



FIRST METHODIST CHURCH WASHINGTON

Washington, North Carolina

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Employee Handbook

FIRST METHODIST CHURCH WASHINGTON

Employee Handbook

First Methodist Church Washington
304 West Second Street • P.O. Box 715
Washington, NC 27889
Phone 252.946.3311

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Introductory Statements

100 Introduction

This handbook is designed to acquaint you with First Methodist Church Washington and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by First Methodist Church Washington to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook and statement of policies can anticipate every circumstance or question about policy. As First Methodist Church Washington continues to grow, and as the need may arise, First Methodist Church Washington reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception is there will be no change in our employment-at-will policy which permits you or First Methodist Church Washington to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

Welcome

We welcome you to what we feel is one of the finest staffs of any Methodist Church in the North Carolina Global Conference. The key to successful ministry in any Church is always outstanding people. It is our goal to find the best persons available for every aspect of the church's life, ministry, and work.

As you enter into employment at First Methodist Church Washington, you enter more than just a job, position or church staff, you join a ministry team. This ministry team will assist and support every staff person in his or her work. The success of the ministry team is as important as is the success of one's particular areas of accountability and responsibility.

If you have any questions, please do not hesitate to ask them of your direct supervisor, Senior Pastor or Chairperson of the Staff/Parish Relations Committee.

We wish you great fulfillment and joy in your work as you share your talents, abilities and professional training with staff and members of First Methodist Church Washington. – *The Staff/Parish Relations Committee*

EMPLOYEE ACKNOWLEDGMENT FORM

The employee handbook describes important information about First Methodist Church Washington, and I understand that I should consult my direct supervisor, the Senior Pastor or the chair of the Staff Parish Relations Committee regarding any questions not answered in the handbook. I have entered into my employment relationship with First Methodist Church Washington voluntarily and acknowledge that there is no specified length of employment.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to First Methodist Church Washington's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. I have read and understand the policies contained herein and am fully aware of my obligations at all times to fully comply with the responsibilities that are imposed on me as a condition of employment.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

At-will Statement

This document is not a contract of employment. The employee can leave employment, or the church can end employment, at any time, for any reason. Any written or oral statements that give an indication of guaranteed employment for any fixed time are not valid. The policies of this document can be changed at any time with or without notice.

Employee initials _____

Copy of this page to Employees file

Equal Opportunity Statement

It shall be the policy of the Staff/Parish Relations Committee that all decisions related to personnel administration will be made on the basis of merit and within the parameters of these guidelines.

The Staff/Parish Relations Committee is committed to:

“(a) recruit, employ, utilize, recompense, and promote their professional staff and other personnel in a manner consistent with the commitment of the Methodist Church to women and men of all races and ethnic origins, including persons with disabilities; (b) fulfill their duties and responsibilities in a manner that does not involve segregation or discrimination on the basis of race, color, age, sex, or disability, including HIV status.”

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at First Methodist Church Washington will be based on knowledge, skills and abilities. First Methodist Church Washington reserves it and its member’s rights under the Constitution and 42 U.S.C. 2001e-1 to assure that employee’s religious beliefs and personal activities are consistent with the beliefs of the Methodist Church and First Methodist Church Washington reserves the right to consider such issues in its employment decisions and activities.

First Methodist Church Washington will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the work place are encouraged to bring these issues to the attention of their immediate supervisor, the Senior Pastor or his/her designee or to the chair of the Staff Parish Relations Committee. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination may be subject to disciplinary action.

First Methodist Church Washington believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other similar employers in this area. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that First Methodist Church Washington amply demonstrates its commitment to employees by responding effectively to employee concerns.

**103
EMPLOYMENT
APPLICATIONS**

First Methodist Church Washington relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in First Methodist Church Washington's exclusion of the individual from further consideration for employment.

**104
PERFORMANCE
EVALUATION**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle, by the Staff-Parish Committee as part of the salary budgeting process.

Merit-based pay adjustments may be awarded by First Methodist Church Washington in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process and availability of funds.

General Policies

200 BASIC STAFF MEMBER QUALIFICATIONS

All staff members shall have at a minimum the following qualifications:

- They shall be persons who believe in the Christian faith and purposes of the Methodist Church.
- They shall possess special aptitudes, skills and capacities which are required in their respective field(s) of work.
- They shall be persons who can win and hold the cooperation and goodwill of the people they serve as well as their associates.
- They shall have the ability to maintain and keep confidences.
- They shall be persons who can demonstrate the capacity and desire to learn and to improve their abilities.

201 HIRING OF RELATIVES

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Although First Methodist Church Washington has no prohibition against hiring relatives of existing employees, we are committed to monitoring situations in which relatives work in the same area. If problems arise, First Methodist Church Washington will take prompt action.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is like that of persons who are related by blood or marriage.

**202
EMPLOYEE
MEDICAL
EXAMINATIONS**

To help ensure that employees are able to perform their duties safely, medical examinations may be required.

After an offer has been made to an applicant entering a job category that requires licensure for childcare, a medical examination will be required at First Methodist Church Washington's expense by a health professional of First Methodist Church Washington's choice. The examination will consist of screening for Hepatitis, Tuberculosis and all other disease screenings required for such applicant's licensure to perform childcare services.

The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam if such exam is requested.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know as determined by the Senior Pastor or his/her designee.

If an employee develops one of the fore mentioned illnesses, it will be the responsibility to immediately report that condition to the Senior Pastor or designated person.

**203
IMMIGRATION
LAW COMPLIANCE**

First Methodist Church Washington is committed to employing only States citizens and aliens who are authorized to work in the States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with First Methodist Church Washington within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Senior Pastor or his/her designee. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

**204
CONFLICTS OF
INTEREST**

Employees have an obligation to conduct Church business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which First Methodist Church Washington wishes to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of

operation. Contact the Senior Pastor for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of First Methodist Church Washington's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Senior Pastor of First Methodist Church Washington as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which First Methodist Church Washington does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving First Methodist Church Washington.

**205
OUTSIDE
EMPLOYMENT**

Upon approval of the Senior Pastor or his/her designee, an employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with First Methodist Church Washington. All employees will be subject to First Methodist Church Washington's scheduling demands, regardless of any existing outside work requirements.

If First Methodist Church Washington determines that an employee's outside work interferes with performance or the ability to meet the requirements of First Methodist Church Washington as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with First Methodist Church Washington.

Outside employment will present a conflict of interest if it has an adverse impact on First Methodist Church Washington.

**206
NON-DISCLOSURE**

The protection of confidential information that is provided to the Church and its staff is vital to the interests and the mission of First Methodist Church Washington. Such confidential information includes, but is not limited to, the following examples:

- Compensation data.

- Financial information.
- Personal information regarding persons who have sought advice and counsel of the Church and its staff.

Employees who improperly use or disclose such confidential information will be subject to disciplinary action.

**207
DISABILITY
ACCOMMODATION**

First Methodist Church Washington is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted without regard to race.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities.

Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement and after conditional job offers. Medical records will be kept separate and confidential.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, and position descriptions.

First Methodist Church Washington is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. First Methodist Church Washington will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. First Methodist Church Washington is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

**208
EMPLOYMENT
CATEGORIES**

It is the intent of First Methodist Church Washington to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by First Methodist Church Washington's Senior Pastor or his/her designee with the advice and consent of the Staff Parish Relations Committee.

In addition to the above, each employee will belong to one other employment category:

APPOINTED STAFF are persons who have been ordained, consecrated or commissioned in the Methodist Church and/ serve under appointment by the Bishop of the North Carolina Annual Conference of the Global Methodist Church. This is an EXEMPT category.

FULL-TIME SALARIED employees are those who are not in a temporary status, or who are paid a salary and are not paid on an hourly wage basis and who are regularly scheduled to work First Methodist Church Washington's full-time schedule which is 35 or more hours per week. Generally, they are eligible for First Methodist Church Washington's benefit package, subject to the terms, conditions, and limitations of each benefit program. This is an EXEMPT category.

FULL TIME HOURLY employees are those who are not in a temporary status or, who are paid on an hourly wage basis and are not paid on salary basis and who are regularly scheduled to work First Methodist Church Washington's full-time schedule which is 35 or more hours per week. Generally, they are eligible for First Methodist Church Washington's benefit package, subject to the terms, conditions, and limitations of each benefit program. This is a NONEXEMPT category.

PART-TIME SALARIED employees are those who are not assigned to a temporary status, who are paid a salary and are not paid on an hourly wage basis and who are regularly scheduled to work less than 35 hours per week. Generally, they are eligible for First Methodist Church Washington's benefit package, subject to the terms, conditions, and limitations of each benefit program. This is an EXEMPT category.

PART-TIME HOURLY employees are those who are not in a temporary status, who are paid on an hourly wage basis and are not paid on salary basis and who are regularly scheduled to work less than 35 hours per week. Generally, they are eligible for First Methodist Church Washington's benefit package, subject to the terms, conditions, and limitations of each benefit program. This is a NONEXEMPT category.

PRE-SCHOOL TEACHERS are employees governed under the policies and procedures of First Methodist Church Washington Pre-school Board and are not addressed by this policy manual.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of First Methodist Church Washington's other benefit programs.

CASUAL employees are those who have established an employment relationship with First Methodist Church Washington but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of First Methodist Church Washington's other benefit programs.

CONTRACT TEMPORARY WORKERS are persons who lack an ongoing or established employment relationship with First Methodist Church Washington but, on an intermittent and contractual basis, work for the church, abide by the church employment policies and regulations, and are expected to receive less than \$600.00 per year in compensation. They are not eligible for any benefits, including Social Security. At the end of the year they would routinely receive a 1099 as record of their wages for the year. If compensation exceeds \$600.00 in a given calendar year, then such employee will be shifted to another appropriate category with applicable benefits if any.

LEASED PERSONNEL are those persons employed by another agency under contract to provide personnel for the church. Such persons are not employees of First Methodist Church Washington.

**209
ACCESS TO
PERSONNEL FILES**

First Methodist Church Washington maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of First Methodist Church Washington, and access to the information they contain is restricted. Generally, only the Senior Pastor, the Staff Parish Relations Committee, and the Senior Pastor's Administrative Assistant are those who have a legitimate reason to review information in a file and are allowed to do so.

Employees who wish to review their own file should contact the Senior Pastor. With reasonable advance notice, employees may review their own personnel file in the

presence of an individual appointed by First Methodist Church Washington to maintain the file.

Documents subject to inspection:

- Employment application
- Resume (when appropriate)
- Emergency notification form
- Performance appraisals/reviews
- Employee benefit verification form
- Job description

**210
EMPLOYMENT
REFERENCE
CHECKS**

To ensure that individuals who are employed by First Methodist Church Washington are well qualified and have a strong potential to be productive and successful, it is the policy of First Methodist Church Washington to check the employment references of all applicants. Additionally, employees who are involved with youth and young adults in church activities will be reviewed pursuant to the Church's policies regarding children and youth.

The Senior Pastor or the Senior Pastor's designee will respond for all reference check inquiries from other employers.

**211
PERSONNEL
DATA CHANGES**

It is the responsibility of each employee to promptly notify, in writing, First Methodist Church Washington of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Senior Pastor's designee.

**212
LIFE-
THREATENING
ILLNESSES IN THE
WORKPLACE**

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. First Methodist Church Washington supports these endeavors as long as employees are able to meet acceptable performance standards and do not pose a direct threat to the health of other employees. As in the case of other disabilities, First Methodist Church Washington 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 individual employees is treated confidentially. First Methodist Church Washington will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Senior Pastor for information concerning referral to appropriate services and resources.

Compensation Policies

300 TIMEKEEPING

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require First Methodist Church Washington to keep an accurate record of time worked in order to calculate employee pay, and benefits if applicable. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the hours per day worked. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

301 PAYDAYS

All employees are paid biweekly on Thursdays. For each salaried employee, each paycheck will include earnings for all work performed through the end of the current payroll period. For each hourly employee, each paycheck shall be a payment of salary in arrears and shall constitute payment for all work performed through the end of the current payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday prior to the close of the church office business day.

**302
EMPLOYMENT
TERMINATION**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION - voluntary employment termination initiated by an employee.

DISCHARGE - involuntary employment termination initiated by the organization. The Senior Pastor and/or the Staff Parish Relations Committee shall have the authority to discharge a non-appointed employee.

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

**303
SEVERANCE
PAY**

First Methodist Church Washington may provide severance pay to employees whose employment is terminated for reasons that are not prejudicial to First Methodist Church Washington, as determined by First Methodist Church Washington Staff Parish Relations Committee in its sole discretion.

**304
PAY ADVANCES**

Pay advances are not available.

**305
ADMINISTRATIVE
PAY
CORRECTIONS**

First Methodist Church Washington takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the church treasurer so that corrections can be made as quickly as possible.

**306
PAY
DEDUCTIONS**

The law requires that First Methodist Church Washington make certain deductions from every eligible employee's compensation. Among these are applicable federal, state, and local income taxes. First Methodist Church Washington also must deduct Social Security taxes on each eligible employee's earnings up to a specified limit that is called the Social Security "wage base." First Methodist Church Washington matches the amount of Social Security taxes paid by each non-appointed employee.

Benefits

**400
EMPLOYEE
BENEFITS**

Eligible employees at First Methodist Church Washington are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and Social Security disability), cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees, pursuant to the applicable description of benefits:

Vacation	Holidays	Jury Duty Leave
Worker's Compensation	Witness Duty Leave	Sick/Personal Leave
Military Leave	Family and Medical	

NOTE: The benefits described herein are only benefit summaries and are not intended to augment or supersede any actual plan documents pertaining to a particular benefit plan. In the event there is a discrepancy difference or ambiguity between the summary contained herein and any actual plan document, the plan document for a particular benefit shall control.

Some benefit programs require contributions from the employee, and some are fully paid by First Methodist Church Washington.

**401
VACATION
BENEFITS**

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Full-Time Salaried employees working 12 months per year.
- Part-time Salaried employees working 12 months per year.
- Full-Time Hourly employees working 12 months per year.

Part-time hourly employees working 12 months per year will be eligible for vacation at a pro rata basis provided full-time employees.

Employees in the employment classifications listed above who are ordained and appointed staff shall not receive vacation according to this policy. Vacation for all ordained and appointed staff shall be according to the policies established by the annual conference that has appointed such ordained staff to First Methodist Church Washington. The Staff Parish reserves the right to grant additional time at its discretion and in consultation with the District Superintendent.

Additionally, in accord with The Book of Discipline of the Methodist Church, 2000 paragraph 349.2 appointed and ordained staff shall be granted a four week study leave each quadrennium. ("A clergy member's continuing education and spiritual growth program should include such leaves at least one week each year and at least one month during one year of every quadrennium. Such leaves shall not be considered as part of the ministers' vacations and shall be planned in consultation with their charges or other agencies to which they are appointed as well as the bishop, district superintendent, and annual conference continuing education committee.")

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule. The Staff Parish Committee reserves the right to grant additional time at its discretion.

VACATION EARNING SCHEDULE	
Years Of Eligible Service	Vacation Weeks [each Year]
Upon initial eligibility, 1 week (5 days) during first calendar year.	
After 1st full calendar year in eligible employment classification	2 weeks (10 days)
After 5 full calendar years in eligible employment classification	3 weeks (15 days)

When an employee enters an eligible employment classification he/she begins to earn paid vacation time according to the schedule. However, even though vacation time is accruing, before vacation time can be used, a waiting period of six months must be completed. After that time, employees have attained initial eligibility and the waiting period has expired, employees can request use of earned vacation time including that accrued during the waiting period.

For employees in groups 1, 2 and 3 below, Vacation pay will be calculated based on the employee's straight-time pay rate (as of the period of the vacation) times the number of hours the employee would otherwise have worked during that period. For employees in group 4 below, Vacation pay will be calculated based on the employee's straight-time pay rate (as of the period of the vacation) times the number of hours the employee would otherwise have worked during that period times the number of hours in employees regular work week divided by 40 hours i.e. ((\$/Hourly pay-rate X Number of hours which would have been worked X (Number of hours in employees regular work week /40 hrs.)).

Eligible employee classification(s):

- Group 1. Full-time salaried employees
- Group 2. Part-time salaried employees
- Group 3. Full-time hourly employees
- Group 4. Part-time hourly employees

Paid vacation time can be used in minimum increments of one day. To take vacation, employees must receive written advance approval from the Senior Pastor or designate. Requests will be reviewed based on a number of factors, including church needs and staffing requirements. Ordained staff are to request written approval from the Senior Pastor.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives or bonuses.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees will forfeit any additional unused time.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work (pro-rated from the yearly schedule).

Vacation time may not be taken during Holy Week or during the week leading up to, but not including Christmas Day. Exceptions may be granted only upon recommendation by the Senior Pastor and approval by the Staff-Parish Relations Committee.

Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate childcare responsibilities.

**403
PREGNANCY-
RELATED
ABSENCES**

First Methodist Church Washington will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the family and medical leave policy provisions outlined in this handbook and all applicable federal and state laws.

**404
FAMILY AND
MEDICAL LEAVE**

In accordance with the Family and Medical Leave Act of 1993, First Methodist Church Washington has established a policy that will allow up to 12 weeks of unpaid leave in a 12-month period: (Appointed Staff see Paragraph 353-354 of Book of Discipline)

- For an employee's own serious health condition that makes the employee unable to perform the functions of the employee's job. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions;
- For a serious health condition of an employee's child, spouse or parent where the employee is needed to care for that family member;
- Upon the birth of a child to care for the child; or
- Because of the placement of a child with an employee for adoption or foster care.

Eligibility

In order to be eligible for Family and Medical Leave an employee must have worked for First Methodist Church Washington for at least 12 months and worked 1,250 hours.

Return to Work

Unless otherwise permitted by law, at the end of the approved Family and Medical Leave, the employee will be offered restoration to the same position he/she held when leave commenced or to an equivalent position. First Methodist Church Washington may choose to exempt certain highly compensated employees from this requirement and not return them to the same or an equivalent position.

An employee whose Family and Medical Leave exceeds 12 weeks within a 12 - month period will not be guaranteed a job upon return from the leave, unless otherwise required by law. Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12 month period. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension.

An employee who fails to return to work at the end of an approved medical leave will be considered as having voluntarily terminated.

The Church requires that upon returning from leave due to an employee's serious health condition, the employee must provide Certification from his/her health care provider that the employee is able to resume work and that the employee is fit for duty with regard to the serious health condition that caused the employee's need for Family and Medical Leave.

Request for Leave

Employees must provide 30 days prior notice if the leave is foreseeable. If an employee is unable to provide such notice, notice must be provided as is practical. An employee undergoing planned medical treatment will be required to make a reasonable effort to schedule the treatment to minimize disruptions to the church's operation.

Family and Medical Leave Request forms are available from the Senior Pastor's Administrative Assistant. Requests for Family and Medical Leave should be made by completing a form and returning it to the Senior Pastor or his/her designee.

Certification

An employee requesting a Family and Medical Leave for a serious health condition must provide the Church with Certification from a health care provider. The health care provider's statement must verify the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to First Methodist Church Washington.

The Senior Pastor's Administrative Assistant has Certification forms for the health provider to complete. The forms must be fully completed at the employee's own expense.

The employee should furnish the required Certification when requesting leave or soon after the leave is requested, but not more than 15 calendar days from the start of the requested leave, unless it is not practical under the particular circumstances. During the leave, the church may also require that the employee obtain re-certification of the medical condition supporting the leave.

The Church has the right to require an employee to obtain an opinion by a health care provider designated and paid for by the Church either before or during the leave. If there is a disagreement, a third health care provider selected by the Church will settle the dispute.

Disability/Workers Compensation Benefits

Employees on a Family and Medical Leave due to their own serious health condition may be eligible for payments from other sources such as Workers' Compensation or disability insurance, if any.

Intermittent Leave

If an employee requests intermittent leave under the Family and Medical Leave Act it may be necessary for the Church to transfer him/her to another position that will better accommodate an intermittent or reduced schedule.

Substitution of Paid Leave

Employees taking Family and Medical Leave to care for a child, spouse or parent with a serious health condition or for their own serious health condition must use all of their available accrued and unused paid sick leave as part of the leave. Employees on Family and Medical Leave for the birth or the placement of a child must use all of their available accrued and unused vacation as part of the leave.

Benefit Continuation

The Church will continue to maintain such health benefits as exist for an employee at the time the leave commences and, where applicable, for his-her dependents during the Family and Medical Leave, up to a maximum of 12 weeks in a 12-month period. Employees must, however, arrange to pay the premium contributions they previously had deducted in order to continue group health or other insurance for themselves and, where applicable, their dependents during the Family and Medical Leave. Benefit accruals, such as vacation, sick leave, and holiday benefits, will continue during the approved medical leave period.

If an employee fails to return to work at the end of the Family and Medical Leave, the church may require the employee to reimburse it for the amount the church paid for the employee's health insurance premiums during the leave.

**405
HOLIDAYS**

To be eligible for Holiday pay an employee must not be on leave (Family and Medical Leave or Sick Leave). First Methodist Church Washington will grant the following days as paid holiday time off to employees in the eligible classes listed below:

New Years' Day	Independence Day	Labor Day	Memorial Day
Good Friday	2 days at Thanksgiving	2 days at Christmas	

A recognized holiday that falls on a Saturday will be observed on Friday of that week. A recognized holiday that falls on a Sunday will be observed on the following Monday. However, particular holidays noted above shall be observed on the date specified. Revisions to the above paid holiday schedule may be designated for each calendar year at the discretion of the Staff Parish Committee on or before July 31st of the prior year

First Methodist Church Washington will grant paid holiday time off to all employees in an eligible employment classification. For employees in groups 1, 2 and 3 below, Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. For employees in group 4 below, Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day times the number of hours normally worked per week divided by 40 hrs i.e. ((\$/Hourly pay-rate X Number of hours which would have been worked X (Number of hours in the employees regular work week / 40 hrs)).

Eligible employee classification(s):

- Group 1. Full-time salaried employees
- Group 2. Part-time salaried employees
- Group 3. Full-time hourly employees
- Group 4. Part-time hourly employees

In the event of a crisis, employees may be required to work on a holiday, with compensatory hour-for-hour time given. If eligible nonexempt, hourly employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

**406
WORKERS'
COMPENSATION
INSURANCE**

First Methodist Church Washington provides a comprehensive workers' compensation insurance program governed by the laws of the State of North Carolina and at no cost to employees and all church volunteers. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform the Senior Pastor or his/her designate immediately. No matter how minor an on- the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither First Methodist Church Washington nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by First Methodist Church Washington.

407
SICK/PERSONAL
LEAVE BENEFITS

First Methodist Church Washington provides paid sick/personal leave benefits to all eligible employees for periods of temporary absence due to illnesses, injuries, bereavement, or other personal unforeseen circumstances.

Employees can request use of paid sick/personal leave after completing a waiting period of 90 calendar days from the date they are hired. Paid sick/personal leave can be used in minimum increments of a half-day. Eligible employees may use sick/personal leave benefits for an absence due to their own illness or injury or that of an immediate family member (including parents). Unused sick/personal leave benefits will not be paid to employees while they are employed or upon termination of employment.

Eligible employee classification(s):

- Group 1. Full-Time Salaried employees working 12 months per year.
- Group 2. Part-time Salaried employees working 12 months per year.
- Group 3. Full-Time Hourly employees working 12 months per year.
- Group 4. Part-time hourly employees working 12 months per year.

For employees not in group 4, sick/personal leave benefits will be granted at the rate of 5 days per year. Sick/personal leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick/personal leave benefits.

For employees in group 4 above, sick/personal leave benefits will be granted at the rate of 5 days per year times the ratio of the number of hours in the employees regular work week divided by 40 hours, i.e. (5 days per year X (number of hours in the employees regular work week)/40 hrs.).

Employees who are unable to report to work should notify their direct supervisor before the scheduled start of their workday, if possible. The supervisor must also be contacted on each additional day of absence (except as otherwise provided in the Family Medical leave Act notice). Sick/personal leave benefits will be calculated based on the employee's pay rate.

An employee on an extended absence due to illness or injury must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from workers' compensation or First Methodist Church Washington provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

408
JURY DUTY

First Methodist Church Washington encourages employees to fulfill their civic responsibilities by serving jury duty when required.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence minus the amount received from the court for jury duty. Employee classifications that qualify for paid jury duty leave are:

Full-time salaried employees
Part-time salaried employees

Full-time hourly employees
Part-time Hourly employees

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

First Methodist Church Washington may request an excuse from jury duty if the employee's absence would create serious operational difficulties.

First Methodist Church Washington will continue to provide health insurance benefits, if the employee is eligible, for the full term of the jury duty absence.

Vacation and holiday benefits will continue to be granted during jury duty leave.

409
MILITARY LEAVE

A military leave of absence will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. armed services.

Employees will receive full pay for two-week activation each calendar year upon presentation of satisfactory military pay orders. The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available paid time off for the absence.

Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by First Methodist Church Washington for the full term of the military leave of absence.

Vacation and holiday benefits will continue to be granted during a military leave of absence.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for First regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual.

**410
LEAVE WITHOUT
PAY (GENERAL)**

Upon request an employee may be considered for a voluntary furlough or leave without pay. The granting of such leave is fully at the discretion of the Staff Parish Relations Committee. Such leaves will not be granted to accept other employment. First Methodist Church Washington reserves the right to recall the employee at its discretion.

Supervision/Disciplinary Guidelines

500 EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, First Methodist Church Washington expects employees to follow rules of conduct that further the mission of this church, glorify God and that, of course, protect the interests and safety of all employees, members and the Church.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action.

- Theft or inappropriate removal or possession of property.
- Falsification of 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 church-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Negligence or improper conduct leading to damage of property or persons.
- 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/unauthorized materials, such as explosives or firearms, in the workplace.
- Excessive absenteeism or any absence without appropriate notice.
- Unauthorized absence from work station during the workday.
- Inappropriate use of telephones, mail system, or other employer-owned equipment.
- Violation of personnel or volunteer and youth protection policies.
- Unsatisfactory performance or conduct.

Employment with First Methodist Church Washington is at the mutual consent of First Methodist Church Washington and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

**501
DRUG AND
ALCOHOL USE**

It is First Methodist Church Washington's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on First Methodist Church Washington premises and while conducting Church activities off First Methodist Church Washington premises, no employee may possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Senior Pastor to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time (after all paid leave is exhausted) off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the

problem substance; abides by all First Methodist Church Washington policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause First Methodist Church Washington any undue hardship.

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

**502
SEXUAL AND
OTHER
UNLAWFUL
HARASSMENT**

First Methodist Church Washington affirms the 2000 Book of Resolutions, Sexual Abuse Within the Ministerial Relationship and Sexual Harassment Within the Church, which states that sexual abuse within the ministerial relationship and sexual harassment within the church as incompatible with Biblical teachings of hospitality, justice and healing. In accordance with the Book of Discipline of the Methodist Church, 2000, ¶ 161.F, all human beings, both male and female, are created in the image of God, and thus have been made equal in Christ. As the promise of Galatians 3:26-29 states, all are one in Christ, we support equity among all persons without regard to ethnicity, situation, or gender.

Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Sexual abuse within the ministerial relationship occurs when a person within a ministerial role of leadership (pastor, educator, counselor, youth leader or other position of leadership) engages in sexual contact or sexualized behavior with a congregant, client, employee, student, staff member, co-worker or volunteer. Such sexual abuse involves a betrayal of sacred trust, a violation of the ministerial role and exploitation of those who are vulnerable. Similarly, sexual harassment by clergy and other professional staff must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue.

Sexual harassment is any unwanted sexual advance or demand, either verbal or physical, which is reasonably perceived by the recipient as demeaning, intimidating, or coercive. Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender. (The Book of Discipline of the Methodist Church, 2000 ¶161.I).

Misconduct of a sexual nature within the life of the church interferes with its moral mission. First Methodist Church Washington stands in opposition to the sin of misconduct of a sexual nature in the Church and in society at large and commits itself to fair and expedient investigation of any charge of sexual misconduct within the church and to take action deemed appropriate and in compliance with the Book of Discipline of the Methodist Church. Further, First Methodist Church Washington bears affirmative responsibility to create an environment of hospitality for all persons,

male and female, which is free of misconduct of a sexual nature and encourages respect, equality and kinship in Christ.

Some instances of sexual harassment can be resolved easily and informally between the parties. In all other instances, misconduct of a sexual nature should first be reported to his or her immediate supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Senior Pastor or Chairperson of the Staff/Parish Relations Committee. Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Senior Pastor who will handle the matter in a timely and appropriate manner. Employees can raise concerns and make reports in good faith without fear of reprisal.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action.

If the conduct involves a clergy person, it should be reported to the District Superintendent or the presiding Bishop.

**503
ATTENDANCE
AND
PUNCTUALITY**

To maintain a safe and productive work environment, First Methodist Church Washington expects employees to be reliable and to be punctual in reporting for scheduled work. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

**504
PERSONAL
APPEARANCE**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image First Methodist Church Washington presents to the community.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

Consult your supervisor if you have questions as to what constitutes appropriate attire.

**505
RETURN OF
PROPERTY**

Employees are responsible for all property, materials, keys or written information issued to them or in their possession or control. Employees must return all First Methodist Church Washington property immediately upon request or upon termination of employment. First Methodist Church Washington may also take all action deemed appropriate to recover or protect its property.

**506
RESIGNATION**

Resignation is a voluntary act initiated by the employee to terminate employment with First Methodist Church Washington. Although advance notice is not required, First

Methodist Church Washington requests at least two weeks' written resignation notice from all employees.

Prior to an employee's departure, an exit interview will be scheduled by the Staff-Parish Committee and/or Senior Pastor to discuss the reasons for resignation and the effect of the resignation on benefits.

If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire.

**507
SOLICITATION**

In an effort to assure a productive and harmonious work environment, persons not employed by or who are not members of First Methodist Church Washington may not solicit or distribute literature in the workplace at any time for any purpose.

First Methodist Church Washington recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

Examples of impermissible forms of solicitation include:

- The distribution of literature not approved by First Methodist Church.
- In addition, the posting of written solicitations on church bulletin boards is restricted.

If employees have a message of interest to the workplace, they may submit it to the Senior Pastor for approval. All approved messages will be posted by the Senior Pastor's Administrative Assistant.

**508
DRUG
TESTING**

First Methodist Church Washington is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, job applicants and employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol. Refusal to submit to drug testing may result in disciplinary action.

Questions concerning this policy or its administration should be directed to the Senior Pastor.

**509
PROBLEM
RESOLUTION**

First Methodist Church Washington is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question

receives a timely response from First Methodist Church Washington supervisors, the Senior Pastor, or the Staff Parish Relations Committee.

First Methodist Church Washington strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with First Methodist Church Washington in a reasonable, business-like manner, or for using the following problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to the Senior Pastor.
2. Supervisor or Senior Pastor responds to problem during discussion or after consulting with appropriate persons. Supervisor or Senior Pastor documents discussion.
3. Employee presents problem to the Senior Pastor or his/her designee if problem is unresolved.
4. Senior Pastor counsels and advises employee, assists in putting problem in writing, visits with employee's manager, and works toward resolution.
5. If resolution is not able to be obtained, the Senior Pastor directs employee to the Staff Parish Relations Committee.
6. Employee presents problem to Staff Parish Relations Committee in writing.
7. Staff Parish Relations Committee reviews and considers problem. Staff Parish Relations Committee informs employee of decision and forwards copy of written response to the Senior Pastor and employee's direct supervisor, for employee's file. The Staff Parish Relations Committee has full authority to make any adjustment deemed appropriate to resolve the problem.
8. At the request of an employee, or upon its own initiative, the Staff Parish Relations Committee will consider whether it shall conduct a hearing to investigate and resolve the problem. The decision to have a

hearing regarding a problem that pends before the Staff Parish Relations Committee rests solely in the discretion of the Staff Parish Relations Committee.

Not every problem can be resolved to every person's total satisfaction, but only through understanding and discussion of mutual problems can employees and First Methodist Church Washington develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure fulfillment of the mission of the Church.

Rules and Regulations

600 WORK SCHEDULES

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flextime scheduling is available in some cases to allow employees to vary their starting and ending times each day. Employees should consult their supervisor for the details of this program.

601 USE OF TELEPHONES

Personal use of telephones for long-distance and toll calls is not permitted. Employees should practice discretion in using church telephones when making local personal calls and may be required to reimburse First Methodist Church Washington for any charges resulting from their personal use of the telephone.

To ensure effective telephone communications, employees should always use an appropriate greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

602 SMOKING

In keeping with First Methodist Church Washington's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. This policy applies equally to all employees, parishioners, and visitors.

**603
REST AND MEAL
PERIODS**

Full-time employees are not provided with regular rest periods. Of course, all employees are expected to care for their needs of physical well being. Rest periods when needed should normally not exceed fifteen minutes or occur over twice a day. Since this time is counted and paid as time worked, employees must not be absent from their work stations beyond the allotted rest period time.

All full-time employees are provided with one meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

**604
OVERTIME**

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior written authorization. Mandatory overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Compensatory time outside of the one week work period may not be offered in lieu of overtime pay. However, a week's work schedule may be adjusted to avoid the accrual of overtime. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

**605
USE OF
EQUIPMENT AND
VEHICLES**

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. All items should be return to their proper storage area as soon as possible following their use.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action.

**606
EMERGENCY
CLOSINGS**

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt church operations. In extreme cases, these circumstances may require the closing of the facility. When church operations are officially closed due to emergency conditions (as determined by the Senior Pastor or his/her designee and the Chairperson of the Staff Parish Relations Committee), the time off from scheduled work will be paid for the following classifications:

Full-time salaried employees
Part-time salaried employees
Full-time hourly employees
Part-time employees normally scheduled to work the day(s) of closing.

NOTE: All other classifications will not be paid.

**607
BUSINESS
TRAVEL
EXPENSES**

First Methodist Church Washington will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Senior Pastor or his/her designee. Auto mileage expense shall be reimbursed at the mileage rate then in effect for deduction of mileage expenses as approved by the Internal Revenue Service or its successor agency. It is required that any employee using their personal automobile for church business travel shall have that vehicle adequately, and currently insured.

Employees whose travel plans have been approved should make all travel arrangements through First Methodist Church Washington's designated travel agencies.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by First Methodist Church Washington. Employees are expected to limit expenses to reasonable amounts.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by First Methodist Church Washington may not be used for personal use.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such personal non-business travel, and the expenses of family members or friends, are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within seven days. Expense reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action.

**608
COMPUTER AND
E-MAIL USAGE**

Computers, computer files, the E-mail system, and software furnished to employees are property of First Methodist Church Washington and intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

First Methodist Church Washington strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, First Methodist Church Washington prohibits the use of computers and the E-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

First Methodist Church Washington purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, First Methodist Church Washington does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. First Methodist Church Washington prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the Senior Pastor, the Associate Pastor or the Senior Pastor's Administrative Assistant upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action.

**609
WORKPLACE
MONITORING**

Workplace monitoring may be conducted by First Methodist Church Washington to ensure quality control, employee safety, security, and customer satisfaction.

Because First Methodist Church Washington is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

**610
PARKING**

Staff members are asked to not park in handicap parking spaces unless a recognized disability exists. During the work-week, staff members are asked to leave the parking spaces closer to the building(s) for guests, members and visitors. On Sundays, staff members are requested to park in some of the more distant parking spaces.