

## **Personnel \_\_\_\_\_ 3000**

### **Statement of Commitment to Employees \_\_\_\_\_ 3110**

The church is committed to:

- Providing a work environment and leadership which unites employees and generates enthusiasm for the church and its services;
- Maintaining the highest standards of ethics;
- Valuing the importance of the employee's role in accomplishing the church's mission; and
- Providing training and opportunities for personal growth.

We are also committed to an open door policy. The Pastor commits to being available to any employee at any convenient time to discuss any job-related problems the employee may have. Each employee is encouraged to consult with his or her supervisor first, but should always feel comfortable speaking directly with the Pastor.

We are committed to open communications among employees, recognizing that we can all do our jobs better when we act as a team.

### **Continuity of Policies - Right to Change or Discontinue\_\_3120**

- To preserve the ability to meet First Presbyterian Church's needs under changing conditions, First Presbyterian may modify, augment, delete or revoke any and all policies, procedures, practices, and statements contained in this manual at any time with reasonable notice.
- Such changes shall be effective immediately upon approval by the session unless otherwise stated. However, no rights or benefits that have already accrued will be affected.

**Acknowledging Receipt of Handbook \_\_\_\_\_ 3130**

I have received my copy of the *Employee Handbook* that outlines the policies, practices, and benefit guidelines of First Presbyterian Church of LaGrange, and I have read and I understand the information contained in the manual. I understand that it is my responsibility to ask questions on any matters that are not clear to me.

Since the information in this manual is necessarily subject to change as situations warrant, it is understood that changes in the *Handbook* may replace, revise, or eliminate one or more of the policies in this manual. These changes will be communicated to me by my supervisor or through official notices. I accept responsibility for keeping informed of these changes.

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Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Name [Please Print] \_\_\_\_\_

**Equal Opportunity \_\_\_\_\_ 3140**

Equal Opportunity is First Presbyterian Church of LaGrange policy. It is our policy to select the best-qualified person for each position in the organization.

No employee of the First Presbyterian Church of LaGrange will discriminate against an applicant for employment or a fellow employee because of race, color, sex, national origin, ancestry, age, or other physical or mental disability. No employee of the First Presbyterian Church of LaGrange will discriminate against any applicant or fellow employee because of the person's veteran status.

This policy applies to all employment practices and personnel actions including advertising, recruitment, testing, screening, hiring, selection for training, upgrading, transfer, demotion, layoff, termination, rates of pay, and other forms of compensation or overtime.

First Presbyterian Church of LaGrange provides equal employment opportunity to all applicants on the basis of demonstrated ability, experience, and training.

As positions become available within the First Presbyterian Church of LaGrange, prior to outside recruitment, the Pastor and chair of Administrative Council shall determine the availability of qualified candidates within the First Presbyterian Church of LaGrange. Recruitment may be conducted through schools, employment agencies, and advertising.

This policy excludes those employed through temporary agencies or “job shops.”

#### Background Review Activities

First Presbyterian Church of LaGrange may conduct the following investigative activities as part of the background review of prospective employees. Your signature on this Release Form indicates you understand these activities and you authorize them to be performed with the conditions specified as listed below.

1. Persons convicted of specific crimes may not hold certain positions at this church. If you are applying for such a position and have been convicted of a felony, please note this below. If more space is needed, please provide the additional information on a separate sheet of paper. In addition, you authorize First Presbyterian Church of LaGrange to undertake a criminal records check with state police officials.
2. You authorize First Presbyterian Church of LaGrange to obtain a Motor Vehicle Record report. Our insurance company may also obtain a report through its sources. If the position you are applying for involves driving a motor vehicle, it is imperative that a good driving record exists.
3. You also authorize and request any and all of your former employers to furnish any and all information regarding your job performance. You agree to hold your former employers and their agents harmless from all liability that could relate in any way to the disclosure of private information or an assessment or opinion of your suitability for employment. Personal references may be checked.
4. A physician’s reference and drug screening test shall be required before employment. If recent records are not available, they shall be secured at the church’s expense. Employees involved in food services are required to present a Food Handler’s Permit available from the local health department.
5. You authorize First Presbyterian Church to obtain a credit check.

I have read and understand the job description for the position of \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- The policies and procedures in this manual are not intended to be contractual commitments by First Presbyterian Church of LaGrange and employees shall not construe them as such. They are intended to be descriptive of suggested procedures to be followed.
- First Presbyterian Church of LaGrange reserves the right to revoke, change, or supplement guidelines at any time with reasonable notice. No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied by statements in this book.

## ***Employee Selection Process*** \_\_\_\_\_ **3160**

Selection of candidates for all positions will follow First Presbyterian Church of LaGrange Equal Opportunity policies. The supervisor/manager is responsible for preparing the position description, authorizing to place ads, responding to inquiries from employment agencies, and posting requisitions on the bulletin boards.

Job-related duties and qualifications, as listed on the position description, will provide the basis for initial screening of applications. All applications and résumés received for the position will be forwarded to the supervisor/manager of that position. The supervisor/manager will screen the applications to select those individuals to be interviewed for the position.

Interviews are conducted as follows:

- a. Director of Childcare Center: the Pastor, Chairperson and one other Child Care Board of Directors
- b. Director of Christian Education: the Pastor and Chairpersons of the Administrative Council, Christian Education and Wednesday Night Councils
- c. Church Host/Hostess: the Pastor, the Chairperson of House and Grounds Council and the Moderator of Presbyterian Women
- d. Director of Music: the Pastor, Chairperson of the Worship Council and the Music Committee
- e. Assistant Director of Music: the Pastor, Director of Music, Chairperson of Worship Council
- f. Organist: the Pastor, Chairperson of the Worship Council, Director of Music and Music Committee
- g. Youth Choir Director, Handbell Choir Director, or Cherubim Choir Director: the Director of Music
- h. Church Secretary: the Pastor and the Administrative Council
- i. Financial Secretary: the Treasurer and the Pastor
- j. Custodian, Weekend Custodian, Custodial Staff: the Church Host/Hostess
- k. Nursery Workers: the Director of Christian Education
- l. Facilities Manager: Pastor, Chair of Administrative Council

m. Kitchen Supervisor: Pastor, Church Host/Hostess, Chair of Administrative Council

Only job-related questions or ones that assess the candidate's experience, skill, and training will be asked. Definite salary commitments will be avoided during the initial interview.

Some positions will require skills for which a known level of competence must exist — for example, typing or bookkeeping. Under these circumstances, the interviewer may request applicants to demonstrate these skills by completing an exercise involving a job-related work sample. It must be evident that such an exercise measures knowledge or skills required for the particular job. The results of an exercise must prove to be a valid prediction of job performance. All interviewed applicants must be given the same exercise.

The interviewer will be responsible for verification of employment information provided by the applicant, if the information is needed in making a candidate selection.

The only information to be verified from prior employers will be the following:

- Dates of employment
- Positions held
- Salary at time of termination

The applicant should be advised that this information would be verified. Additional information should not be requested from prior employers, unless the applicant agrees in writing, because it may violate the applicant's privacy.

Before extending an employment offer and upon the applicant's prior agreement that inquiries may be made, at least two applicant references must be checked. Inquiries are to be made in a professional manner requesting only factually verifiable and job-related information. The reference data is used only as supplemental information for the hiring decision. Following employment, the information will be retained in the employee's personnel file.

After candidate interviews, verification of employment history, and reference inquiries, the assigned interviewing group is responsible for the employment offer. Before a verbal offer is made, the Session must be consulted and must give approval. Hiring shall require action by the Session. At its discretion, the Session may 1) authorize interviewing groups to hire qualified candidates once it has approved compensation, benefits and position descriptions; 2) ask for a report from the interviewing group prior to its vote; or 3) request interviewing groups to present candidates for a personal interview prior to taking action. The Session will inform the hiring committee of its preference when approval is given to list the position.

After the verbal offer has been made and the candidate has agreed to the essential terms of the offer [typically position, employee classification, salary or rate, and starting date], a written offer will be prepared by the council and submitted to the candidate in person or by mail. The written offer will confirm the verbal offer and will include the essential terms of the verbal offer as agreed to by the candidate. The candidate will be required to sign and date an acceptance of the written offer that will state as follows:

“The undersigned accepts the above employment offer and agrees that it contains the terms of employment with First Presbyterian Church of LaGrange and that there are no other terms expressed or implied. It is understood that employment is subject to verification of identity and employment eligibility and may be terminated by the First Presbyterian Church of LaGrange at any time for any reason.”

The verbal or written offer must never express or imply that employment is “permanent,” “long-term,” of a specific duration, or words of similar meaning. An exception may be made where a temporary position of known duration is to be filled. Employment may be made contingent upon certain job-related factors, such as obtaining a specific state or federal license or security clearance when appropriate or desirable.

Once the candidate has accepted the employment offer, she or he will be required to provide documentation of identity and employment eligibility in accordance with federal law. The employee will also be required to submit to a criminal records background check. Every newly hired employee must verify his or her eligibility for employment within three business days of accepting employment.

The employee will fill out and execute the top of *Form I-9*. The representative from the Administrative Council will complete *Form I-9* after examining the employee’s documentation of identity and employment eligibility. Each document examined will be photocopied and the copy maintained in the employee’s personnel file folder.

## ***Interview Summary Sheet*** \_\_\_\_\_ **3170**

Applicant’s Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ Interviewer \_\_\_\_\_

Qualifications [taken from job announcement]: \_\_\_\_\_

Applicant’s Background: \_\_\_\_\_

\_\_\_\_\_

Job Functions:

Applicant’s Experience:

Skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Education: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Knowledge: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

References of Previous Supervisors or Managers: \_\_\_\_\_

\_\_\_\_\_

Preferred Qualifications: \_\_\_\_\_

\_\_\_\_\_

Growth in Career: \_\_\_\_\_

Accomplishments: \_\_\_\_\_

Applicant's Strengths: \_\_\_\_\_

Applicant's Limitations: \_\_\_\_\_

Interviewer Comments: \_\_\_\_\_

**Employment Eligibility Verification — Form I-9 \_\_\_\_\_ 3180**

Copies of Form I-9 are available at [www.irs.gov/forms](http://www.irs.gov/forms) or in the church office.

**Sexual Harassment \_\_\_\_\_ 3190**

First Presbyterian Church of LaGrange will not tolerate any form of sexual harassment or any such conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Such conduct, when experienced or observed, should be reported immediately to the Pastor. The Pastor or the Administrative Council will conduct an investigation. The privacy of the employee filing the report and the employee under investigation shall be respected at all times consistent with the obligation to conduct a fair and thorough investigation.

Any intentional sexual harassment is considered to be a major violation of church policy and will be dealt with accordingly by corrective counseling and/or suspension or termination, depending upon the severity of the violation.

It is the intent of First Presbyterian Church of LaGrange to provide a work environment free from verbal, physical, and visual forms [e.g., signs, posters, or documents] of sexual harassment and an environment free of harassment, intimidation or coercion in any form. All employees are expected to be sensitive to the individual rights of their co-workers.

Displaying sexually explicit images or text on church property is a violation of church policy. Employees are not allowed to download, archive, edit, or manipulate sexually explicit material from the Internet while using church resources. Any sexually explicit material sent by a fellow employee or received from outside sources should be given to your immediate supervisor or the Pastor.

Each employee is expected to attend awareness-raising classes concerning sexual harassment within one year of employment.

## **Substance Abuse** \_\_\_\_\_ **3200**

First Presbyterian Church of LaGrange recognizes that individuals, sometimes to an extent that their abilities and senses are impaired use substances such as alcohol and drugs. Our position regarding substance abuse is the same whether alcohol, marijuana, illegal drugs, prescription drugs, or controlled substances are involved ["substances"].

This policy is implemented because we believe that the impairment of any First Presbyterian Church of LaGrange employee due to his or her use of substances is likely to result in the risk of injury to other employees, the impaired employee, or to third parties, such as volunteers or business guests. Moreover, substance abuse adversely affects employee morale and productivity.

"Impairment" or "being impaired" means that an employee's normal physical or mental abilities, or faculties, while at work have been detrimentally affected by the use of substances.

The employee who begins work while impaired or who becomes impaired while at work is guilty of a major violation of church rules and is subject to severe disciplinary action. Severe disciplinary action can include suspension, dismissal, or any other penalty appropriate under the circumstances. Likewise, the use, possession, transfer, or sale of any substance on church premises or in any area parking lot, storage area, or job site is prohibited. Violations are subject to severe disciplinary action. In all instances, disciplinary action to be administered shall be at the sole discretion and determination of the church.

When an employee is involved in the use, possession, transfer, or sale of a substance in violation of this policy, the church may notify appropriate authorities. Such notice will be given only after such an incident has been investigated and reviewed by the employee's supervisor, the Administrative Council, and the Pastor. First Presbyterian Church of LaGrange is aware that substance abuse is a complex health problem that has both physical impact and an emotional impact on the employee, his or her family, and social relationships. A substance abuser is a person who uses substances, as defined above, for non-medical reasons, and this use detrimentally affects job performance or interferes with normal social adjustments at work. Substance abuse is both a management and a medical problem.

An employee who suspects a substance abuse case should discuss the situation immediately with his or her supervisor or the Pastor. Because each case is usually different, the handling and referral of the case must be coordinated with the supervisor and the Pastor.

We have resources available to assist an employee who requests help with substance abuse. The employee must ask for help. The church will not require it. Should disciplinary action be pending against an employee who asks for help, the church will assist to the extent of its resources assuming that the employee remains employed. Nonetheless, regular disciplinary action will proceed. If the employee is terminated, the church will be unable to continue any program. Voluntary, successful participation in a

recovery or rehabilitative program by an employee may be a mitigating factor in any disciplinary action, depending on the facts and circumstances of each individual case. In some cases, disciplinary action may be suspended, or the employee placed on probation pending a successful completion of a recovery program.

Employees who are placed on a rehabilitation program because of performance or behavior problems due to substance abuse are subject to dismissal for failure to successfully complete the program or change their performance or behavior.

Applicants who have a past history of substance abuse and who have demonstrated an ability to abstain from the substance, or who can provide medical assurance of acceptable control, may be considered for employment as long as they are otherwise qualified for the position for which they are applying.

Management has chosen to adopt an alcoholic beverage policy in keeping with the concern for and the risks associated with alcohol use. Alcoholic beverages shall not be served or used on the church premises at any time. Alcoholic beverages have no part in and shall not be used in conjunction with any business meeting.

Social activities held off-premises and paid for on a personal basis are not affected by this policy. If management considers it appropriate, light alcoholic beverages may be served at church-sponsored events held off premises and for purely social reasons. The service must be managed in good taste and with good judgment. No alcoholic beverages should be served at any event where children are present.

The church is concerned with its employee's privacy, especially when matters regarding medical and personal information are involved. As long as the information is not needed for police or security purposes, the church shall maintain employee medical and personal information in confidence and release this information to authorized church personnel on a "need to know" basis. An exception to this policy is when the employee signs a release for the transfer of such information on forms acceptable to the church to designated persons or agencies.

Any psychological or physical problem that affects an employee's work performance or causes an abnormal work atmosphere is the concern of management.

The church maintains a referral service for employees with problems such as the ones mentioned above. Counseling and referrals are provided on a confidential basis as long as the employee is not pending any disciplinary action. Employees who admit that they might have an alcohol or drug problem will be assured of assistance as long as they accept the help provided. They must agree to abstain from the substance involved, and not violate any church rules or prohibitions by misconduct related to alcohol or drug use or otherwise violate any church rules or prohibitions.

If an employee is terminated for any reason the employee assistance program shall cease and the church will not be obligated to provide further assistance.

Nothing contained in this policy shall eliminate or modify the church's right to terminate any employee at any time for any reason.

**Smoking** \_\_\_\_\_ **3220**

Smoking is not permitted on First Presbyterian Church of LaGrange premises at any time except in outdoor designated smoking areas.

**Employee Safety** \_\_\_\_\_ **3230**

First Presbyterian Church of LaGrange strives to provide its employees with a safe and healthful workplace environment. To accomplish this goal, all employees must diligently undertake efforts to promote safety.

Employees shall devote their full time skill and attention to the performance of their job responsibilities utilizing the highest standard of care and good judgment. Employees will follow all safety rules and regulations at all times including the use of devices or equipment and attendance at all training sessions related to employee’s job description, and follow the directions of warning signs or signals.

There is a first-aid kit located in the Childcare Center, Montessori Center, each office and kitchen area for very minor injuries. For injuries or illnesses requiring medical attention, the employee should see his or her own physician or have someone call 911, depending on the severity of the situation.

Defibrillators are located throughout the church. Please familiarize yourself with their location and usage procedure.

Each office area also houses a red notebook that contains information for what to do in various emergency situations.

All job-related injuries or illnesses are to be reported to your supervisor immediately, regardless of severity. In the case of serious injury, an employee’s reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to the employee and could subject First Presbyterian Church of LaGrange to fines and penalties.

Safety rules and regulations will be issued or modified from time to time and shall be effective immediately. Rules and regulations will be distributed to employees and posted on the employee bulletin board. Safety first!

**Employee Accident Report Form** \_\_\_\_\_ **3240**

\_\_\_\_\_

Last Name	First	Initial	Social Security #	Department
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\_\_\_\_\_

Address [Including City, State, Zip]

\_\_\_\_\_  
Telephone Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Time, Date, and Location of Accident: \_\_\_\_\_

\_\_\_\_\_  
What injuries are being reported? \_\_\_\_\_

\_\_\_\_\_  
How did accident occur? \_\_\_\_\_

\_\_\_\_\_  
Witnesses to the accident: \_\_\_\_\_

\_\_\_\_\_  
Treatment or first aid provided: \_\_\_\_\_

By signing below, employee consents to the release of medical charts, reports, X-rays, diagnoses, and other information to First Presbyterian Church of LaGrange or its authorized representatives from any health care provider rendering treatment or providing consultative or other services in conjunction with the diagnosis and treatment of the injury described above.

\_\_\_\_\_  
Employee's Signature      Date

## ***Anniversary Date and Reinstatement*** \_\_\_\_\_ **3250**

An employee's anniversary date is defined as his or her first day on the job with the church.

### ***Reinstatement***

Employees who are reinstated by the church will maintain their original anniversary date for seniority purposes as well as for those benefit programs governed by the anniversary date. The policy will be as follows:

**Layoff** — Employees who terminate because of reduction in work force will maintain their original anniversary date for seniority purposes, if they are re-employed by First Presbyterian Church of LaGrange within one year after date of termination.

**Voluntary Resignation** — Employees who voluntarily terminate their employment with First Presbyterian Church of LaGrange may maintain their original anniversary date, subject to management approval, if they are re-employed by the church within six

months after date of termination. The church is under no obligation to rehire any such employee. In other cases a new anniversary date will be assigned.

## ***New Hire, Rehire, Relatives, and Return to Work After Serious Injury or Illness*** \_\_\_\_\_ **3250**

### ***New Hire***

The hiring manager/supervisor is responsible for having the new employee fill out all pre-employment forms, benefit applications, and enrollment forms. The employee's picture is taken for the website and will be provided basic information on pay and leave policies, benefits, parking situations, and working hours, on the employee's first day of work. The new employee should be given an orientation.

### ***Rehire***

Applications received from former employees will be processed using the same procedures and standards that govern all direct applications. The hiring manager/supervisor will review the former employee's performance records and the circumstances surrounding termination of previous employment with the church. This information will be provided to the staff responsible for screening and interviewing applicants. First Presbyterian Church of LaGrange is under no obligation to rehire former employees.

### ***Relatives***

It is the policy of First Presbyterian Church of LaGrange not to hire relatives of current employees. A relative is defined as any person related to the employee by blood, marriage, or adoption in the following degrees: parent, child, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, and first cousin. Immediate family members of employees will not be considered for a job opening on the staff except upon the specific approval of the Administrative Council. Related employees will not be permitted to work under the direct supervision of each other. The church may require a related employee to resign if it is in the best interest of the church.

### ***Return to Work after Serious Injury or Illness***

As a joint protection to the employee and the church, employees who have been absent from work because of serious illness or injury are required to obtain a doctor's release specifically stating that the employee is capable of performing his or her normal duties or assignments. A serious injury or illness is defined as one that results in the employee being absent from work for more than two consecutive weeks or one which may limit the employee's future performance of regular duties or assignments.

First Presbyterian Church of LaGrange shall ensure that employees who return to work after a serious injury or illness are physically capable of performing their duties or assignments without risk of re-injury or relapse.

If the cause of the employee's illness or injury was job-related, the employee's supervisor/manager will make every reasonable effort to assign the returning employee to assignments consistent with the instructions of the employee's doctor until the employee is fully recovered. A doctor's written release is required before recovery can be assumed.

## **Performance Improvement** \_\_\_\_\_ **3260**

Performance improvement may be suggested whenever church management believes that an employee's performance is less than satisfactory and can be resolved through adequate counseling. Corrective counseling is completely at the discretion of church management. The church desires to protect its investment of time and expense devoted to employee orientation and training whenever that goal is in the church's best interests. The church expressly reserves the right to discharge "at will." Even if corrective counseling is implemented, it may be terminated at any step at the discretion of management. Management, in its sole discretion, may warn, reassign, suspend, or discharge any employee at will, whichever it chooses and at any time.

The supervisor/manager, with assistance of the Administrative Council, will determine the course of action best suited to the circumstances. The steps in performance improvement are as follows:

**Verbal counseling** — As the first step in correcting unacceptable performance or behavior, the supervisor/manager should review pertinent job requirements with the employee to ensure his or her understanding of them. The supervisor/manager should consider the severity of the problem, the employee's previous performance appraisals and all of the circumstances surrounding the particular case. Stating that a written warning, probation, or possible termination could result if the problem is not resolved should indicate the seriousness of the performance or misconduct. The employee should be asked to review what has been discussed to ensure his or her understanding of the seriousness of the problem and the corrective action necessary. The supervisor/manager should document the verbal counseling for future reference immediately following the review.

**Written counseling** — If the unacceptable performance or behavior continues, the next step should be a written warning. Certain circumstances, such as violation of a widely known policy or safety requirement, may justify a written warning without first using verbal counseling. The written warning defines the problem and how it may be corrected. The seriousness of the problem is again emphasized, and the written warning shall indicate that probation or termination or both may result if improvement is not observed. Written counseling becomes part of the employee's personnel file, although the supervisor/manager may direct that the written warning be removed after a period of time, under appropriate circumstances.

**Probation** — If the problem has not been resolved through written counseling or the circumstances warrant it, or both, the individual should be placed on probation. Probation is a serious action in which the employee is advised that termination will occur if improvement in performance or conduct is not achieved within the probationary period. The Administrative Council and the employee's supervisor/manager, after

review of the employee's corrective counseling documentation, will determine the length of probation. Typically, the probation period should be at least two weeks and no longer than 60 days, depending on the circumstances. A written probationary notice to the employee is prepared by the supervisor/manager.

The letter should include a statement of the following:

- The specific unsatisfactory situation;
- A review of oral and written warnings;
- The length of probation;
- The specific behavior modification or acceptable level of performance;
- Suggestions for improvement;
- A scheduled counseling session or sessions during the probationary period; and
- A statement that further action, including termination, may result if defined improvement or behavior modification does not result during probation. "Further action" may include, but is not limited to reassignment, reduction in pay, grade, or demotion.

The supervisor/manager should personally meet with the employee to discuss the probationary letter and answer any questions. The employee should acknowledge receipt by signing the letter. If the employee should refuse to sign, the supervisor/manager may sign attesting that it was delivered to the employee and identifying the date of delivery. The probationary letter becomes part of the employee's personnel file.

On the defined probation counseling date or dates, the employee and supervisor/manager will meet to review the employee's progress in correcting the problem, which led to the probation. Brief written summaries of these meetings should be prepared with copies provided to the employee and the Administrative Council.

At the completion of the probationary period, the Administrative Council and the supervisor/manager will meet to determine whether the employee has achieved the required level of performance and to consider removing the employee from probation, extending the period of probation, or taking further action. The employee is to be advised in writing of the decision. Should probation be completed successfully, the employee should be commended, though cautioned that any future recurrence may result in further disciplinary action.

**Suspension** — A two or three day suspension without pay may be justified when circumstances reasonably require an investigation of a serious incident in which the employee was allegedly involved. A suspension may also be warranted when employee safety, welfare, or morale may be adversely affected if a suspension is not imposed.

**Involuntary Termination** — The involuntary terminations notice is prepared by the supervisor/manager with concurrence of, and review by, the Pastor. The employee is notified of the termination by the supervisor/manager and will be directed to report to chair of the Administrative Council for an exit interview and completion of termination documentation.

**Minor violations** — These are less serious violations that affect the continuity, efficiency of work, safety, and harmony within the church. They typically lead to corrective

counseling unless repeated or when unrelated incidents occur in rapid succession. Here are some examples of minor violations:

- Occasional tardiness;
- Unsatisfactory job performance;
- Occasional failure to observe working hours, such as the schedule of starting time, quitting time, rest and meal periods;
- Performing unauthorized personal work on church time;
- Failure to notify the supervisor/manager of intended absence either before or within one hour after the start of a shift.

**Major Violations** — These more serious violations would include any deliberate or willful infraction of church rules and may preclude continued employment of an employee. Here are some examples of major violations:

- Repeated occurrences of related or unrelated minor violations, depending upon the severity of the violation and the circumstances;
- Any act which might endanger the safety or lives of others;
- Bringing firearms or weapons onto the church premises;
- Deliberately stealing, destroying, abusing, or damaging church property, tools, or equipment, or the property of another employee or visitor;
- Disclosure of confidential church information to unauthorized persons;
- Willfully disregarding church policies or procedures;
- Willfully falsifying any church records;
- Failing to report to work without excuse or approval of management for three consecutive days;
- Bringing software into the church and installing it on church computers without authorization; or
- Violating the terms set out in the Internet Policy.

## **Termination** **3270**

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Terminations are to be treated in a confidential, professional manner by all concerned. The supervisor, department manager, and personnel department must assure thorough, consistent, and evenhanded termination procedures. This policy and its administration will be implemented in accordance with the church equal opportunity statement.

Either the employee or employer can terminate the employment relationship with the church at any time and for any reason. The church subscribes to the policy of employment at will. Continued employment with the church is at the sole and exclusive option of church management. Permanent employment or employment for a specific term cannot be guaranteed or promised in the absence of a specific written contract of employment between an employee and the church.

Terminating employees are entitled to receive all accrued ETO (earned time off.)

Employment with the church is normally terminated through one of the following actions:

Resignation — voluntary termination by the employee;

Dismissal — involuntary termination for substandard performance or misconduct; or

Layoff — termination due to reduction of the work force or elimination of a position

## **Resignation**

An employee who wants to terminate employment, regardless of employee classification, is expected to give as much advance notice as possible. Two weeks or ten working days is generally considered to be the minimum notice time. If an employee resigns to join a competitor, if there is any other conflict of interest, or if the employee refuses to reveal the circumstances of his or her resignation and the future employer or if the manager believes it would be in the best interests of the church, the manager may require the employee to leave the church immediately rather than work during the notice period. This is not to be construed as a reflection upon the employee's integrity but an action in the best interests of business practice. When immediate voluntary termination occurs for the above reasons, the employee will receive pay "in lieu of notice," the maximum being two weeks of pay based upon a 37.5-hour workweek at the employee's straight-time rate or salary.

## **Dismissal**

**Substandard Performance** — An employee may be discharged if his or her performance is unacceptable. The supervisor/manager shall have counseled the employee concerning performance deficiencies, provided direction for improvement, and warned the employee of possible termination if performance did not improve within a defined period of time. The supervisor/manager is expected to be alert to any underlying reasons for performance deficiencies such as personal problems or substance abuse. See *Section 2060*. The Pastor must concur in advance of advising the employee of discharge action. Documentation to be prepared by the supervisor shall include reason for separation, performance history, corrective efforts taken, alternatives explored, and any additional pertinent information.

**Misconduct** — An employee found to be engaged in activities such as, but not limited to, theft of church property, insubordination, conflict of interest, or any other activities showing willful disregard of church interests or policies, will be terminated as soon as the supervisor/manager and pastor have concurred with the action.

*Note: See Performance Improvement — Section 2150 for a list of other examples.*

Termination resulting from misconduct shall be entered into the employee's personnel file. The employee shall be provided with a written summary of the reason for termination. No salary continuance or severance pay will be allowed.

## **Layoff**

When a reduction in force is necessary or if one or more positions are eliminated, employees will be identified for layoff after evaluating the following factors:

1. First Presbyterian Church of LaGrange work requirements;
2. Employee's abilities, experience, and skill;
3. Employee's potential for reassignment within the organization; and
4. Length of service.

The immediate supervisor/manager will personally notify employees of a layoff. After explaining the layoff procedure, the employee will be given a letter describing the conditions of the layoff. The employee will receive at least two weeks advance notice of termination date.

### **Termination Processing Procedures**

The supervisor must immediately notify the chair of the Administrative Council of the termination so that a termination checklist can be initiated. The chair will direct and coordinate the termination procedure.

On the final day of employment, the chair must receive all keys, ID cards, and church property from the employee. The chair may conduct an exit interview with the employee.

### **Exit Interview Guide**

*Note: An exit interview, properly conducted, can give valuable information about the climate within the church, church morale, and the attitude of employees toward their supervisors, management, and fellow employees. It is important to build rapport by asking non-threatening questions similar to the following:*

1. Which responsibilities did you like most about the job? Which responsibilities did you like least?
2. What did you think about the way the manager handled complaints?
3. What types of working conditions are most conducive to your best productivity?
4. What do you see as the future of this church?
5. What impressed you about this church when you first accepted your position? Has this impression changed? If so, how? Why?
6. When you first joined the church, was your training helpful for what you were actually doing six months later?
7. What type of job are you going to? What are you looking for in that position that you feel is not present in this church?
8. What kind of work do you like to do best? Were you doing that kind of work in your job here?
9. What points would you want to make if you could tell the leadership of the church how you felt about this organization?
10. How do you feel about the contribution you have made to this church?
11. Tell me what your feelings are about the benefit program offered by this church?

### **Internet Usage Policy \_\_\_\_\_ 3280**

First Presbyterian Church of LaGrange has made substantial investments to make it

possible for you to electronically communicate with fellow employees, members of the congregation as well as to seek information from the worldwide web. The purpose of these investments is to help you do your job in a more efficient manner. The church's facilities that make this possible include costs for telecommunications, networking, and additional software and mass storage. This policy is designed to define expectations for what is acceptable and what is not when it comes to using these resources wisely.

To reiterate, Internet usage at First Presbyterian Church of LaGrange is provided to you as a result of a significant investment and it is expected that you use these resources for business purposes. Examples of appropriate usage include the following:

- Communicating with fellow employees, members of the congregation, prospects and suppliers.
- Researching topics that are relevant to your specific job requirements.
- Conducting other business activities such as working with the manager who manages the church web site (e.g. posting job opportunities, describing church services, etc.)

Existing church policies that apply to your normal business behavior also apply when you are using the Internet. Among these church policies, there are several that require particular emphasis when using the Internet. These include the following areas:

### **Confidentiality**

Issues of confidentiality take on critical importance when it comes to the Internet. The Internet provides a new level of communication enabling all levels of church employees to make statements for the church. When a church employee sends a message or communicates through a public forum as an employee, it is natural for the recipient of that message or communication to understand it to be a church position or message. In fact, as will often be the case, it may just be a personal opinion.

Under no circumstances should employees disseminate church confidential information over the Internet to anyone that is not covered by a confidential disclosure agreement. Great care must be taken even when sending confidential information to individuals who are covered by CDAs (Confidential Disclosure Agreements). It is very easy to make a mistake when messages are sent to inadvertently include wrong addresses or the wrong file for that matter. Security and confidentiality need to be extremely high concerns for all church employees.

When confidential files are sent over the Internet, users must take great care in disseminating them. It is strongly recommended that files be encrypted before file transmissions.

## **Misuse of Church Resources** \_\_\_\_\_ **3290**

### **Software Piracy**

Access to the Internet enables users to download a wide variety of software products for a fee as shareware or for free. You are required to fulfill all license and copyright obligations of software that you download for your own use. These software downloads become the property of the church. Any employee who knowingly violates this software piracy rule is subject to termination.

## **Security**

Employees are required to maintain all policies regarding security of church data and resources. See the section on Internet Security.

## **Pornography**

Employees are not allowed to visit sites that are considered “obscene”. The church may maintain a system to monitor Internet usage. In the event that an employee disregards this policy and continually visits “unauthorized” sites, it will be grounds for termination after a warning has been issued to the employee. The church has the right to view private files that have been downloaded to check for the propriety of these downloads.

## **Sexual Harassment**

Displaying sexually explicit images on church property is a violation of the First Presbyterian Church of LaGrange policy on sexual harassment. The employee is not allowed to download, archive, edit or manipulate sexually explicit material while using church resources. If an employee receives material from the outside that is sexually explicit, it is wise to destroy it and advise the sender of the material that you do not wish to receive any additional material of this nature. If the originator of this material is another church employee, you should warn the employee of the church policy about sexual harassment. If the employee persists in sending the material, you should report the incident to the Administrative Council.

## **Illegal Activity**

An employee cannot use the church’s Internet facilities to knowingly break any laws and regulations of the United States or any other country. Use of the Internet for illegal purposes will be grounds for termination.

## **Bad Judgment/Taste**

It is a violation of church policy to store, view or print graphic files that are not directly related to an employee’s job or business activity of the church. Examples of these misuses might include downloading games, jokes, audio files, animations or movie segments.

If you receive messages from fellow employees or outsiders that are in bad taste, it is recommended that you ask them to stop sending such material. Fellow employees should be warned to stop. If it continues, employees are encouraged to disclose this information to the Administrative Council so a formal warning can be issued.

## **Honest Disclosure**

Company employees are expected to honestly disclose who they are when they send e-mail, register accounts or when conducting other Internet transactions. Attempting to subvert these disclosure policies is a serious offense.

## **Excessive Resource Requirements**

Employees are reminded to make prudent use of the Internet to avoid any degradation of the overall church computing resources. Therefore, it is recommended that employees refrain from excessive downloads that might constrain computing resources.

## Public Forums

Employees are allowed to enter public forums when it makes business sense to do so. Only those employees who are authorized to speak on behalf of First Presbyterian Church of LaGrange may do so in the name of the church in any newsgroup, public forum or chat rooms. An employee who does not have this authorization can make statements only as an individual. Therefore it is necessary to identify yourself as an individual when you enter any public forum. If asked whether your comments can be construed as a church statement, you can only make this claim if you are an authorized person to do so. All confidentiality matters apply to public forums. It is important to reiterate that you should make no comments about confidential information.

## Private Internet Use

If you use the Internet at home on your own account, your privileges and privacy are assured. However, all confidentiality clauses remain – i.e., you may not make statements as a church employee. You can represent yourself as a presbytery employee but make sure that your comments are your personal opinion. In all cases refrain from making statements or opinions that could affect the church's confidentiality or image.

The church reserves the right to limit access to the Internet for those employees who are required to use it.

The First Presbyterian Church of LaGrange also reserves the right to monitor the usage of the Internet. This includes the following:

- Blocking certain sites that have been deemed offensive. Trying to subvert this blocking will be grounds for termination.
- Monitoring the usage rates of the Internet by all employees and individual usage. The church reserves the right to publish this information on an internal basis.
- Monitoring the specific sites that each employee visits, and the length of each visit
- All file transfers and e-mail deliveries will also be monitored

All of your communications and Internet visits made during business hours are not considered to be private. Therefore treat all of your activities as such. The church reserves the right to inspect files and communications that you make to assure compliance with this policy.

### ***Making Purchases over the Internet***

Employees who have budgetary approval may use their First Presbyterian credit cards to purchase products over the Internet.

### ***Internet Security***

The Internet provides great benefits and great risks. As never before, the church's resources can be severely impaired or damaged when proper procedures are not adhered to.

#### **Passwords**

Church employees will be assigned passwords and User Ids to access the Internet. Employees must keep this information confidential. You are not allowed to share these Ids with other employees.

#### **Viruses, Trojan Horses, etc.**

All files that are downloaded must be first scanned for possible infection. Any employee who knowingly tries to propagate the Internet or internal resources with infected viruses or Trojan Horses will be subject to termination.

#### **Firewalls, Security Systems**

The church has installed a variety of systems to thwart intrusion by outside hackers. It is extremely important that these systems integrity be maintained. Any user who tries to over ride these security measures will be subject to termination.

#### **Use of Modems**

Because independent modems can be infiltrated by outside users, all computers that

are authorized with this usage must be separate from the networking facilities of other church computers.

## ***Internet Miscellaneous***

### **Signed, Written Acknowledgement of Internet Policy**

I acknowledge the First Presbyterian Church of LaGrange Internet Usage Policy. I have read the policy in full and fully agree to abide by all its terms. I understand that the church may monitor my personal use of the Internet and that my communications are not considered private. All communications may be recorded and stored for archival retrieval. I understand that if I violate the terms of this policy that my employment could be subject to termination or even civil prosecution.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Use of the Internet during Non-business Hours**

Use of the Internet during non-business hours is permitted subject to all the conditions listed above.

## ***Compensation* \_\_\_\_\_ 3310**

### ***Equal Pay***

First Presbyterian Church of LaGrange will not pay wages to any employee at a rate less than the church pays employees of the opposite sex for work that is substantially equivalent requiring comparable skills. This policy is to be construed in accordance with applicable federal and state laws and regulations.

## ***Job Descriptions* \_\_\_\_\_ 3320**

Job descriptions are available in this section for all paid positions in the church. The items included in each position description are the following:

- Job identification;
- Essential job qualifications;
- Summary statement;
- Assigned responsibilities or duties; and
- Supervisor.

Position descriptions are used to determine employee selection, job requirements, performance appraisals, organizational structure, and the relative worth of jobs in relation to each other.

The Administrative Council annually reviews all church positions to ensure equity and consistency in our human resource system.

## ***POSITION: Food Service Coordinator***

**PRIMARY FUNCTION:** The Food Service Coordinator shall oversee the church kitchen and dining room and all church function meals.

**SOURCE OF SUPERVISION:** The Food Service Coordinator shall be accountable to the Pastor. Annual Evaluation shall be performed by the Pastor and the P.W. Moderator.

**WORK TIME REQUIRED:** Part-time, 18 hours per week

**WORK PERFORMED:** The Food Service Coordinator shall:

- Oversee all church-related kitchen operations, plan menus, within constraints of the food budget. Church kitchen operations include primarily the Wednesday Night Suppers, the Thursday lunch program, and occasional meals.
- Strategize to achieve high quality, efficiency, and cost savings.
- Hire and supervise paid and volunteer cooks, servers, and other workers needed for meals and banquets.
- Attend First Presbyterian Church staff meetings.
- Serve as staff resource to the Social Committee.
- Work with Presbyterian Women, the Presbyterian Fellowship Club, Pastor's Luncheon and other groups as determined by the Pastor in consultation with responsible councils.
- Ensure that the kitchen achieves passing score on annual Health Department inspections and on spot checks by the same. Request annual inspections if not automatic.

**QUALIFICATIONS:**

- Organizational skills required
- Commitment to Presbyterian mission required
- Flexible working hours required

Draft Date: May 12, 2009

## ***POSITION: Director of Christian Education***

**PRIMARY FUNCTION:** The Director of Christian Education shall assist the Christian Education and Wednesday Night Councils in developing and providing educational ministries to and with the children, youth and adults of First Presbyterian Church.

**SOURCE OF SUPERVISION:** The Director of Christian Education shall be accountable to the Pastor. Annual Evaluation shall be performed by the Pastor in consultation with the chairpersons of Christian Education and Wednesday Night Councils.

***WORK TIME REQUIRED: Fulltime***

**WORK PERFORMED:** The Director of Christian Education shall:

1. Oversee the Christian Education program for children, youth, and adults by working with the Christian Education Council to develop courses of study in accord with the educational goals of First Presbyterian Church.
2. Assist Church schoolteachers by providing training, teaching materials and classroom learning designs.
3. Work with the Church School Superintendent and C E Children's ministry to insure routine ordering of materials.
4. Oversee the Wednesday Night Program by working with the Wednesday Night Council to develop programming consistent with the objectives of First Presbyterian Church.
5. Work with the Pastor, the Parish Associate, Director of Music and Kitchen Supervisor, to insure effectiveness and efficiency in Wednesday Night program operations.
6. Work on special assignments with the Director of Hospitality to develop and implement plans for fellowship consistent with the goals of First Presbyterian.
7. Attend routinely all Christian Education and Wednesday Night Council meetings.
8. Offer monthly chapel for Child Care Center and Montessori.
9. Teach children/youth classes regularly on Sunday mornings and Wednesday evenings.
10. Oversee and plan for the Youth Ministry program.
11. Supervise 4<sup>th</sup> & 5<sup>th</sup> grade, Jr. and Sr. High Assistant Directors and Nursery Director.
12. Attend First Presbyterian staff meeting.
13. Shall attend appropriate continuing education in keeping with time and money allotted at least once in every three year period.

### **QUALIFICATIONS**

1. B. A. with Christian Education training or experience preferred
2. Organizational skills required
3. Flexible working hours required

Updated as of 10/6/2005

## ***POSITION: Associate Director of Christian Education***

TERM POSITION: THREE YEARS

PRIMARY FUNCTION: The Associate Director of Christian Education shall work with the DCE and the Education Council in developing and providing educational ministries for the children, youth, and adults of First Presbyterian Church.

SOURCE OF SUPERVISION: The Associate Director of Christian Education shall be accountable to the Director of Christian Education. Annual Evaluation shall be performed by the Director of Christian Education in consultation with the Pastor and the chairperson of Christian Education Council.

**WORK TIME REQUIRED: 20 Hours per Week, 36 months**

WORK PERFORMED: The Associate DCE shall:

11. Work in consultation with the DCE to develop educational programming for children, youth, and adults in accord with the educational goals of First Presbyterian Church.
12. Oversee the development of all written materials and publications of the Education Program, including monthly newsletters, posters, flyers, and other materials as needed.
13. Be responsible to bring theological reflection, long-range planning, and innovative approaches to First Presbyterian Church's education program.
14. Serve as staff support for the youth programs (grades 4-12).
15. Assist Church School teachers by providing training, teaching materials, and classroom learning designs upon assignment by the DCE.
16. Attend routinely all Christian Education Council meetings.
17. Provide other service to the church as assigned by the DCE or pastor.

### QUALIFICATIONS

4. B. A. with Christian Education training or experience preferred. Associate DCE shall also be seeking CE credentials through Master in Christian Education degree or equivalent.
5. Organizational skills required
6. Flexible working hours required

8/30/2005

## ***POSITION: DIRECTOR OF MUSIC***

**PRIMARY FUNCTION:** The Director of Music shall develop and maintain the music program of First Presbyterian Church in consultation with the Worship Council and Pastor.

**SOURCE OF SUPERVISION:** The Director of Music shall be accountable to Session through the Pastor. Annual Evaluation shall be performed by the Pastor.

**COMPENSATION AND OTHER CONSIDERATIONS:** While part-time, this position requires approximately 16 hours per week, forty-six weeks per year. (Four paid vacation weeks, including Sundays, per year, and two additional paid Sundays with 6 intervening weekdays for continuing education. Unpaid leave is to be negotiated with the pastor.)

**WORK PERFORMED:** The Director of Music shall:

1. Assume the position and responsibilities of the church's choral director, including the selection of music and the conducting of rehearsals.
2. Assume oversight for all musical programs within the church, maintaining dialogue with the pastor on general standards of propriety and appropriateness.
3. Discharge all duties in a spirit of Christian caring and love. Function as the church's head musician in a pastoral manner that creates an environment of mutual support.
4. Supervise the Music Staff through a team approach and plan for the music of the First Presbyterian Church.
5. Attend Worship Council meetings when possible as an Ex-Officio member and report monthly on the progress and needs of the music program.
6. Make recommendations to the Worship Council regarding the use of the Loraine Smith Music Fund.
7. Attend First Presbyterian staff meetings.
8. Prepare the music portion of the Worship Council budget.
9. Be present at both Sunday services to provide music leadership.
10. Plan worship music as much as possible to reinforce the pastor's hymn selection, scripture reading, sermon, and service theme.

11. Recruit adult choir members, encourage and assist existing members in recruitment of new members. Through devotions, retreats, and other means, create a sense of fellowship and belonging among members.
12. Recruit musicians as requested for weddings and funerals.
13. Prepare a music-centered service for at least one Sunday a year.
14. Recruit ensembles and instrumentalists from within the congregation and community for participation in worship.
15. Contribute to the Church Newsletter.
16. Develop personal musical skills through continuing education approved by the pastor. Work to stay abreast of current liturgical trends and attend at the discretion and request of the Worship Council other church's services of worship for continuing educational purposes.
17. Oversee the purchase, maintenance, and storage of all music, musical instruments, and equipment.
18. Supervise and schedule substitute directors.
19. Supervise and advise organist.

Updated 6/3/10

## ***POSITION: Assistant Music Director***

Primary Function: The Assistant Director of Music shall assist the Director of Music in maintaining the music program of First Presbyterian church and shall be responsible for direction of music activities at the church in the Director of Music's absence.

Source of Supervision: The Assistant Director of Music shall be accountable to the Director of Music and the Pastor. Annual Evaluation shall be performed by the Director of Music and the Pastor in consultation with the Worship Council.

Work Time Required: 16 hours per week for 10 weeks of the year

Work Performed: The Assistant Director of Music shall:

1. Support congregational singing by teaching hymns, encouraging participation, and developing ways to share the joy of singing with the people of God.
2. Direct the Early Chancel and Chancel Choirs and prepare them for Morning Worship and other services in the scheduled absences of the Director of Music.
3. Work with the Pastor to select hymns and other service music for weekly worship.
4. Assist the Director of Music in the development of Music program of First Presbyterian Church.

9-13-05

## ***POSITION: Facilities Manager***

**PRIMARY FUNCTION:** The Facilities Manager shall supervise the maintenance of the Church building, grounds and property and provide direct supervision to the Maintenance Engineer and Weekend Custodian. The Facilities Manager will work with House and Grounds Council to accomplish the needs of building maintenance, grounds, and property and will represent them to the Session and Staff.

**SOURCE OF SUPERVISION:** The Facilities Manager shall be accountable to the Pastor. The Pastor in consultation with the Chairperson of the House and Grounds Council shall perform annual evaluations.

**Work Time Required:** Part-time. 6 hours per week.

**Work Performed:** The Facilities Manager shall:

1. Regularly inspect church building, grounds, and property and identify areas requiring routine maintenance and repair.
2. Supervise the Maintenance Engineer and janitorial staff and oversee overall cleaning and maintenance of the Church, Child Center, and Montessori.
3. Attend First Presbyterian Church staff meeting.
4. Attend Council meeting for House and Grounds and report significant needs. Develop and direct preventive maintenance program for First Presbyterian Church.
5. Assist House and Grounds Council in development of annual budget.

## ***POSITION: Financial Secretary***

**PRIMARY FUNCTION:** The Financial Secretary shall execute and record monetary transactions for First Presbyterian Church as directed by the Church Treasurer.

**SOURCE OF SUPERVISION:** The Financial Secretary shall be accountable to the Church Treasurer. Annual Evaluation shall be performed by the Church Treasurer in consultation with the Pastor. Vacation and leave requests shall be approved by the Office Manager in consultation with the Pastor.

**WORK TIME REQUIRED:** 24 Hours per Week

**WORK PERFORMED:** The Financial Secretary shall:

1. Verify the Sunday offering, special services, Wednesday night meals, and make the weekly bank deposit. Insure that adequate funds are available in the checking accounts so that no insufficient fund checks are written.
2. Enter contributor donations in the computer, prepare and mail quarterly and yearly pledge statements.
3. Collect and record all accounts payable transactions and assure that correct purchasing procedures have been followed for the church, Child Care Center, and Montessori School. Prepare necessary checks for accounts payable.
4. Reconcile and maintain an orderly file of all checking and savings accounts. Transfer funds to proper accounts and make necessary entries at the end of every month.
5. Post all fees collected by the Child Care and Montessori and make weekly bank deposit. Insure that adequate funds are available in the checking accounts so that no insufficient fund checks are written.
6. Maintain necessary financial files; i.e., statements, donation records, general journals, general ledgers, financial statements, etc.
7. Compile and print monthly financial statements for meetings of the Church, Child Care Center and Montessori.
8. Administer payroll including record keeping, check writing, tax records and bank deposits for Church, Child Care Center and Montessori.
9. Prepare and mail quarterly pledge statements and year-end tax documents.
10. Maintain records of Memorial Fund receipts and disbursements and send acknowledgments to donors and recipients.

11. Assist Stewardship Committee as directed with budget preparation and pledge accounting.
12. Close out books at the end of each year. Set up new files and accounts for new year.
13. Provide backup telephone coverage during peak office hours.
14. Attend First Presbyterian Church staff meetings as requested.

## ***POSITION: Jr. High Assistant Director***

PRIMARY FUNCTION: The Jr. High Assistant Director shall direct the Jr. High Youth Ministry under guidelines established by the C. E. Council of First Presbyterian Church.

SOURCE OF SUPERVISION: The Jr. High Assistant Director shall be accountable to the Director of Christian Education. Annual Evaluation shall be performed by the Director of Christian Education.

WORK TIME REQUIRED: Up to 10 hours per week.

WORK PERFORMED: The Jr. High Assistant Director shall:

1. Work directly with the Jr. High Youth supervising their weekly meetings.
2. Meet regularly with the Director of Christian Education for supervision and program planning.
3. Participate in Presbyterian Youth Connection events.
4. Attend educational events in consultation with the Director of Christian Education.
5. Lead youth retreats as requested by the Director of Christian Education.
6. Attend scheduled Jr. High Conferences.
7. Be a model of congregational participation by attending other church activities such as Sunday school or worship.
8. Meet regularly with Youth Advisors to update and inform them of schedule adjustments as well as providing encouragement and guidance.
9. Recruit Youth Advisors and Coordinators in consultation with the D.C.E. and the Christian Education Council.
10. Work with Presbyterian Youth Connection planning team to develop calendar covering five PYC areas: worship, Bible study, service to church, and service to community and fellowship.

Updated as of 05/05/05

## **POSITION: Cook**

PRIMARY FUNCTION: The Cook will plan prepare food for the First Presbyterian Church and First Presbyterian Church Child Care, Inc..

SOURCE OF SUPERVISION: The Kitchen Supervisor will report to the Director of First Presbyterian Child Care in consultation with the Food Service Coordinator. Annual evaluation to be performed by the Child Care Director.

WORK TIME REQUIRED: Part-time, 32-34 hours per week

### WORK PERFORMED:

1. Plan and prepare meals for First Presbyterian Church Child Care and the Thursday Lunch Program.
2. Plan, prepare and serve breakfast, lunch, and snack for First Presbyterian Child Care on a daily basis according to established procedures.
3. Purchase food and supplies for all meals of the Thursday lunch and Child Care Center.
4. Keep daily and monthly records for Office of School Readiness Child and Adult Care Food Program for reimbursement.
5. Maintain DHR nutritional training for Child Care Center as required.

### QUALIFICATIONS

1. Must have high school diploma or GED.
2. Must be eighteen (18) years old.
3. Must have knowledge of basic nutrition.
4. Must be in excellent health and be able to lift fifty (50) lbs.
5. Must have good personal hygiene and be able to keep a clean and well organized kitchen area.

Draft Date: May 12, 2009

## ***POSITION: Maid***

**PRIMARY FUNCTION:** The maid shall clean the church building as directed by the Maintenance Engineer.

**SOURCE OF SUPERVISION:** The maid shall be accountable to the Maintenance Engineer. The Maintenance Engineer with the assistance of the Facilities Manager shall perform annual evaluation.

**WORK TIME REQUIRED:** Up to 20 hours per week as directed

**WORK PERFORMED:** The maid shall:

1. Clean, mop, and disinfect bathrooms as directed.
2. Maintain the church kitchen and assist with meal preparation when necessary.
3. Clean kitchen on 3rd floor Gallant Building.
4. Clean Bride's Room.
5. Dust sanctuary, parlor and classrooms.
6. Clean laundry room.
7. Clean water fountains, elevator, windowsills, and baseboards and walls.
8. Clean Eric Brown Building once a week.
9. Perform other duties as directed by the Maintenance Engineer.

Updated as of 05/05/05

## ***POSITION: Maintenance Engineer***

**PRIMARY FUNCTION:** The Maintenance Engineer shall clean and maintain church buildings, grounds and property as directed by the Facilities Manager.

**SOURCE OF SUPERVISION:** The Maintenance Engineer shall be accountable to the Facilities Manager. Annual Evaluation shall be performed by the Facilities Manager in consultation with the chairperson of the House and Grounds Council.

**WORK TIME REQUIRED:** Full-time, 40 hours per week

**WORK PERFORMED:** The Maintenance Engineer shall:

1. Arrange Fellowship Hall and Church School classroom furniture as directed by the Church Hostess, and Christian Education Director.
2. Keep heating and air conditioning at appropriate levels.
3. Vacuum and clean offices and sanctuary weekly.
4. Clean carpets and maintain floors as directed by the Facilities Manager.
5. Perform minor building repairs and contact contractors when necessary.
6. Maintain church grounds including lawn and shrubbery, sidewalks, drives and parking areas.
7. Report church member requests regarding maintenance to the Facilities Manager and respond as directed.
8. Purchase maintenance supplies.
9. Attend Council meetings for House and Grounds
10. Attend First Presbyterian Church staff meeting.
11. Perform other work as directed by the Facilities Manager.
12. Supervise the Maid and Weekend Custodian.

Updated as of 05/05/05

## ***POSITION: Nursery Director***

**PRIMARY FUNCTION:** The Nursery Director shall provide childcare and a learning environment for our two year old children's Sunday school class and shall oversee the scheduling of all nursery workers.

**SOURCE OF SUPERVISION:** The Nursery Director shall be accountable to the Director of Christian Education and Christian Education Council. The Nursery Director will meet monthly with the council. Annual Evaluations shall be done by the Christian Education Council representative responsible for the nursery in consultation with the Director of Christian Education.

**WORK TIME REQUIRED:** The Nursery Director will be on site Sunday morning, Wednesday evenings and other time as deemed necessary by the CE Council. The Nursery Director will be compensated for a total not to exceed 10 hours weekly.

**WORK PERFORMED:** The Nursery Director shall:

1. Provide a learning environment based on Christian values and Bible stories for children in the class.
2. Schedule childcare for all church activities as instructed by the CE Council.
3. Purchase nursery supplies.
4. Sanitize nursery toys on a weekly basis.
5. In conjunction with two members of the CE Council hire and annually evaluate all nursery employees.
6. The Nursery Director will supervise all nursery employees.
7. Attend CE Council meetings.
8. Keep records on nursery age children and parents, (name, age, address, phone and email) up to date.
9. Develop and update yearly policies and procedures for the nursery.
10. Fill in as a staff person in a nursery room if there is a need.

Updated as of 05/10/05

## ***POSITION: Nursery Worker***

**PRIMARY FUNCTION:** The nursery workers shall provide childcare for ages birth through age five years as needed during scheduled church activities.

**SOURCE OF SUPERVISION:** All nursery workers shall be accountable to the Nursery Director. Annual evaluations shall be performed by the Nursery Director in consultation with the Christian Education Council representatives.

**WORK TIME REQUIRED:** Approximately 3 to 10 hours per week as needed.

**WORK PERFORMED:** The Nursery Worker shall:

1. Work childcare as scheduled by providing a nurturing environment and attending to the children's physical needs.
2. Keep inventory of supplies and notify the Nursery Director as needed.

## ***POSITION: Office Manager***

PRIMARY FUNCTION: Manage day to day operations of the church office. Provide backup coverage for the financial office when necessary.

SOURCE OF SUPERVISION: The Office Manager shall be accountable to the Pastor. Annual Evaluation shall be performed by the Pastor in consultation with the Administrative Council.

WORK TIME REQUIRED: Full-time, 40 hours per week

WORK PERFORMED: The Office Manager shall:

1. Perform general secretarial duties as requested by the pastor, Clerk of Session, Moderator of the Board of Deacons, Council Chairpersons, and Gallant Fund Trustees Chairperson, Montessori School Director, and Presbyterian Women's Moderator.
2. Perform if possible secretarial duties as requested by the Music Director and Parish Associate.
3. Provide for reception of visitors and phone calls during Church Office hours.
4. Type and print weekly and special worship bulletins.
5. Reproduce First Presbyterian sermons for weekly distribution.
1. Maintain church office supplies and equipment, including postage meter and distribute daily mail.
7. Assist Stewardship Committee with correspondence and other requests.
9. Type Session materials and minutes for distribution.
10. Keep official Session Minutes and Rolls as directed by the Clerk.
11. Keep official Diaconate Minutes as directed by the Diaconate Secretary.
12. Complete annual statistical report.
13. Attend First Presbyterian staff meetings as requested.

Corrected as of 05/05/05 meeting

## ***POSITION: Organist***

PRIMARY FUNCTION: The Organist shall play for Sunday Morning Worship, other services, and rehearsals as directed by the Music Director and Pastor.

SOURCE OF SUPERVISION: The Organist shall be accountable to the Director of Music and the Pastor. Annual Evaluation shall be preformed by the Director of Music in consultation with the Pastor and Music Committee.

WORK TIME REQUIRED: 12 hours per week

WORK PERFORMED: The Organist shall:

1. Play for Sunday Morning Worship and other services as directed by the Music Director and Pastor.
2. Arrange for substitute organists with the approval of the Music Director.
3. Develop performance skills through continuing education.
4. Schedule organ and piano maintenance.
5. Accompany rehearsals as requested by the Music Director.
6. Accompany soloist (vocal and instrumental) or ensembles as may be required.
7. Provide accompaniment or music for other services or church events, as may be requested by the Director of Music and/or Pastor.

Other:

1. Four Sunday off each year.
2. The Church will provide for expenses up to \$1000 or cover attending bi-annual national convention of the American Guild of Organist. This item to be in the continuing education budget for the music department. Attendance at this event will not count against Sunday off.
3. Respond to members' request regarding weddings. The Organist is not expected to play for weddings as a part of his/her job at First Presbyterian. Pay for Organist for weddings will be established by the Worship Council and published in Wedding Manual.
4. Respond to members' request regarding funerals.

Updated as of 05/05/05

## ***Position: Pastor***

**PRIMARY FUNCTION:** The pastor shall fulfill those requirements set forth in the Book of Order of the Presbyterian Church (USA) for a called Minister of Word and Sacrament.

**SUPERVISION:** The Pastor shall be accountable to the Presbytery of Greater Atlanta and the congregation of the First Presbyterian Church of LaGrange. Supervision of the pastor's work in ministry shall be accomplished by quarterly meetings with a team of four laypersons from First Church. These shall include the chairperson of the Administrative Council, the Clerk of Session, and two others named by the pastor. This team shall report to the Administrative Council the results of these reviews to be used as the basis of its evaluation of the pastor and its reporting to session.

**WORK TIME REQUIRED:** Full-time

### **PREACHING AND WORSHIP LEADERSHIP (Overseeing and organizing worship life)**

1. Develop worship services in consultation with the Worship Council and church musicians that glorify God and draw the congregation into God's presence.
2. Provide services of worship that are informed by Reformed Theology, kept lively through liturgical creativity, and honor the liturgical vernacular of the First Church congregation
3. Preach sermons that give voice to the Gospel and invite hearers into ever-deepening service to God.
4. Cultivate the discipline of study so to understand better the congregation, liturgy, biblical theology, and homiletics.
5. Make and communicate worship plans in a manner that enables full and effective participation in worship by all worshippers, liturgists, musicians, and others.

### **TEACHING (Overseeing and providing directly for sharing the teachable aspects of Christian faith)**

1. Supervise directly or through other educators all Christian educators in their teaching function, providing recruitment, teacher training, curriculum, and pastoral care of teachers—especially the Director of Christian Education.
2. Teach regularly in youth and adult classes.
3. Cultivate one's own Christian education and classroom skills.

**PASTORAL CARE (Engagement with the congregants so to deepen their relationship with God and overall well-being)**

1. Engage intentionally in pastoral conversations and prayer with all church members, especially the sick, aged, institutionalized, bereaved, dying, confused, and those facing decisions with spiritual significance.
2. Provide pastoral care and counseling in a manner that takes responsibility to do no harm either to self or others.
3. Practice professional-level competence in areas of transference, referrals, group dynamics, confidentiality/privacy, supervision/consultation, and best practices in dealing with people.
4. Oversee the congregation's ministry of pastoral care through recruitment, training, deployment, and supervision of lay pastoral caretakers.
5. Seek and communicate God's calling for the congregation's faithfulness to the ministry of Christ.
6. Befriend, challenge, teach, and supervise all congregants that they may deploy their personal spiritual gifts and fulfill their vocation to Christian service in the church and world.
7. Make new disciples through preaching, teaching, and pastoral care.

Administrative Responsibilities (Stewarding and organizing so to maximize the effectiveness of all the people and all gifts given to the congregation)

1. Administer daily congregational operations so to maximize lay involvement, effectiveness, and spiritual growth
2. Oversee congregational well being and faithfulness to the Gospel by leading and managing.
3. Provide staff support for the Administrative, Prospective Member, Witness and Service, Child Care, and Worship Counsels. Support all councils and groups.
4. Participate in and oversee council and committee appointments
5. Support Council chairpersons and other leaders.
6. Direct the ministry of the Parish Associate
7. Accomplish all usual pastoral duties customary of Presbyterian ministers, notably judicatory responsibilities

PERSONAL (Honoring the incarnational dimension of ministry)

1. Govern one's life through prayer, just and loving relationships, and self-care so to maximize availability to God and provide a model of discipleship.

## ***POSTION: Sr. High Assistant Director***

PRIMARY FUNCTION: The Sr. High Assistant Director shall direct the Sr. High Youth Ministry under guidelines established by the C. E. Council of First Presbyterian Church.

SOURCE OF SUPERVISION: The Sr. High Assistant Director shall be accountable to the Director of Christian Education. Annual Evaluation shall be performed by the Director of Christian Education.

WORK TIME REQUIRED: Up to 10 hours per week.

WORK PERFORMED: The Sr. High Assistant Director shall:

1. Work directly with Sr. High Youth supervising their weekly meetings.
2. Meet regularly with the Director of Christian Education for supervision and program planning.
3. Participate in Presbyterian Youth Connection events. **Attend educational events in consultation with the Director of Christian Education.**
4. Lead youth retreats as requested by the Director of Christian Education.
5. Attend Montreat Youth Conference.
6. Be a model of congregational participation by attending other church activities such as Sunday school and Worship.
7. Meet regularly with Youth Advisors to update and inform them of schedule adjustments as well as providing encouragement and guidance.
8. Recruit Youth Advisors and Coordinators in consultation with the D.C.E. and the Christian Education Council.
9. Work with Presbyterian Youth Connection planning team to develop calendars covering five PYC areas: worship, Bible study, service to church, and service to community and fellowship.

## ***POSITION: Weekend Custodian***

PRIMARY FUNCTION: The Weekend Custodian shall maintain the church building, grounds and property on Sundays and as directed by the Facilities Manager.

SOURCE OF SUPERVISION: The Weekend Custodian shall be accountable to the Facilities Manager. Annual Evaluation shall be performed by the Facilities Manager.

WORK TIME REQUIRED: 7 Hours per Week

WORK TIME PERFORMED: The Weekend Custodian shall:

1. Unlock and lock the church for Sunday services and insure that lights are turned on before and turned off after services.
2. Prepare nursery snacks for children and coffee for adults and clean up afterwards.
3. Check building entrances, walkways and stairs and clean as needed.
4. Unlock and lock the church for Special Services as directed by Facilities Manager.
5. Clean Montessori area.
6. Clean the kitchen and empty trash from weekend functions.
7. Turn heat and air on Saturday so temperatures are appropriate for Sunday morning.
8. Turn air or heat off on Sunday evenings. Check doors.

Updated as of 05/05/05

**Payday and Pay Advances \_\_\_\_\_ 3330**

**Payday**

The church paydays are the 1st and 15th of each month. Montessori checks -15<sup>th</sup>.

**Pay Advances**

It is our policy to decline all requests for early paychecks or pay advances for personal reasons.

**Payroll Change Notice**

**To: Financial Assistant**

Please enter the following change/s in your records to take effect \_\_\_\_\_

Date & Time

Employee \_\_\_\_\_

Social Security Number \_\_\_\_\_

The Change/s	From	To
Address		
Home phone		
Emergency Contact		
Rate		

Leave of Absence from \_\_\_\_\_ until \_\_\_\_\_  
Date Date

Other [Explain]

Change Authorized by \_\_\_\_\_ Date \_\_\_\_\_

**Overtime Compensation \_\_\_\_\_ 3340**

Non-exempt salaried and hourly employees will be paid at the rate of one and one-half times their regular hourly rate of pay for all time worked in excess of 40 hours in any one workweek.

Overtime is never at the employee's discretion. It shall only be incurred and paid at the request of the church through the employee's supervisor/manager. Supervisors/managers shall ensure that no unauthorized overtime hours are worked.

## **Rest Periods** \_\_\_\_\_ **3350**

Rest Period — The nature of work in this office allows employees to take breaks as needed. Employees working at computers are especially encouraged to walk away from the computer at least once per hour for health reasons.

## **Flextime** \_\_\_\_\_ **3360**

Flextime allows our employees optional starting and quitting times to coincide with their personal preference. The flextime employee is expected to be responsible and is trusted to begin and end work without direct supervision. Some positions, because of the nature of the work will not be allowed to work flextime.

The employee and supervisor/manager are to select a work schedule that ensures effective functioning of the department and is convenient for them.

Once the employee and supervisor/manager have chosen a mutually convenient workday schedule, the schedule becomes “fixed” and is to be adhered to without deviation. However, the employee normally may be allowed to change his or her schedule once every six months subject to the supervisor/manager’s approval.

## **Performance Review** \_\_\_\_\_ **3370**

First Presbyterian Church of LaGrange has adopted a management by objective approach to performance appraisal for all program employees, namely the ministers, educators, childcare director, and church hostess. All other employees will be evaluated by their supervisors using the one page evaluation printed at the end of this section.

Each program employee are given the opportunity to set individual written goals. He or she will be evaluated based on how well these goals have been met. Three months after an employee begins work for the church, the supervisor and employee will meet to establish employment goals consistent with the mission of the church. The first performance review will occur near the end of the next three months, preferably on a date agreed to in writing. All future employee performance reviews will be scheduled at twelve-month intervals and noted in the preceding appraisal report.

## **Performance Appraisal**

Employee's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Performance Review Date: \_\_\_\_\_

The following scale should be used in evaluating the employee's performance when compared to the norm of his or her position.

**Outstanding** — Employee consistently meets, and in many instances exceeds, established standards and desired results;

**Very Good** — Employee consistently meets established standards; sometimes exceeds, and never falls short of desired results;

**Satisfactory** — Employee meets established standards; usually meets and seldom falls short of desired results; and

**Development Needed** — Employee meets established standards in some instances but lacks consistency; seldom exceeds and frequently falls short of desired results from time to time.

	Outstanding	Very Good	Satisfactory	Improvement Needed	Comments
Performs Job Skills					
Knowledge of Work					
Ability to Organize					
Quality of Work					
Quantity of Work					
Communication					
Teamwork					
Meets Deadlines					
Dependability					
Judgment					
Attitude					
Problem Solving					

Areas needing improvement: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Areas where improvement has been made: \_\_\_\_\_  
 \_\_\_\_\_



## ***Performance Appraisal Definitions***

The following definitions should assist you in completing the Performance Appraisal Form:

<i>Term</i>	<i>Definition</i>
Performs Job Skills	Ability to perform assigned job tasks.
Knowledge of Work	Technical knowledge of job and related work.
Ability to Organize	Effectiveness in planning own work.
Quality of Work	Accuracy of work; freedom from errors.
Quantity of Work	Output of work; speed.
Communication	Effective communication with manager and others.
Teamwork	Ability to work together within the department.
Meets Deadlines	Timeliness in performing work; deadlines.
Dependability	Reliability in carrying out assignments conscientiously.
Judgment	Ability to obtain and analyze facts and apply sound judgment.
Attitude	Positive attitude and enthusiasm to work and others.
Problem Solving	Ability to develop more efficient means to job tasks.

## **Church Evaluation Form**

Please respond to the following statements of fact by indicating the numbered response that most closely applies.

- 1 = you strongly agree with the statement.
- 2 = you moderately agree with the statement.
- 3 = you moderately disagree with the statement.
- 4 = you strongly disagree with the statement.

First Presbyterian Church of LaGrange . . .

- 1. Is quality-oriented. \_\_\_\_\_
- 2. Promotes teamwork and cooperation. \_\_\_\_\_
- 3. Has created a positive work environment. \_\_\_\_\_
- 4. Shows consideration and respect for its employees. \_\_\_\_\_

Are there any specific instances that impact on any of your answers above? Please explain:

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Do you have any specific suggestions or comments concerning the church as a whole?

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If \_\_\_\_\_ were different, the church would be a better place to work.

My Supervisor . . .

- 1. Clearly communicates what is expected of me. \_\_\_\_\_
- 2. Listens to me. \_\_\_\_\_
- 3. Promotes teamwork and cooperation. \_\_\_\_\_
- 4. Distributes workload fairly. \_\_\_\_\_
- 5. Is a good motivator \_\_\_\_\_
- 6. Encourages employee feedback. \_\_\_\_\_
- 7. Shows consideration and respect for employees. \_\_\_\_\_

Are there any specific instances that impact on any of your answers above?

Please explain: \_\_\_\_\_

Do you have any specific suggestions or comments concerning your manager?

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Employees within the church. . .

Church Evaluation Form [continued]

1. Have a positive work attitude. \_\_\_\_\_
2. Are supportive of one another. \_\_\_\_\_
3. Contribute fairly to department workload. \_\_\_\_\_
4. Are dependable. \_\_\_\_\_
5. Work well together. \_\_\_\_\_
6. Communicate effectively. \_\_\_\_\_

Are there any specific instances that impact on any of your answers above?

Please explain: \_\_\_\_\_  
\_\_\_\_\_

Do you have any specific suggestions or comments concerning the employees within your department? \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ [optional]      Date: \_\_\_\_\_

Please return to the Pastor on or before \_\_\_\_\_

**Performance Evaluation for Non-Program Staff \_\_\_\_\_ 3371**

Name \_\_\_\_\_

Position \_\_\_\_\_ Date Hired \_\_\_\_\_

Present Salary or

Wage/Hour \_\_\_\_\_

Hours/Week \_\_\_\_\_

Performance Goals or Work Reviewed:

Personal Characteristics (Rate & Comment)

- A. Initiative and Interest \_\_\_\_\_ Outstanding  
Is he/she consistently a self-starter \_\_\_\_\_ Satisfactory  
who sees things to be done & does them? \_\_\_\_\_ Below Standard Desired
- B. Judgment \_\_\_\_\_ Outstanding  
Within the scope of his/her job, \_\_\_\_\_ Satisfactory  
are decisions sound? \_\_\_\_\_ Below Standard Desired
- C. Cooperation and Attitude \_\_\_\_\_ Outstanding  
Does he/she maintain harmonious \_\_\_\_\_ Satisfactory  
effective relations with members, \_\_\_\_\_ Below Standard Desired  
co-workers, and supervisors in  
performance of duties?
- D. Appearance and Social Acceptance \_\_\_\_\_ Outstanding  
Does he/she make a favorable impression \_\_\_\_\_ Satisfactory  
on others as a result of poise, \_\_\_\_\_ Below Standard Desired  
tact, personal grooming and habits?
- E. Attendance \_\_\_\_\_ Acceptable  
Days missed during past 12 months \_\_\_\_\_ Unacceptable

Annual Employee Review Conducted by \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

It is church policy to award annual increases to employees for their dedication to the work of the church, based on their skills, improvement, and outstanding performance. Employees who have been with the church at least six months are eligible for increases. While increases are not automatic, they are generally given as a percentage of an employee's salary with the same percentage increase given to each employee. Occasionally the Administrative Council will recognize that an equity adjustment should be made to a particular employee's salary in order to have that employee's salary stay in line with the contribution the employee is making to the church relative to contributions made by other employees. This will be done at the discretion of the Council in consultation with the Pastor.

### ***Payroll Deductions***

The following mandatory deductions will be made from every lay employee's gross wages: federal income tax, Social Security FICA tax, and applicable state taxes. Ordained ministers are considered self-employed for Social Security purposes, but are considered employees for income tax purposes.

Each employee must fill out and sign a federal withholding allowance certificate, Form W-4, on or before his or her first day on the job. This form must be completed in accordance with federal regulations. The employee may fill out a new W-4 at anytime when his or her circumstances change. Employees who paid no federal income tax for the preceding year and who expect to pay no income tax for the current year may fill out an Exemption Form Withholding Certificate, IRS Form W-4E. Employees are expected to comply with the instructions on Form W-4. Questions regarding the propriety of claimed deductions may be referred to the IRS in certain circumstances.

Certain voluntary contributions, such as credit union and 403(b) plan, may be deducted each pay period at the written request of the employee.

Every employee will receive an annual Wage and Tax Statement, IRS Form W-2, for the preceding year on or before January 31. An employee, who believes his or her deductions are incorrect for any pay period, or on Form W-2, should check with the chair of the Administrative Council immediately.

## **Insurance**

First Presbyterian Church of LaGrange recognizes the needs of employees for financial protection in the event of illness or injuries that result in medical expense and loss of income. Providing adequate, cost-effective medical, dental, disability, and life insurance protection is a concern of the church. Coverage options are provided through the Board of Pensions of the Presbyterian Church (U.S.A).

The plans offered are somewhat complex. For this reason, the Summary Plan Descriptions [SPD] or brochures that describe each plan should be referred to for specific information.

An employee who has not previously been covered by the Board of Pensions will receive an application package at his or her home. The employee should study it carefully and refer any questions to the Administrative Council or a representative of the Board of Pensions.

### Eligibility

1. A full time employee will be eligible for medical insurance coverage on the first day of the month following the end of the 90-day probationary period. A full time employee is eligible to participate in the Annuity Program after three years of continuous service.
2. Part time employees are not covered, but the employee may purchase benefits through the Presbytery Board of Pensions.
3. Full time ordained (pastor) employees are covered by both Major Medical and Annuity Program upon employment.
4. **Full time employment is defined as 35 hours per week or more.**

## **Earned Time Off (ETO) \_\_\_\_\_ 3400**

### EARNED TIME OFF (ETO)

This policy becomes effective January 1, 1999. Conversion to ETO accounts will be based on the status and accruals of those employed prior to January 1, 1999.

First Presbyterian will provide time off with pay to meet employees' needs for rest, recreation, spiritual renewal, bereavement, vacation, illness or emergency.

The ETO policy replaces the Vacation Policy dated November 1, 1991 and Sick Leave Policy dated October 14, 1997.

#### PROCEDURE

The ETO policy applies to full-time and to part-time employees (20-39 hours per week). Employees will receive ETO pay based upon their average hours worked in a five-day week. The amount of ETO is based on the employee's length of service unless specified otherwise in the employee's job description. (See schedule)

January 1 is the ETO accrual date each year for all eligible employees. The ETO days that an employee earns during a calendar year may be used the following year. ETO days are computed automatically each pay period and are earned as follows:

<u>Years of Continuous Service</u>	<u>Days Accrued Per Pay Period</u>	
<u>Maximum ETO</u>		
0-4	.42	11 Days
5-10	.50	13 Days
11-19	.73	19 Days
20 and above	.88	23 Days

#### EXTENDED ILLNESS ACCOUNT

Conversion to Extended Illness Accounts will be based on the status and accruals of those employed prior to January 1, 1999.

An Extended Illness Account for paid time off will be maintained for each employee. Accounts will accrue from date of hire and may be used after 90 days of continuous employment. Full-time and part-time (20-39 hours per week) employees will accrue one-half day for their Extended Illness Account per pay

period with a maximum accrual of 10 days. Part-time employees will receive Extended Illness pay based upon their average daily pay per workweek.

An employee may use hours from the Extended Illness Account only after the third day of a period of illness. However, Extended Illness hours will be paid from day one for hospital admissions or outpatient surgery. Extended Illness hours will also be paid from day one for absences related to a previous absence from which Extended Illness hours were used if the subsequent absence occurs within thirty days of the original absence. Validation of illness/hospital/admission/outpatient surgery may be required and this validation will be by the employee's supervisor.

When the Extended Illness Account is exhausted employees may use any remaining ETO days. For absences due to medical need beyond this policy, employees should refer to the Extended Medical Leave Policy.

### ***SCHEDULING OF ETO***

ETO days must be scheduled in consultation with the employee's supervisor. In all possible cases, employees with longer continuous service will be given the first opportunity to schedule ETO days provided job requirements could be met. ETO will not be granted for any period of less than four hours. The supervisor may require justification before any unscheduled ETO days are paid.

Scheduled personal days off, without pay, may be requested by an employee and granted with the approval of the supervisor.

### ***TERMINATION OF EMPLOYMENT***

Employees who terminate employment and have unused ETO will receive pay for the ETO days earned provided they give proper notice of termination. Employees who terminate do not receive pay for unused Extended Illness Account hours.

## EARNED TIME OFF REQUEST

**Name** \_\_\_\_\_

Date Submitted \_\_\_\_\_

ETO Days  
Requested \_\_\_\_\_

Personal Days (Without Pay)  
Requested \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Approval

\_\_\_\_\_  
Date

**Holidays** \_\_\_\_\_ **3410**

First Presbyterian Church of LaGrange provides 10 paid holidays each year. The office is officially closed on these nine holidays:

January	1 <sup>st</sup> - New Year's Day	M.L.K. Jr. Birthday
May	Memorial Day	
July	4 <sup>th</sup> - Independence Day	
September	Labor Day	
November	Thanksgiving Day	Day after Thanksgiving
December	24 <sup>th</sup> – Christmas Eve	25 <sup>th</sup> – Christmas Day

In addition to the nine holidays listed above, employees are allowed to take one floating holiday to be used at their discretion. This holiday is to be used within the calendar year and is not be accrued to future years.

## Weekend Holidays

When a recognized holiday falls on a Saturday or Sunday, an equal number of days off with holiday pay will be provided on the two days before or after the holiday.

## Eligibility for Holiday Pay

Employees become eligible for Holiday Pay after 90 days of continuous employment. Employees must work the last scheduled day before a holiday and the first scheduled working day following the holiday to be eligible for holiday pay unless time off on these days has been excused with pay [e.g. vacation and sick leave]. Only regular full time employees are eligible for full holiday pay. Temporary employees are not eligible for holiday pay.

Part-time employees are entitled to an equal number of church holidays, but they shall receive pay for only the number of hours they would have regularly worked. Scheduled work on holidays is discouraged since the church sees the purpose of holidays as a provision for employee relaxation. If an employee is required to work on a scheduled holiday, the employee will be paid for hours worked at his or her regular pay in addition to holiday pay.

If a designated holiday falls within an employee's vacation period, the holiday is not considered a vacation day. Employees may take religious holidays not designated as a church holiday either as a vacation day or without pay. Prior approval in advance must be obtained from the employee's supervisor/manager.

## **Leave of Absence and Military Leave**\_\_\_\_\_ **3430**

Leave of absence is time off in a non-pay status. An employee must submit a request for leave of absence in writing to his or her supervisor. The employee is expected to request leave of absence with as much advance notice as possible. **Leaves of absence will not be granted for periods less than two weeks in duration.** Vacation or sick leave should be used for such absences.

The reason for leave should fall into one of the following categories:

1. Medical [including pregnancy-related]
2. Military
3. Personal

The employee has the responsibility to keep the church advised of the leave situation and to contact his or her supervisor/manager at least two weeks before the expiration of the approved leave to discuss return to work.

If the employee desires voluntary termination, this should be reported as soon as possible. The church will make a reasonable effort, consistent with good business

practices and church needs, to reinstate an employee to the same position he or she previously occupied, or to a similar position, following a leave of absence.

However, in the case of leaves over four months, the church cannot guarantee that the same or a similar position will be available at the time an employee desires to return to work, or thereafter. If this situation occurs, the church reserves the right to offer the employee a lower-level position, if one is available at the appropriate salary for such a position.

An exception to this rule occurs when an employee is guaranteed re-employment rights under federal or state laws.

#### How to Determine Benefits

**Holidays** — To be paid for a holiday, an employee must be in active pay status the day before and the day after the holiday. Employees are not eligible to receive pay for any holiday during the leave period.

**Vacation** — No vacation hours are earned during the leave period. Employees requesting a leave of absence for medical or military reasons may choose to use all earned vacation before beginning leave of absence. Employees requesting personal leave of absence must use all earned vacation before beginning leave of absence.

**Sick Leave** — No sick leave hours are accumulated during the leave period. Permissive or mandatory use of accumulated sick leave is governed by the rules in paragraph 2, above.

**Insurance** — The church will continue the employee's insurance benefits on leave of absence approved for medical reasons only.

Notwithstanding the above, an employee on leave of absence who fails to return to work will be terminated effective his or her last day of work or paid leave [vacation, sick, or personal], whichever is later.

Upon written application by an employee who has at least twelve months of continuous service with the church, First Presbyterian Church of LaGrange will grant to the employee for an appropriate period of time a leave of absence without pay for illness or pregnancy subject to the requirements set forth below. The church reserves the right to request a certificate or statement from the employee's physician establishing the employee's physical need for the leave of absence. An employee returning to work from a leave of absence in the case of illness or pregnancy will present a certificate or statement from the employee's physician indicating that the employee is able to return to work.

An employee need not apply for an illness or pregnancy leave of absence if the absence will not exceed five working days. However, the employee must notify his or her supervisor no later than the day of such absence.

The following requirements will be applicable to employees on all types of leaves of absence:

- An employee who does not return to work at the end of his or her leave of absence will be considered to have voluntarily resigned from employment with First Presbyterian Church of LaGrange.
- If an employee returns to work within eight weeks after the leave of absence begins, the church will return the employee to employee's previous job, if the job exists and if the employee remains qualified and able to perform the work in such job.
- If an employee returns to work more than eight weeks after the leave of absence begins, the church shall not be required to return the employee to any job within the church.
- An employee who accepts other employment while on any leave will be deemed to have voluntarily resigned his or her employment with the church.
- Group insurance participation for employees on a leave of absence will continue during the leave but will terminate the first day after the day on which the leave of absence ends, but in no event later than eight weeks following the date of commencement of the leave, if the employee has not returned to full time employment by that date.

## ***Family Leave, Parental Leave and Pregnant Employees***

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**3450**

The church provides unpaid family medical leave for up to twelve weeks within a two-year period subject to the following terms and conditions. For purposes of this policy, a “year” is determined by looking back twelve months from the date the leave is requested to determine how much leave has been taken in that period.

Employees taking a family medical leave of absence shall make a reasonable effort to schedule medical treatment or supervision so as to minimize any disruption to church operations. If a serious health condition is anticipated, employee shall provide at least 30 days written notice, prior to taking leave, explaining the reason for the leave. If a serious health condition is not anticipated, employee should make an oral request for leave at least 3 days prior to the leave.

For the purposes of this policy “serious health condition” means:

- An illness of a spouse, child or parent of the employee requiring home care;  
or
- An injury, disease or condition that according to the medical judgment of the treating physician:
  - Poses an eminent danger of death;
  - Terminal in prognosis with a reasonable possibility of death in the near future;  
or
- Any medical or physical condition requiring constant care.

First Presbyterian Church of LaGrange may require certification from a health care provider as to the need for the leave. Employees may choose to use accumulated vacation or sick leave time.

During the leave, the regular position of the employee shall be considered vacant for the period of the leave, and the employee will not be removed or discharged as a consequence of the leave. Benefits do not continue or accrue during the leave period. However, the church will continue health care coverage for the employee during the leave.

At the conclusion of the leave period, the employee shall be restored to his or her former position or an equivalent job without loss of seniority or service credits accruing under any benefit plan as of the date the leave commenced. If the church is unable to restore the employee to his or her former job or an equivalent due to the church’s circumstances, the employee shall be reinstated to any position that is available and suitable. The church is not required to discharge any other employee in order to reinstate the employee.

Family leave provisions are not applicable to employees who have not worked at least one year and who have not worked at least 30 hours a week, in the previous twelve months.

## ***Parental Leave***

First Presbyterian Church of LaGrange shall provide unpaid parental leave for its employees. Employees seeking parental leave shall provide a request in writing at least 30 days in advance of the anticipated date of delivery or adoption if the necessity for the leave is foreseeable. The notice shall be binding upon the parents unless:

- The birth is premature;
- The mother is incapacitated due to the birth such that she is unable to care for the child;
- The employee takes physical custody of a newly adopted child at an unanticipated time and is unable to give 30 days advance written notice; or in cases of premature birth, incapacity or unanticipated taking of physical custody of an adopted child, employee shall give the church written notice of the revised dates of parental leave within 7 days following the birth or taking of custody.

First Presbyterian Church of LaGrange may require certification from a health care provider as to the need for the leave. Employees may choose to use accumulated vacation or sick leave time. Any parental leave shall not exceed twelve weeks in length and shall consist of all or that part of the time between the birth of the employee's infant and the time the infant reaches twelve weeks of age, or in the case of a premature infant, until the infant has reached the developmental stage equivalent to twelve weeks as determined by an attending physician or all or part of the twelve week period following the date an adoptive parent takes physical custody of a newly adopted child under six years of age.

Employees seeking parental leave may also utilize any accrued vacation, sick leave or compensatory leave subject to the other terms and conditions of this policy handbook.

## ***Pregnant Employees***

In addition to the family leave policy, pregnant employees may request, if reasonably necessary, a temporary transfer to a less strenuous or hazardous position for the duration of the pregnancy. Company may require a medical opinion regarding the need for transfer.

Pregnant employees may also take a paid leave of absence on account of pregnancy for a reasonable period of time up to eight weeks, if the employee requests the leave in writing, and the church can reasonably accommodate the request. Pregnant employees may also use any accrued vacation time or other compensatory time off.

Upon return, any pregnant employee shall be entitled to any seniority, vacation credits, or other benefits, which have accrued as of the date of the leave and were not used in conjunction with the leave. No employee benefits accrue during the leave. Upon return, the church will endeavor to return the employee to her former job or its equivalent.

If First Presbyterian Church of LaGrange circumstances have so changed that the employee cannot be reinstated to the former or an equivalent job, the employee shall be reinstated to any position, which is available and suitable. However, the church is not required to discharge any employee in order to reinstate the employee to any other job other than her former job. If any issue arises as to the employee's physical capacity to return to work, the church may request a medical opinion.

## ***Bereavement Leave*** \_\_\_\_\_ **3460**

The First Presbyterian Church of LaGrange will pay for time off in the event of death of the following immediate family members:

Spouse	Grandparent	Father-in-law
Parent	Brother	Sister
Child or Stepchild	Grandchild	Mother-in-law

The employee and supervisor will determine the amount of time the employee will be absent from work. The maximum paid leave is 5 days, in addition to all other paid leave.

## ***Jury Duty*** \_\_\_\_\_ **3470**

First Presbyterian Church of LaGrange will grant employees time off for mandatory jury duty or court appearances as a witness when the employee must serve or is required to appear as a result of a court order or subpoena. A copy of the court order or subpoena must be supplied to the employee's supervisor when requesting time off.

The employee is entitled to full pay for each day of jury duty or service as a witness. However, time off for court appearances as a party to any civil or criminal litigation shall not be compensated, and the employee must arrange for time off without pay or use accrued vacation for such appearances.

It is the employee's responsibility to keep his or her supervisor periodically informed about the time required for jury duty or court appearances.

It is expected of the employee to be on their job on a normal basis anytime during that week when they are not required by the court to be present for jury duty. The employee should do all possible to keep their jobs up during this period. In the event the employee is away from their job during this period of time to the extent they cannot keep their job up and temporary help has to be secured, employee will be expected to turn over their jury duty pay to the church to help defray this cost.

Normal jury duty is for only one week at a time and as outlined above this policy covers one week's jury duty. Any jury duty longer than one week at a time will be handled by the Administrative Council on a case-by-case basis.

First Presbyterian Church of LaGrange encourages all employees to vote. Employees are encouraged to use flextime hours for this purpose or to take advantage of polling hours prior to the beginning or following the end of your workday.

**Employee-Incurred Expenses and Reimbursement** **3490**

To ensure that all proper business-related expenses incurred by employees are reimbursed, the following procedure has been established:

- All expenditures are to be approved in advance by the employee's manager unless circumstances prevent advance approval.
- A receipt or evidence of expenditure must accompany all business-related expenditures in order to receive reimbursement.
- All items purchased or charged by the employee are to be itemized on the approved church expense report. All portions of the report must be filled out or marked "N/A" [not applicable], and the necessity and purpose of the expenditure must be explained in sufficient detail.
- Expense reports must be signed and dated by the employee and initialed by the manager showing approval. Reports are due in the accounting department within 30 days of the expenditure. Reimbursement will be made by the tenth working day of the month following submittal of the expense report.
- Employees who have a First Presbyterian Church of LaGrange credit card are responsible for attaching the receipts for each item charged to the monthly statement and giving those to the Financial Secretary within 5 days of receipt of the credit card statement. Late fees and finance charges are punitive in nature. Repeated late fees may result in forfeiture of the credit card.
- Employees are prohibited from using a church credit card for personal expenditures.

**Mileage Reimbursement**

For the convenience of the employee, when he or she desires to use his or her personal vehicle for church business, all employees of First Presbyterian Church of LaGrange shall be reimbursed for church-related business travel at the rate of the current IRS approved business mileage rate per mile. Use of a personal vehicle is never required by the church and is discretionary on the part of the employee.

Travel expenses between your home and your assigned work location are not reimbursable. If an employee is required to travel from home directly to a third location on church business and then to work, the church will reimburse the employee for the

difference between the mileage the employee normally drives to work and the total miles driven for business purposes.

Requests for reimbursement of business-related travel will be submitted on a standard church expense report. Reimbursement requests will include the following:

- Date of travel
- Beginning and ending odometer readings for each trip
- Travel destination
- Number of miles traveled on church business
- The reason for travel

The expense report must be signed and dated by the employee and initialed by his or her supervisor. The reports must be submitted to the accounting department and will be processed according to the policy, *Employee-Incurred Expenses and Reimbursement — Section 3490*.

The employee, in using his or her vehicle for church purposes, assumes liability for his or her vehicle. All employees who desire to use their personal vehicles for church business must have a current driver's license and vehicle liability insurance in at least the minimum amounts required by Georgia law.

## **Travel Reimbursement** \_\_\_\_\_ **3510**

This policy establishes the general guidelines and procedures to be followed when business travel is required.

- Travel-related expenses are to be detailed on the church reimbursement form.
- Employees, who use their personal vehicles for their convenience on church business, including trips to the airport, will be reimbursed at the standard church mileage rate, provided that the time and distance involved is reasonable under the circumstances.
- All parking expenses and highway tolls incurred as a result of business travel will be reimbursed.
- All air travel must be approved in advance by the employee's supervisor unless unavoidable. All travel will be by coach class whenever possible. The duplicate airline ticket receipt should be attached to the church reimbursement form.
- Employees should request advance approval for use of a rental car at their destination. If a rental car is used, additional insurance should not be purchased because of our existing insurance coverage. A copy of the rental car agreement form must accompany the travel reimbursement form.
- Employees should select moderately priced lodging convenient to their destination to minimize time and expense. A detailed receipt from the hotel or motel must accompany the reimbursement form. Employees must submit receipts for meals with the reimbursement form. Reasonable tips, when paid by the employee and noted on the receipt, will be reimbursed.

Travel reimbursement requests are due to the Financial Assistant within 30 days of travel.

## ***Conferences and Meetings*** \_\_\_\_\_ **3530**

Employees may request time off or church financial support or both to attend conferences or meetings sponsored by institutions or professional organizations. The subject matter to be presented must relate directly to the employee's position or provide beneficial information to be shared in the employee's department.

The employee's supervisor must approve the employee's participation in the conference or meeting.

The First Presbyterian Church of LaGrange will pay for the following expenses if attendance is approved: tuition, or registration fees, travel costs, lodging, and meal expenses not covered by registration.

Time off for attendance and travel during normal working hours will be paid at the normal rate of pay.

## ***Continuing Education*** \_\_\_\_\_ **3540**

Continuing Education Funds and Paid Days Off are intended for the professional development of First Presbyterian employees and may not be used for other purposes. Unused Funds and Paid Days Off will not be considered as remuneration to any employee.

Continuing Education Funds and Paid Days Off are intended for use within the designated year. Ordinarily, Unused Funds and Paid Days off do not accumulate or carry forward from one year to the next. However, requests for exceptions, along with utilization plans may be submitted by employees to their supervisor. The Session will consult with supervisors prior to taking action.

Ordinarily, travel to and from Continuing Education events shall be paid out of the budget for Continuing Education. Exceptions may be granted by the Pastor and paid out of the Administrative Expense Budget for Travel.

## ***Required Approvals*** \_\_\_\_\_ **3550**

All employee travel, educational assistance, mileage, meals, must have a supervisor's approval. Employees are required to request approval in advance of expenditures whenever possible to ensure no delay in reimbursement. Prior to reimbursement, these

reports must have the employee's signature and date and must be approved (evidenced by initials) by the employee's supervisor/manager.

## **Children of Employees \_\_\_\_\_ 3560**

First Presbyterian Church of LaGrange recognizes that due to childcare limitations and emergencies, there are circumstances when children of employees should be allowed on the premises during business hours. Children, as with any other visitor, can present safety risks to the church. To minimize these risks, we ask that our employees agree to the following when their children are on the premises:

1. Ensure that their children enter and exit through the main entrance to the building.
2. Ensure that their children check in and out with the receptionist.
3. Ensure that their children remain reasonably quiet and do not distract from the performance of duties by any employee.
4. Ensure that their children remain in the employee's office or in public areas.
5. Children of employees are not allowed to enter the child care areas.

It is important that employees who take advantage of having their children visit the premises during work hours agree and follow these rules. By doing so, First Presbyterian Church of LaGrange will be able to continue this privilege for our working parents.

## **Confidentiality of Church Information \_\_\_\_\_ 3570**

It is the responsibility of all First Presbyterian Church of LaGrange employees to safeguard sensitive church information. The nature of our mission is dependent upon protecting and maintaining privacy for our constituents. Continued employment with the church is contingent upon compliance with this policy. Each supervisor bears the responsibility for the orientation and training of his or her employees to ensure enforcement of confidentiality.

## **Confidentiality of Church Information \_\_\_\_\_ E-Mail**

First Presbyterian Church of LaGrange computers and e-mail system are church property and should be used primarily for church purposes.

Personal use of church computers or e-mail system is discouraged. First Presbyterian Church of LaGrange reserves the right to access the e-mail system from time to time

without notice. Employees acknowledge that the e-mail system is not considered private and that by using the system, employees consent to the church's access to it.

## **Employee Orientation**

All new employees will be provided with an orientation briefing that will be held within their first week of employment with the church. The employee orientation goals are:

1. To establish good employee-employer communication;
2. To build teamwork
3. To provide the employee with information about the First Presbyterian Church of LaGrange benefit package and to explain the participation eligibility dates for the various plans available;
4. To assist the employee in learning the assigned job and the skills required for efficient job performance.

## **Conflict of Interest \_\_\_\_\_ 3580**

No employee of First Presbyterian Church of LaGrange shall maintain an outside business or financial interest, or engage in any outside business or financial activity, whether as an officer, director, shareholder [other than the holder of less than five percent of a publicly-traded company], partner or otherwise, which conflicts with the interests of the church, or which interferes with his or her ability to fully perform job responsibilities.

Employees are expected to be working solely for First Presbyterian Church of LaGrange. Any outside employment should be promptly disclosed to the Pastor. In certain circumstances, outside employment may be approved, but the church retains the right to review and evaluate each situation on an individual basis.

For example, and not by limitation, if your job responsibilities include purchasing, or you are in a position to influence such purchases, you should have no proprietary or financial interest in any business that furnishes products, materials, or services to the church or in any related transaction. Nor may you benefit directly or indirectly from a third party who furnishes products, materials, or services to the church. Violation of this policy will result in immediate dismissal.

## **Grievance Procedure \_\_\_\_\_ 3590**

In coordination with the *Performance Improvement Policy*, an employee may express a verbal grievance to his or her immediate supervisor. If the concern is not resolved to the employee's satisfaction within one week, the employee may put in writing the details of his or her grievance and submit the grievance to the immediate supervisor.

The Pastor will review the written statement. The employee and his or her supervisor will request a hearing with the Pastor. The problem will be discussed in the presence of both parties.

The decision will be reduced to writing, a copy given to the employee and supervisor/manager. The original will be filed in the employee's personnel file when appropriate.

## **Grievance Form**

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Date of this Report

State your grievance in detail, including the date of act[s] or omissions causing grievance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identify other employees with personal knowledge of your grievance: \_\_\_\_\_  
\_\_\_\_\_

Briefly state your efforts to resolve this grievance: \_\_\_\_\_  
\_\_\_\_\_

Describe the remedy or solution you would like: \_\_\_\_\_  
\_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Documentation of Response

Date Received: \_\_\_\_\_ Actions Taken: \_\_\_\_\_

Disposition: \_\_\_\_\_  
\_\_\_\_\_

Accepted \_\_\_\_\_ Appealed \_\_\_\_\_  
\_\_\_\_\_

Assigned Team Member

Date Communicated

### Follow-up

Date Received: \_\_\_\_\_ Actions Taken: \_\_\_\_\_

Disposition: \_\_\_\_\_  
\_\_\_\_\_

Accepted \_\_\_\_\_ Appealed \_\_\_\_\_  
\_\_\_\_\_

Grievance Review Team

Date Communicated

Final Follow-up

Date Received: \_\_\_\_\_ Actions Taken: \_\_\_\_\_

Disposition: \_\_\_\_\_

Accepted \_\_\_\_\_ Appealed \_\_\_\_\_

Management Team

Date Communicated

## ***Gratuities to Government Employees or Officials 3600***

First Presbyterian Church of LaGrange strictly forbids any form of a business gift to federal, state, or municipal employees. Each employee's supervisor is charged with the responsibility of informing employees of this policy and maintaining adherence to it.

Violation of this policy will be treated as a major violation and, depending on the circumstances, may be grounds for immediate termination or other appropriate action.

## ***Gratuities to Vendor Representatives \_\_\_\_\_ 3610***

Employees of First Presbyterian Church of LaGrange may not offer to give, or accept a gift, cash or other item of value — including personal service — from an existing or prospective vendor or supplier or a representative of either in pursuance of business or in conjunction with negotiating business on behalf of this church.

Expenses for meals as part of a seminar, convention, or business meeting are not within the definition of gratuities for purposes of this policy. Invitations extended by a supplier to participate in any program or activity, such as a party or football game should be referred to your supervisor for approval on a case-by-case basis. Any violation of this policy will constitute grounds for immediate termination or other appropriate action.

## ***Political Activities \_\_\_\_\_ 3620***

First Presbyterian Church of LaGrange encourages its employees to accept the personal responsibility of good citizenship, including participation in civic and political activities, in accordance with their interests and abilities.

First Presbyterian Church of LaGrange accepts without reservation the basic democratic principle that all employees are free to make their own individual decisions

in civic and political matters. Therefore, no employee's status with the church will be affected, in any way, whatsoever, because of participation or non-participation in lawful civic and political activities.

Participation in civic and political activities is considered to be a personal matter and, as such, is generally to be carried on outside of normal working hours. No political activities or solicitations will be carried on within church premises.

Political activities are defined for purposes of this policy as activities in support of any partisan political issue or activities in support of or in concert with, any individual candidate for political office, or a political party, which seek to influence the election of candidates to federal, state, or local offices. The definition includes employees who are or may be candidates for political office.

Political activities do not include education or informational activities regarding issues of importance to the church.

The church reserves the right to deny time off for political activity where the activities would unduly interfere with the employee's fulfillment of any obligations to the church. When an employee's full time is required for political activity, however, a leave of absence without pay may be granted [refer to *Section 4050*].

## **Employee Privacy** \_\_\_\_\_ **3630**

First Presbyterian Church of LaGrange believes that nothing should be placed in an employee's personnel file unless there is a clear business reason for doing so. Our employee privacy philosophy is further reflected in the following statements:

1. Personnel files will include only job-related information pertinent to your employment.
2. Employees may see information in their personnel files. If an employee disagrees with the information, he or she may submit written comments that will be attached to the information.
3. When asked to do so by an employee, the church will explain its need for certain personal information.
4. Personnel files are open only to church personnel on a business-related, need-to-know basis unless the church is legally required to release them by court order or subpoena.
5. Employees must give their written permission before there will be external disclosure of their personal information, with the exception of the following information:
  - a. Verification of dates of employment and positions held when requested by the employee's prospective employer;
  - b. Personal information that the church is legally required to reveal by court order or subpoena. In the latter case, the employee will be informed prior to the disclosure if reasonably possible.

## **Authorization to Provide Information**

*Note: The following form is used to obtain information about a prospective employee.*

I authorize First Presbyterian Church of LaGrange to conduct a complete background investigation in order to assess my eligibility for a position requiring a high level of reliability and trustworthiness. I authorize all persons who may have information relevant to this investigation including, without limitation, prior employers, doctors, landlords, creditors and others to disclose it [including photocopies where requested] to First Presbyterian Church of LaGrange or their agents. I hereby release and hold harmless from liability all persons on account of such disclosure. I understand that the investigation may include verification of past employment, review of personnel records maintained by any prior employer, education, and opinions of references.

This authorization shall be valid for a period of time not to exceed one year following the date indicated below or until employment is terminated, whichever occurs first. The release and hold harmless contained herein shall remain in full force and effect with respect to all disclosures provided within this time period.

I authorize that a photocopy of my signature below may be used to obtain information regarding the investigation.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number.

## **Telephone \_\_\_\_\_ 3640**

Personal calls of short duration, i.e., two to five minutes, may be received and made at your desk or workstation. No personal long distance calls will be allowed unless prior permission to make such a call is received from a supervisor, and the necessity is apparent, e.g., a family emergency. Personal telephone call privileges are subject to change or termination at any time. For instance, and not to be limiting, if the church telephone lines become overloaded with calls or an employee is found spending more than just brief periods of time on personal calls, this privilege will be revoked either generally or specifically as to the offending employee.

## **Dress Code \_\_\_\_\_ 3650**

Employee dress should be neat in appearance and in a manner consistent with a professional atmosphere. The impression made on volunteers, visitors, and other

employees and the need to promote employee safety and the need for all employees to focus on work should be kept in mind.

Good individual judgment is the best guideline.

## ***Our Volunteers*** \_\_\_\_\_ **3660**

First Presbyterian Church of LaGrange relies heavily on volunteers to do the work of church. These people are giving their time and energy without financial compensation. It is our policy to provide these people with the best possible service in a courteous and thoughtful manner at all times. Our volunteers come first and should be treated in the same manner that you would want to be treated.

## ***Conflict of Interest*** \_\_\_\_\_ **3670**

### Definition

At First Presbyterian Church conflict of interest refers to any situation in which someone in a position of trust or authority has competing professional, personal or congregational interests. Such competing interests can make it difficult to fulfill his or her church [duties impartially](#). Even if there is no evidence of improper actions, a conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to use his/her position with proper [ethics](#).

### Specific Types of Conflict of interest or roles

**Family interest's conflict:** This is any situation where one family member, serving as a staff member or in a decision-making council or committee, is in a position to influence decisions in nominating (ordained office only), hiring, job evaluation, or compensation of self, spouse, child, or close relative

**Self-dealing:** This is any situation where someone serving as a staff member or in a decision-making council or committee is in a position to influence church expenditures in a business owned by or employing self, spouse, child, or close relative.

**Multiple Family Members:** Ordinarily, spouses shall not serve as elders or deacons concurrently.

**Multiple role conflict:** speaking generally, this includes situations where one person's trust or authority pertains to finances, nomination to ordained office,

personnel, or pastoral counseling. In order to minimize complexity and excessive regulation, programmatic decision-making will not be subject to conflict in roles or interest. (Example: a Stephen minister having as a care receiver his financial planner would be an unacceptable role conflict. The situation where a session member has a spouse on the worship council is an example of an acceptable level of role conflict.)

**Staff Member Role Conflict:** Church member staff members are assigned positions on program councils or committees. When serving on assigned committees, staff members shall not vote. Member staff members may serve as voting members on any other council, committee, or ordained board and should recuse themselves when their committee deals with matters pertaining to their assigned program area.

## Avoiding Conflict or Interest or Roles

**Avoidance of conflicts of interest:** is the best measure to minimize this problem. Nominating Committees and groups hiring employees should not create situations which give the appearance of conflict of interest

**Recusal:** Church members and staff who find themselves in a conflict of interest are expected to [recuse](#) themselves from (i.e., abstain from) decisions where such a conflict exists. In order to minimize any conflict, church officers, staff, and committee members shall not participate in any way in the decision, including discussions.

**Third Party Supervision:** All decisions in Presbyterian churches, with the exception of sensitive personnel situations, are to be conducted in an open atmosphere where minutes are kept and session oversight prevails. Situations where there are questions about role or interest conflicts shall be referred to and adjudicated by the Administrative Council.