

**EMPLOYMENT BENEFITS POLICY
CHARLESTON ATLANTIC PRESBYTERY**

All employees who work 20 or more hours per week will be entitled to be enrolled in the Benefits Plan of the Presbyterian Church (USA), namely, medical insurance, dental insurance, death and disability benefit and the Pension Plan.

All employees who work less than 20 hours per week will not be entitled to the above benefits.

If an employee who works less than 20 hours per week would like to be enrolled in any portion of the Benefits Plan of the Presbyterian Church (USA), it is that employee's responsibility to remit the required amount to the Board of Pensions. However, the Presbytery will accommodate the employee by deducting from their gross pay the amount necessary to pay the benefit, or accommodate the employee in some other way to pay the benefits, such as, deducting from gross pay and then paying the required amount to another employer/entity on behalf of the employee.

It should be understood that under no circumstances will Charleston Atlantic Presbytery be responsible for dues to the Benefits Plan for employees who work less than 20 hours a week.

I have read this policy and understand and agree to its terms.

Signature: _____

Print name: _____

Date: _____