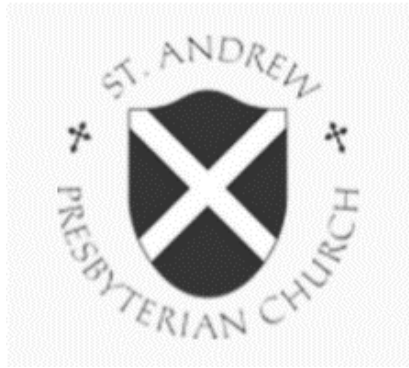




St. Andrew Presbyterian Church

Personnel Manual

Revised June 2026

Contents

ST. ANDREW MISSION STATEMENT	4
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PURPOSE OF PERSONNEL MANUAL	4
EQUAL OPPORTUNITY STATEMENT	4
EMPLOYMENT	5
Employee Classification.....	5
Employment and Re-Employment	6
Immigration and Control Act.....	7
Employee References.....	9
Work Schedules.....	9
Absences/Tardiness	11
Performance Feedback Process.....	11
BENEFITS.....	12
Holidays	12
Sick Leave	12
Birthday Personal Day	13
Vacation.....	13
Leave of Absence	14
Bereavement Leave.....	14
Jury Duty	15
Military Leave	15
Continuing Education.....	15
Occupational Injury	16
Paid Maternity/Paternity/Adoption Leave.....	16
Family & Medical Leave Act	17
Insurance Plan.....	18
Salary Administration.....	18
OTHER POLICIES AND REGULATIONS	18
Discipline, Termination and Grievance Procedure.....	19
Reductions in Force	22
Americans with Disabilities Act	22
Unlawful Harassment.....	23
Crisis/Workplace Violence	24
Smoke, Alcohol and Drug-Free Workplace.....	24
Telephone.....	25
E-mail	25
Internet/Computer Usage	26

Safe Guarding Youth and Children	26
Accidents or Emergencies	26
Confidentiality	28
Conflict of Interest.....	28
HIPPA.....	31
Solicitation	30
Press Relations.....	30
SAPC Property/Personal Property.....	31
Sabbatical Leave Policy.....	32
APPENDIX	32
EMPLOYEE ACKNOWLEDGEMENT	36

ST. ANDREW MISSION STATEMENT

St. Andrew Presbyterian Church (SAPC) is a joyful community of faith committed to: Worshiping in ways that inspire awe and praise; Growing in God's Word; Practicing the radical hospitality of divine grace; Sharing God's love with people of diverse backgrounds and ages; Reaching out to human need in Denton and beyond; Growing in all forms of giving – time, talent, and treasure; Becoming faithful disciples of Jesus as we learn to love God with all that is in us, and the neighbor as the self.

PURPOSE OF PERSONNEL MANUAL

The Personnel Manual has been developed by the Session Personnel Committee and approved by the Session to provide the staff, including both minister and lay, with basic information on the policies, benefits, responsibilities and opportunities at SAPC. The policies are designed to help the staff, as well as the membership, understand and work toward the mission of SAPC and to enhance the day-to-day operation of the church.

Any policy may be changed upon recommendation of the Personnel Committee and approval of the Session. SAPC reserves the right to interpret, modify, supplement, rescind or revise any policy, procedure and/or benefits outlined in this manual as it deems necessary or appropriate-with or without giving advance notice. Employees will be notified of any changes as soon as possible. The policies set forth in this manual are not a binding contract and are not all-inclusive. Where references are made to benefit plans or insurance coverage, the expressed terms of those plans take precedence. Each employee is required to read, understand and follow the provisions of this manual.

~~This manual is not a contract guaranteeing employment for any specific duration.~~ Employment of non-pastoral staff at SAPC is "at will"; this manual, accordingly, does not constitute a contract guaranteeing employment for any specific duration. Although SAPC hopes that employment relationships will be long-term, either the employee or SAPC may terminate this relationship at any time with or without cause or advance notice.

Each employee is provided a copy of this manual upon employment. Questions, clarifications or interpretations with respect to these policies may be directed to the Head of Staff.

EQUAL OPPORTUNITY STATEMENT

SAPC provides equal opportunity in employment for all employees and applicants without regard to race, creed, color, gender, sexual orientation, gender identity or expression, age, marital status, national origin, ancestry, citizenship, age, disability, veteran status, genetic information or any other status protected under applicable federal, state or local law. It is possible, that after careful study, religious affiliation may be determined to be an exception for certain positions. SAPC prohibits any form of

discrimination, harassment, or retaliation prohibited by law. SAPC's Equal Opportunity Statement shall be included in all job postings and recruitment literature.

Anyone suspecting that a violation of this policy has occurred should immediately report such incidents to his or her immediate supervisor, the Head of Staff, Associate Pastor or any member of the Session Personnel Committee. SAPC will promptly investigate the report in as confidential a manner as possible, and will take any appropriate remedial action necessary.

In addition, employees who have a complaint with regard to any employment issue can file a grievance in accordance with the Grievance Policy (Section C of this manual). For further clarification of the policies, procedures, or benefits outlined in this manual, contact your supervisor or the Head of Staff.

EMPLOYMENT

Employee Classification

All employees must have a job classification which includes **THREE ELEMENTS:**

1. Their status with regard to federal/state wage law (exempt or non-exempt);
2. Their position within the staff structure at SAPC; and
3. Whether they are full-time, part-time or variable.

The employee's classification is used for purposes of benefits determination, wage payment and organizational structure. Exempt employees are excluded from specific provisions of federal and state wage and hour laws.

Pastoral Staff: Ministers of the Word and Sacrament who have a pastoral relationship with SAPC. The titles approved by the Book of Order are: Pastor, Co-Pastor, Associate Pastor, Interim Pastor, and Teaching Elder.

Program Staff: Exempt employees who have expertise in such areas as church administration, education, pastoral care, and music, or a pastoral resident who is ordained. These employees are contracted by the Session, through the Session Personnel Committee, to direct church program areas.

Executive/Managerial or Administrative/Support Staff: employees (other than above) who are on the staff of SAPC. They may be exempt or non-exempt based upon their job responsibilities. These employees are hired by the Session, through the Session Personnel Committee, to perform church duties determined necessary by the Session.

Classification by hours of work:

In addition, each employee is classified according to his/her hours of work and duration of position as follows:

- **Full-time:** Any exempt or non-exempt employee who is regularly scheduled to work thirty (30) or more hours per week. Full-time employees are paid on an hourly (non-exempt) or a salary (exempt) basis and are eligible for benefits along with paid leave offerings depending upon the benefit plan.
- **Part-time:** Any employee who is regularly scheduled to work **between twenty (20) hours and twenty-nine (29) hours per week**. Part-time employees may be exempt or non-exempt. Part-time employees are eligible for to participate in voluntary employee-paid benefits as offered.
- **Variable:** Any employee who is regularly scheduled to work an average of less than twenty (20) hours per week. Variable staff are not eligible to participate in benefits of paid leave.

Three Elements of Classifications: *(select one from EACH column)*

<u>FEDERAL/STATE WAGE LAW</u>	<u>STAFF STRUCTURE</u>	<u>HOURS OF WORK</u>
Exempt (flat salary; no hrs. tracked)	• Pastoral (automatically “exempt”)	• Full-time (30 or more hrs per week)
Non-exempt (paid on an hourly basis)	• Program • Executive/Managerial • Administrative/Support	• Part-time (20-29 hrs or less per week)
Non-exempt (paid on an hourly basis)	• Hourly staff	• Variable (Less than 20 hrs weekly)

All job classifications must be approved by the Personnel Committee, due to their impact on their personnel budget with regard to 1) equivalent salary ranges/levels; 2) staffing structure; and 3) benefits determination.

Employment and Re-Employment

Terms of Employment: Each employee will be provided with a copy of his/her job description. Also, the Head of Staff or the Session Personnel Committee will provide each employee with written documentation of his/her terms of employment. Such documentation may be in the form of terms of call, a contract, or a letter of employment. Terms of employment will outline job responsibilities, work schedule and other terms as applicable, including but not limited to terms for vacation, continuing education, and compensation arrangement. Except as may be specified in the terms of employment documentation, each employee shall be subject in all respects to SAPC Personnel Policies. A signed copy will be retained in the Employee’s Personnel File.

Background Check: All potential employees must complete an information form provided by SAPC. The form includes authorization to check references and perform a criminal background check. When the Head of Staff has been notified of a choice for hire, the Head of Staff's office will conduct the background checks in compliance with applicable state and federal law. **Reference checks will be performed by someone engaged in the hiring process for that particular position, unless there is a conflict of interest, in which case the Session Personnel Committee will designate someone else.**

Immigration and Reform and Control Act: SAPC will not hire individuals who are not authorized to work in the United States. SAPC will verify and document each newly hired employee's right to work. The form that IRCA requires for each newly hired employee, but not for each job applicant, is Form I-9. "Employment Eligibility Verification." Each employee is required to complete the top half, attesting to having presented evidence of identity and employment eligibility. The hiring supervisor will complete the bottom part, stating that SAPC has reviewed and verified documents. This completed form will be placed in the employee's Personnel File.

IRS Compliance: All new non-pastoral staff must complete and submit IRS Form W-4, Employee's Withholding Certificate, as a part of the onboarding process. A copy of each employee's Form W-4 shall be placed in the employee's personnel file. Employees are responsible for updating their Form W-4 as their circumstances change. Pastoral staff, who are considered self-employed for Social Security purposes, are exempt from income tax withholding. Pastoral staff may elect voluntary income tax withholding as a matter of convenience. Pastoral staff who elect voluntary withholding must file a Form W-4 with the church.

Employment offers: The offer of employment will be extended to the applicant by the Head of Staff or hiring supervisor. In the case of Pastoral staff, the offer of employment will be extended by Pastor Nominating Committee Chairman. The Session Personnel Committee will then be notified of the candidate's acceptance and starting date. Under no circumstances, prior to an offer of employment, should anyone on staff discuss specific salary information with any applicant; or should anyone on staff lead any candidate to believe he/she will be hired.

Probationary Trial Period: There will be a probationary period (Orientation Period) of employment of 90 days/3 months for all employees except Pastoral Staff. Regular employment is dependent on the successful completion of the probationary period. The employee or the supervisor, without explanation, may terminate employment during the probationary period. Neither pay in lieu of notice nor severance pay will be given.

During the Probationary Period of employment, the employee may be entitled (if applicable): to enrollment in the health plan, prorated paid sick days, paid holidays, coverage as provided by State Worker's Compensation, and absence for jury duty. If absent for any other reason, pay will be deducted for the time absent.

Employee Personnel File: All appropriate information will be retained in a confidential file. It is the employee's responsibility to notify the Head of Staff of changes of address, family status, relatives or beneficiaries. This file includes:

- Job Description
- Terms of Employment
- Annual Performance Reviews
- Salary and compensation history
- A record of all scheduled and unscheduled leaves and absences
- Coaching and commendations
- A record of any reprimand or other disciplinary action
- Original employment documentation/application
- Emergency notification information
- Resignation or termination notice.
- Exit Interview form.

The Head of Staff or the Session Personnel Committee may include additional information in any Personnel File, as it deems necessary or relevant from time to time. An employee may review his/her Personnel File with the Head of Staff, Session Personnel Committee member or their designee during normal business hours.

Re-employment: A former employee re-applying for employment with SAPC will be considered for employment as any other external applicant. It is recommended that the hiring supervisor confer with the former employee's supervisor prior to extending a job offer. All re-hired employees are considered new employees from the effective date of their re-employment except as allowed in the benefit plan.

Employment of Relatives: It is a policy of SAPC that relatives of employees ordinarily shall not be hired. Exceptions to this policy may be considered under the following circumstances;

- Relatives undergo a competitive interview process competing with other candidates for employment for the open position.
- Relatives, through the competitive interview process, are determined to be the most qualified candidate for employment.
- The Head of Staff and the Session Personnel Committee are consulted prior to extending a job offer.

For the purposes of this policy, a relative is defined to include spouses, parents, children, siblings, in-laws and stepparents, stepsiblings and stepchildren, nephews and nieces, grandparents and grandchildren.

Should an exception be made, under no circumstances may a relative report directly to another relative.

Employee References

SAPC will not release information on past employees except to confirm dates of employment and positions held by the former employee. Any other information requested will only be released after written permission from the former employee is provided by the entity requesting the information.

Work Schedules

Office Hours: Church offices are open from 8:30 a.m. to 5:00 p.m., Monday through Friday, except for designated holidays.

Exempt Employees:

- **Pastoral Staff:** Pastoral staff are responsible for their own hours and schedule in compliance with the terms of employment and in coordination with the Head of Staff.
- **Program Staff:** Full-time Program Staff should work a minimum of five (5) days per week. Work schedules should be established with the Head of Staff. Part-time Program staff work schedules should follow those outlined in the terms of employment, subject to variations determined by the immediate supervisor and the Head of Staff.
- **Executive/Managerial and Administrative/Support Staff:** All full-time exempt employees are scheduled to work a minimum 40 hours per week during the hours that the Church office is open, with one (1) hour for lunch. Any modification to the work schedule should be established with the Head of Staff. Part-time exempt employees are scheduled to work those hours specified in the terms of employment, subject to variations determined by the immediate supervisor and the Head of Staff.

Exempt employees do not receive overtime pay. In special situations, an exempt employee may be granted compensatory time off when the time worked during a given pay period is deemed “excessive” by the Head of Staff.

Non-exempt employees:

- Full-time non-exempt staff (hourly) work hours will be assigned and will be paid on a 40-hour per week basis. Any changes in the daily assignment, including lunch, must have prior approval from the supervisor.
- Overtime pay for hours worked in excess of 40 hours during any one week will be paid at a rate equal to one and one-half (1 ½) times the individual's base pay rate. The overtime hours must have been ordered and approved by the supervisor or the Head of Staff. For overtime pay purposes, holidays, vacation, and sick time will not be considered as days worked.
- The immediate supervisor will assign work schedules for part-time employees.

Hours of Work/Recordkeeping:

- **Breaks:** Full-time employees receive two (2) fifteen minute breaks a day. One break may be taken during the morning and the second during the afternoon. Breaks may not be added to meal periods. Nor may they be used to “come in late” or “leave early.”
- **Meals:** Meals: Full-time exempt and non-exempt employees receive one (1) hour for lunch as part of their salary. There are no paid meal breaks for part-time employees.
- **Time Sheets:** Every non-exempt employee is responsible for accurately recording time worked according to the recordkeeping method approved by SAPC. In addition, non-exempt employees are required to record each break or departure from work. Time sheets must be completed weekly, signed by the immediate supervisor and submitted to the Head of Staff’s Administrative Assistant with the use of time clock, time sheets and electronic application.

Exempt employees are required to maintain attendance records according to the recordkeeping method approved by SAPC. **A monthly time summary, including vacation, sick leave, and any other type of leave must be submitted to the Pastor’s Administrative Assistant on a monthly basis.**

- Paid or volunteer staff ordinarily shall not serve as an active and voting member of any committee of the church structure, though many serve as staff advisors, resources or liaisons.
- Ordinarily, full-time professional or program staff shall not hold an additional outside paid job **that interferes with their work at SAPC**, as the call to SAPC takes full-time. The Head of Staff, in consultation with the Personnel Committee, may approve exceptions.

Pastoral Flex Day Policy

Full-time, permanent pastoral staff regularly serve beyond standard working hours, including evenings, weekends, and every Sunday. In recognition of these ongoing responsibilities, the church provides each full-time pastor one designated flex day per week.

Guidelines:

- The flex day is considered part of the pastor’s regular work schedule and is not counted as vacation, PTO or sick leave.
- Pastors may choose their flex day in coordination with one another and church staff to ensure appropriate ministry coverage.
- The flex day does not need to remain consistent week-to-week but can be as an option.
- Pastors are expected to be available for Session meetings, and Session committee meetings as assigned on their flex day and any urgent pastoral needs as they arise.

- If a pastor must work on their chosen flex day due to special circumstances (eg. funerals, major church events), an alternate flex day may be taken that same week when feasible.

This sabbatical policy affirms the importance of healthy rhythms of rest, sustainable ministry life, and support for the well-being of our pastoral team. The policy understands that time away is an integral part of an overall strategy for enhancing the mission of the congregation through pastoral renewal, development and growth.

Absences/Tardiness

Reporting Absences: Prior notice of any employee's absence is important in order that other arrangements can be made for handling the absent employee's work responsibilities. Any employee who will not be in the office shall notify the immediate supervisor as soon as possible. Planned absences require prior permission from the immediate supervisor and will be considered on a case-by-case basis so that the absence will not create a hardship on other employees or have a detrimental effect on any Church event or program. When an employee is absent and does not call the immediate supervisor, the absence will be considered unexcused, unpaid and may result in disciplinary action.

Recording Absences: A calendar of all scheduled and actual absences shall be kept by the Head of Staff or his/her designee to aid in planning for adequate staff presence at the Church. Actual absences will also be recorded by each employee on their time sheet and kept in each employee's Personnel File.

Tardiness: If an employee knows that he/she is going to arrive late at the office, he/she should let the immediate supervisor know as soon as possible.

Performance Feedback Process

Coaching: SAPC recognizes the importance of feedback and communication with employees regarding their job performance. Employees will participate on a regular basis with the supervisor or Head of Staff in the coaching process.

Performance Reviews: Employees will receive at least one performance evaluation annually **by their immediate supervisor**. For Pastoral, Program and other exempt employees, performance reviews will be based upon annual goals approved by the Head of Staff **and** reviewed by the Session Personnel Committee. Special performance evaluations can be held when circumstances call for such. All performance reviews will be documented in writing, reviewed by the Session Personnel Committee, and made a part of the employee's Personnel File. Performance reviews for Pastoral and Program staff will be made available to the Session upon request.

BENEFITS

Holidays

All full-time and part-time employees will be paid for (9) holidays.

- New Year's Day,
- Martin Luther King Day,
- Good Friday or Easter Monday (employee choice),
- Memorial Day,
- Independence Day,
- Labor Day,
- Thanksgiving Day,
- Friday after Thanksgiving,
- Christmas Eve,
- Christmas Day

Holidays falling on a weekend: If any holidays fall on a Sat. or Sun., the office will be closed either on the preceding Friday or the following Monday, as determined by the Head of Staff.

Holidays during a vacation: If a holiday is observed during the time an employee is on vacation, the holiday date will not count towards the employee's vacation hours taken.

Holiday Pay:

- Scheduled day off that falls on a Holiday: Full and part-time employees are given another day off during that week (following the holiday). Holidays may not accumulate.
- Scheduled to work on a Holiday: Each full-time employee required to work on a holiday will be paid for the hours worked. The hours worked will be paid at the base pay rate.

Part-time employees: Paid only for normally scheduled hours when a holiday is observed.

Sick Leave

St. Andrew recognizes that employees may feel ill and require one or more unplanned "sick days" during their first three (3) months of employment. Employees should call their supervisor within 30 minutes of starting time on the first day of absence.

Employees whose illness extends beyond one day must advise their supervisor of their expected date of return. Sick days will be charged against the employee's accumulated sick leave.

Planned sick leave with pay may not be granted until an employee has had three (3) months of continuous, unbroken employment, unless approval has been obtained in advance from the employee's supervisor.

Full-time employees: Accumulate sick leave at the rate of eight (8) hours per month up to ninety-six (96) hours per 12-month period; sick leave may be accumulated from year to year up to a maximum of 192 hours. Sick days must be used in full or half-day increments.

Part-time employees: Accumulate sick leave at the rate of four (4) hours per month up to forty-eight (48) hours per 12-month period; sick leave may be accumulated from year to year up to a maximum of 96 hours. Sick days must be used in full or half-day increments.

If all sick days are used, and none are accumulated from prior years, employees may use earned vacation days for absences or make arrangements for unpaid time off. Any accumulated sick days must be used before vacation days.

New full-time employees: After 90 days/3 months of service, new full-time employees are eligible for a prorated number of days calculated from date of hire.

Supervisor or Head of Staff MAY require a doctor's written permission to return to work if the employee has been absent for 3 consecutive days or more.

Birthday Personal Day

All full-time and part-time employees will receive a personal day off with pay on their birthday. It is up to the employee to take their birthday personal day off sometime during their birthday week. Supervisor approval is required.

Vacation

Vacation accrues monthly, at the first of each month at the following rates:

Pastoral Staff: Based on their terms of call

Full-time Exempt and Non-Exempt Employees: Vacation accrues monthly, at the first of each month, at the following rates:

Years of Service	Accrual Rate (Annually)	Maximum Carry Forward
Up to 5 years	8 hrs./month (96 hours)	192 hours
6 years – 10 years	10 hrs./month (120 hours)	240 hours
11 years – 20 years	13 hrs./month (156 hours)	312 hours
21+ years	16 hrs./month (192 hours)	384 hours

Part-time Exempt and Non-exempt Employees: Vacation accrues monthly, at the beginning of each month, at the following rates:

Accrual Rate (Annually)	Maximum Carry Forward
4 hrs./month (48 hours)	96 hours

Vacation with pay may not be granted until the employee has had 90 days/3 months of continuous, unbroken employment, unless approval has been obtained in advance from the employee's supervisor. Accumulated vacation accrues at an established schedule adopted by SAPC, as shown in the charts above. If an employee's anniversary date (start date) occurs on the first calendar day of the month (or first workday of the month), the employee begins to accrue vacation leave at the higher rate on the first calendar day of the month when the accrual rate period is satisfied. Otherwise, the employee begins to accrue vacation leave at the higher rate on the first calendar day of the month following the effective start date. An employee may not borrow against their vacation hours unless approved by their supervisor. Unused vacation is paid in full upon separation, provided that the employee was on staff for six months or more of continued employment, the required written notice of resignation was given, and the employee was not terminated for gross malfeasance.

Scheduling: must be requested and approved by the employee's immediate supervisor or Head of Staff no later than 30 days in advance. Vacation leave might not be approved if it adversely affects church operations. Overlap/conflicts are resolved on the basis of length of service.

Leave of Absence

A leave of absence may be granted for full-time employees only. No leave of absence may be granted for part-time employees. Requests for leave must be submitted to the Head of Staff in writing. If granted, they are unpaid. The Head of Staff must consult with the Session Personnel Committee to determine the effect on the church and on the employee's benefits, and the request must then be approved by the Session. A leave of absence may be for up to 6 months maximum. Employee will not accrue time toward continuous service. Employee must communicate in writing to his or her supervisor during the leave at least once per month regarding his or her status.

Bereavement Leave

Bereavement Leave may be granted for full-time and part-time employees only. The pay for time off will be prorated for a part-time employee if the funeral occurs on a scheduled workday.

Immediate Family: defined as spouse, parent, child, grandparent, grandchild, brother, or sister of the employee or his/her spouse. There will be no deduction of pay for up to

five (5) successive days, including travel time. After five (5) days, absences are charged to personal/sick days or vacation. If those are already used, then there will be no pay after the five (5) days. Bereavement leave is available to full-time and part-time employees.

Other: defined as another type of relative or friend. Bereavement leave in these situations must be approved by the immediate supervisor. Paid absence for the day of the burial. Up to an additional two (2) days (for travel only) may be granted on a limited basis by the immediate supervisor. If the deceased lived in the home of the employee at the time of death, the policy for immediate family applies. This is available to full-time employees.

Jury Duty

Employee must provide a copy of the summons. All days paid for full-time employees. For part-time employees, the immediate supervisor must approve continuation of pay. Employee may retain any payment received for such services. If the employee is released early in the day, he/she must return to work for the remainder of the day. If the court is closed, the employee must report for work as scheduled.

Military Leave

Training: A maximum of ten (10) working days/year are paid to participate in regular training. Any military pay received is deducted from his/her salary. Requests to participate must be submitted in writing to the Head of Staff and approved by the Session Personnel Committee. This is available to full-time employees only.

Active Duty: An employee called to active duty is granted leave without pay. Requests must be submitted to the Head of Staff in writing and approved by the Session Personnel Committee. This is available to full-time and part-time employees.

Continuing Education

Study leave with pay: Given for education directly related to the performance of the Pastoral Staff or Program Staff. This leave is distinct from vacation. The leave year is January 1—December 31.

Length: Study leave for Pastoral Staff **and certified Christian educators** is a Presbytery requirement and is specified in the pastor's Terms of Call. **For these positions, study leave may be accumulated up to three (3) years.** Less frequently, full-time Program Staff may get up to 2 weeks if specified in their Terms of Employment Letter. Part-time Program Staff may get prorated time if specified in their Terms of Employment. Study leave may accumulate up to four (4) weeks.

Education Allowance: All Pastoral and Program Staff will have a stipulated amount designated annually as "**continuing** education allowance." Such allowance is for the sole purpose of education and professional expenses (books, supplies, travel, tuition,

etc). Such allowance does not provide automatic approval for study leave. The allowance is only available on an "as expended" basis. **In the case of Pastoral Staff and certified Christian educators, funding for continuing education may accumulate up to three (3) years.**

Education allowance may not be carried over, **except as noted above for ministers and certified Christian educators.**

Requests for study leave must be submitted in writing a minimum of one (1) month in advance, and prior to any enrollment, to the Head of Staff. Requests should include purpose, curriculum, benefit to the individual and the church. The Head of Staff will recommend approval/disapproval to the Session Personnel Committee.

Occupational Injury

SAPC compensates employees for time lost from work due to an on-the-job accidental bodily injury or occupational illness in accordance with the Texas Worker's Compensation Act. Compensation is provided for temporary and permanent work-related disability and for medical expenses related to the illness or injury as prescribed by law. This does not cover work contracted by the employee for another employee or for a member of the congregation.

Paid Maternity/Paternity/Adoption Leave

Maternity/paternity/adoption leave under this policy is a paid leave associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption or foster care. Maternity/paternity/adoption leave is not charged against the employee's other paid leave credits, and the number of paid days received is four weeks.

If both parents are employees, only one at a time may access the paid benefits of this policy. Both, however, continue to be entitled to family and medical leave if eligible, as noted below.

Half-time and Season/Summer/Interns are not eligible for paid maternity/paternity/adoption leave under this policy.

Health insurance benefits will continue to be provided during the paid maternity/paternity/adoption leave under this policy at the same rate as in effect before the leave was taken, regardless of length of service, provided the employee has at least one full year of service. Paid leave benefits will continue to accrue.

The employee must provide their supervisor 30 days' notice of the requested leave (or as much notice as practicable if the leave is not foreseeable).

After four weeks of maternity/paternity/adoption leave have been exhausted, subsequent leave will be covered under appropriate policies. If vacation leave is used

following paid Maternity/Paternity/Adoption leave, a maximum of 2 weeks of vacation leave is allowed.

Family & Medical Leave Act

Although SAPC is not subject to the Family and Medical Leave Act of 1993, UNPAID leave will be provided to employees for the following situations: 1) birth of a child of the employee; 2) placement of a child with the employee for adoption or foster care; 3) care of a spouse, child or parent of the employee who has a serious medical condition; and 4) a serious health condition which makes the employee substantially unable to perform his/her job.

Employees will accrue unpaid family leave as follows:

- **Full-time employees:** One (1) week/year up to twelve (12) weeks total, calculated from date of hire.
- **Part-time employees:** Three (3) days/year up to eight (8) weeks, calculated from date of hire.

Leave for birth of a child or for adoption/foster care placement must be taken within sixty (60) days of the occurrence.

Leave for care of a spouse, child, or parent, and leave for a serious health condition may be taken intermittently.

Notice requirement of leave: In the case of birth or child placement, the employee is required to provide thirty (30) days' advance notice in writing to the Head of Staff and the Session Personnel Committee. In the other two cases **listed above**, as much notice as possible must be given.

Medical certification requirement: is required in all cases within fifteen (15) days of the request. Recertification may be required periodically. A statement of fitness for duty will be required at the end of the leave.

Employees must use all accrued sick leave first. Total amount of all leave may not exceed the total amount of paid and unpaid leave accrued, up to 12 weeks in any calendar year.

Teaching Elders: It is the policy of SAPC to assist teaching elders employed under terms of call through the provision of paid and unpaid family leave benefits related to medical treatment, childbirth, and family care that are at least as favorable as those set forth above. The Session, upon recommendation of the Personnel Committee, will determine the specific terms of each leave, including duration and the portion that will be paid or unpaid. Each such determination will be decided on its own merits. If the proposed leave will have the effect of changing terms of call, the Session will obtain congregational approval prior to the effective date of such leave.

Retirement Benefits

Pastoral staff are covered by the retirement benefits specified by the Board of Pensions. SAPC currently makes a non-match contribution equal to a certain percentage of full-time non-pastoral staff salaries to a 403(B). Full-time non-pastoral employees also receive payment of accumulated vacation upon retirement.

Insurance Plan

The insurance plan is governed by the Board of Pensions of the Presbyterian Church (U. S. A.). Details of this need not be covered in this manual, as they may change annually.

Salary Administration

Pay Periods: Paychecks are ordinarily distributed on the 15th of the month and the last day of the month. If a payday falls on a Saturday, Sunday, or designated holiday, paychecks will be distributed on the preceding work day.

Social Security and Federal Withholding Tax: Under Federal & State laws, certain percentages of each employee's salary are deducted as contributions to the Social Security Fund. Additionally, certain percentages are deducted for Federal Withholding Tax.

Salary Evaluations: The Session Personnel Committee reviews overall salary administration policy of the church annually. Adjustments to salaries will be based on merit, an assessment of economic indicators, changes in the salaries of non-profit organizations, and other relevant factors. The salaries of each employee will be reviewed annually, or earlier if changes occur in job responsibilities.

Pastoral and Program Staff: Salary for each employee will be reviewed annually by the Personnel Committee in consultation with the Head of Staff. The Personnel Committee will be responsible for recommending salary adjustments for the Head of Staff. The Personnel Committee will obtain approval from the Session. For the pastoral staff, the Session will obtain congregational approval. After approval and following adoption of the budget, the Head of Staff will inform the employee of his/her salary adjustment (if any). Any adjustment will be recorded in the employee's Personnel File.

Exempt and Non-exempt Staff: For budget purposes, the total amount available for salary adjustment is approved by the Session. **The Session Personnel Committee, in consultation with the Head of Staff, will review the salary of each employee annually and recommend any changes to the Session.** Following adoption of the budget, the Head of Staff will notify the employee or the appropriate supervisor. Any adjustment will be recorded in the employee's Personnel file.

OTHER POLICIES AND REGULATIONS

Honoraria

An honorarium is a monetary gift to thank an individual (not a corporation, business or partnership) for serving as occasional pulpit supply or leading a workshop. An honorarium is not a substitute for term employment or independent contractor service. The amount of an honorarium shall not exceed that recommended by Grace Presbytery per Sunday plus travel (mileage at current IRS rate), lodging, and meals, although an individual who leads a workshop and a worship service should receive an honorarium that reflects the individual's total contribution, e.g., the allowable amount per Grace Presbytery for two Sundays. Grace Presbytery maintains an approved Occasional Supply List from which congregations may select a validated minister for occasional pulpit supply.

Discipline, Termination and Grievance Procedure

Each employee (except for pastors, who are minister members of Grace Presbytery) is employed "at will." This means that either the employee or SAPC can terminate the employment relationship at any time, with or without cause or advance notice. There is no implied or expressed promise or contract that employment will continue for a set period. No one, other than the Moderator of the Personnel Committee, may change the "at will" status of employment and any such change must be stated in writing, signed by the Head of Staff and the Personnel Committee Moderator, and approved by the Session.

Pastoral Staff: Discipline, termination and grievance procedures governing Pastoral Staff are found in The Book of Order.

Voluntary Resignation: Employees voluntarily leaving their employment with SAPC are encouraged to give at least two (2) weeks' notice in writing or one (1) month for Program Staff. All employees providing this advance notice will receive pay for accrued vacation. Vacation pay is forfeited if a resignation notice is not given. An employee who resigns without this notice may not be eligible for rehire, unless extenuating circumstances occur which prevented the employee from giving the requested notice. Written notice should be given to the employee's immediate supervisor or the Head of Staff. This notice will be placed in the employee's Personnel File.

Involuntary Termination: Reasonable effort should be made to improve employee performance to avoid termination when practical; however, SAPC reserves the right to terminate an employee at any time, with or without cause or advance notice. All dismissals must be pre-approved by the employee's immediate supervisor and the Head of Staff. Past performance and counseling efforts will be taken into consideration in making dismissal decisions.

For some performance issues, the appropriate discipline will not be termination, and the immediate supervisor may choose to initiate counseling, corrective action or disciplinary action as follows:

For a first incident of a minor nature:

1. Verbal counseling by the immediate supervisor.
2. The supervisor must keep a personal notation of date and incident on file for later referral.

Disciplinary Action:

When an employee's performance or conduct problem continues, disciplinary action is initiated. The recommended order is stated below; however there may be instances when it is advisable for the supervisor to begin with any, or more than one of the following, or to proceed to termination:

1. **Verbal Warning:** Supervisor initiates disciplinary action verbally. This action must be documented. The documentation is placed in the employee's Personnel File.
2. **Written Warning:** A memo or disciplinary action form, signed by the employee, is placed in the employee's Personnel File. At minimum, this should be done upon a second or third violation.
3. **Probation:** Employees may be placed on probation at any time during employment for misconduct or performance problems. The terms of the probation will be outlined in the disciplinary action form or memo, which is placed in the employee's Personnel File. Also, employees placed on probation two (2) times in any twelve (12) month period may be dismissed immediately and will not be eligible for rehire.
4. **Suspension:** In the event an employee's conduct is such that dismissal is contemplated, his or her immediate supervisor may elect to suspend, with or without pay, the employee up to five (5) working days. Suspension is a final step before dismissal and enables the employee and the supervisor to evaluate if continued employment is in the best interest of all involved. Sick leave benefits, vacation benefits, or personal leave benefits are not allowed during suspension.
5. **Involuntary Dismissal:** This is the final step in disciplinary action. A terminated employee is not eligible for rehire.

Immediate Dismissal:

Any of the following violations may be considered for immediate dismissal (this is not an all-inclusive list). The supervisor should consult with the Head of Staff, or Personnel Committee Moderator, unless the offense warrants immediate removal of the employee from SAPC property. In those circumstances, the supervisor should immediately suspend the employee pending final decision:

- Repeated absence without permission or notification.
- The use or possession of alcohol and/or illegal drugs, or of over-the-counter or prescribed drugs in a manner inconsistent with intended use.
- Reporting for work under the influence of alcohol or illegal drugs.

- Consuming, selling, purchasing, being in possession of, or any use whatsoever of alcohol while on SAPC premises during working hours.
- Fighting or deliberately causing injury to another person or other forms of disorderly conduct or malicious disturbances, including intimidation of others.
- Assaulting or threatening another employee, pastor, church member, or any other person.
- Falsifying SAPC records or permitting them to be falsified by others.
- Refusing to follow directions from supervisors or Head of Staff or showing insubordination.
- Disclosing confidential SAPC information as defined herein.
- Intentionally damaging SAPC property.
- Stealing or helping others to steal or any other form of dishonest, immoral or indecent conduct.
- Carrying a firearm, or concealed weapon (even firearms with a valid concealed handgun permit) or explosives on SAPC property, or while conducting official SAPC business.
- Assisting any unauthorized person(s) to gain access to SAPC records or premises.
- Any form of discriminatory, harassing, or retaliatory conduct prohibited by law.
- Willful or repeated violation of safety rules.

Exit Interview: The Head of Staff, or the Personnel Committee or their designee will schedule an exit interview with each employee who leaves SAPC, regardless of the reason. An Exit Interview form will be completed and signed by the employee. It will be reviewed by the Personnel Committee and placed in the employee's Personnel file. At the time of the interview, the employee is expected to complete his/her termination documentation, return all SAPC property, systems, confidential and/or proprietary information, tools and equipment, such as keys. The departing employee may make a list of documents they wish to take with them, and approval of their request is the responsibility of the Head of Staff and the Financial Secretary.

Termination – Final Pay Procedure:

- Employees who voluntarily resign will receive their final paycheck by the next regularly scheduled payday.
- Employees who are involuntarily terminated will receive their final paycheck no later than five (5) days after the effective date of termination.
- All unused accrued vacation time will be paid at the time of separation.

Grievance Procedure:

Any employee who in good faith believes he/she has received unfair treatment is encouraged to file a grievance and can do so by following these steps:

1. Discuss the problem with your supervisor.
2. If the problem persists and/or involves your immediate supervisor, the employee is encouraged to discuss the situation with the Head of Staff.

3. If the employee is not satisfied with the results of steps 1 and 2, or if the employee is uncomfortable with step 2, the problem may be taken directly to the Personnel Committee.

Reductions in Force

It is the intent of SAPC to provide stable employment for all regular full-time and part-time employees. However, conditions may require the temporary or permanent elimination of positions and/or reduction of work hours. Layoff of full-time or part-time employees due to a reduction in workforce is the discontinuance of active employment for any period of time necessitated by lack of work, staff reorganization and/or economic reasons.

Employees who will be laid off will be given notice at least five workdays prior to the effective date of the layoff.

Benefits for employees laid off are as follows:

- **Severance Pay:** Employees will receive severance pay of at least two weeks. Additional days may be granted based on length of service or position as approved by the Head of Staff and the Personnel Committee.
- **Vacation Time:** Employees will be paid all accrued and unused vacation through the last workday.

Unemployment compensation: In Texas, churches are exempt from state unemployment taxes (SUTA) as well as Federal unemployment taxes (FUTA). SAPC employees, accordingly, are not eligible for unemployment compensation benefits.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of SPAC to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore it is SPAC's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

<https://www.eeoc.gov/disability-discrimination>

Unlawful Harassment

SAPC is committed to maintain a work environment free of sexual harassment and also prohibits discrimination and harassment because of a person's color, race, sex, age, religion, sexual orientation, gender identity or expression, national origin, ancestry, citizenship, disability, genetic information, marital status, veteran status or any other basis protected by applicable federal, state or local law. All such harassment is unlawful and will not be tolerated. A harassment-free work environment policy applies to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to SAPC (e.g., an outside vendor, independent contract worker, or student worker). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during church trips, church meetings, church-related social events and church-related visits to customer sites.

Such harassment can include, but is not limited to unwelcome sexual advances, either verbal or physical, where

- Submission to the advances is a term or condition of employment.
- Submission to or rejection of the advances is used as the basis for making employment decisions (hiring, termination, promotions).
- Such conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Prohibited unlawful harassment and discrimination can include but is not limited to:

- Verbal conduct (including written or electronic) such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.
- Visual conduct (including written or electronic) such as derogatory and/or sexually or racially oriented posters, photography, cartoons, drawings or gestures.
- Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of sex, race, or any other protected basis.
- Threats or demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.
- Retaliation for having reported or threatened to report unlawful harassment or discrimination.

Such conduct will result in disciplinary action, up to and including termination. This applies to non-supervisors as well as supervisors. Third-party independent contractors and volunteers are also subject to and protected by this policy.

If an employee feels they are being harassed, or becomes aware of possible sexual or other unlawful harassment within the church, the employee should immediately report the matter to their supervisor and to the Pastor or Associate Pastor, who are the SAPC's primary Suspected Abuse Response Persons. If the employee's supervisor is

the source of the alleged harassment, the employee should report the matter to the Pastor or Associate Pastor immediately. If both Pastors are not reasonably available at the time of the reported abuse, the employee should immediately report the suspected abuse to the Clerk of Session or Moderator of the Personnel Committee, in that order, who are authorized to receive such allegations and serve as Suspected Abuse Response Persons. Upon receiving a report of alleged harassment, the Suspected Abuse Response Person shall promptly initiate an investigation.

<http://www.eeoc.gov/policy/docs/harassment.html>

Crisis/Workplace Violence

SAPC is committed to providing a safe working environment for each employee. Workplace violence in any form will not be tolerated. Any violation of this policy may result in immediate termination of employment pending a thorough investigation.

Employees can report any threats in a secure and safe fashion to either his/her supervisor, the Head of Staff or the Personnel Committee. All threats of violence will be investigated by the Head of Staff in conjunction with the Personnel Committee.

Any employee receiving a menacing telephone call, such as a bomb threat, or a visitor who makes threats, should refer the incident immediately to his/her supervisor or to the Head of Staff.

Smoke, Alcohol and Drug-Free Workplace

Smoking: Smoking is prohibited in all church facilities, including restrooms. Any staff member who violates this policy is subject to disciplinary action up to and including dismissal.

Alcohol/Drugs: It is the policy of SAPC that staff members shall not be involved with unlawful use, manufacture, possession, sale or transfer of illegal drugs or narcotics (including illegal inhalants or over-the-counter or prescribed drugs used in a manner inconsistent with their intended use). Further, no staff member shall possess **or use any** unlawful substances in the workplace or while on SAPC business outside of the premises.

Each staff member is forbidden to use, possess, transfer, or sell illegal drugs or narcotics and/or alcoholic beverages in the SAPC workplace. Each staff member is prohibited from being under the influence of any drug or alcohol while carrying out any aspect of his/her job responsibilities. In the event SAPC believes illegal drugs or alcohol are located or being used in the SAPC workplace, SAPC reserves the right to search SAPC premises, property, facilities, and equipment.

SAPC does not require alcohol or drug testing as a condition of employment; however, an employee who appears to be impaired while on the job may be required to submit to a test at SAPC expense to determine whether he/she is under the influence of any

illegal drug or alcohol. Tests that may be used include breath analyzer, blood tests, urinalysis, and any other accepted measures.

An employee found in violation of this policy may be subject to immediate disciplinary action, up to and including immediate termination on the first offense. An employee who is convicted under any criminal drug statute may be subject to immediate termination.

Credit Card Eligibility and Use

Pastoral Head of Staff will determine need as well as the terms of use of each credit card issued in conjunction with the church's office manager, who issues the cards.

Telephone

Personal telephone use during work hours should be limited. Employees desiring to make personal calls should plan to do so during lunch hours. Any personal long distance calls made from SAPC telephones must have the approval of a supervisor. Employees are expected to reimburse SAPC for such calls.

E-mail

SAPC maintains an electronic mail system to conduct the church's business. The following policy has been established with regard to access and disclosure of electronic e-mail messages created, sent or received by SAPC staff using the system. Any staff member who discovers a violation of this policy must notify the Head of Staff.

Ownership: The computer hardware and software providing e-mail access is the property of SAPC. All messages composed, sent or received by e-mail are and remain the sole property of SAPC. While the church respects the individual privacy of its staff members, a staff member may not expect privacy rights to be extended to work related conduct or the use of SAPC owned computer systems, equipment, supplies or property. The purpose of this policy is to notify staff members that no reasonable expectation of privacy exists in connection with the use of such systems, equipment, or property.

Confidentiality: Notwithstanding SAPC's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other staff members and accessed only by the intended recipient. Staff members are not authorized to retrieve or read e-mail messages that are not addressed to them without the prior approval of the staff member's supervisor.

Offensive Material: The e-mail system is not to be used to create or forward any offensive material or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability.

Internet/Computer Usage

Use of computer resources is provided to church staff for the purpose of supporting the ministries and operation of SAPC. Staff members are restricted from **excessive** personal use of SAPC computers during business hours for, but not limited to, the following functions: E-Mail, World Wide Web (Internet), Multimedia Broadcasters, Chat Rooms, Games, Internet Phone, News and other non-church business related applications.

The expectation **is that all use of the Internet** will **involve** the wholesome use of SAPC computer resources.

Employees of SAPC are not authorized to portray themselves as representing SAPC through any type of social media. Personal blogs and online social media profiles should have clear disclaimers if referencing SAPC, that the views expressed by the author are the employee's alone and do not necessarily represent the views of SAPC.

All persons authorized to use computer resources will be given an individual user address. Computers should not be left on and unattended. If you leave your work area unattended, your computer must be signed off.

Unauthorized software installation or configuration can cause serious problems to your computer and to the SAPC network. All software installations or downloads must be approved by the Head of Staff or his designee.

Any software purchased with church funds or given to the church must be registered in the church's name and be installed by an authorized church staff member.

Safe Guarding Children, Youth and At-Risk Adults

SAPC is committed to the safety, welfare and protection of all children, youth, and at-risk adults, whether members or guests, participating in the activities and programs of SAPC from abuse or harassment of any form. No child, youth, or at-risk adult shall be subjected to the preventable risk of any of abuse or harassment by SAPC staff members, teachers, or volunteers while on SAPC property or while engaged in SAPC activities, missions, or programs, or any program offered under the umbrella of SAPC, located at SAPC or elsewhere.

All SAPC programs and activities for children, youth and at-risk adults shall be subject to the following conditions.

- At least two adults shall be assigned to supervise or lead any church-sponsored activity involving children or youth. It is preferred, but not mandatory, that the two adult supervisors be unrelated to one another. Children or youth programs or

activities that do not include adequate adult supervision to comply with the two adult rule are subject to cancellation.

- Staff, employees, teachers, parents, or volunteers involved in programs or activities in which they have contact with children, youth or at-risk adults must complete a Volunteer/Employee information form. The SAPC office manager will process the information provided for a background check. Background checks will be completed for persons 18 years of age or older only.”

Anyone witnessing or being advised of an occurrence in violation of this policy should follow the procedures outlined below to ensure the security of the involved child, children, youth or at-risk adult and to protect against physical, emotional, or psychological injury to all persons involved.

- Report the incident immediately to the Pastor or Associate Pastor, who are SAPC’s primary Suspected Abuse Response Persons, or if both pastors are not reasonably available at the time of the reported abuse, to the following persons, Clerk of Session or Moderator of the Personnel Committee, in that order, who are authorized to receive such reports and serve as Suspected Abuse Response Persons.
- Do not leave the child, children, youth or at-risk adult alone while reporting the incident.
- Do not personally confront the alleged or accused violator.
- Allow the Suspected Abuse Response Person to provide you with the appropriate next steps and instructions for completion of incident documentation.
- Maintain strict confidentiality concerning all parties involved.

Refer to SAPC’s *Policies for the Protection of Children, Youth & At-risk Adults*

Accidents or Emergencies

It is SAPC’s policy to provide a safe working environment; however, accidents may happen. An accident victim must receive immediate attention. Safety and well-being of the individual will always be given priority.

Employees are required to notify their immediate supervisor when they sustain an injury, regardless of the severity. The supervisor must notify the Head of Staff or his designee. If the employee is able to resume work the same day, a written injury report should be completed by both the employee and the supervisor. If the employee requires emergency treatment and is unable to return to work the same day, the report must be completed by the supervisor and signed by the Head of Staff. Completed injury reports must be reviewed by the Personnel Committee.

Confidentiality

Business information, other than that published in the SAPC Membership Directory, the Shield or the Sunday Order of Service is strictly confidential. An employee may not use any information obtained during the course of his/her employment for personal advantage, or for that of third parties. Any staff member that is involved in the misuse or release of confidential information is subject to immediate dismissal.

Release of Confidential Information: Each employee must be as discreet as possible in protecting information that could be considered confidential. Examples of confidential information, in addition to that contained in the SAPC membership and financial database may include:

- SAPC records such as personnel information residing in the database or Personnel Files;
- Policy guidelines;
- Information regarding pending, current or future contracts or litigation;
- Financial or strategic plans of SAPC.

Each employee who has access to non-public information in the course of his/her responsibilities may not release that information or use it in a manner that is not consistent with SAPC's interest.

Discussion of Confidential Information: Each staff member should refrain from discussion of confidential information outside of his/her area of responsibility. This applies to discussions with other employees as well as non-employees.

Disclosure of Compensation: The terms of call for ordained pastors are public record approved by the congregation and published annually in the minutes of Grace Presbytery. Members of the congregation may request such information directly from the Financial Secretary, but written forms of the information are not to be issued.

Compensation of non-ordained personnel is not public record and is a matter of confidentiality delegated to the Personnel Committee, the Head of Staff, Financial Secretary and those necessary to distribute the payroll.

Conflict of Interest

SAPC has a reputation to maintain and a position to uphold in the community. This depends upon the collective and individual performance of our employees acting in a manner that supports public trust and confidence. Each employee is expected to adhere to professional standards and to be aware of his/her responsibilities under this policy. Each employee must manage his/her personal or business affairs so as to avoid situations that might lead to a conflict of interest, or even the appearance of a conflict of interest.

The following guidelines apply:

- **Handling money:** There are regular channels and methods for handling the funds of SAPC and employees should be extremely sensitive to the fact that careless or improper handling of church receipts is cause for disciplinary action. The Financial Secretary and Administrative Assistant to the Head of Staff are officially responsible for the receiving and proper accounting of church funds.
- **Gifts:** Each employee is asked to use discretion in the matter of gifts tendered by other employees.
- **Loans and/or endorsements:** Each staff member is asked not to make loans or to endorse security for loans for other staff members.
- **Outside additional employment:** A full-time employee interested in additional employment is required to inform the Head of Staff or his designee, through their immediate supervisor of their desire for additional outside work. It is the philosophy of SAPC that full-time church positions take all one's resources and energy. However, there may be extenuating circumstances that require additional work on a temporary basis. Such exceptions may be granted by the Head of Staff, in consultation with the Personnel Committee, if the outside position does not present a conflict of interest with SAPC.

HIPAA: Health Insurance Portability and Accountability Act Privacy Rules

The Health Insurance Portability and Accountability Act (HIPAA) privacy rules prohibit unauthorized disclosure by covered entities of individually identifiable health information (protected health information). **In general**, local churches and councils are **not** "covered entities" under the HIPAA privacy rules. Covered entities are health plans, health care providers and health care clearinghouses. If, for example, a local church or council directly operates a health clinic, then it would be a health care provider and, consequently, a covered entity.

There are two categories of disclosures where local churches, as non-covered entities, may be affected by the HIPAA privacy rules. One instance is disclosure of protected health information of a church member and the second is disclosure of protected health information of an employee.

- **Church Member's Protected Health Information.** Again, a church with respect to its members is not a covered entity. The HIPAA privacy rules permit a hospital to provide the name, general condition, room number and religious affiliation in a directory accessible by clergy and permits this information to be given to those who ask for the patient by name, unless the patient has objected. It is not a violation of the HIPAA privacy rules for a minister to access the information in the hospital directory and then subsequently disclose the information to the congregation. If a member has notified the church that the member does not consent to such disclosure, any subsequent disclosure may amount to an invasion of the member's privacy. The best approach is to obtain a written consent from the member to make disclosures. However, if this is not practicable, then notice of the church's practice should be posted or placed in the church bulletin from time to time with an opportunity for members to notify

the church if they object to disclosure of their information. A notice in the church bulletin might include the following: When a congregation member is ill or injured, we inform fellow members and pray for you by name—seeking the comfort and healing of the Risen Christ. If you do not want members informed of your name and illness stated in these congregation prayers, please notify the pastor in a brief written note.

A related issue is how much to disclose. This is a good discussion to have with your session. For example, you may decide it is enough to say, our member John Smith is hospitalized, and he has asked for your prayers **as opposed to** our member John Smith is hospitalized with X disease or condition which is serious and may be fatal, etc., etc. Tact and sensitivity may be called for rather than oversharing details and embarrassing someone.

- **Church Employee's Protected Health Information.** The church, as an employer, may need to request disclosure of an employee's protected health information from a health care provider, for example, in connection with an employee's return to work after a medical leave. The church employer requesting the protected health information will be required to submit to the health care provider an authorization signed by the employee that in the provider's opinion complies with HIPAA. If the church employer does receive an employee's health information, this information should be used solely for the narrow purposes it was gathered. Otherwise, it should be held in a secured confidential file separate from the employee's personnel file.

Solicitation

Each employee should be permitted to work in an environment free from interruptions of a non-work related nature. Such interruptions can be both detrimental to the quality of work and unwanted by the employee.

An employee may not engage in solicitation for any purpose during his/her working time, which includes the working time of the employee who is soliciting and the employee who is being solicited. Similarly, an employee may not distribute literature during his/her working time or at any time in work areas. "Working time" does not include lunch periods. A non-employee is prohibited from engaging in solicitation or distribution of literature on SAPC property at any time. This does not apply to vendors who are calling on a SAPC employee for business purposes. Any non-employee engaging in soliciting will be asked to leave SAPC premises immediately.

Press Relations

Information about SAPC, its opinions, its policies, or its member relations should be released to the news media or expressed in public appearance only by those specifically designated to do so. It is SAPC's policy not to discuss the details of specific member or employee relationships. The Head of Staff and/or a designee approved by the Session is authorized to be the official spokesperson for SAPC for any

communications or interviews with the media. Any staff member receiving inquiry from media sources should immediately refer them to the Head of Staff or the Session designated person, who may delegate to a staff member the task of being interviewed.

SAPC Property/Personal Property

Each employee is responsible for his/her work area and is required to keep it clean and neat during working hours. Employees are also required to put away work at the end of the day to enable housekeeping to clean. Each employee is allowed to use SAPC equipment while at work, **primarily** for work purposes. All maintenance and repair costs are paid by SAPC. However, each employee is expected to keep all facilities and equipment in good condition and to report any problems to their supervisor.

Staff members that bring personal property to the work area do so at his/her own risk. SAPC assumes no responsibility for any lost or stolen goods.

The following guidelines apply:

- All communications equipment/media are SAPC property and are to be used only for church business during business hours.
- Computer passwords and user ids remain the property of SAPC.
- No money or other valuables, either personal or belonging to the church, should be left in desks. All staff members are advised that the burglary insurance carried by the church does not cover personal property of staff members. All money or valuables belonging to the church should be properly secured.

Sabbatical Leave Policy

Introduction

Often upon completion of several years of ministry and service in the same setting, Ministers of the Word and Sacrament value time to refocus their vision, update professional skills, and find renewal in the sense of their Call. Just as the Sabbath day is a gift from God during a busy week of work, so the greater gift of a Sabbatical leave can offer valuable refreshment and rejuvenation for those who labor continuously for God's people.

Sabbatical leave is taken in partnership with a minister's congregation, and should offer a time of reflection for the congregation as well as for the minister. In addition to an enhanced sense of purpose and mission on the part of the minister upon the minister's return, benefits to the congregation often include a renewed appreciation of the minister, long-term retention of the minister following the minister's period of rest and renewal, and leadership development among laypersons and other staff while the minister is away.

Definitions

Ecclesiastical Definition:

A Sabbatical leave is a break and a change from a minister's everyday routine that includes a balance of reflection and prayer, rest, study, and travel. The purpose of a Sabbatical leave is to allow adequate time away from the minister's normal job responsibilities for personal and professional growth, spiritual renewal, and revitalization of vision and hope.

Human Resources Definition:

Sabbatical leave is a reward for past ministerial leadership and an incentive for further ministerial development. It is not an entitlement of employment and, therefore, is not cumulative, is not accrued, and has no cash value. Sabbatical leave is not payable upon termination of employment as severance.

Sabbatical leave is distinct from vacation and ordinary study leave. Vacation and ordinary study leave, accordingly, shall not be affected by Sabbatical leave. If recommended by the Personnel Committee and approved by session, however, vacation time and ordinary study leave may be combined with Sabbatical leave for Sabbatical purposes.

Eligibility

Eligibility for a Sabbatical leave ordinarily requires completion of at least six (6) consecutive years of employment. The minister should be in good standing with the congregation, having received positive work evaluations during the past year. There should be at least six (6) years between Sabbatical leaves. No more than one minister may be on Sabbatical leave during any one calendar year.

Although this policy refers specifically to Ministers of the Word and Sacrament, it may also apply to Certified Christian Educators or Commissioned Lay Pastors employed by the church.

Specific Considerations

The length of Sabbatical leave is ordinarily three (3) consecutive months. Accumulated study leave may be taken as an extension of a Sabbatical leave if the purpose is for specific study and professional growth. Although vacation time is qualitatively different from Sabbatical leave, vacation time may be taken as an extension of Sabbatical leave if the additional leave time is necessary for or substantially enhances the purpose of the Sabbatical (e.g., a formal course of study, the completion of a requirement for an advanced degree, the completion of a book). If recommended by the Personnel Committee and approved by the session, Sabbatical leave may be combined with study leave and/or vacation time for up to one (1) additional month.

During the period of the Sabbatical leave, the session shall provide full salary and benefits including housing allowance, pension benefits, medical benefits, and any book allowance. If deemed appropriate, and upon recommendation of the Personnel Committee and approval of the session, the minister's auto allowance may remain at the same level as that in effect in the year of the Sabbatical. In all cases, the session should ensure that funding for the Sabbatical leave plan is adequate.

Upon returning from Sabbatical leave, the minister is expected to remain in his or her position for at least one (1) year.

There should be intentional re-entry plans that allow the session/congregation and minister to share their different journeys during the Sabbatical leave. Examples of such plans might include a special debriefing with the session and an all church luncheon or dinner with time for sharing.

Procedures

Minister responsibilities include:

- Bringing before the session, upon recommendation of the Personnel Committee, the Sabbatical proposal at least six (6) months before the intended commencement of the Sabbatical leave, or far enough in advance to be covered by the church's budget and staffing plans. For purposes of session approval, the proposal may be in outline form.
- Securing the approval of the session for the Sabbatical proposal.
- Upon approval by session, submitting to session and to Grace Presbytery's Committee on Ministry, in writing, the Sabbatical timetable and detailed outline of plans.
- Assuring session of continued service to the church of at least one (1) year after return from the Sabbatical.
- Applying for any available grants.
- Working out the necessary coverage of pastoral and pulpit responsibilities.
- Bringing up to date all pending responsibilities as determined in consultation with the session before departing on the Sabbatical leave.
- Upon return from the Sabbatical, preparing a written report on the Sabbatical experience for the session and for Grace Presbytery's Committee on Ministry.

Session responsibilities include:

- Receiving "for approval" the minister's proposal for a Sabbatical leave, as recommended by the Personnel Committee, at least six (6) months in advance of the intended commencement of the Sabbatical.
- Ensuring continued terms of call commitments (salary, housing allowance, pension benefits, medical benefits, and any book allowance) to the minister during an approved Sabbatical leave.
- Ensuring funding for the coverage of the minister's pastoral and pulpit responsibilities during an approved Sabbatical leave.
- Ensuring adequate funding for the Sabbatical leave plan or requesting the plan is created in a way that funding is adequate.
- Communicating to the congregation the importance and value of the Sabbatical.

Revision Dates

Personnel Manual

- Approved by Session, Added Sabbatical Leave Policy: 9/16/2026
- Approved by Session: 6/24/2026
- Approved by Session: 8/16/2023
- Approved by Session: 5/2021
- Approved by Session: 4/18/2018

- Approved by Session: 5/19/16
- Approved by Session: April, 2007
- BBS Revised: 6/11/10; 10/10/06

Equal Opportunity Statement

- Approved by Session: April, 2007
- BBS/June 2006; Revised: September 2006

Employment Section

- Update approved by Session: 5/2021
- Update approved by Session: 4/18/2018
- Update approved by Session: 12/14/16
- BBS Revised: 10/10/06; 3/15/07
- SWP Revised: 8/22/07 at the direction of the personnel Committee on 8/21/07

Benefits Section

- Update approved by Session: 4/18/2018
- Prepared by Bette Sherman 5/13/07; Revised 7/5/07
- SWP Revised: 8/22/07 as directed by the Personnel Committee on 8/21/07

Other Policies and Regulations Section

- *Policy and Procedures Regarding Allegations of Sexual Misconduct, pp. 1,2, and 4*
- Update approved by Session: 5/2021
- BBS: 06/4/07
- SWP Revised: 8/22/07 as directed by the Personnel Committee on 8/21/07

Employee Acknowledgement

- BBS: June 2006

EMPLOYEE ACKNOWLEDGEMENT

NOTE TO EMPLOYEE: Please read this Personnel Manual and keep it handy for future reference. Employees are required to initial each paragraph and sign this sheet in the space provided and return it as directed upon receipt.

_____ I have received a copy of the SAPC Personnel Manual. I understand that this Personnel Manual supersedes all previously-dated manuals and/or materials. I agree to read and become familiar with all the rules and information contained, including the benefits and privileges to which I may be entitled based on continued employment. My signature below acknowledges that SAPC may withhold any sums due me in the form of wages or commissions for any and/all amounts owed by me to SAPC, or for my failure to return SAPC property.

_____ I understand that SAPC may from time to time change, modify, alter, add, or substitute new policies, procedures and practices, rules or regulations concerning working conditions at SAPC. In turn, reasonable notification will be provided by SAPC of such changes and the incumbent obligations and privileges as a result of such alterations.

_____ It is expressly understood and agreed by me, my heirs, and assigns that nothing contained in this manual or any subsequent changes or modifications thereto shall act as a contract of guarantee of employment.

_____ I understand that I am employed at will and either SAPC or I may terminate the employment relationship at any time. I also understand that there is no exception to this relationship unless there is a clearly written document agreeing otherwise that is signed by myself and SAPC's Head of Staff.

_____ I SPECIFICALLY CONFIRM that I have been made aware of SAPC's Anti-Harassment Policy. I understand that I am to report instances of harassment as set out in that policy.

_____ I SPECIFICALLY CONFIRM that I have been made aware of SAPC's Confidentiality of Information Policy found in the Manual. I will comply with the policy throughout my employment and following the termination of my employment.

Employee Signature

Date

**This acknowledgement must be returned to
your supervisor for retention in your personnel file.**