

FIRST UNITED METHODIST CHURCH
SALISBURY, NORTH CAROLINA

EMPLOYEE HANDBOOK

Revised and Approved
By the Staff-Parish Relations Committee
Effective June 5, 2018

Table of Contents

- Introduction 3
- Equal Employment Opportunity 3
- Individuals with Disabilities 3
- Employment of Relatives & Church Members 4
- Establishment and Review of Positions 4
- Classifications of Employees 4
- Goals and Expectations 5
- Recruiting Employees 5
- Moving Expenses 5
- Introductory Period for Employees 5
- Hours of Work 6
- Work Schedule 6
- Salaries 6
- Benefits 7
 - Health Care 7
 - Retirement 7
 - Worker's Compensation 7
 - Holidays 7
 - Vacation 8
 - Sick Leave 9
 - Personal Leave 9
 - Family and Medical Leave 9
 - State and Federal Unemployment Insurance Exemption 11
 - COBRA Exemption 11
- Personnel Records 11
- Medical Records 12
- Confidential Information 12
- Media and Public Inquiries 12
- Military Leave of Absence 13
- Jury Duty 13
- Continuing Education Assistance 13
- Employee Expense Reimbursements 13
- Inclement Weather 14
- Guidelines for Appropriate Conduct 14
- Non-Harassment and Non-Discrimination 15
- Reporting Harassment 16
- Grievance Resolution 16
- Job Performance Evaluation 17
- Employee Discipline 17
- Termination of Employment 18
- Electronic and Telephonic Communications 18
- Church Premises and Work Areas 19
- Safe Sanctuary Policy 20

Introduction

Welcome to employment with First United Methodist Church of Salisbury. The Church's employees are a team ministry serving Christ, His Church and the community. The value of each individual team member is recognized, nurtured, and guided so that the effectiveness of the total team can be achieved. Responsibility for employees lies with the Staff-Parish Relations Committee (hereafter referred to as the SPRC in this document) which takes its authority from *The Book of Discipline of the United Methodist Church*. One of the goals of the SPRC is to provide employees with a challenging, rewarding, and meaningful job opportunity and with fair treatment and compensation including comprehensive employee benefits.

This Handbook is not a contract or promise of continued employment. Employment is at the will and pleasure of the Church and can be terminated at any time with or without advance notice and for any reason in the Church's sole discretion. This Handbook is designed to serve as a source of information about the personnel policies, rules, and regulations of the Church and its employee benefits. First United Methodist Church of Salisbury reserves the right to change its personnel practices and to modify this Handbook at any time. Policies and procedures related to clergy under the appointment of the Bishop will be in accordance with *The Book of Discipline*. The Resident Bishop of the Charlotte Area makes the appointment of clergy to First United Methodist Church of Salisbury.

All employees are expected to read, understand and become familiar with all the provisions of this Handbook. If you have any questions about it, please refer them to the Senior Pastor or the SPRC. All employees are required to complete an *Employee Statement of Acknowledgement* of receiving and reading the Handbook and return it to their supervisor not later than the third day of employment.

Equal Employment Opportunity

The Church provides equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, national origin, age, disability or status as a veteran. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits compensation and training. However, as a United Methodist Church, we reserve the right to discriminate on the basis of religion.

Individuals with Disabilities

The Church complies with the Americans with Disabilities Act of 1990 and all applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. The Church also provides reasonable accommodation for such individuals in accordance with these laws. Qualified individuals with disabilities may make requests for reasonable work accommodations to the Senior Pastor. All such requests should be made in writing. Qualified individuals may be asked to provide appropriate documentation of the disability.

Employment of Relatives and Church Members

The Church permits the employment of qualified relatives of employees and church members as long as such employment does not, in the opinion of the SPRC, create actual or perceived conflicts of interest. All such evaluations and decisions shall be made in advance of hiring by the SPRC.

Establishment and Review of Positions

The SPRC, in consultation with the Senior Pastor, is responsible for determining personnel needs and salaries and recommending them to the appropriate committees of FUMC. Written job descriptions and an organizational diagram are formulated by the SPRC, and these documents are reviewed and updated at the time of employment or at any time deemed necessary by the SPRC. Job descriptions will be reviewed annually with the employee as part of the employee's annual appraisal, and updated as necessary.

Classifications of Employees

For purposes of salary administration and eligibility for overtime payments and employee benefits, the Church classifies its employees and other workers as follows:

Full-time regular employees. Employees hired to work the Church's normal, full-time, 37.5 hour workweek on a regular basis. Such employees may be *exempt* or *nonexempt* as defined below.

Part-time regular employees. Employees hired to work fewer than 37.5 hours per week on a regular basis. Such employees may be *exempt* or *nonexempt* as defined below.

Temporary employees. Employees engaged to work full-time or part-time on the Church's payroll with the understanding that their employment will be terminated no later than on completion of a specific assignment. Such employees may be *exempt* or *nonexempt* as defined below.

Nonexempt employees. Employees who are required to be paid overtime at the rate of time and one-half their regular rate of pay for all hours worked beyond forty hours in a work week, in accordance with applicable federal wage and hour laws.

Exempt employees. Employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond 40 hours in a work week but whose salary represents payment for all hours they may be required to work in any given work week. Administrators, directors, and supervisors are typically exempt.

Clergy. The Resident Bishop of the Charlotte Area assigns the appointed clergy to FUMC. The SPRC will assist with evaluation and support of clergy in accordance with provisions in *The Book of Discipline*. Personnel policies and benefits for clergy such as pension, medical insurance, vacation, sick leave and personal leave are to follow the guidelines of the WNCC.

Lay employees. Employees hired by the Church who are not clergy.

Childcare program employees. The SPRC delegates authority for recruitment, employment, orientation, compensation, evaluation and termination of all church-sponsored childcare employees of the

Pre-School Program, The Child Development Center and The After-School Program to their respective Boards of Directors. The SPRC may assume authority for any of the above activities at its discretion. The SPRC may also change job descriptions of the childcare program employees at its discretion. All childcare program employees shall abide by the guidelines of appropriate conduct as stated in this Handbook.

During the day-to-day operations of the church, the Senior Pastor is in charge. Church employees (not childcare program employees who are supervised by the individual program directors and their respective boards) are directly supervised by the Senior Pastor or his/her designee. The Senior Pastor will provide the SPRC with an overview of major concerns among employees. Any employee of the Church may report concerns or questions directly to the SPRC members.

Goals and Expectations

The SPRC expects all employees to:

- deal with the public and vendors in a professional manner,
- perform assigned tasks in an efficient manner,
- be punctual,
- demonstrate a considerate, friendly, and constructive attitude toward fellow staff,
- demonstrate a considerate, friendly, and constructive attitude toward Church members, and
- adhere to the policies adopted by the Church and the SPRC.

Recruiting Employees

The SPRC utilizes a standard application form and oversees a hiring process through which employees are selected based upon skills, experience, training, education, and character assets. Membership in FUMC is not a requirement for employment. A drug test and a criminal background check are conducted on each new employee. Random drug tests may also be administered during employment. A candidate may acquire a copy of the written job description from the SPRC. Recruiting expenses will not be paid for job applicants unless the SPRC determines this is warranted under special circumstances.

Moving Expenses

Moving expenses of newly-hired employees are the responsibility of the employee unless the SPRC decides otherwise. In the case of appointed clergy, the Church will pay the difference between the actual, reasonable cost and the moving expense allowance set by the WNCC. Storage of an employee's furniture will be at the expense of the employee; storage of the church's furniture will be at the expense of the Church.

Introductory Period for Employees

All new employees and all present staff transferred or promoted to a new position are to be evaluated for an initial introductory period soon after having completed ninety days of employment. After satisfactory completion of the introductory evaluation, the employee will be evaluated on an annual basis as provided for in the annual job performance evaluation. If the Senior Pastor and/or the SPRC determine that the introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period. New employees are eligible for health insurance benefits during this introductory period, but not Church contributions toward the pension benefit.

Hours of Work

Church Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. Employees take one hour for lunch daily. The workweek is 37.5 hours. Since various Church activities and services occur throughout the week and at any time during a twenty-four hour daily period, it may be necessary for some employees to work other than during the standard office hours. These hours and any changes to the regular schedule are to be negotiated between the employee and the Senior Pastor. Employees are expected to share their schedules with the Volunteer Office daily. When unable to report to work for any reason, employees are expected to notify the Senior Pastor or Church Business Administrator promptly.

Work Schedule

Employees are expected to work their "Core Time Hours" each work day, unless otherwise approved by the Senior Pastor. Non-exempt employees are to keep accurate records of the hours worked on behalf of the Church, whether in the office or in the field. They are responsible to submit bi-monthly records of hours worked (regular & overtime), and leave time taken; i.e., vacation, sick leave, personal, etc. Pastors and exempt employees do not have to log hours worked, but need to submit records for leave time. Non-exempt employees must receive prior approval from the senior pastor before working any overtime hours. They will be paid at a rate of one and one-half times their regular hourly pay rate for hours worked in excess of 40 hours per week. Exempt employees do not receive overtime compensation for hours worked in excess of 40 hours. Falsifying a time record is a breach of policy and is grounds for disciplinary action, up to and including an unpaid suspension or termination. Appropriate forms are available through the Church Business Administrator, and all such documentation is submitted to the Church Business Administrator.

Salaries

The SPRC will set salary guidelines for each job description. The following shall be considered in determining individual salaries: current pay in other churches for comparable positions, current pay in the secular community for positions of comparable skills and responsibility, relative pay in this Church for other positions, responsibility of the job, training, experience, and education of the employee.

Any changes in salary are recommended by the SPRC for employees during the time of budget preparation. Impending salary or benefit increases are not official until the Annual Church Ministry Budget is officially adopted by the Church Council. The fiscal year of the Church is the calendar year; normal compensation changes become effective January 1. There are no compensation increases during the introductory period of employment.

All employees are paid semi-monthly on the 15th and last day of each month (or the closest work week day to each of these dates). Salary checks will reflect gross earnings, mandatory tax deductions and authorized deductions for items such as dependent's insurance coverage, disability insurance or additional pension contributions.

Benefits: Health Care

First United Methodist Church pays 100% of the cost of insurance coverage for basic medical care, hospitalization, and major medical insurance coverage for full-time regular employees the first of the month following 30 days of employment. First United Methodist Church pays the cost of such coverage for appointed clergy under the provision of the Western North Carolina Conference's group insurance plan. All full-time employees who desire may have the cost of coverage for eligible dependents deducted from their salary checks. Employees may elect additional coverage through payroll deduction.

The Church Business Administrator will contact the insurance representative to set up an appointment to enroll a new employee in the medical insurance program. The insurance company will send an identification card and plan information directly to the new employee.

Benefits: Retirement

Appointed clergy are provided pension benefits under the Ministerial Pension Plan (MPP) and Comprehensive Pension Plan (CPP) of The United Methodist Church Board of Pensions. The cost of the pastor(s) pension(s) will be relayed to the Church by the Western North Carolina Conference during the fall of each year for the following year.

Lay employees (21 years of age and older) are eligible for the retirement plan for local church employees administered through the General Board of Pensions and Health Benefits of The United Methodist Church. The current plan that has been adopted by First United Methodist Church of Salisbury with the Board of Pensions requires the Church to contribute 6% of an employee's annual salary to the pension retirement plan with the employee required to match 3% of annual salary. Any permanent church employee who works 20 plus hours per week per year is eligible for this pension coverage. At the time of hire date, the employee is eligible to make his/her 3% contribution to the pension fund. This is voluntary and optional. The Church matching contribution of 6% starts at 6 months after the hire date. Employees may opt out of the pension benefit through a signed release. Plan sponsor (FUMC of Salisbury) contributions will become invested immediately. Contributions to the pension fund are calculated monthly.

Benefits: Worker's Compensation

All employees are covered by Worker's Compensation Insurance and should report all job related accidents, illnesses, and injuries immediately to the Church Business Administrator. Worker's Compensation Insurance may pay medical and hospital expenses for such circumstances, and under certain conditions employees may be entitled to disability (income replacement) benefits for time lost due to job related illness or injury.

Benefits: Holidays

| | |
|----------------------------|-----------|
| New Year's Day | January 1 |
| Martin Luther King Jr. Day | |
| Easter Monday | |
| Memorial Day | |
| Independence Day | July 4 |
| Labor Day | |

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|---------------------------|-------------|
| Veterans' Day | November 11 |
| Day Before Thanksgiving | work ½ day |
| Thanksgiving Day | |
| Friday after Thanksgiving | |
| Christmas Day | December 25 |
| The Day After Christmas | December 26 |

Full-time employees are eligible to receive 11.5 paid holidays at his/her regular rate of pay for each observed holiday as listed above. Part-time employees are eligible for 6 paid holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Temporary employees and employees on leave are not eligible to receive holiday pay. A holiday that occurs on a Saturday or a Sunday may be observed on either the preceding Friday or following Monday. The Senior Pastor determines dates on which the Church office will be closed surrounding scheduled holidays. If a holiday occurs during a staff member's vacation period, the holiday will not be charged as a vacation day. If a holiday occurs on a staff member's regular day off, the employee can choose an additional day off in consultation with the Senior Pastor.

Benefits: Vacation

Vacation is a time of rest and renewal and is provided as a benefit to the employees. The vacation year for employees is the calendar year, January 1 -December 31. The vacation year for appointed clergy runs according to the Conference appointment calendar, July 1 of the current year through June 31 of the following year.

Appointed clergy shall be subject to the vacation policy for clergy members of the Western North Carolina Conference of The United Methodist Church (1-5 years of service = 2 weeks; 6-10 years = 3 weeks; over 10 years = one month). The service must have been full-time in The United Methodist Church.

Lay employees shall receive vacation according to the following schedule: new full-time employees shall receive one (1) week (5 days) of vacation following their date of employment after completing the introductory period and evaluation during their first calendar year (January 1st through December 31st and one additional week (5 days) of vacation after completing one (1) full year of employment.

Persons arriving with previous employment may negotiate their vacation within the guidelines of these policies with the Senior Pastor and the SPRC. Persons requesting the five days or any part thereof, including (the day before or the day after) Easter and/or Christmas must have the approval of both the Senior Pastor and the SPRC before scheduling such vacation.

Vacation benefits shall accrue as follows:

| | | |
|-----------------------------|---|---------------------|
| 1-5 years of employment | | 2 weeks of vacation |
| 6- 10 years of employment | = | 3 weeks of vacation |
| Over 10 years of employment | = | 4 weeks of vacation |

A week shall be defined as an employee's normal working week. Vacation time may not be carried over to another year. Vacation shall be approved by the Senior Pastor. Upon termination, resignation, or retirement, non-used vacation, which is a benefit, is convertible to cash. Vacation may not be taken until earned. No pension or health benefits accrue for employees for their unused vacation benefit. Part-time employees working fewer than 20 hours per week and temporary employees receive no vacation benefit.

Benefits: Sick Leave

Full-time employees may earn four hours of sick leave per semi-monthly pay period worked, up to 80 hours (10 work days) per calendar year to the next until 30 days are accrued. Any illness or injury to the employee or immediate family member requiring more time away from work than this authorized amount should look to other established benefits to receive authorized pay. Sick leave may be used for appointments with medical doctors. Any employee requiring sick leave of more than 3 work days in a row should be under the care of a medical doctor. A signed doctor's statement will be provided to the senior pastor or SPRC authorizing return to work. Appointed clergy are subject to policies established by the WCC and in consultation with the District Superintendent. Employees will not be compensated for any unused sick leave upon termination of employment.

Benefits: Personal Leave

The Church permits employees to be absent from work on a short-term basis under certain circumstances. Reasons may include the death of an immediate family member; marriage of the employee; adoption of a child by the employee; and approved voluntary participation in community projects. For personal leave consideration, immediate family members are limited to spouse, child, parent, grandparents, and siblings. Personal leave must be approved by the Senior Pastor. Employees are expected to request personal leave with reasonable advance notice of such absences.

Full-time employees are allowed 4 personal days per calendar year starting the first full calendar year of employment. Part-time employees who work 20 or more hours per week are allowed 2 personal days each year. Temporary employees are not eligible for compensation for leave.

Personal days may not accrue or roll over from one year to the next. Unused days of personal leave are not convertible into cash or other forms of compensation. If employment is terminated, pay for accumulated and unused days will not be granted.

Benefits: Family and Medical Leave

The FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

Twelve workweeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;

- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty".

Up to twenty-six weeks of leave for:

- Military Caregiver's Leave.

An employee must have completed at least one full year of service with the Church to be eligible for such leave. The employee must have worked at least 1,250 hours during the 12 month period immediately before the date when the leave is requested to commence. Time spent on paid or unpaid leave is not included as "hours worked" in determining the 1,250 hour eligibility test.

Rolling 12-month period: The 12-month period is measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave the Business Administrator will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

When it becomes evident an employee shall be unable to work for an extended period of time (three consecutive working days), the employee's absence will fall under the Family Medical Leave Policy for eligible employees,...

The 12-month period will be considered to be a rolling period for each employee measured from the first day of the employee's last FMLA leave. Employees who qualify for this leave must first utilize all accrued paid leave -- such as unused accrued sick days and vacation time -- as the initial portion of the 12-week period, the remaining balance of the 12 weeks to consist of unpaid leave. If the leave is taken as a result of a serious health condition, the request must be supported by certification from the health care provider of the employee or other ill person to be cared for; in addition, if leave is taken as a result of such a qualifying serious health condition, the leave may be taken intermittently in periods totaling up to 12 weeks, as long as intermittent leave is medically required and approved in medical certification.

When requesting a FMLA leave, the employee is to provide the Church with at least 30 days written notice if the leave is planned in advance. If the leave is unexpected, notify the senior pastor or SPRC immediately upon learning of the necessity for the leave.

All group health benefits will continue during the leave. Other benefits such as pension will be governed in accordance with the terms of each benefit plan. Employees may be requested to provide physician's statements attesting to the nature of the serious health condition of self or family member. Before an employee will be permitted to return from medical leave for her/his serious health condition, s/he will be required to present the Church with a statement from the treating physician indicating that the employee is capable of returning to work and performing the essential functions of the position, with or without reasonable accommodation.

Eligible employees are entitled on return from leave to be reinstated to their former position or to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. Exceptions to the provision may apply if business circumstances have changed; e.g. a position is no longer available due to job elimination.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

Benefits: State and Federal Unemployment Insurance Exemption

Because churches are exempt from participation in state and federal unemployment insurance programs, the Church does not provide unemployment insurance as an employee benefit.

Benefits: COBRA Exemption

Because churches are exempt from participation in COBRA, the Church does not offer COBRA participation as an employee benefit.

Personnel Records

Every prospective employee completes a criminal background check form prior to employment. After acceptance of employment, the new employee completes the required state and federal tax withholding forms before the first day of actual employment as well as an I-9 Form. Any subsequent changes in the dependents or deductions are the responsibility of the employee. Employees will be issued an employee handbook, and each will sign and turn in to the Church Business Administrator the *Employee Statement of Acknowledgement*. Employees will also receive a copy of the Safe Sanctuary Policy and will abide by these guidelines.

The Church maintains confidential personnel records on each employee. Employment-related information contained in a personnel file includes information related to an individual's application, selection, job description, promotion, demotion, transfer, leave, salary, contract for employment, benefits, attendance records, suspension, performance evaluation, disciplinary actions, and termination.

Personal information contained in a personnel file includes an individual's home address, Social Security Number, personal financial data, marital status, dependents, and beneficiaries.

Information can be a part of the "personnel file" even if it is not included in the employee's file folder labeled "personnel file." It's the content of the information, not the form or location that matters for determining the scope of the file. This information is the property of the Salisbury UMC and will be treated the same as any other confidential organization information. Employees do have the right of access to their own personnel file with proper prior notification.

The following provisions apply with respect to any employee's request to review his/her personnel file:

- The Senior Pastor, Administrator or SPRC designee will have the responsibility of coordinating the review of an employee's file.
- The Senior Pastor, Administrator or SPRC designee must be present while the employee reviews his/her file.

- The employee may take notes, but may not remove, deface or otherwise make notations on the documents in his/her file.
- Upon request from the employee, Salisbury FUMC may provide a copy of any item(s) in the employee's personnel file, at the sole discretion of the SPRC.

To ensure that an employee's personnel files are up-to-date at all times, notify the Senior Pastor or Church Business Administrator of any changes in name, telephone numbers, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, and the individuals to notify in case of an emergency

Medical Records

The Americans with Disabilities Act (ADA) requires that employers who are covered by the ADA must keep these medical records confidential and separate from other personnel records. This information may be revealed only to safety and first aid workers, if necessary to treat the employee or provide for evacuation procedures; to the SPRC and Senior Pastor, if the employee's disability requires restricted duties or a reasonable accommodation; to government officials as required by law; and to insurance companies that require a medical exam.

Confidential Information

The interests of the Church, particularly confidential information, represent proprietary assets that each employee has a continuing obligation to protect. Information, designated as confidential or pertaining to the Church or personnel matters of a sensitive nature, is to be discussed with no one outside the Church Office, and only discussed within a "need to know" basis. If there are questions about the application of this policy, the staff member is to consult with the Senior Pastor or the SPRC. This responsibility is not intended to impede normal ministry communications and relationships, but it is intended to alert employees to their obligation to use discretion to safeguard the Church's interests. Failure to maintain confidentiality constitutes grounds for termination.

Media and Public Inquiries

All media inquiries and other inquiries of a general nature must be referred to the Senior Pastor and/or the Associate Pastor. Inquiries seeking information concerning current or former employees must be referred to the Senior Pastor and the SPRC. Media statements must be approved by the Senior Pastor.

Military Leave of Absence

Leaves of absence without pay for military or reserve duty are granted to full-time and part-time employees. If an employee is called to active military duty or to Reserve or National Guard Training, or if volunteering for the same, the employee should notify the senior pastor and submit copies of the military orders as soon as practicable. An employee will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws.

Jury Duty

Any employee who is summoned to serve on a jury will be excused from work while serving on the jury. The employee will be entitled to juror's pay plus regular church compensation for the period. When summoned, the employee should notify the Senior Pastor immediately, and the employee will be expected to work during normal working hours except for the time the employee's presence is required in court.

Continuing Education Assistance

Continuing education assistance may be provided to help employees develop and improve skills and qualifications that are directly related to their work responsibilities. There are appropriate programs and opportunities provided directly by the Church as well as by church-related and other professional organizations. Employees may request continuing education assistance from the SPRC in writing.

Employee Expense Reimbursements

Employees should provide the Church Business Administrator with a copy of their itinerary before leaving on Church-related travel. When traveling, the employee shall provide information concerning: the purpose of the trip, where and how s/he may be contacted, expected time of return and a list of other participants from the Church, if applicable.

Employees may accept invitations to preach or speak in other churches or church-related programs. If the invitation is not related to employee responsibility, the employee may keep any honorarium provided. Employees may not accept honoraria for participation in any event under the sponsorship of the Church. Office hours may be adjusted to reflect field work and continuing education work.

Employees may be reimbursed for any ordinary and necessary business and professional expenses incurred on the Church's behalf if the following conditions are met:

- The expenses are reasonable in amount;
- The employee documents the amount, time and place, business purpose, and provides documents/receipts of the costs and turns this in to the Church Business Administrator;
- The employee asks for reimbursement within 60 days after the expense is incurred;
- Reimbursement will be paid out of Church funds and not deducted from payroll;
- Reimbursable and professional expenses may include transportation (use of personal automobile, car rental, mass transit, parking fees, tolls, mileage, etc.), overnight travel (lodging and meals) entertainment, books, subscriptions, education, vestments, and professional dues.

- The Church will not include as taxable income any business or professional expense reimbursement properly substantiated and reimbursed according to this policy, and the employee should not report the amount as taxable income on her/his IRS Form I040;
- If, for any reason, Church reimbursements are less than the amount of business and professional expenses properly accounted for by an employee, the Church will not report any part of the reimbursement as taxable income for the employee; and the employee may deduct the unreimbursed expenses as allowed by law;
- If, for any reason, Church reimbursements are more than the amount of business or professional expenses properly accounted for by an employee, they must be returned to the Church within 60 days after the associated expenses are paid; the money shall not be retained by the employee;
- No reimbursements shall be made for undocumented or improperly documented business or professional expenses; and
- No reimbursements shall be made if there is not adequate funding in the Church's annual budget.

Employees are to be prudent in their choices of expenditures. Employees should use the most expedient mode of transportation available, book the least expensive fares, stay in and eat at moderately priced establishments. Any such expenses deemed unreasonable relative to the circumstances will not be reimbursed and are the employee's responsibility.

Inclement Weather

Unless otherwise notified, employees are expected to report to work on time. However, if it is impossible or unsafe to arrive on time because of ice, snow, or other inclement weather or road conditions, employees are expected to arrive at work as soon as safely possible. If weather conditions become hazardous during working hours, employees may request permission from the Senior Pastor to leave early. In the absence of the Senior Pastor, the Church Business Administrator should be consulted. On days the Church Office is open, absence from work due to inclement weather will be counted as vacation. If the Church Office is closed due to inclement weather, no penalty is assessed against employees for absence. The Senior Pastor is responsible for deciding whether to close the Church Office due to inclement weather.

Guidelines for Appropriate Conduct

As an integral member of the Church team, employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. Whether or not one is on or off duty, employee conduct reflects on the Church. Employees are, consequently, encouraged to observe the highest standards of professionalism at all times. Types of conduct that are considered inappropriate include but are not limited to:

- falsifying employment or other records,
- violating the Church's nondiscrimination policy,
- violating the Church's harassment policy,
- violating the Safe Sanctuary policy,
- soliciting gratuities,
- establishing a pattern of excessive absenteeism or tardiness,

- inappropriate personal appearance and manner of dress,
- engaging in excessive, unnecessary or unauthorized use of the Church's supplies,
- reporting to work intoxicated or under the influence of non-prescribed drugs,
- illegally manufacturing, possessing, using, selling, distributing or transporting drugs,
- fighting or using obscene, abusive or threatening language or gestures,
- stealing property from coworkers, constituents or clients of the Church,
- having unauthorized firearms on Church property or while on Church business,
- disregarding safety or security regulations,
- engaging in insubordination, and
- failing to maintain the confidentiality of the Church.

Violations of these guidelines, poor performance or work habits, and poor overall attitude or conduct may result in disciplinary action up to and including an unpaid suspension or termination of employment without prior warning at the sole discretion of the Church.

Non-Harassment and Non-Discrimination

First United Methodist Church of Salisbury has adopted a policy of "zero-tolerance" with respect to unlawful employee harassment and discrimination. The Church does not tolerate illegal harassment, discrimination or mistreatment in the workplace or in situations which are work related, whether due to sex, race, religion, national origin, ancestry, age, disability, or other basis protected by federal, state, or local law. Retaliation for reporting or threatening to report such harassment, discrimination or mistreatment is also prohibited.

Sexual harassment includes unwelcome sexual advances, request for sexual favors, grabbing, touching, leering, comments, jokes, posters, and other verbal, visual, or physical conduct of a sexual nature when submission is made a term or condition of an individual's employment, submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment can occur between members of the same sex as well as the opposite sex.

Sexual conduct is unprofessional and has no place at work. For this reason sexual conduct is prohibited, whether welcome or unwelcome. This includes, but is not limited to, telling sexually oriented jokes or jokes including derogatory slurs, engaging in sexual banter or inappropriate touching, engaging in sexually explicit conversation, exchanging cartoons, photos, prints, or e-mail with sexual themes or unrelated to work, etc.

Harassment on the basis of race, religion, national origin, ancestry, age, disability or any other protected basis includes threats and derogatory comments, jokes, posters, gestures and any other verbal, visual, or physical conduct where made a term or condition of employment, used as a basis for employment decisions, or where such conduct unreasonably interferes with an individual's work or creates an intimidating, hostile, or offensive working environment.

In addition to harassment, all other forms of unlawful discrimination are prohibited. In general, unlawful discrimination occurs anytime an individual is treated less favorably than others due to any basis protected by law.

While it is not the purpose of our policy to regulate an employee's personal morality or opinions, we consider illegal harassment and discrimination to be acts of misconduct. An employee found guilty of such misconduct shall be subject to disciplinary action, up to and including discharge, depending on the nature and severity of the acts. FUMC will also take appropriate action against non-employees guilty of such misconduct.

Reporting Harassment

1. A report of harassment may be made to any SPRC member or to the Senior Pastor. All reports of harassment must be forwarded immediately to the Chair of the SPRC.
2. All reports of harassment will be thoroughly investigated by the SPRC.
3. The person to whom the grievance is reported will document the conversation in writing, asking the employee to be as specific as possible about particular incidents. The employee will be requested to read and sign a statement from the notes that are taken by the person conducting the investigation. The employee should make any necessary changes or revisions to the statement before signing it.
4. All information regarding the grievance will be held in strictest confidence. The employee will be instructed not to share this information with any other employees.
5. The employee will be asked if there is another person or persons who can verify his/her story. If there is, this person or persons will be interviewed individually and privately.
6. After interviewing other employees, the person conducting the investigation and a witness will meet with the alleged harasser to hear his/her side of the story.
7. The SPRC in consultation with the Church pastor(s) and with the Church Attorney and other appropriate professionals, will make a determination of whether the accused is found responsible for harassment. The SPRC will also determine the appropriate corrective action ranging from a warning to termination for the person found responsible.
8. Any church employee who retaliates against the accuser or makes that person feel uncomfortable for issuing the grievance will be subject to discipline.
9. Filing a false report of harassment is subject to disciplinary action by the SPRC up to and including unpaid suspension or termination.

Grievance Resolution

To ensure effective working relations, it is important that misunderstandings or conflicts be resolved before serious problems develop. Most incidents resolve themselves naturally; however, if a situation persists that an employee believes is detrimental to her/him or to the Church, please advise the Senior Pastor. If the problem is not resolved after discussion with the Senior Pastor or if the employee feels discussion with the Senior Pastor is inappropriate, the employee may contact any member of the SPRC for assistance.

Job Performance Evaluation

After completion of an employee's introductory period of employment, job performance appraisals are conducted annually with each employee by the Senior Pastor and an SPRC member or by the entire SPRC, using an evaluation process approved and adopted by the SPRC. Copies of these appraisals will be maintained in personnel files. The SPRC is responsible for the appraisal of all employees. Additional evaluations may occur if an employee is promoted or if there are problems with an employee's job performance. Between scheduled evaluations, the Senior Pastor and/or the SPRC should discuss with employees on an informal basis any performance issues that warrant attention and should keep records or any significant incidents in the personnel file.

When performance is inadequate, employee shall be counseled about performance and SPRC members should ascertain his or her understanding of job requirements. SPRC members should ascertain whether there are any issues contributing to the employee's poor performance that are not immediately obvious. These issues should be resolved, if possible. A Performance Improvement Plan with performance goals which must be met in a specified period of time not to exceed six months may be implemented by the SPRC for any employee whose performance is unsatisfactory.

The approved SPRC process includes the following:

- each employee completes a self-reported job evaluation using the standard form,
- the Senior Pastor completes a form on each employee,
- the employee meets with the Senior Pastor and the SPRC to review both forms,
- the Senior Pastor and/or SPRC completes the final copy of the evaluation based on this review,
- the employee has the right to submit a written response to the evaluation,
- the final form is signed by the employee, the Senior Pastor, and the SPRC; and
- the form is maintained in the Personnel file.

Employee Discipline

No one wants to hear that their performance is less than expected. After counseling and coaching yield inadequate improvement written disciplinary action must begin - to protect the church's interests - and to protect the interests of the employee. While employment is at the discretion of the Church and can be terminated at any time with or without advance notice and for any reason, the church adopts a policy of "progressive" discipline. Progressive discipline is a process for dealing with job-related behavior that does not meet expected and communicated performance standards. The process features increasingly formal efforts to provide feedback to the employee so he or she can correct the problem. The primary purpose for progressive discipline is to assist the employee to understand that a performance problem or opportunity for improvement exists. The process of progressive discipline is not intended as a punishment for an employee, but to assist the employee to overcome performance problems and satisfy job expectations.

The following actions are available to the church in its attempt to progressively discipline an employee.

- Verbally reprimand the employee for poor performance.
- Provide a written warning in the employee's file, in an effort to improve employee performance. This written warning may be removed after 2 years by the SPRC.
- Provide an escalating number of days in which the employee is suspended from work, from one day to five days. This suspension may be accompanied by Letter of Reprimand placed in the employee's file, in an effort to improve employee performance. A Letter of Reprimand may not be removed from the employee's file.
- End the employment of an individual who cannot or refuses to improve.

Termination of Employment

Although the Church hopes its relationships with employees are long term and mutually rewarding, the Church reserves the right to terminate the employment relationship at any time, with or without cause or notice. Positions may also be eliminated or redefined.

If an employee decides to resign his or her position, the Church requests at least two weeks' notice in writing. Any employee who fails to provide the Church with at least 2 weeks written notice of resignation will not receive any accrued vacation benefits to which s/he may otherwise be entitled. Employees who plan to retire are urged to provide the Church with 2 months written notice.

Exit interviews with a member of the SPRC are normally scheduled for outgoing employees after the Senior Pastor receives a notice of resignation or intent to retire and for employees whose termination is initiated by the Church. The purpose of these interviews is to review eligibility for benefit continuation and conversion, to ensure that all necessary forms are completed, to collect all Church property that may be in the employee's possession, and to provide employees with an opportunity to discuss their job-related experiences.

Electronic and Telephonic Communications

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in these systems is the property of the Church and as such are to be used solely for job-related purposes. Church systems and equipment include but are not limited to: facsimiles, scanners, and computers, the Church's email systems, the Internet, wireless devices, instant messaging system, and copying machines. Use of these systems for private purposes is discouraged.

Upon termination of employment, or at any other time, all employees will be expected to cooperate with the Church to ensure that any electronic data pertaining to the Church's operations that has been stored on any computer or other electronic device that is owned or controlled by the employee has been removed from such device. Such cooperation may require the employee, on demand by the Church, to surrender the device to the Church temporarily so that such data can be purged from the device.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with legitimate business interests, authorized representatives of the Church may monitor the use of such equipment from time to time. This includes monitoring Internet usage of any kind. This may also include listening to stored voice-mail messages.

The Church provides access to the Internet with the following stipulations:

- No browsing of restricted-content websites. The Church may block access to websites which contain pornographic material. However, as the worldwide web changes daily, there will be sites that have not been restricted. Users who find new sites that have not been blocked and should be are to report such sites to the Church Business Administrator;
- No downloading of non-business related data;
- No downloading of application programs;
- No participation in web-based surveys. When the user engages in such surveys, s/he implicitly involves the Church in her/his expression. Therefore, users should not participate in web-based surveys or interviews without authorization from the supervisor; and
- No use of subscription-based services without prior approval of the supervisor.

Church Premises and Work Areas

Safety: Employees should report to one's supervisor all observed safety and health violations, potentially unsafe conditions, and any accidents resulting in injuries.

Privacy: The Church provides resources to facilitate employee contributions towards the accomplishment of its mission and reserves the right to examine all provided resources at any time and without warning. Such resources may include desks, desk drawers, locks, computers, computer system databases, communication systems, email, voice mail, lockers, file cabinets, etc. These resources are the property of the Church and are, therefore, not private.

Smoke-Free Workplace: To maintain a safe and comfortable working environment and to ensure compliance with all applicable laws, smoking in the Church's office and facilities is prohibited.

Drug-Free Workplace: It is the policy of the Church to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The unlawful use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and visitors to the Church to unacceptable safety risks, and undermines the Church's ability to operate effectively and efficiently. In this connection, the unlawful manufacture, distribution, possession, sale or use of a controlled substance in the workplace or while engaged in Church business or on Church premises is strictly prohibited. Such conduct is also prohibited during non-working time to the extent that, in the opinion of the Church, it impairs an employee's ability to perform on the job or threatens the reputation or integrity of the Church.

Workplace Searches: To safeguard the property of our employees and the Church, and to help prevent the possession, sale and use of illegal drugs on Church premises, the Church reserves the right to question employees and all other persons entering and leaving the premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possession or articles carried to and from the Church's property.

Workplace Violence: The Church is concerned about ever-increasing violence in our society, which has filtered into many workplaces throughout the United States, and has taken steps to help prevent incidents of violence from occurring in the Church. In this connection, it is the policy of the Church to prohibit expressly any acts or threats of violence by any Church employee or former employee against any other employee in or about the Church's facilities or elsewhere at any time. In keeping with this policy, the Church will provide a safe and healthful work environment; take prompt remedial action up to and including an unpaid suspension or termination, against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures; and take appropriate action when dealing with constituents, former employees, or visitors to the Church's facilities who engage in such behavior. Such action may include: notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law; prohibiting employees, former employees, constituents, and visitors from bringing unauthorized firearms or other weapons onto the Church's premises; establishing viable security measures to ensure that the Church's facilities are safe and secure to the maximum extent possible; and properly handling access to the facilities by the public, off-duty employees and former employees.

In furtherance of this policy all employees have a duty to warn their supervisors of any suspicious workplace activity or situations or incidents that they observe or that they are aware of that involve other employees, former employees, constituents, or visitors that appear to pose or present a risk of violence.

Safe Sanctuary Policy

Each employee will be trained in the Safe Sanctuary Policy for First United Methodist Church and is expected to abide by its guidelines. Please refer to the Safe Sanctuary Handbook. Violations of the Safe Sanctuary Policy may result in disciplinary action up to and including termination of employment.