous service with the Charleston Atlantic Presbytery as follows:

<u>Years of Service</u>	<u>Severance Allowance in Weeks</u>
Up to 1 year	1

1-3 years	2
3-5 years	4
5+ years	6

4. Severance payment may be made in one of the following two ways, as determined by the employer after consultation with the employee:
 - a. Lump sum payment: the total amount of salary due as severance pay will be paid in not more than two payments. The payment or payments shall be completed within thirty days of the employee's last day of work.
 - b. Continued salary: The employee's salary will continue on the regular schedule through the severance period.
5. The employer's share of the employee's pension and other benefits payments will continue to be made by the employer during the severance period if payment of severance is on the basis of "continued salary" as noted above. Pension and other benefits payments will not be continued if the severance is made in one or two lump sum payments.
6. Unused accrued vacation pay will be paid to the employee; however, no additional vacation time will be allowed to accrue during the severance period.
7. No unused sick leave or continuing education will be compensated for in any way. No unused compensatory time will be compensated for in any manner. No additional sick time will be allowed to accrue during the severance period.

D. Death in Service:

1. In the event of the death of an employee, the salary of that person will be continued to the spouse or dependent for four weeks from the date on which the death occurs.
2. Any unused accrued vacation pay will be paid to spouse or dependent.
3. No accrued sick leave or continuing education will be compensated for in any way. No unused compensatory time will be compensated for in any manner.
4. Death benefits are also provided through the Pension and Benefits Plan of the Presbyterian Church (U.S.A.).

E. Retirement:

1. The Presbyterian Church (U.S.A.) Pension and Benefit Plan provides retirement benefits.
2. At least sixty days notice of impending retirement to the Charleston Atlantic Presbytery is recommended.
3. Any accrued vacation pay will be paid to employee.

4. No accrued sick leave, unused compensatory time, or unused continuing education can be compensated for in any way.

Grievance Procedure

For the purpose of this policy a grievance is a dispute between staff members, an alleged violation of these personnel policies, or an alleged violation of a state or federal law not adequately dealt with in these policies. In order to deal promptly and fairly with all grievances, the following steps are to be taken:

- A. The aggrieved party must first discuss the grievance with his/her immediate supervisor. The immediate supervisor will confer with all parties involved and will respond in writing, within 5 working days. If this proves to be impossible, a specific date for a reply will be set.
- B. If dissatisfied with the supervisor's response, the aggrieved party is to specify, in writing within 10 working days, the nature of the grievance and the steps previously taken toward its resolution and submit it to the Executive Presbyter/Stated Clerk.
- C. After conferring with the aggrieved party and his/her supervisor, the Executive Presbyter/Stated Clerk shall review the findings and communicate a decision in writing to all parties involved, within 10 working days. Documentation on the grievance and its resolution shall be reported in writing to the Executive Committee and shall be maintained in the Executive Committee files at the Presbytery office.
- D. If the Executive Presbyter/Stated Clerk is a party to the grievance, the written grievance will go directly to the Executive Committee which will confer with parties involved, review the findings, and communicate a decision in writing to all parties involved within 10 working days.
- E. If dissatisfied with the decision of the Executive Presbyter/Stated Clerk or Executive Committee, the aggrieved party may request the intervention of a mediator appointed by the Moderator of Presbytery. In the event that the Moderator of Presbytery is a member of the Executive Committee, the immediate past Moderator of Presbytery shall appoint the mediator. Such a request must be made within 10 working days of receipt of the decision. A mediation hearing of the grievance will be held within 15 working days from the date of the receipt of a written appeal. The mediator will report the settlement of the grievance to the Executive Presbyter and Executive Committee. The decision of the mediator is final, except in the case of ordained individuals who may appeal pursuant to the guidelines set forth in the Rules of Discipline of the ***Book of Order***.
- F. It is understood that the aggrieved party may have an advocate with him/her at all steps of the formal process at his/her expense.

Post Resignation/Termination Procedures

Exit Interview: The Executive Committee is responsible for scheduling an exit interview, either in person or via the telephone, with a terminating employee before their last day of employment. The following will be reviewed during the exit interview:

Return of Charleston Atlantic Presbytery Property (including but not limited to):

- Keys
- Presbytery issued credit cards
- Presbytery manuals
- Any additional Presbytery-owned or issued property

Vacation: All accrued, unused vacation will be paid upon termination or resignation on the final paycheck. Unused sick leave is not paid out at the time of termination.

Benefits: Health Benefits end on the last day of the month in which your last day of employment falls. Refer to the Board of Pensions Benefits Plan website for more information: www.pensions.org or call them at 800-773-7752.

Final Paycheck: Employees leaving the Charleston Atlantic Presbytery must return office keys, credit cards, etc., before their final paycheck can be issued. If there are unpaid obligations to the Charleston Atlantic Presbytery, the final paycheck will reflect the appropriate deductions.

Personnel Matters and Questions Not Covered in This Document

If the Executive Presbyter, other supervisor or an employee encounters a personnel matter not addressed by this document, he/she will submit a written description of the situation to the Chair of the Executive Committee. The Executive Committee will meet within three weeks of the Chair's receipt of such a report to determine recommendations to make to the Council concerning this issue. The Council will meet within one week of the Executive Committee meeting to make suggestions on the appropriate response or action to take.

The final authority to interpret the personnel policies of the Charleston Atlantic Presbytery rests with the:

1. Council for all non-clergy employees.
2. Council in consultation with the Committee on Ministry for all ordained staff members.

All employees, by signing the Employee Handbook Acknowledgment form at the back of the handbook, acknowledge that they have read and fully understand this policy.

Employee Handbook Acknowledgment Form

Important Notice-Disclaimer

*(One Copy to be signed and retained in Handbook.
The Other Copy to be signed and given to the Charleston Atlantic Presbytery's
Director of Administration to be filed in Your Personnel File)*

This employee handbook is a guide to general employment procedures and policies of the Charleston Atlantic Presbytery, Charleston, South Carolina (The Presbytery). The Handbook is for information only and is not a contract of employment. Any "Presbytery" procedure or policy, including any policy, procedure, or provision in or referred to in this handbook, may be modified, amended, increased, decreased, or deleted by the Charleston Atlantic Presbytery at any time, with or without notice.

This handbook supersedes and replaces all other handbooks or similar materials, which have been published or distributed. Effective immediately, all (1) prior handbooks, (2) prior manuals, and (3) prior policies or practices covering topics now addressed in the handbook are hereby revoked and declared null and void.

This handbook does not and is not intended to address every possible employment/employee situation. The Charleston Atlantic Presbytery reserves the right to take action or make a decision which is inconsistent with the provisions of this handbook, to address unique situations, on a case-by-case basis, at the "Presbytery's" sole discretion.

Neither this handbook nor any other manual, policy, or other document alter, in any way, the "At-Will" employment status of Presbytery employees. "At-Will" employment means that either you or the Charleston Atlantic Presbytery can terminate the employment relationship at any time, for any or no reason, with or without cause, and with or without notice. No contrary statement by any Presbytery employee, committee member, or agent shall have any force or effect, unless it is in writing and states that it is a contract of employment, and is signed by the Chair of the Executive Committee of the Charleston Atlantic Presbytery.

Charleston Atlantic Presbytery Employee Acknowledgment

I acknowledge receipt of the current Charleston Atlantic Presbytery Personnel Policy Manual and understand it is effective immediately. I have reviewed the Personnel Policy Manual - particularly the above definition of "At-Will" employment. I understand the Personnel Policy Manual is not an employment contract, and I know that my employment is "At-Will" as defined above.

Employee's Signature

Witness's Signature

Employee's Name (Please Print)

Date

Employee Handbook Acknowledgment Form

Important Notice-Disclaimer

*(One copy to be signed and retained in Handbook.
The other copy to be signed and given to the Charleston Atlantic Presbytery's
Director of Administration to be filed in Your Personnel File)*

This employee handbook is a guide to general employment procedures and policies of the Charleston Atlantic Presbytery, Charleston, South Carolina (The Presbytery). The Handbook is for information only and is not a contract of employment. Any "Presbytery" procedure or policy, including any policy, procedure, or provision in or referred to in this handbook, may be modified, amended, increased, decreased, or deleted by the Charleston Atlantic Presbytery at any time, with or without notice.

This handbook supersedes and replaces all other handbooks or similar materials, which have been published or distributed. Effective immediately, all (1) prior handbooks, (2) prior manuals, and (3) prior policies or practices covering topics now addressed in the handbook are hereby revoked and declared null and void.

This handbook does not and is not intended to address every possible employment/employee situation. The Charleston Atlantic Presbytery reserves the right to take action or make a decision which is inconsistent with the provisions of this handbook, to address unique situations, on a case-by-case basis, at the "Presbytery's" sole discretion.

Neither this handbook nor any other manual, policy, or other document alters, in any way, the "At-Will" employment status of Presbytery employees. "At-Will" employment means that either you or the Charleston Atlantic Presbytery can terminate the employment relationship at any time, for any or no reason, with or without cause, and with or without notice. No contrary statement by any Presbytery employee, committee member, or agent shall have any force or effect, unless it is in writing and states that it is a contract of employment, and is signed by the Chair of the Executive Committee of the Charleston Atlantic Presbytery.

Charleston Atlantic Presbytery Employee Acknowledgment

I acknowledge receipt of the current Charleston Atlantic Presbytery Personnel Policy Manual and understand it is effective immediately. I have reviewed the Personnel Policy Manual - particularly the above definition of "At-Will" employment. I understand the Personnel Policy Manual is not an employment contract, and I know that my employment is "At-Will" as defined above.

Employee's Signature

Witness's Signature

Employee's Name (Please Print)

Date