

St. Paul's UMC Employee Policy Handbook

St. Paul's United Methodist Church

Ocean Grove, NJ

9/15/2014

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Welcome to St. Paul's UMC!

We believe that every employee helps to make St. Paul's UMC successful. We hope that you will be proud to be a member of our team.

This handbook describes many of our policies. The handbook also outlines many of the programs and benefits available to eligible employees.

The handbook will answer many questions you may have about your employment at St. Paul's UMC. We suggest that you become familiar about the handbook as soon as possible.

We hope that your experience here will be challenging, enjoyable, and rewarding.

Again, welcome!

Sincerely,

John DiGiamberardino

Senior Pastor,

Norman Harris

Chairperson, Staff Parish Relations Committee

Organization Description

I. The Mission of St. Paul's UMC is to make disciples of Jesus Christ for the transformation of the world.

II. The Purpose of St. Paul's is to:

KNOW God through Jesus Christ

WORSHIP God

GROW as followers

SERVE others

CONNECT in Christ's love...

all guided by the Holy Spirit.

III. Facilities and Locations

St. Paul's Church is located at 80 Embury Ave., Ocean Grove, NJ 07756

Parsonage I is located at 103 Broadway Ave., Ocean Grove, NJ 07756

Parsonage II is located at 99 Abbot Ave., Ocean Grove, NJ 07756

The Tender Care play ground is located adjacent to Parsonage II.

IV. The History of St. Paul's UMC

The Story of St. Paul's United Methodist Church of Ocean Grove is one of wandering, building, growing, and the challenge of moving up and into the next century. The church began when Rev. William B. Osborn a Methodist preacher held a charge at Farmingdale in 1860. this helped to found the Ocean Grove Camp Meeting Association (OGCMA), 300 acres of lake-locked land. In 1869, Osborn was appointed by Bishop Simpson to the charge known as Greenville (now Hamilton U.M.C.) and Ocean Grove to build a Christian resort.

In 1871, Bishop Janes approved creation of Ocean Grove as a separate charge and made Rev. H.B. Beegle the pastor. Rev. Beegle was superintendent of the camp grounds. Asbury Park was just founded as well. The church began with four members that Beegle recruited and they met over a blacksmith shop and had preaching missions in cottages and tents. They also met in James A. Bradley's new Park Hall in Asbury Park, in New Branch (which is now Neptune City) and Logantown (which was Whitesville).

By 1874 the first major building program had begun and the pastor was Rev. Levi Larew. The OGCMA offered a prime location on the Turnpike which is Main Street (Route 71 today), south of the Main Avenue gates (where we now find the parking lot of the old Neptune High School). The OGCMA and provided a pledge of \$1,000 to support the new building. The first structure cost \$8,000. Today, the old high school & middle school building have been renovated by a special Arts Council. St. Paul's had 136 members at this time, and 247 Sabbath School pupils.

November 11, 1874 - Incorporated "The St. Paul's Methodist Episcopal Church of Ocean Grove and Asbury Park". On May 28, 1876, the first service in the new building took place when Dr. Ellwood H. Stokes, president of the Camp Meeting Association, preached from Exodus 15:27. On August 1st, Bishop Edmund S. Janes came to dedicate St. Paul's Church. His theme was "For He loveth our nation and hath built us a synagogue."

In 1882 the church sold the Main Street site to the school district to build the Neptune High School and moved into the Association Hall over the Post Office, renting the space for

\$125/year. There were 365 church members and 387 Sunday School members. During this time the association donated Park Square, a block of land sitting between Webb, Embury, Pennsylvania, and New York Avenues, for the church to erect a permanent church facility.

In 1885, Rev. J.B. Westcott established the sanctuary and church school building for \$17,000. On the last Sunday in May, 1885 Dr. Stokes preached the first sermon in the lecture room of the new church. A month later, the "audience room" (sanctuary) was ready and Dr. James M. King of New York preached the dedicatory sermon from John 1:4. The congregation was "home" after several years of wandering from meeting place to meeting place, and had a debt of only \$1,600. In the winter of 1891-92, a committee consisting mainly of young people purchased and installed the first pipe organ costing \$1,500.

April 8, 1896, re-incorporated as "The St. Paul's Methodist Episcopal Church of Ocean Grove." 1897, St. Paul's membership reaches 650. 1900's, St. Paul's Church helped bring great music to the area and at the same time reaped some financial gain, much of which was used to pay off debts, by staging annual St. Paul's Night Concerts in the Ocean Grove Auditorium. Some of the world's best-known vocalists sang for St. Paul's Night. In 1908, during the pastorate of the Rev. Percy Perinchief, a brownstone Sunday School Temple was added to the building.

In 1925, a gala program lasting from November 8 to 11 marked the Golden Jubilee of our Church. Parishioners were reminded that the motto of St. Paul's Church was "All at it and always at it." In 1941, an unforgettable occasion was the burning of the parsonage mortgage. In 1945 at the 75th anniversary of St. Paul's, Pastor Verne Leslie Smith greeted 109 new members in one day.

The 1950's brought the need for enlarged facilities. During Dr. Herbert J. Smith's pastorate many meetings and prayers were devoted to the single purpose of modernization of this important facility. In 1958 plans were finalized for a \$200,000 project. A two-story addition at the east end of the church provided for a divided choir loft, a modern worship center, pulpit, lectern, office space, new classrooms, modernization of the kitchen and dining areas, an all-purpose room, a choir room, and other needed facilities. St. Paul's Church had faced the challenge of the day and met it four-square. Ground breaking took place Sunday, April 13, 1958, and the cornerstone was put in place October 16. In 1959 Consecration of the

building occurred March 3, celebrating the payment in full for a comprehensive project which included new pews, an inspiring rose window, and a facility equal to the needs and demands of the day. The church now had three full time ministers on staff, 1,241 members, and 456 in Sunday School.

In 1970 a three manual Austin Pipe Organ of 51 ranks was installed. By 1972, after 101 years of St. Paul's church history had been established, another addition was added under the pastorate of Rev. William McClelland. The church now had 1,150 members, a slight decrease in members.

In December 1975, with membership constantly growing and now numbering about 1,500 the congregation was constantly pressed for space and it was realized that more room was needed. At a meeting on Dec. 23rd, after much discussion, the congregation voted overwhelmingly to undertake a new building campaign to replace the entire west end of the church.

December 12th 1976: A ground breaking ceremony was held following the morning worship service. It was the 12th day of the 12th month at 12 noon. It was also the 12th year at St. Paul's for the Rev. William R. McClelland. On December 4th 1977, the new west wing of the church was already in use and a special cornerstone laying ceremonies was held as part of the morning worship service. Special music led the congregation outside at which time the Rev. McClelland and the Superintendent Dr. Robert Beyer, conducted the ceremonies.

In 1992, the first few praise services were experimented with at evening dates. These services were an outgrowth of prayer groups led by Michael Badger, Richard Hendrickson, Stephen Mugglin and George Robson IV. As summer approached, separate commitments led the leaders in different directions away from continuing this exercise. Youth Minister Drew Dyson had the desire for a praise service in the spring of 1993 but lacked the proper tools and support. Pastor Charles Root approached him and the newly arrived student minister, Ronald Sager, about beginning a morning contemporary service in the Spring/Summer of 1994. Doug Dyson (another student minister) began as worship leader with some pre-recorded music. By week/service #2, Stephen Mugglin "signed on" as accompanist to better formulate what songs and arrangements would be tackled by the new "team". George Robson IV had previously had to refuse Drew Dyson's invitations because of time commitment concerns, but when more musicians were involved, the workload was viewed as a shared task. In the summer of 1999, the first St. Paul's Pavilion Praise Service was held at the Ocean Grove Boardwalk Pavilion. Average Sunday attendance this first summer was 127.

In 2005, a large screen was installed in the sanctuary to aid in worship & to better present the Gospel of Jesus Christ to an increasingly multimedia and visually stimulated world.

In the 2006-2008 time period, the board of Trustees under the leadership of Norman Harris embarked on the monumental task of repairing a well worn building after 30 years since the last major building project. the church of St. Pauls, under rotating volunteer leadership continually meets the challenge of a growing church and clergy needs. We know that if it is God's will, He will provide what is needed as we continue to be "All at it and always at it."

2008: The tenth year of "Pavilion Praise @ 9" had an average attendance of 537 people with one Sunday having 727 in attendance. Every week there were people accepting Christ as their Savior. God has blessed this service with much growth as we stay faithful to Him in reaching out in love to all who walk, jog, or ride their bikes on the boardwalk.

V. Organizational Structure

The organizational structure for St. Paul's consist of the Church Council which is the main governing body of St. Paul's UMC, several committees and the church staff. The staff is comprised of the Senior Pastor with both Exempt and Non-Exempt employees reporting to the pastor. The committees are comprised of volunteer lay members of the congregation forming the core operating functions, responsible for the Staff Parish Relations, Facilities, Stewardship, Financial Secretary, Treasurer, Missions and other aspects of the Church. These committees are defined and operate in accordance with the Book of Discipline of the United Methodist Church. Tender Care Nursery, a chartered sub-organization, is also a member of the Church Council and reports to the Senior Pastor.

IV. Role of the Staff Parish Relations Committee

The Staff Parish Relations Committee (SPRC) consists of nine (9) members of the congregation appointed by the United Methodist Church at the annual Charge Conference. The SPRC is responsible for the well being of the pastor and the staff members by providing the processes, procedures and resource management required. The SPRC is the decision point for issues related to these functions. The SPRC is responsible for the generation and maintenance of the Employee Handbook, the Policy and Procedures, and all normal employee relations activities.

VII. Management Philosophy

It is the Philosophy of St. Paul's management to provide a vision of the future state for the staff, committees and volunteer's and to empower them to achieve that shared vision while providing the appropriate guidance and support in those efforts. The members of the staff, committee members, volunteers and the congregation are to be fully engaged in the work of St. Paul's. It is through this joint involvement and team efforts towards this common vision that the Goals established in support of that vision are achieved.

VIII. Objectives

The objectives of St. Paul's are contained in the following statements:

MEMBERSHIP: An atmosphere of membership with a commitment to Christ and one another for the common purpose of making disciples of Jesus Christ for the transformation of the world.

SMALL GROUPS: Encourage others to find fellowship and support in small groups.

DISCIPLESHIP/MATURITY: encourage others to daily disciplines for spiritual growth.

WORSHIP: Various setting of worship the Lord that is celebratory, inspirational and helps prepare believers to witness Christ in the world.

SERVICE: Create an atmosphere where believers use their spiritual gifts to advance Christ's kingdom in the world.

CALLING/MISSION: Create an atmosphere of calling where every believer finds their purpose in the world.

FACILITY: Provide the places where the above objectives can be accomplished.

IX Goals

Membership:

Small Groups:

Discipline/Maturity:

Worship:

Service:

Calling/Mission:

Facility:

Introductory Statement

This employee handbook provides you important information about working at St. Paul's UMC. The policies in the handbook explain many of the benefits of working here. The handbook also explains the expectations of your employment in an overview of St. Paul's many of requirements and rules.

This employee handbook cannot cover every situation or answer every question about policies and benefits at St. Paul's UMC. St. Paul's UMC has the right to add new policies, change policies, or cancel policies at any time as allowable by and in compliance with State, Federal and Local, and UMC laws and policies. The only policy we will never change or cancel is our employment-at-will policy. The employment-at-will policy allows an employee or St. Paul's UMC to terminate employment at any time for any reason. The employment-at-will policy is further described in the policy titled Nature of Employment. Employees will be notified of handbook changes and updates.

Employee Acknowledgement Form

The employee handbook describes important information about St. Paul's UMC. I understand that I should consult the Chairperson, Staff Parish Relations Committee if I have any questions that are not answered in the handbook.

I became an employee at St. Paul's UMC voluntarily. I understand and acknowledge that there is no specified length to my employment at St. Paul's UMC and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that "at will" means that St. Paul's UMC may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate federal or state laws.

I understand and acknowledge that there may be changes to the information, policies, and benefits in the handbook. The only exception is that St. Paul's UMC will not change or cancel its employment-at-will policy. I understand that St. Paul's UMC may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that I will be told about any handbook changes and I understand that handbook changes can only be authorized by the Chairperson, Staff Parish Relations Committee and the Church Council of St. Paul's UMC.

I understand and acknowledge that this handbook is not a contract of employment or a legal document. I have received the handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

A copy of this form is located at the end of this manual. It is to be completed and returned to the Church Administrator.

Customer Relations

Our church members, attendees and the surrounding community are all potential disciples of Christ and are very important to us. In this respect, everyone is a benefactor or recipient of our service, servitude, and discipleship. Every employee of St. Paul's UMC is a representative of the church to them and the general public. These benefactors or recipients judge all of us by how we treat them. One of the highest priorities at St. Paul's UMC is to help any existing or potential customer. Nothing is more important than being courteous, friendly, prompt, and helpful to those in need.

We will provide ministerial relations and services training to all employees who have frequent contact with the public. If a person wants to make a specific comment or a complaint, you should direct the person to the Chairperson, Staff Parish Relations Committee for appropriate action. Your contacts with the public, your telephone manners, and any communications you send reflect not just on you but also on the professionalism of St. Paul's UMC. Good public relations can build a positive face of Jesus Christ by our example.

101 Nature of Employment

Effective Date: 7/6/2014

Revision Date: 9/8/2014

You became an employee at St. Paul's UMC voluntarily and your employment is at will. "At will" means that you are free to resign at any time, with or without cause. Likewise, "at will" means that St. Paul's UMC may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate any applicable federal or state law.

The policies in this handbook are not intended to create a contract. The policies should not be construed to constitute contractual obligations of any kind or a contract of employment between St. Paul's UMC and any employee. The provisions in the handbook have been developed at the discretion of management and, except for the policy of employment-at-will, may be amended or canceled at any time, at the sole discretion of St. Paul's UMC.

These provisions replace all other existing policies and practices and may not be changed or added to without the express written approval of the chief executive officer of St. Paul's UMC.

102 Employee Relations

Effective Date: 7/6/2014

Revision Date:

We believe that the work conditions, wages, and benefits we offer to St. Paul's UMC employees are competitive with those offered by other employers in this area and in this industry. If you have concerns about work conditions or compensation, we strongly encourage you to express these concerns openly and directly to your supervisor or to the chairperson of Staff Parish Relation Committee.

Our experience has shown that when employees deal openly and directly with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that St. Paul's UMC fully demonstrates its commitment to employees by responding effectively to employee

concerns.

103 Equal Employment Opportunity

Effective Date: 7/6/2014

Revision Date: 9/8/2014

To give equal employment and advancement opportunities to all people, we make employment decisions at St. Paul's UMC based on each person's performance, qualifications, and abilities. St. Paul's UMC does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

We will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to St. Paul's UMC.

Our Equal Employment Opportunity policy covers all employment practices, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

We also have an affirmative action program. The affirmative action program will promote opportunities for people in certain protected classes throughout St. Paul's UMC.

If you have a question about any type of discrimination at work, talk with your immediate supervisor or the Chairperson, Staff Parish Relations Committee. You will not be punished for asking questions about this. Also, if we find out that anyone was illegally discriminating, that person will be subject to disciplinary action, up to and including termination of employment.

104 Business Ethics and Conduct

Effective Date: 7/6/2014

Revision Date: 9/8/2014

We expect St. Paul's UMC employees and volunteers to be ethical in their conduct. It affects our reputation and success. St. Paul's UMC requires employees to carefully follow all laws and regulations, and have the highest standards of conduct and personal integrity.

Our continued success depends on our congregation and community's trust. Employees owe a duty to St. Paul's UMC, our congregation and community, to act in ways that will earn the continued trust and confidence of the public.

As an organization, St. Paul's UMC will comply with all applicable laws and regulations. We expect all employees and volunteers to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to not do anything that is illegal, dishonest, or unethical.

If you use good judgment and follow high ethical principles, you will make the right decisions. However, if you are not sure if an action is ethical or proper, you should discuss the matter openly with your supervisor. If necessary, you may also contact the Chairperson, Staff Parish Relations Committee for advice and consultation.

It is the responsibility of every St. Paul's UMC employee to comply with our policy of business ethics and

conduct. Employees who ignore or do not comply with this standard of business ethics and conduct may be subject to disciplinary action, up to and including possible termination of employment.

105 Hiring of Relatives

Effective Date: 7/6/2014

Revision Date: 9/8/2014

When relatives work in the same area of an organization, it may cause problems at work. In addition to claims of favoritism and morale issues, personal conflicts from outside can sometimes carry over to work.

For this policy, we define a relative as any person who is related to you by blood or marriage, or whose relationship with you is similar to that of a relative.

Although St. Paul's UMC does not prohibit employing relatives of current employees, we will monitor these situations when the employees are in the same area. In case of an actual or potential problem, we will take quick action. This can include reassignment or, if necessary, termination of employment for one or both of the people involved.

107 Immigration Law Compliance

Effective Date: 7/6/2014

Revision Date: 9/8/2014

St. Paul's UMC is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. We do not illegally discriminate because of a person's citizenship or national origin.

Because we comply with the Immigration Reform and Control Act of 1986, every new employee at St. Paul's UMC is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility.

If you leave St. Paul's UMC and are rehired, you must complete another Form I-9 if the previous I-9 with St. Paul's UMC is more than three years old, or if the original I-9 is not accurate anymore, or if we no longer have the original I-9.

If you have questions or want information on the immigration laws, contact the Chairperson, Staff Parish Relations Committee. If you ask questions or want to complain about the immigration law, you will not be punished in any way.

108 Conflicts of Interest

Effective Date: 7/6/2014

Revision Date: 9/8/2014

St. Paul's UMC has guidelines to avoid real or potential conflicts of interest. It is your duty as an employee of St. Paul's UMC to follow the following guidelines about conflicts of interest. If this is not clear to you or if you have questions about conflicts of interest, contact the Chairperson, Staff Parish Relations Committee.

Whenever you conduct business with another company, you must work within the guidelines set up and controlled by the Leadership of St. Paul's UMC. Business dealings with other companies should not result in unusual gains for those companies. "Unusual gains" means bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls that will benefit the other company or an employee at that company. St. Paul's UMC executive management must first approve any St. Paul's UMC promotional plan that could be interpreted to result in unusual gains for another company.

What is a conflict of interest? An actual or potential conflict of interest is when you are in a position to influence a decision or have business dealings on behalf of St. Paul's UMC that might result in a personal gain for you or for one of your relatives. For conflicts of interest, a relative is any person who is related to you by blood or marriage, or whose relationship with you is similar to being a relative even though they are not related by blood or marriage.

We do not automatically assume that there is a conflict of interest if you have a relationship with another company. However, if you have any influence on transactions involving purchases, contracts, or leases, you must tell the Chairperson, Staff Relations Committee of St. Paul's UMC as soon as possible. By telling us that there is the possibility of an actual or potential conflict of interest, we can set up safeguards to protect everyone involved.

The possibility for personal gain is not limited to situations where you or your relative has a significant ownership in a firm with which St. Paul's UMC does business. Personal gains can also result from situations where you or your relative receives a kickback, bribe, substantial gift, or special consideration as a result of a transaction or business dealing involving St. Paul's UMC.

110 Outside Employment

Effective Date: 7/6/2014

Revision Date: 9/8/2014

You may hold an outside job as long as you can satisfactorily perform your St. Paul's UMC job and the job does not interfere with our scheduling demands.

We hold all employees to the same performance standards and scheduling expectations regardless if they have other jobs. In order to remain employed at St. Paul's UMC, we will ask you to terminate an outside job if we determine that it is impacting your performance or your ability to meet our requirements, which may change over time.

You may not have an outside job that is a conflict of interest with St. Paul's UMC. You may not get paid or get anything in return for performing a job or function that is also being paid for by St. Paul's UMC. You may hold a similar job or functional responsibility to that which you hold for St. Paul's, but you cannot be paid by another entity while performing that job or function for St. Paul's.

114 Disability Accommodation

Effective Date: 7/6/2014

Revision Date: 9/8/2014

St. Paul's UMC is committed to complying fully with the Americans with Disabilities Act (ADA). We are

also committed to ensuring equal opportunity in employment for qualified persons with disabilities. We conduct all our employment practices and activities on a non-discriminatory basis.

Our hiring procedures have been reviewed and they provide meaningful employment opportunities for persons with disabilities. When asked, we will make job applications available in alternative, accessible formats. We will also give assistance in completing the application. We only make pre-employment inquiries regarding an applicant's ability to perform the duties of the job.

Reasonable accommodation is available to an employee with a disability when the disability affects the performance of job functions. We make our employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. We make all types of leaves of absence available to all employees on an equal basis.

St. Paul's UMC is also committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person with a disability. St. Paul's UMC will follow any state or local law that gives more protection to a person with a disability than the ADA gives.

St. Paul's UMC is committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, and local laws.

116 Job Posting

Effective Date: 7/6/2014

Revision Date: 9/8/2014

Our job posting program gives you the opportunity to show your interest in open jobs and to advance within the St. Paul's UMC Staff according to your skills and experience. In general, we post all regular, full-time job openings, although St. Paul's UMC reserves its right to not post a particular opening.

Job openings will be posted on the employee bulletin board, the church bulletin and the church web-page and normally remain open for 14 days. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, you must have performed competently for at least 14 calendar days in your current position. You are not eligible to apply for a posted job if you have a written warning on file, or are on probation or suspension. You may only apply for posted jobs for which you possess the required skills, competencies, and qualifications.

To apply for an open position, submit a job posting application to the contact identified in the job posting. List your job-related skills and accomplishments on the application. Also tell how your education and your work experience here or elsewhere make you qualified for the new job.

We encourage you to talk with your supervisor about your career plans. We also encourage supervisors to support your efforts to gain experience and advance within St. Paul's UMC.

After you apply for a job, your supervisor may be contacted for information about your performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a possible transfer or reassignment may also be discussed.

Job posting is a way to inform you of open jobs. It is also a way for the hiring manager to find out about qualified and interested applicants. In addition to posting, St. Paul's UMC may use other recruiting sources to fill open jobs.

We encourage you to refer friends who may be interested in working at St. Paul's UMC if they are qualified for an open position. You should first get your friend's permission to make the referral. You can give information about working at St. Paul's UMC but be sure to not make any commitments or promises about employment.

You should submit your friend's resume or a completed application form to the contact identified in the job posting for a posted job. If we interview your friend, we will tell you and we will also tell you if your friend is hired or not hired.

201 Employment Categories

Effective Date: 7/6/2014

Revision Date: 9/8/2014

It is important that you understand the definitions of the employment classifications at St. Paul's UMC and know your classification. The reason is because your employment classification helps determine your employment status and what benefits you are eligible for. If you have questions or are not sure what your employment classification is, see your supervisor or the Chairperson, Staff Parish Relations Committee.

These employment classifications do not guarantee employment with St. Paul's UMC for any specific period of time. You became an employee at St. Paul's UMC voluntarily and your employment is at will. "At will" means that you may terminate your employment at any time, with or without cause or advance notice. Likewise, "at will" means that St. Paul's UMC may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate federal or state laws.

Depending on your job, you are either NONEXEMPT or EXEMPT from federal and state wage and hour laws. If you are a NONEXEMPT employee, you are entitled to overtime pay under the specific provisions of federal and state laws. If you are an EXEMPT employee, you are excluded from specific provisions of federal and state wage and hour laws. Your EXEMPT or NONEXEMPT classification may be changed only with written notification by St. Paul's UMC Staff Parish Relations Committee.

In addition, being a Nonexempt or Exempt employee, you also belong to one of the following employment categories:

You are a REGULAR FULL-TIME employee if you are not assigned to a temporary or introductory status AND you are regularly scheduled to work the St. Paul's UMC full-time schedule. In most cases, regular full-time employees are eligible for all St. Paul's UMC benefit programs, subject to the terms, conditions, and limitations of each benefit program.

You are a PART-TIME employee if you are not in a temporary or introductory status AND you are regularly scheduled to work less than 30 hours per week. Part-time employees receive all legally

mandated benefits, such as Social Security and workers' compensation insurance. Part-time employees are not eligible for the other St. Paul's UMC benefit programs.

You are an INTRODUCTORY employee if your performance is being evaluated to determine whether further employment in a specific position or with St. Paul's UMC is appropriate. When you satisfactorily complete the introductory period, you will be told about your new employment classification.

You are a TEMPORARY employee if you were hired as an interim replacement, or to temporarily increase our workforce, or to help finish a specific project. Employees are in the temporary category for a limited time. Even if you work at St. Paul's UMC longer than the original time period that we agreed to when you were first hired, you will stay a temporary employee until you are officially notified that you have been assigned to a different category. Temporary employees receive all legally mandated benefits, such as Social Security and workers' compensation insurance). Temporary employees are not eligible for other St. Paul's UMC benefit programs.

202 Access to Personnel Files

Effective Date: 7/6/2014

Revision Date: 9/8/2014

St. Paul's UMC keeps personnel files on all employees. The personnel files include the job applications and related hiring documents, training records, performance documentation, salary history, and other employment records.

Personnel files are the property of St. Paul's UMC. Because personnel files contain confidential information, the only people who can see them are people with a legitimate business reason.

If you wish to review your own file, contact the Church Office Administrator. You will need to give advance notice if you wish to see your file. You may review your file only when a representative of St. Paul's UMC is also present.

203 Employment Reference Checks

Effective Date: 7/6/2014

Revision Date: 9/8/2014

To ensure that individuals who join St. Paul's UMC are well qualified and have a strong potential to be productive and successful, it is the policy of St. Paul's UMC to check the employment references of all applicants.

The Chairperson, Staff Parish Relations Committee will respond to all reference check inquiries from other employers. Responses to such inquiries will be limited to factual information that can be substantiated by St. Paul's UMC records. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

204 Personnel Data Changes

Effective Date: 7/6/2014

Revision Date: 9/8/2014

It is important that St. Paul's UMC have certain personal information about you in our records. You need to tell us as soon as there is a change to your mailing address, telephone numbers, marital status, dependents' information, educational accomplishments, and other possibly related information. We also need to have information about who to contact in case of an emergency. To change your personal information or if you have questions about what information is required, contact the Church Office Administrator.

205 Introductory Period

Effective Date: 7/6/2014

Revision Date: 9/8/2014

St. Paul's UMC has an introductory period for new employees. During the introductory period, we will evaluate your work habits and abilities to make sure that you can perform your job satisfactorily. The introductory period also gives you time to decide if the new job meets your expectations.

Since your employment with St. Paul's UMC is voluntary and at will, you may terminate your employment at any time during or after the introductory period, with or without cause or advance notice. Likewise, St. Paul's UMC also may terminate your employment at any time during or after the introductory period, with or without cause or advance notice.

The introductory period for all new and rehired employees is the first 90 calendar days after their hire date. If you are promoted or transferred within St. Paul's UMC, you will be asked to complete a secondary introductory period of the same length when you start the new position.

If you are absent for a significant amount of time during your introductory period, the length of the absence will automatically extend the introductory period. We may also extend the introductory period if we decide it was not long enough to evaluate your performance. This could happen either during or at the end of the introductory period.

If you go through a secondary introductory period because of a promotion or transfer, and it appears that you are not performing satisfactorily in the new job, you may be removed from the new job. If this happens, you may be allowed to return to your former job or to a comparable job for which you are qualified. This will depend on our business needs and whether a comparable job is available.

When employees satisfactorily complete the first introductory period, they are assigned to the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as Social Security and workers' compensation insurance. They may also be eligible for other St. Paul's UMC benefit programs, subject to the terms and conditions of each benefit program. Be sure to review the information for each benefits program to see the exact requirements.

Your employment status will not change if you go through a secondary introductory period due to a promotion or transfer within St. Paul's UMC.

208 Employment Applications

Effective Date: 7/6/2014

Revision Date: 9/8/2014

We rely on the accuracy of the information you put on your employment application. We also expect that you and your references give accurate and true information during the hiring process and employment. If we find that any information is misleading, false, or was left out on purpose, we may reject an applicant from further consideration. If the person was already hired, it could result in termination of employment.

209 Performance Evaluation

Effective Date: 7/6/2014

Revision Date: 9/8/2014

We encourage you and your supervisor to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are done at the end of your introductory period for any new job. The introductory period is a time for you and your supervisor to talk about your job responsibilities and the performance requirements of the new job. In addition, you and your supervisor will have formal performance evaluations to discuss your work and goals, to identify and correct weaknesses, and to encourage and recognize your strengths.

Performance evaluations are usually done every 12 months around the time of the anniversary of your original hire date.

We may give merit-based pay adjustments to some employees to recognize truly superior employee performance. These adjustments are based on a number of factors including the information documented by the formal performance evaluations.

210 Job Descriptions

Effective Date: 7/6/2014

Revision Date: 9/8/2014

We try to have accurate job descriptions for all jobs at St. Paul's UMC. A job description includes the following sections: job information; job summary (gives a general overview of the job's purpose); essential duties and responsibilities; supervisory responsibilities; qualifications (includes education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required); physical demands; and work environment.

We use the job descriptions to help new employees understand their jobs and their responsibilities. We also use job descriptions to identify the requirements of a job, set up the hiring criteria, set standards for employee performance evaluations, and establish a basis for making reasonable accommodations for individuals with disabilities.

The Chairperson, Staff Parish Relations Committee and the hiring manager prepare a job description when a new job is created. We review existing job descriptions and change them when a job changes. You can help by making sure that your job description is accurate and describes your job duties.

Your job description does not necessarily cover every task or duty that you might be assigned. You may

be assigned additional responsibilities as necessary. If you have questions or concerns about your job description, contact the Chairperson, Staff Parish Relations Committee.

212 Salary Administration

Effective Date: 7/6/2014

Revision Date: 9/8/2014

We have a salary administration program at St. Paul's UMC. The salary administration program helps us have consistent pay practices, comply with federal and state laws, support our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market.

We are committed to paying equitable wages that are based on the requirements and responsibilities of each job. We also try to pay wages that are comparable to the wages paid to employees in similar jobs in other organizations in the area.

Compensation for each job is based on several factors. The factors include job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data (how other employers pay their employees). We periodically review our salary administration program and change it as necessary.

We may give merit-based pay adjustments to some employees to recognize superior employee performance. These adjustments are based on a number of factors including the information documented by the formal performance evaluations.

If you have a question about compensation in your area or for your job, talk with your supervisor. If you have a question about St. Paul's UMC salary administration, contact the Church Treasurer for pay related issues or the Chairperson, Staff Parish Relations for policy questions.

214 Medical Information Privacy

Effective Date: 7/6/2014

Revision Date: 9/8/2014

This policy describes how health information about you may be used and disclosed and how you can get access to this information. If you have any questions, ask your boss or the Chairperson, Staff Parish Relations Committee.

St. Paul's UMC is committed to keeping our employees' personal information private. This policy of privacy applies to our health plans that are covered by state or federal law, for example health benefit plans, dental plans, employee assistance plans, and pharmacy benefit programs. We will refer to all of these plans in this policy as the Benefit Plans.

The Benefit Plans are required by federal and state law to protect the privacy of your health information and other personal information, and to provide you with notice about our policies and protections. When the Benefit Plans use or disclose your protected health information, the Benefit Plans promise to respect the privacy of that information.

The Benefit Plans will not use your protected health information or disclose it to others without your permission, except for the following reasons:

- * Treatment
- * Payment
- * Health Care Operations
- * Disclosure to Employer or Operating Company
- * Disclosure to Health Care Vendors and Accreditation Organizations
- * Public Health Activities
- * Health Oversight Activities
- * Research
- * To Comply with the Law
- * Judicial and Administrative Proceedings
- * When required by Law Enforcement Officials
- * Health or Safety
- * Government Functions
- * Workers' Compensation

The Benefit Plans may also disclose your protected health information when necessary to file claims with other insurance carriers.

The Benefit Plans will not use or disclose your protected health information for any purpose other than the purposes described in this policy without your written agreement. You may take back an authorization that you gave before by sending a written request to the Chairperson, Staff Parish Relations Committee, but not about any actions the Benefit Plans have already taken.

The Benefit Plans may disclose protected health information about you to a relative, a friend or any other person you identify, provided the information is directly relevant to that person's involvement with your health care or payment for your care. For example, if a family member or a care-giver calls us with knowledge of your protected health information, we may confirm it or answer questions about it. You have the right to stop or limit this type of disclosure by contacting the Chairperson, Staff Parish Relations Committee. If you are a minor, you also may have the right to block your parents' access to your protected health information, if permitted by state law.

You have the right to additional restrictions on who can see your protected health information. While the Benefit Plans will consider all requests for restrictions carefully, they are not required to agree to a requested restriction.

You have the right to confidential communications about your protected health information. While the Benefit Plans will consider reasonable requests carefully, the Benefit Plans are not required to agree to all requests.

You have the right to see and copy your protected health information. If you ask for copies, the Benefit Plan providers may charge you copying and mailing costs.

You have the right to make corrections to your protected health information. If your doctor or another person created the information that you want to change, you should ask that person to change the information.

You have the right to know who your protected health information is disclosed to. If you request an accounting more than once during any 12-month period, the Benefit Plans will charge you a reasonable fee for each accounting statement after the first one.

You have the right to a paper copy of this policy. You may contact the Chairperson, Staff Parish Relations Committee to obtain a paper copy of this policy, even if you agreed to receive this policy electronically.

If you want to make any of the requests listed above, you must contact the Chairperson, Staff Parish Relations Committee.

If you want more information about your privacy rights, do not understand your privacy rights, are concerned that the Benefit Plans have not respected your privacy rights, or disagree with a decision that the Plans made about who can see your protected health information, you may contact the Chairperson, Staff Parish Relations Committee. You may also file written complaints with the Secretary of the U. S. Department of Health and Human Services. We will not take any action against you if you file a complaint with the Secretary of Health and Human Services or the Chairperson, Staff Parish Relations Committee.

Finally, the Benefit Plans may change this policy at any time. If the policy is changed, the Benefit Plans may make the new policy effective for all of your protected health information that the Benefit Plans maintain, including any information created or received before the new policy. If the Benefit Plans change this policy, you will be notified of the change.

216 Social Security Number Privacy

Effective Date: 7/6/2014

Revision Date: 9/8/2014

To protect your personal information, St. Paul's UMC will not use your Social Security number to identify you. That means we will not:

- * Publicly post or publicly display your Social Security number.
- * Print your Social Security number on any card you need to access our products or services.
- * Require you to send your Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
- * Require you to use your Social Security number to access an Internet web site, unless a password or unique personal identification number or other authentication device is also required to access the Internet web site.
- * Print your Social Security number on any materials that are mailed to you, unless state or federal law requires the Social Security number to be on the document that is mailed.

However, Social Security numbers may be included in job applications and forms sent by mail.

If St. Paul's UMC used your Social Security number in the past in a way that this policy now prohibits, we will continue using your Social Security number in that way, if:

- * The use of the Social Security number is continuous. If the use is stopped for any reason, the conditions listed above will apply.
- * You get a yearly memo that tells you that you have the right to stop the use of your Social Security number in a way that is prohibited by this policy.

A written request by you to stop the use of your Social Security number in a prohibited way will be taken care of within 30 days of our receiving the request. You will not be charged for stopping the use of your Social Security number. St. Paul's UMC will not deny you services because you make a written request to stop the use of your Social Security number.

St. Paul's UMC will continue to collect, use, or release Social Security numbers as required by state or federal law, and may use Social Security numbers for our own identification or authorization purposes.

If you have questions about this policy or feel your Social Security number has been misused by St. Paul's UMC, contact the Chairperson, Staff Parish Relations Committee.

301 Employee Benefits

Effective Date: 7/6/2014

Revision Date: 9/15/2014

St. Paul's UMC gives eligible employees many benefits. Some benefits are required by law and cover all employees. The legally required benefits include Social Security, workers' compensation, state disability, and unemployment insurance.

There are several factors that decide if you are eligible for a benefit. One important factor is your employment classification. See your supervisor to find out which benefit programs you are eligible for.

This employee handbook contains policies describing many of the benefit programs. Sometimes a policy will tell you that there is more information in another place such as the Summary Plan Document.

The following benefit programs are available to eligible employees:

- * Dental Insurance
- * Family Leave
- * Health Insurance
- * Holidays
- * Jury Duty Leave
- * Medical Insurance
- * Military Leave Assistance
- * Paid Time Off (PTO)
- * Pension Plan
- * Travel Allowances
- * Voting Time Off
- * Witness Duty Leave

You may have to pay part or all of the cost for some benefits but St. Paul's UMC fully or partially pays for many of them. When you think about your total pay at St. Paul's UMC, be sure to also count how much we pay toward your benefits.

304 Child Care Benefits

Effective Date: 7/6/2014

Revision Date: 9/8/2014

We have child care assistance programs to help parents who work at St. Paul's UMC. Employees in the following employment classifications are eligible for the child care assistance programs, depending on the terms and conditions of each program:

- * Regular full-time employees

These are short descriptions of the child care assistance programs we may have available. For more information about the child care assistance programs, contact the Chairperson, Staff Parish Relations Committee.

* SICK LEAVE BENEFITS: Employees may use accrued sick leave benefits in the event of the illness of a child.

* ILLNESS IN THE FAMILY: Employees may use a total of three (3) days annually (non-cumulative) upon approval of the Church Office Administrator, Senior Pastor or Chairperson, Staff Parish Relations Committee.

305 Holidays

Effective Date: 7/6/2014

Revision Date: 9/15/2014

St. Paul's UMC gives time off to all employees on the following holidays:

- * New Year's Day (January 1)
- * Martin Luther King, Jr. Day (third Monday in January)
- * Presidents' Day (third Monday in February)
- * Good Friday (Friday before Easter)
- * Memorial Day (last Monday in May)
- * Independence Day (July 4)
- * Labor Day (first Monday in September)
- * Columbus Day (second Monday in October)
- * Thanksgiving (fourth Thursday in November)
- * Day after Thanksgiving
- * Christmas (December 25)
- * Easter Monday
- * Fridays, 2 days each from July 1 through Labor Day

Eligible employees will be paid for holiday time off. If you are eligible, your holiday pay will be calculated at your straight-time pay rate as of that holiday multiplied by the number of hours you would normally have worked that day.

Employees in the following employment classifications are eligible for holiday time off with pay immediately:

- * Regular full-time employees

If a recognized holiday falls on a Saturday, St. Paul's UMC will observe it on the Friday before the holiday. If a recognized holiday falls on a Sunday, St. Paul's UMC will observe it on the Monday after the holiday.

If you are eligible for paid holidays and on the holiday you are on a paid absence, such as vacation or sick leave, you will get holiday pay instead of the paid time off pay you would have received.

Holiday schedules and observances are to be at the approval of the supervisor.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus their wages at their straight-time rate for the hours they worked on the holiday. We will count holiday paid time off as hours worked when calculating overtime.

When St. Paul's has scheduled events or church services or functions which require an exempt employee to work on the holiday (Good Friday is an example), that non-exempt employee is entitled to an alternate day off which shall be approved by the employee's supervisor in advance.

306 Workers' Compensation Insurance

Effective Date: 7/6/2014

Revision Date: 9/8/2014

St. Paul's UMC provides a comprehensive workers' compensation insurance program to our employees. This program does not cost you anything.

The workers' compensation program covers injuries or illnesses that might happen during the course of your employment that require medical, surgical, or hospital treatment. Subject to legal requirements, workers' compensation insurance begins after a short waiting period, or if you are hospitalized, the benefits begin immediately.

It is very important that you tell your supervisor immediately about any work-related injury or illness, regardless of how minor it might seem at the time. Prompt reporting helps to make sure that you qualify for coverage as quickly as possible and lets us investigate the matter promptly.

308 Time Off to Vote

Effective Date: 7/6/2014

Revision Date: 9/8/2014

St. Paul's UMC wants employees who are citizens to vote in elections. If it is impossible for you to vote before work or after work, we will give you up to 2 hours paid time off to vote during working hours.

If you need time off to vote, see your supervisor for the time off at least two days before the election day.

309 Bereavement Leave

Effective Date: 7/6/2014

Revision Date:

St. Paul's UMC provides bereavement leave to employees who need to take time off because an immediate family member died. To ask for bereavement leave, see your supervisor.

Employees in the following employment classifications are eligible for up to 5 days of bereavement leave with pay:

- * Regular full-time employees

While you are on a paid bereavement leave, you will get your base pay rate but you will not get any

special forms of pay, such as incentives, commissions, bonuses, or shift differentials.

We normally will give you bereavement leave unless there are business reasons that require you be at work. With your supervisor's approval, you can use any available paid leave benefits you have, such as vacation, if you need more time off.

For bereavement leave, "immediate family" means your spouse, parent, child, brother, or sister; your spouse's parent, child, brother, or sister.

310 Relocation Benefits

Effective Date: 7/6/2014

Revision Date: 9/8/2014

St. Paul's UMC may give relocation benefits to eligible incoming transferred or newly hired employees when we ask them to relocate to a new work location. We will normally give relocation benefits to employees who have to move so that they can live within 5 miles of their new work location.

Employees eligible for relocation benefits are restricted to the Senior Pastor, unless otherwise approved by the Staff Parish Relation Committee.

For more information about the relocation benefits, contact the Chairperson, Staff Parish Relations Committee.

All requests for relocation assistance must be made before the date of an expense. We will reimburse expenses only if we approved the expense before it happened, and if we think the expense is reasonable, and if we received satisfactory proof no more than 30 days after the date of the expense.

311 Jury Duty

Effective Date: 7/6/2014

Revision Date: 9/15/2014

St. Paul's UMC encourages you to fulfill your civic responsibilities by serving jury duty if you get a summons. Employees with calendar days of service in an eligible classification may request up to 2 weeks of paid jury duty leave over any 2 year period.

If you are eligible for jury duty, you will be paid at your base rate of pay for the number of hours you would normally have worked that day. Employees in the following classifications are eligible for paid jury duty leave:

- * Regular full-time employees

- * Regular part-time employees

If you stay on jury duty longer than paid jury duty allows, you may use any available paid time off benefits you have, such as vacation, to be paid for the unpaid jury duty leave. St. Paul's, at its discretion, may elect to pay for all time served on a jury, including time served on a Grand Jury.

If you get a jury duty summons, show it to your supervisor as soon as possible. This will help us plan for your possible absence from work. We expect you to come to work whenever the court schedule permits.

Either you or St. Paul's UMC may ask the court to excuse you from jury duty if necessary. We may ask that you be relieved from going on jury duty if we think that your absence would cause serious operational problems for St. Paul's UMC.

Subject to the terms, conditions, and limitations of the applicable plans, St. Paul's UMC will continue to provide health insurance benefits for the full period of unpaid jury duty leave.

Your vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

312 Witness Duty

Effective Date: 7/6/2014

Revision Date: 9/8/2014

If you get a subpoena to testify in court, St. Paul's UMC will give you time off to be a witness. If you are summoned to be a witness for St. Paul's UMC or if we ask you to testify, we will give you time off with pay.

If you have to go to court to be a witness for someone other than St. Paul's UMC, we will give you a maximum of 40 hours time off with pay at your base rate. You may also use any available paid leave benefits you have, such as vacation, to be paid for any unpaid time off you have to take.

If you need to get time off to be a witness, show the subpoena to your supervisor as soon as you receive it. We expect you to report for work whenever you are not needed in court.

313 Benefits Continuation (COBRA)

Effective Date: 7/6/2014

Revision Date: 9/8/2014

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) helps employees and their dependents to continue their health insurance even if they are no longer eligible under our health plan.

There are strict rules about when you can use COBRA. COBRA lets an eligible employee and dependents choose to continue their health insurance when a "qualifying event" happens. Qualifying events include the employee's resignation, termination, leave of absence, shorter work hours, divorce, legal separation, or death. Another qualifying event is when a dependent child stops being eligible for coverage under your health insurance.

If you continue your insurance under COBRA, you will pay the full cost of the insurance at St. Paul's UMC group rates plus an administration fee. When you become eligible for our health insurance plan, we will give you a written notice describing your COBRA rights. Because the notice contains important information about your rights and what to do if you need COBRA, be sure to read it carefully.

315 Paid Time Off (PTO)

Effective Date: 7/6/2014

Revision Date: 9/15/2014

St. Paul's UMC offers Paid Time Off (PTO) to eligible employees. You can use PTO for vacation, illness or injury, and personal business.

Employees in the following employment classifications are eligible for PTO:

* Regular full-time employees

Once you enter an eligible employment classification, you are eligible for the PTO.

Upon initial eligibility the employee is granted 7 PTO days for the first year of employment measured from your employment date in that classification.

After 1 year of eligible service, the employee is entitled to 14 PTO days each year.

After 5 years of eligible service, the employee is entitled to 21 PTO days each year.

You may take PTO in a minimum of 1 hour increments after approval by your supervisor. If you need to be absent from work unexpectedly, you should tell your supervisor before the scheduled start of your workday, if possible. Your supervisor must also be contacted on each additional day of an unexpected absence.

To schedule planned PTO, you should first ask for advance approval from your supervisor. Each request will be reviewed based on a number of factors, including our business needs and staffing requirements.

You will be paid for PTO at your base pay rate at the time of the absence. PTO pay does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

If you do not use your available PTO by the end of the benefit year, you may carry over the unused PTO to the next year. PTO cannot be carried beyond one year or it is lost.

If your employment terminates, you will be paid for any unused PTO that was earned through your last day of work.

316 Health Insurance

Effective Date: 7/6/2014

Revision Date: 9/8/2014

Our health insurance plan offers medical and dental benefits to eligible employees and their dependents. Employees in the following employment classifications are eligible to enroll in the health insurance plan:

* Regular full-time employees

The eligible employees can enroll in the health insurance plan subject to the terms and conditions of the agreement between St. Paul's UMC and its insurance carrier.

If you are enrolled in the health insurance plan and change to an employment classification that would make you no longer eligible, you may be able to continue your health care benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). See the Benefits Continuation (COBRA) Policy in this handbook for more information.

There are more details about our health insurance plan in the Summary Plan Description (SPD). When you become eligible for health insurance, you will receive an SPD and rate information. If you have questions about our health insurance plan, contact the Chairperson, Staff Parish Relations Committee for more information.

317 Life Insurance

Effective Date: 7/6/2014

Revision Date: 9/8/2014

St. Paul's UMC offers a basic life insurance plan for eligible employees. Eligible employees may also purchase additional supplemental life insurance for themselves. Eligible employees may also purchase life insurance for their dependents.

Employees in the following employment classifications are eligible to enroll in the life insurance plan:

- * Regular full-time employees

The eligible employees may participate in the life insurance plan subject to the terms and conditions of the agreement between St. Paul's UMC and its insurance carrier.

There are more details about our basic life insurance plan in the Summary Plan Description. If you have questions about our life insurance plan, contact the Chairperson, Staff Parish Relations Committee for more information.

318 Short-Term Disability

Effective Date: 7/6/2014

Revision Date: 9/8/2014

St. Paul's UMC has a short-term disability (STD) benefits program for eligible employees. STD benefits are paid to eligible employees who cannot work because of qualifying disability conditions caused by an injury or illness.

Employees in the following employment classifications are eligible for the STD plan:

- * Regular full-time employees

Eligible employees may participate in the STD plan subject to the terms and conditions of the agreement between St. Paul's UMC and its insurance carrier. If the disability comes from being pregnant or a pregnancy-related illness, it will be treated the same as any other illness that prevents an employee from working.

If the disability is covered by workers' compensation, it is not covered by the STD plan.

There are more details in the STD Summary Plan Description including how much can be paid and when, the limits, the restrictions, and what is not covered. If you have questions about STD benefits, contact the Chairperson, Staff Parish Relations Committee for more information.

326 Flexible Spending Account (FSA)

Effective Date: 7/6/2014

Revision Date: 9/8/2014

St. Paul's UMC provides a Flexible Spending Account (FSA) program to eligible employees who enroll in the program. We will take money from your pay before taxes are calculated. We put the money in your FSA. You can then use the money in your FSA to pay for health care expenses that are not paid by health insurance or dependent care expenses during the plan year. Because we take the FSA contributions from your pay before taxes, there is less tax taken out.

Employees in the following employment classifications are eligible to participate in the Flexible Spending Account program:

* Regular full-time employees

It is up to you if you want to participate in the Health Care and/or Dependent Care FSA. You must re-enroll each plan year. You decide how much you want to contribute to the FSA by figuring out how much you might need to pay next year for expenses that are covered by the FSA. You may contribute up to 1500 dollars to your Health Care FSA each plan year. You may contribute up to 5,000 dollars to your Dependent Care FSA each plan year. You can only contribute to the FSA by having the money taken directly out of your pay before taxes. If you do not use all the money in your FSA by the end of the plan year, you will lose that money so you do not want to contribute more than you expect you will need.

There are more details about our Flexible Spending Account program in the Summary Plan Description. If you have questions about the Flexible Spending Account program, contact the Church Treasurer for more information. The Church Treasurer can also give you a worksheet to help you decide how much you should put in the FSA and examples of how you can use your FSA money.

328 Parental Leave for School Visits

Effective Date: 7/6/2014

Revision Date: 9/8/2014

Sometimes parents want to attend school events during working hours. St. Paul's UMC gives eligible employees time off without pay for school visits. To be eligible for the time off you must be the parent, guardian, or custodian of a child who is in a licensed day care facility or is in school from kindergarten up through grade 12. The time is for activities that are sponsored, approved, or supervised by the school or daycare, such as parent/teacher conferences or field trips.

You may take up to 8 hours time off without pay each calendar year for these school visits.

Be sure to ask your supervisor in advance for the time off. And when you return to work, you must give the Chairperson, Staff Parish Relations Committee a note from the school that shows the date and time of your visit. Contact the Chairperson, Staff Parish Relations Committee if you have questions about getting time off for school visits.

401 Timekeeping

Effective Date: 7/6/2014

Revision Date: 9/8/2014

Nonexempt employees are responsible for accurately recording the hours they work. The law requires St. Paul's UMC to keep accurate records of "time worked" in order to correctly calculate employee pay and benefits. "Time worked" means all the time that nonexempt employees spend performing their assigned work.

If you are a nonexempt employee, you must accurately record the time you start and stop work, when you start and end any meal periods or split shifts, and when you leave the workplace for personal reasons. Before you work any overtime, you must always get advance approval.

Falsifying time records is a serious matter. You may not change time after it is already recorded, enter a false time on purpose, tamper with time records, or record other employees' time for them. If you do any of these actions, you may be subject to disciplinary action, up to and including termination

Nonexempt employees must sign their time records to say they are accurate. The Church Office Administrator review and initial the time record before submitting it for payroll processing. In addition, if corrections or changes are made to the time record, both you and the Church Office Administrator must initial the changes on the time record.

403 Paydays

Effective Date: 7/6/2014

Revision Date: 9/8/2014

All employees are paid biweekly on every other Friday. Each paycheck includes pay for all work performed through the end of the previous payroll period.

If a payday falls on a weekend or holiday, you will be paid on the first work day after that payday.

If you are on vacation on payday, you will get your paycheck when you return.

St. Paul's UMC has a direct deposit program. Direct deposit means that we will deposit your pay directly into your bank account if you authorize it. On payday's, instead a check, you will get a statement explaining how much you were paid and all the details.

405 Employment Termination

Effective Date: 7/6/2014

Revision Date: 9/8/2014

There can be many reasons why employment may terminate. The following are some of the most common reasons for termination of employment:

- * Resignation - voluntary employment termination initiated by an employee.
- * Discharge - involuntary employment termination initiated by the organization.
- * Layoff - involuntary employment termination initiated by the organization for nondisciplinary reasons.

* Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

We will usually schedule an exit interview if you terminate. At the exit interview, we can go over such topics as your benefits, benefits conversion rights, repayment of any outstanding debt to St. Paul's UMC, or return of St. Paul's UMC owned property. You may also make suggestions or complaints and ask questions at the exit interview.

Since your employment with St. Paul's UMC is voluntary and at will, you may terminate your employment at any time, with or without cause or advance notice. Likewise, St. Paul's UMC may terminate your employment at any time, with or without cause or advance notice.

When you terminate, you will receive your final pay in accordance with applicable state law.

Your benefits are affected by termination in several ways. All accrued, vested benefits that are due and payable at termination will be paid out. You may be allowed to continue some benefits by paying for them yourself. You will be notified in writing about which benefits you can continue and the limitations and details of how to continue them.

408 Pay Advances

Effective Date: 7/6/2014

Revision Date: 9/8/2014

St. Paul's UMC does not give pay advances on unearned wages to employees.

409 Administrative Pay Corrections

Effective Date: 7/6/2014

Revision Date:

St. Paul's UMC tries to make sure that you are paid correctly and on scheduled paydays. In case you find a mistake in your pay, tell the Church Treasurer immediately so that the error can be corrected as quickly as possible.

410 Pay Deductions and Setoffs

Effective Date: 7/6/2014

Revision Date: 9/8/2014

Laws require St. Paul's UMC to take deductions from your pay. Deductions are money taken from your pay for certain things such as federal, state, and local taxes. The law also requires us to deduct Social Security taxes from your pay. We must deduct up to a certain amount called the Social Security "wage base". We also contribute to your Social Security. We pay the same amount of Social Security tax to the government as we deduct from your pay.

St. Paul's UMC also offers programs and benefits to eligible employees that are not required by law. You may ask us to deduct money from your pay to cover your payment for these programs.

We may have to take a "pay set-off" from your paycheck. Pay set-offs mean that St. Paul's UMC must deduct money from your paycheck to pay off a debt you owe us or someone else.

If you want to know why money was deducted from your paycheck or how your pay is calculated, see your supervisor.

501 Safety

Effective Date: 7/6/2014

Revision Date: 9/8/2014

Our workplace safety program is a top priority at St. Paul's UMC. We want St. Paul's UMC to be a safe and healthy place for employees, church members, and visitors. The Chairperson, of the Trustees is responsible for implementing, administering, monitoring, and evaluating the safety program. A successful safety program depends on everyone being alert and committed to safety.

We regularly communicate in different ways with employees about workplace safety and health issues. These communications may include supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive workplace safety training. The training covers possible safety and health hazards as well as safe work practices and procedures to eliminate or reduce hazards.

You are expected to obey all safety rules and be careful at work. You must immediately report any unsafe condition to the appropriate supervisor. If you violate St. Paul's UMC safety standards, you may be subject to disciplinary action, up to and including termination of employment. Violations include causing a hazardous or dangerous situation, not reporting a hazardous or dangerous situation, and not correcting a problem even though you could have corrected it.

It is very important that you tell the Chairperson of the Trustee's or the appropriate supervisor immediately about any accident that causes an injury, no matter how minor it might seem at the time. When you report it quickly, we can investigate the accident promptly, follow the laws, and start insurance and worker's compensation processing.

502 Work Schedules

Effective Date: 7/6/2014

Revision Date: 9/15/2014

By the nature of the organization and the need to provide service to many diverse requirements, there are different work schedules for many of the employees at St. Paul's UMC. Your supervisor will review the nature of the requirements and about your work schedule in satisfying those requirements. These work schedules are outlined in the position job descriptions.

Our staffing needs and work demands may require that we change the starting and ending times of work schedules depending on the church requirements. We may also need to change the number of work hours that are scheduled each day and week.

Church office hours are fixed during the normal time period that the church is considered "in session".

Those same office hours are different during the "closed session" for the church. The "in session" period normally runs from September thorough early June. The remaining months, the church activities are focused on the Praise Service at the Pavilion on the Ocean Grove boardwalk.

Flexible scheduling, or flextime, is available to some employees. Flextime lets you vary the times you start and end work each day within certain time limits. To have flextime, you and your supervisor must agree on the schedule together. Before we can approve flextime, we will also look at our staffing needs, your performance, and the needs of your job. If you are interested in flextime, contact your supervisor and review the potential use of a flextime schedule.

504 Use of Phone and Mail Systems

Effective Date: 7/6/2014

Revision Date: 9/8/2014

St. Paul's UMC telephones are intended for business calls. You are not permitted to make long-distance or toll calls from our phones for personal calls. If you make personal calls on St. Paul's UMC business phones, we may require that you pay us for any charges.

You may not use St. Paul's UMC postage or metering for your personal mail. The postage is intended only for official business-related mail.

Our telephone communications are an important reflection of our image to customers and the community. Always use proper telephone etiquette. The following are some examples of good telephone etiquette: use the approved greeting, speak courteously and professionally, repeat information back to the caller, and only hang up after the caller hangs up.

Church email lists that may be generated and used by the church and its committees are to be used only for church business. Do not use these email lists for personal use or business.

505 Smoking

Effective Date: 7/6/2014

Revision Date: 9/15/2014

St. Paul's UMC prohibits smoking within the church property and workplace. Smoking within the grass areas is discouraged during church services, weddings, church sponsored events, or normal school times for the Tender Care Nursery. Times for these activities are posted on the church grounds.

This policy applies equally to all church employees, church members and visitors as well as to any contract employees such as maintenance personnel.

507 Overtime

Effective Date: 7/6/2014

Revision Date: 9/8/2014

There may be times when St. Paul's UMC cannot meet its operating requirements or other needs during regular working hours. If this happens, we may give employees the opportunity to work overtime.

It is our policy that no overtime can be worked without the approval and authorization of the supervisor. We try to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

Nonexempt employees will receive overtime pay in accordance with the federal and state wage and hour laws. Overtime pay is based on the actual hours worked. For this reason, time off for sick leave, vacation, and other paid or unpaid leaves of absence is not counted as hours worked when calculating overtime pay.

If you work overtime without first getting your supervisor's approval, you may be subject to disciplinary action, up to and including possible termination of employment.

508 Use of Equipment and Vehicles

Effective Date: 7/6/2014

Revision Date: 9/8/2014

Equipment and vehicles essential in accomplishing your job duties are expensive and may be difficult to replace. When you use St. Paul's UMC property, you should be careful, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Tell your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. When you promptly report damages, defects, and the need for repairs, you can prevent deterioration of equipment and possible injury to employees or other people.

See your supervisor if you have questions about your responsibility for maintenance and care of equipment or vehicles you use on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

510 Emergency Closings

Effective Date: 7/6/2014

Revision Date: 9/8/2014

There may be times when emergencies, such as severe weather, fires, power failures, or earthquakes, disrupt normal business operations at St. Paul's UMC. We may even have to close a work facility.

When we are officially closed due to emergency conditions, you will be paid for the time off.

There may also be some times when we ask employees in essential operations to work on a day when we are officially closed due to an emergency. If we ask you to work on a day when we are officially closed, we will pay you your regular pay.

512 Business Travel Expenses

Effective Date: 7/6/2014

Revision Date: 9/8/2014

We will reimburse you for reasonable business travel expenses if the immediate supervisor approves the travel in advance. After a trip is approved, you are responsible for making your own travel arrangements.

We reimburse approved travel expenses such as travel, meals, lodging, and other expenses as long as they were necessary to meet the objectives of the trip. You are expected to keep expenses within reasonable limits.

If you are involved in an accident while on business travel, immediately report the accident to your supervisor. If you use a vehicle owned, leased, or rented by St. Paul's UMC, you may not use that vehicle for personal reasons unless you get advance approval.

We may sometimes give employees a cash advance to cover the expected expenses for an approved trip. If you think you need a cash advance, give a written request to your supervisor

There may be times when you want to have a family member or friend come with you on a business trip. There may also be times when you want to combine a business trip with personal travel. In both cases, you must first get prior approval. Since the purpose of your trip is business, we need to make sure that nothing interferes with that objective. You are responsible for any expenses related to the personal portion of the trip or for your companion.

When a business trip is over, submit your completed travel expense report within 14 days. With your expense report, you must also submit receipts for every expense item.

See your supervisor for help and questions about business travel, travel advances, expense reports, or any other travel issues.

It is a very serious matter if you record false or misleading information on your expense report. You may not request reimbursement for expenses that you did not have or that were not business-related. Employees who do not follow this business travel policy could be subject to disciplinary action, up to and including termination of employment.

514 Visitors in the Workplace

Effective Date: 7/6/2014

Revision Date: 9/8/2014

Only visitors who are properly authorized may be on St. Paul's UMC premises. This helps to maintain safety standards, safeguard employee and customer welfare, protect our property and facilities, guard confidential information against theft, and reduce potential distractions and disturbances.

All visitors should enter St. Paul's UMC at the main entrance. If you have visitors, you are responsible for their conduct and to watch out for their safety.

If you see an unauthorized person at work, notify your supervisor immediately or direct the person to the main entrance.

516 Computer and Email Usage

Effective Date: 7/6/2014

Revision Date: 9/8/2014

To help you do your job, St. Paul's UMC may give you access to computers, computer files, the email system, and software. You should not use a password, access a file, or retrieve any stored communication without authorization. To make sure that all employees follow this policy, we may monitor computer and email usage.

We try hard to have a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, we do not allow employees to use computers and email in ways that are disruptive, offensive to others, or harmful to morale.

At St. Paul's UMC you may not display, download, or email sexually explicit images, messages, and cartoons. You also may not use computers and email for ethnic slurs, racial comments, off-color jokes, or anything that another person might take as harassment or disrespect.

You may not use email to ask other people to contribute to or to tell them about businesses outside of St. Paul's UMC, religious or political causes, outside organizations, or any other nonbusiness matters. Email lists generated by the church or its committees are intended only for the use by those organizations and are not to be used for personal use or gain.

St. Paul's UMC buys and licenses computer software for business purposes. We do not own the copyright to this software or its documentation. Unless the software developer authorizes us, we do not have the right to use the software on more than one computer.

You may only use software on local area networks or on multiple machines according to the software license agreement. St. Paul's UMC prohibits the illegal duplication of software and its documentation.

If you know about any violations to this policy, notify your supervisor, the Church Office Administrator or any member of management. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

517 Internet Usage

Effective Date: 7/6/2014

Revision Date: 9/8/2014

St. Paul's UMC may provide you with Internet access to help you do your job. This policy explains our guidelines for using the Internet. Internet usage is intended for job-related activities but short, occasional personal use is allowed as long as you keep it within reasonable limits.

All Internet data that is written, sent, or received through our computer systems is part of official St. Paul's UMC records. That means that we can be legally required to show that information to law enforcement or other parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and legal.

The equipment, services, and technology that you use to access the Internet are the property of St. Paul's UMC. Therefore, we reserve the right to monitor how you use the Internet. We also reserve the right to find and read any data that you write, send, or receive through our online connections or is stored in our computer systems.

You may not write, send, read, or receive data through the Internet that contains content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any

other characteristic protected by law.

St. Paul's UMC does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet. As a general rule, if you did not create the material, do not own the rights to it, or have not received authorization for its use, you may not put the material on the Internet. You are also responsible for making sure that anyone who sends you material over the Internet has the appropriate distribution rights.

Before you download or copy a file from the Internet, it must be checked for viruses. All compressed files must be checked for viruses both before and after decompression.

If you use the Internet in a way that violates the law or St. Paul's UMC policies, you will be subject to disciplinary action, up to and including termination of employment. You may also be held personally liable for violating this policy.

The following are some examples of prohibited activities that violate this Internet policy:

- * Sending or posting discriminatory, harassing, or threatening messages or images
- * Using the organization's time and resources for personal gain
- * Stealing, using, or disclosing someone else's code or password without authorization
- * Copying, pirating, or downloading software and electronic files without permission
- * Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- * Violating copyright law
- * Failing to observe licensing agreements
- * Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- * Sending or posting messages or material that could damage the organization's image or reputation
- * Participating in the viewing or exchange of pornography or obscene materials
- * Sending or posting messages that defame or slander other individuals
- * Attempting to break into the computer system of another organization or person
- * Refusing to cooperate with a security investigation
- * Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- * Using the Internet for political causes or activities, religious activities, or any sort of gambling
- * Jeopardizing the security of the organization's electronic communications systems
- * Sending or posting messages that disparage another organization's products or services
- * Passing off personal views as representing those of the organization
- * Sending anonymous email messages
- * Engaging in any other illegal activities

518 Workplace Monitoring

Effective Date: 7/6/2014

Revision Date: 9/8/2014

St. Paul's UMC may conduct workplace monitoring to help ensure employee safety, security, and our customer's satisfaction.

All computer equipment, services, or technology that we furnish you are the property of St. Paul's UMC. We reserve the right to monitor computer activities and data that is stored in church owned computer systems. We also reserve the right to find and read any data that you write, send, or receive by church owned computers.

We may perform video surveillance of non-private workplace areas. We use video monitoring to identify safety concerns, maintain security, detect theft and misconduct, and discourage and prevent harassment and workplace violence.

You may ask to see information about you that was gathered by workplace monitoring if it might impact employment decisions. We will give you access unless there is an ongoing investigation or a legitimate business reason to protect confidentiality.

Because we are sensitive to employees' legitimate privacy rights, we will make every effort to guarantee that workplace monitoring is always done ethically and with respect.

520 Telecommuting

Effective Date: 7/6/2014

Revision Date: 9/8/2014

St. Paul's UMC may offer telecommuting to some employees when we believe it would benefit both the St. Paul's UMC Staff and the employee. Telecommuting is the practice of working at home or at a place closer to home instead of physically traveling to a central workplace. This policy outlines our policy related to telecommuting arrangements.

If you think that telecommuting would improve your ability to get your job done, submit a written request to your supervisor. The request should explain how you think telecommuting would be good for both St. Paul's UMC and you. Your request should explain how you would be accountable and responsible, what equipment is necessary, and how communication barriers would be overcome.

When we decide if we will approve a telecommuting request, we look at factors such as position and job duties, performance history, related work skills, and the impact on the St. Paul's UMC Staff.

Your compensation, benefits, work status, work responsibilities, and the amount of time you are expected to work each day or each pay period will stay the same as before you started telecommuting (unless changes are agreed upon in writing).

You and your supervisor must agree upon your schedule. If there is no written agreement about your schedule, you will work the same schedule as you did before you started telecommuting. You cannot change your schedule until your supervisor approves the change.

During working hours, your at-home workspace will be considered an extension of our workspace. Therefore, workers' compensation benefits may be available for any job-related accident that happens in your at-home workspace during working hours. We will investigate all job-related accidents immediately.

St. Paul's UMC has no responsibility for an injury that happens in your at-home workspace outside of the agreed-upon work hours. You must also agree to maintain safe conditions in your at-home workspace. You are expected to follow the same safety habits as if you were working at the St. Paul's UMC location.

If an injury happens while working at home, you must immediately report it to the Chairperson, Staff Parish Relations Committee for instructions on getting medical treatment.

Telecommuting is an alternative method for meeting the business needs of St. Paul's UMC. It is not a universal employee benefit. We have the right to refuse to make telecommuting available to an employee. We also may terminate an existing telecommuting arrangement at any time.

522 Workplace Violence Prevention

Effective Date: 7/6/2014

Revision Date: 9/8/2014

We are committed to preventing workplace violence and making St. Paul's UMC a safe place to work. This policy explains our guidelines for dealing with intimidation, harassment, violent acts, or threats of violence that might occur during business hours or on our premises at anytime.

You are expected to treat your co-workers, including supervisors and temporary employees, with courtesy and respect at all times. You should not fight, play tricks on others, or behave in any way that might be dangerous to other people. We do not allow firearms, weapons, and other dangerous or hazardous devices and substances on the premises of St. Paul's UMC without proper authorization.

St. Paul's UMC does not allow behavior at any time that threatens, intimidates, bullies, or coerces another employee, a church member, visitors, or a member of the public. This includes off-duty periods. We do not permit any act of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

You should immediately report a threat of violence or an act of violence by anyone to your supervisor or another member of management. If you report a threat of violence, give every detail you can.

Be sure to immediately report any suspicious person or activities to a supervisor. Do not place yourself in danger. If you see or hear trouble or a disturbance near your work area, do not try to see what is happening or try to stop it.

We will promptly and completely investigate all reports of violent acts or threats of violence. We will also promptly and completely investigate all suspicious people and activities. We will protect the identity of a person who makes a report when practical. Until we have investigated a report, we may suspend an employee, either with or without pay, if we think it is necessary for safety reasons or to do the investigation.

If you commit a violent act, threaten violence, or violate these guidelines in another way, you will be subject to disciplinary action, up to and including termination of employment.

If you are having a dispute with another employee, we encourage you to talk it over with your supervisor or the Chairperson, Trustee's. St. Paul's UMC wants to help you work out problems before they become more serious and possibly violent. We will not discipline you for bringing these types of problems to our attention.

524 Ergonomics

Effective Date: 7/6/2014

Revision Date: 9/8/2014

St. Paul's UMC has developed an ergonomics program to reduce repetitive motion injuries (RMIs) at work. These are the main parts of the ergonomics program: (1) work site evaluations, (2) controlling the exposure, or circumstance, that may have caused RMIs, and (3) ergonomics training for employees. The program also encourages you to be responsible for using good work habits, such as good posture and use of your body, and staying physically fit for your job.

RMIs are musculoskeletal injuries that have been identified and diagnosed by a licensed physician. RMIs can result from a job, process, or operation when you perform the same motions over and over again. These are some examples of repetitive motion tasks: using a computer keyboard and mouse for a long time; assembling materials and products; or lifting, carrying, and loading objects.

You will be trained as part of our ergonomics program. The training explains exposures that have been associated with RMIs, the symptoms and consequences of injuries caused by repetitive motion, the importance of reporting symptoms and injuries, and how to reduce RMIs.

You should immediately notify the Chairperson, Staff Parish Relations Committee if you suspect an RMI or RMI symptoms, or about other ergonomic concerns. You are required to report any workplace RMI to the Chairperson, Staff Parish Relations Committee as soon as possible after it has been identified and diagnosed by a licensed physician.

526 Cell Phone Usage

Effective Date: 7/6/2014

Revision Date: 9/8/2014

We may provide cell phones to some employees for business use. Employees with cell phones are allowed to use them for short personal calls within reasonable limits. Sometimes we may check cell phone bills to make sure this policy is being followed.

St. Paul's UMC prohibits employees using cell phones for business while they are driving. If you are driving and need to use a cell phone, you should pull off the road and stop before you place a call or talk on the phone.

And when using a cell phone, please remember to keep your conversations private and quiet.

601 Medical Leave

Effective Date: 7/6/2014

Revision Date: 9/8/2014

St. Paul's UMC provides unpaid medical leaves of absence to eligible employees who become temporarily unable to work due to a serious health condition or disability. For medical leave purposes, a serious health condition or disability includes inpatient care in a hospital, hospice, or residential medical care facility. It also includes continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request medical leave:

* Regular full-time employees

Eligible employees may request medical leave only after they have completed 365 calendar days of service. To accommodate disabilities, we may make exceptions to the days rule. If you think you will need a medical leave, give your request to your supervisor at least 30 days before the leave would start. This will help us plan for your possible absence. If it is an unexpected situation, make your request as soon as possible.

We require a health care provider's statement verifying that you need a medical leave, when the leave would start and the expected end dates. You are responsible for telling us if that information changes later. Before you can return to work, we will require verification from a health care provider that says you are fit to return.

Unpaid medical leaves are normally for the period of the disability, up to a maximum of 12 weeks within any 12 month period. The week maximum applies to any combination of both medical leave and family leave during any month period. If you need more time, we will also consider a request for extension. Before beginning an unpaid medical leave, you must first use any available paid leave you may have, such as vacation or sick benefits.

If you sustain a work-related injury, you are eligible for a medical leave for the period of disability in accordance with the laws covering occupational disabilities. Subject to the terms, conditions, and limitations of the applicable plans, St. Paul's UMC will continue to provide your health insurance benefits for the full period of an approved medical leave.

Your benefits, such as vacation, sick leave, or holiday benefits, will not accrue during a medical leave. When you return from leave, the benefits will start accruing again.

Please give us at least two weeks advance notice before you plan to return. When you return from medical leave, you will go back to the same job if it is still available. If that job is no longer available, we will place you in an equivalent job or placement that you are qualified for. If you do not come back to work promptly at the end of a medical leave, we will assume that you have resigned.

602 Family Leave

Effective Date: 7/6/2014

Revision Date: 9/8/2014

St. Paul's UMC provides unpaid family leaves of absence to eligible employees who need to take time off from work duties to meet family obligations that are directly related to childbirth, adoption, or placement of a foster child. Family leave may also be requested to care for a child, spouse, or parent with a serious health condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility. A serious health condition can also include continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request family leave:

- * Regular full-time employees

Eligible employees may request family leave only after they have completed 365 calendar days of service. If you think you will need a family leave, give your request to your supervisor at least 30 days in advance of the date the leave would start. This will help us plan for your possible absence. If it is an unexpected

situation, make your request as soon as possible.

If you request family leave due to the serious health condition of a child, spouse, or parent, you may be required to submit a health care provider's statement verifying the need for a family leave, the start and expected end dates, and the estimated time required.

An eligible employee may request up to a maximum of 12 weeks of family leave within any 12 month period. The week maximum applies to any combination of both family leave and medical leave during any month period. If this initial period of leave is not enough, we will consider your written request for one extension of no more than 30 calendar days. Before beginning an unpaid family leave, you must first use any available paid leave you may have, such as vacation or sick benefits.

If your spouse is also employed by St. Paul's UMC, as a couple you may be restricted to a combined total of weeks leave within any month period for childbirth, adoption or placement of a foster child, or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, St. Paul's UMC will continue to provide health insurance benefits for the full period of an approved family leave. Your benefits, such as vacation, sick leave, or holiday benefits, will not accrue during a family leave. When you return from leave, the benefits will start accruing again.

Please give us at least two weeks advance notice before you plan to return. When you return from family leave, you will go back to the same job if it is still available. If that job is no longer available, we will place you in an equivalent job that you are qualified for. If you do not come back to work promptly at the end of a family leave, we will assume that you have resigned.

603 Personal Leave

Effective Date: 7/6/2014

Revision Date: 9/8/2014

Eligible employees may ask for an unpaid personal leave of absence to fulfill personal obligations. Employees in the following employment classifications are eligible to request personal leave:

* Regular full-time employees

Eligible employees may request personal leave only after they have completed 180 calendar days of service. If you wish to take a personal leave, give a written request to your supervisor as far in advance as possible.

An eligible employee cannot take more than 30 calendar days of personal leave every 2 years. If this initial period of leave is not enough, we will consider your written request for one extension of no more than 14 calendar days. If your supervisor approves, you may use any available paid time off, such as vacation, as part of your personal leave period.

We may not approve every request for personal leave. We will look at each request individually. The business priorities of St. Paul's UMC must come first. We will make our decision based on a number of factors such as our business needs, workload, and staffing requirements during the requested time period.

Subject to the terms, conditions, and limitations of the applicable plans, St. Paul's UMC will continue to

provide health insurance benefits for the full period of an approved personal leave.

Your benefits, such as vacation, sick leave, or holiday benefits, will not accrue during a personal leave. When you return from leave, the benefits will start accruing again.

When a personal leave ends, we will make every reasonable effort to return you to the same position if it is available or to an available similar position for which you are qualified. However, St. Paul's UMC cannot guarantee that you will be reinstated in all cases.

If you do not come back to work promptly at the end of a personal leave, we will assume that you have resigned.

604 Educational Leave

Effective Date: 7/6/2014

Revision Date: 9/8/2014

Eligible employees may ask for an unpaid educational leave of absence. An educational leave is for the purpose of doing course work that applies to your job at St. Paul's UMC.

Employees in the following employment classification are eligible to request an educational leave:

Senior Pastor

Eligible employees who have completed 6 years of service may request educational leave for a period of up to 6 months every 6 years. If you wish to request an educational leave, give a written request to your supervisor as far in advance as possible.

We may not approve every request for educational leave. We will look at each request individually. The business priorities of St. Paul's UMC must come first. We will make our decision based on a number of factors such as our business needs, workload, and staffing requirements during the requested time period.

Subject to the terms, conditions, and limitations of the applicable plans, St. Paul's UMC will continue to provide health insurance benefits for the full period of an educational leave.

Your benefits, such as vacation, sick leave, or holiday benefits, will not accrue during an educational leave. When you return from leave, the benefits will start accruing again.

When an educational leave ends, we will make every reasonable effort to return you to the same position if it is available or to an available similar position for which you are qualified. However, St. Paul's UMC cannot guarantee that you will be reinstated in all cases.

If you do not come back to work promptly at the end of an educational leave, we will assume that you have resigned.

605 Military Leave

Effective Date: 7/6/2014

Revision Date: 9/8/2014

St. Paul's UMC will grant a military leave of absence if you are absent from work because you are serving in the U. S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You must give your supervisor advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

You will receive full pay if you are on leave for a two-week training assignment or a shorter absence. You will not be paid for military leave beyond two weeks. However, you may use any available accrued paid time off, such as vacation or sick leave, to help pay for the leave.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which you are otherwise eligible.

Your benefit accruals, such as vacation, sick leave, and holiday benefits, will continue during a two week military leave. Military leaves beyond two weeks for training purposes will suspend benefit accruals until the end of the military leave.

If you are on military leave for up to 30 days, you must return to work on the first regularly scheduled work period after your service ends (allowing for reasonable travel time). If you are on military leave for more than 30 days, you must apply for reinstatement in accordance with USERRA and applicable state laws.

When you return from military leave (depending on the length of your military service in accordance with USERRA), you will be placed either in the position you would have attained if you had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

If you have questions about military leave, contact the Chairperson, Staff Parish Relations Committee for more information.

607 Pregnancy-Related Absences

Effective Date: 7/6/2014

Revision Date: 9/8/2014

St. Paul's UMC provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to disabilities related to pregnancy, childbirth, or related medical conditions.

Employees in the following employment classifications are eligible to request pregnancy disability leave:

- * Regular full-time employees

Eligible employees may request pregnancy disability leave only after they have completed 365 calendar days of service. If you think you will need a pregnancy disability leave, give your request to your supervisor at least 30 days before the leave would start. This will help us plan for your possible absence. If it is an unexpected situation, make your request as soon as possible.

We require a health care provider's statement verifying the need for pregnancy disability leave and the

start and expected end dates. You are responsible for telling us about any subsequent changes to that information. Before you can return to work, we will require verification from a health care provider stating that you are fit to return.

Unpaid pregnancy disabilities are normally for the period of the disability, up to a maximum of 52 weeks within any 24 month period. Before beginning an unpaid pregnancy disability leave, you must first use any available paid leave you may have, such as vacation or sick benefits.

Subject to the terms, conditions, and limitations of the applicable plans, St. Paul's UMC will provide health insurance benefits until the end of the first full month of pregnancy disability leave. At that time, you will be responsible for the full cost of those benefits in order for your coverage to continue. When you return from pregnancy disability leave, St. Paul's UMC will again provide those benefits according to the applicable plans.

Your benefits, such as vacation, sick leave, or holiday benefits, will not accrue during a pregnancy disability leave. When you return from leave, the benefits will start accruing again.

Please give us at least two weeks advance notice before you plan to return. When you return from pregnancy disability leave, you will go back to the same job unless, because of business reasons, the job no longer exists or we could not save it for you because it meant undermining our ability to operate safely and efficiently. If the same job is not available, we will offer you a comparable job in terms of pay, location, job content, and promotional opportunities.

If you do not come back to work promptly at the end of a pregnancy disability leave, St. Paul's UMC will assume that you have resigned.

609 Sabbatical Leave

Effective Date: 7/6/2014

Revision Date: 9/8/2014

The Senior Pastor can request a Sabbatical as defined in the current edition of the Book of Discipline of the United Methodist Church.

615 Court Appearance Leave

Effective Date: 7/6/2014

Revision Date: 9/8/2014

While St. Paul's UMC hopes this never happens, if you are the victim of a crime or a witness to a crime, or a member of your family is a crime victim, you may ask for time off to go to court to attend court dates related to the crime.

For purposes of this leave, a crime includes domestic violence, sexual assault, and stalking, as well as other crimes that require that the victims appear in court. A family member includes your daughter, son, mother, father, husband, or wife.

If you need to take court appearance leave, we will ask you to let the Chairperson, Staff Parish Relations Committee know in advance whenever possible when you will be gone, and to give them a written

document showing that you need to be in court. The document you provide may be:

- * a police report indicating that you or a member of your family was a victim of a crime;
- * a court order protecting or separating you or a member of your family from someone who committed an act of domestic violence, or other evidence from the court or prosecuting attorney that shows you or your family member has appeared in court; or,
- * documentation from a medical professional, domestic violence advocate, health care provider or counselor that you or your family member was undergoing treatment for physical or mental injuries or abuse resulting from an act of domestic violence, sexual assault, or other crime.

You may ask for court appearance leave if you need to:

- * prepare for or be in court;
- * receive medical treatment or get medical treatment for a victim who is your daughter, son, mother, father, husband or wife; or,
- * get services needed because of a crisis caused by domestic violence, sexual assault, stalking or some other crime.

You won't be paid while you are on leave in court but you may use leave you already have earned while away from work.

St. Paul's UMC will do all that we can to make sure that any information you give us to show your need for court appearance leave is kept strictly confidential.

701 Employee Conduct and Work Rules

Effective Date: 7/6/2014

Revision Date: 9/8/2014

We expect you to follow certain work rules and conduct yourself in ways that protect the interests and safety of all employees and St. Paul's UMC.

While it is impossible to list every action that is unacceptable conduct, the following lists some examples. Employees who break work rules such as these may be subject to disciplinary action, up to and including termination of employment:

- * Theft or inappropriate removal or possession of property
- * Falsification of timekeeping records
- * Working under the influence of alcohol or illegal drugs
- * Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- * Fighting or threatening violence in the workplace
- * Boisterous or disruptive activity in the workplace
- * Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- * Insubordination or other disrespectful conduct
- * Violation of safety or health rules
- * Smoking in prohibited areas
- * Sexual or other unlawful or unwelcome harassment

- * Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- * Excessive absenteeism or any absence without notice
- * Unauthorized absence from work station during the workday
- * Unauthorized use of telephones, mail system, or other employer-owned equipment
- * Violation of personnel policies
- * Unsatisfactory performance or conduct

Since your employment with St. Paul's UMC is voluntary and at will, you may terminate your employment at any time you want, with or without cause or advance notice. Likewise, St. Paul's UMC may terminate your employment at any time, with or without cause or advance notice.

702 Drug and Alcohol Use

Effective Date: 7/6/2014

Revision Date: 9/8/2014

St. Paul's UMC is committed to being a drug-free, healthful, and safe workplace. You are required to come to work in a mental and physical condition that will allow you to perform your job satisfactorily.

St. Paul's UMC employees may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs while on St. Paul's UMC premises or while conducting any business-related activity away from St. Paul's UMC premises. You may use legally prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering yourself or others.

If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment. We may also require that you participate in a substance abuse rehabilitation or treatment program. If you violate this policy, there could also be legal consequences.

If you have questions or concerns about substance dependency or abuse, you are encouraged to discuss these matters with your supervisor or the Chairperson, Staff Parish Relations Committee to get help and referrals to community resources.

If you have a drug or alcohol problem, you may request unpaid time off to participate in a rehabilitation or treatment program through our health insurance benefit coverage, if your substance abuse problem has not already resulted in disciplinary action and you are not currently subject to immediate disciplinary action. We may approve the time off if you agree to stop using the problem substance; follow all St. Paul's UMC policies and rules relating to conduct at work; and if giving the time off will not cause St. Paul's UMC an undue hardship.

If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with your supervisor or the Chairperson, Staff Parish Relations Committee without fear of reprisal.

703 Sexual and Other Unlawful Harassment

Effective Date: 7/6/2014

Revision Date: 9/8/2014

St. Paul's UMC is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. St. Paul's UMC will not tolerate any actions, words, jokes, or comments based on a person's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic. St. Paul's UMC provides ongoing sexual harassment training to ensure you the opportunity to work in an environment free of sexual and other unlawful harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- * Unwanted sexual advances.
- * Offering employment benefits in exchange for sexual favors.
- * Making or threatening reprisals after a negative response to sexual advances.
- * Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- * Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- * Verbal sexual advances or propositions.
- * Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- * Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment at work, report it immediately to your supervisor. If your supervisor is unavailable or you believe it would be inappropriate to discuss it with your supervisor, you should immediately contact the Chairperson, Staff Parish Relations Committee or any other member of management. There will not be punishment or reprisal if you report sexual harassment or ask questions or raise concerns about it.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and the confidentiality of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Chairperson, Staff Parish Relations Committee or any member of management so it can be investigated in a timely and confidential manner. Any employee who engages in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

704 Attendance and Punctuality

Effective Date: 7/6/2014

Revision Date: 9/8/2014

We expect St. Paul's UMC employees to be reliable and punctual. You should report for work on time and as scheduled. If you cannot come to work or you will be late for any reason, you must notify your supervisor as soon as possible.

Unplanned absences can disrupt work, inconvenience other employees, and affect productivity. If you have a poor attendance record or excessive lateness, you may be subject to disciplinary action, up to and including termination of employment.

705 Personal Appearance

Effective Date: 7/6/2014

Revision Date: 9/15/2014

Personal appearance means how you dress, how neat you are, and your personal cleanliness standards. Your personal appearance can influence what the public, existing members and visitors think about St. Paul's UMC. Personal appearance can also impact the morale of your co-workers.

During business hours or whenever you represent St. Paul's UMC, you should be clean, well groomed, and wear appropriate clothes for the work or environment the work is to be performed. This is particularly important if your job involves dealing with the public, existing members or visitors in person.

If your supervisor finds that your personal appearance is inappropriate, you will be asked to leave work and return properly dressed and groomed. If you are asked to leave, you will not be paid for the time you are away from work. See your supervisor if you are not sure about the correct clothing standards for your task or job.

Where necessary, St. Paul's UMC may make a reasonable accommodation to this policy for a person with a disability.

706 Return of Property

Effective Date: 7/6/2014

Revision Date: 9/8/2014

St. Paul's UMC may loan you property, materials or written information to help you do your job. You are responsible for protecting and controlling any property we loan you.

If you stop working at St. Paul's UMC, you must return all St. Paul's UMC property immediately.

If you do not return our property and if the law allows, we may take money from your regular or final paycheck to cover the cost. We may also take legal action to get back our property.

708 Resignation

Effective Date: 7/6/2014

Revision Date: 9/8/2014

Resignation means that you voluntarily terminate your employment at St. Paul's UMC.

If you decide to resign, we would like you to give us a written resignation in advance of the date you are leaving. If you are a nonexempt employee, please advise us at least 1 weeks before the date you will leave. If you are an exempt employee, please tell us at least 2 weeks before the date you will leave. Although advance notice is not required, you will be helping your co-workers because there will be more time to reassign work and replace you if necessary.

Before an employee leaves, we may schedule an exit interview. The exit interview helps us to understand why the employee is resigning. We can also talk about the changes to your benefits.

If you do not give enough advance notice before leaving, we may not rehire you if you want to return.

710 Security Inspections

Effective Date: 7/6/2014

Revision Date: 9/8/2014

St. Paul's UMC wants to have a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. We prohibit the possession, transfer, sale, or use of these materials on our premises.

We may provide you with desks, lockers, and other storage devices for your convenience but these are always the sole property of St. Paul's UMC. Because they are our property, we may allow our representative or authorized agents to inspect them at any time, either with or without advance notice to you. We may also inspect any items that we find inside them.

716 Progressive Discipline

Effective Date: 7/6/2014

Revision Date: 9/8/2014

This policy describes the policy for administering fair and consistent discipline for unsatisfactory conduct at St. Paul's UMC.

We believe it is important to make sure that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The major purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future.

Although your employment is based on mutual consent and both you and St. Paul's UMC have the right to terminate employment at will, with or without cause or advance notice, St. Paul's UMC may use progressive discipline at it discretion.

In most cases, progressive discipline means that we will normally take these steps in the following order: 1) a first offense may call for a verbal warning; 2) a next offense may be followed by a written warning; 3) another offense may lead to a suspension; and, 4) still another offense may then lead to termination of employment. We will look at how severe the problem is and how often it has happened when deciding which step to take. There may be circumstances when one or more steps are bypassed. If more than 24

months have passed since the last disciplinary action, the process will normally start over. All steps beyond 2 are to be documented and retained by the church.

In very serious situations, some types of employee problems may justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

You should also look at the Employee Conduct and Work Rules policy in this handbook. That policy lists examples of unacceptable conduct that might result in immediate suspension or termination of employment. However, some of the examples of unsatisfactory conduct listed may result in the progressive discipline process described above instead of immediate suspension or termination.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and St. Paul's UMC.

722 Workplace Etiquette

Effective Date: 7/6/2014

Revision Date: 9/8/2014

St. Paul's UMC can be a better place to work when all employees show respect and courtesy to each other. Sometimes there are problems when employees do not realize that they are bothering or annoying other people. If this happens to you, you should first try to solve the problem by politely telling your co-worker what is bothering you.

In most cases, if you use common sense, the problem can be fixed. We encourage you to keep an open mind. If another employee tells you about something that you are doing that makes it hard for that person to work, try to understand the other person's point of view.

The following are some guidelines and suggestions for how to be considerate of others at work. You will not necessarily be disciplined if you do not follow these suggestions, but the guidelines will help you get along with others. If you have comments or suggestions about workplace etiquette, contact the Chairperson, Staff Parish Relations Committee.

- * Return copy machine and printer settings to their default settings after changing them.
- * Replace paper in the copy machine and printer paper trays when they are empty.
- * Retrieve print jobs in a timely manner and be sure to collect all your pages.
- * Keep the area around the copy machine and printers orderly and picked up.
- * Be careful not to take or discard others' print jobs or faxes when collecting your own.
- * Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- * Communicate by email or phone whenever possible, instead of walking unexpectedly into someone's office or workspace.
- * Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.

- * Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
- * Try not to block walkways while carrying on conversations.
- * Refrain from using inappropriate language (swearing). Swearing or inappropriate language is not acceptable in a church environment.
- * Avoid discussions of your personal life/issues in public conversations that can be easily overheard.
- * Monitor the volume when listening to music, voice mail, or a speakerphone that others can hear.
- * Clean up after yourself and do not leave behind waste or discarded papers.

800 Life-Threatening Illnesses in the Workplace

Effective Date: 7/6/2014

Revision Date: 9/8/2014

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal lives, including work, to the degree that they can. St. Paul's UMC wants to help these employees to work as long as they continue meeting acceptable performance standards.

As in the case of other disabilities, we will make reasonable accommodations in accordance with all legal requirements to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on any employee is confidential. St. Paul's UMC will take reasonable precautions to protect medical information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing medical information is subject to disciplinary action, up to and including termination of employment.

810 Safe Sanctuary

Effective Date: 8/23/2014

Revision Date: 9/8/2014

St. Paul's UMC maintains a separate Safe Sanctuary Policy and Procedure Manual as part of its overall Employee Policy Handbook. It provides for a safe and nurturing environment for children, youth and vulnerable adults who participate in the ministries of this community. All employees and volunteers who are in leadership roles of St. Paul's are required to read, understand and comply with the requirements of this Policy and Procedure Manual. Copies of the current version of this Manual may be obtained from the church office.

Employee Acknowledgement Form

The employee handbook describes important information about St. Paul's UMC. I understand that I should consult the Chairperson, Staff Parish Relations Committee if I have any questions that are not answered in the handbook.

I became an employee at St. Paul's UMC voluntarily. I understand and acknowledge that there is no specified length to my employment at St. Paul's UMC and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that "at will" means that St. Paul's UMC may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate federal or state laws.

I understand and acknowledge that there may be changes to the information, policies, and benefits in the handbook. The only exception is that St. Paul's UMC will not change or cancel its employment-at-will policy. I understand that St. Paul's UMC may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that I will be told about any handbook changes and I understand that handbook changes can only be authorized by the Chairperson, Staff Parish Relations Committee and the Church Council of St. Paul's UMC.

I understand and acknowledge that this handbook is not a contract of employment or a legal document. I have received the handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____