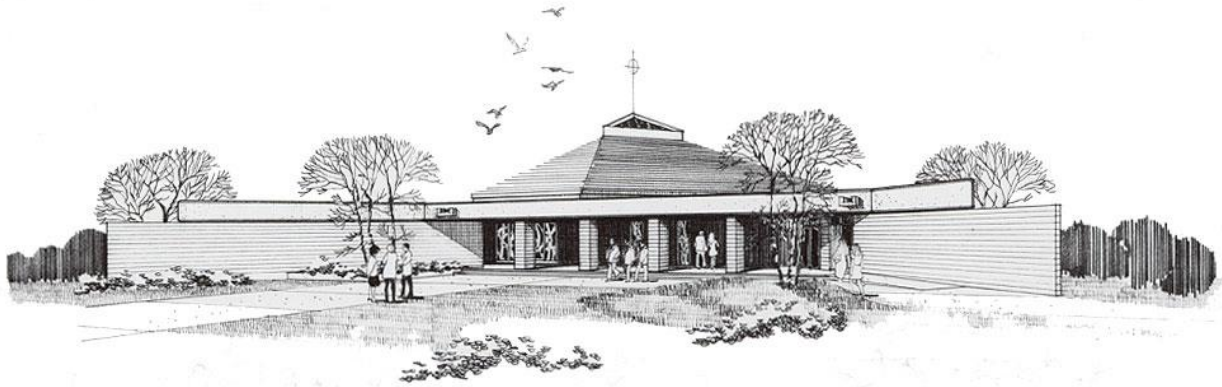


WOODLAND PRESBYTERIAN CHURCH



PERSONNEL MANUAL 2021

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Personnel Policies & Procedures of the Woodland Presbyterian Church (WPC)

Table of Contents

Introduction	1
I. Equal Employment Opportunity	1
II. Process of Employment	1
III. Checklist for Hiring Employees	2
IV. Staff	3
V. Specific information about Ministers	3
VI. Position Classifications	4
VII. Work Week	5
VIII. Time Tracking and Pay Periods	5
IX. Dress Code	5
X. Annual Compensation Review	5
XI. Annual Performance Review	6
XII. Benefits for Exempt Staff	6
XIII. Benefits for Non-Exempt Staff Members and Temporary Employees	9
XIV. Harassment Prohibited	10
XV. Retaliation Prohibited	11
XVI. Grievances	11
XVII. Termination	12
XVIII. Conflict of Interest	12
XIX. Confidentiality	13
XX. Alcohol and Drug Use	13
XXI. Smoking Policy	14
XXII. Workplace Violence	14
XXIII. Use of Electronic Media	14
XXIV. Social Media in the Workplace	16
XXV. Copyright	17
XXVI. Reimbursement for Official Travel	17
APPENDIX A:	18

Personnel Policies & Procedures of the Woodland Presbyterian Church (WPC)

Introduction

These policies cover all staff except term employees who are governed by provisions of their contract and employees of the Great Day Presbyterian Preschool, which have their own personnel manual. For pastors, if there is a dispute between these policies and the Terms of Call, the Terms of Call shall govern. The Personnel Manual is not an employment contract and Woodland Presbyterian Church (WPC) has the right to change or amend policies at its discretion. These policies and procedures may make reference to some benefits and functions which may not be available to all employees but are included so that policies and procedures exist if the benefits and functions are available in the future.

Vision Statement: “We welcome all to this church, accepting them for who they are and where they are on their faith journey, so that we may all grow in our relationship to God, living lives of integrity in the larger community.”

I. Equal Employment Opportunity

The WPC prohibits discrimination against employees or applicants on the basis of race, color, creed, gender (including gender identity and gender expression) religion*, age, marital status, physical or mental ability, medical condition (including cancer and genetic characteristics) genetic information, national origin or ancestry, sexual orientation* or any other consideration protected by federal, state or local law.

* except in the case where it is a bona fide requirement of a position requiring a Ruling Elder, Certified Christian Educator, Deacon or Teaching Elder of the Presbyterian Church (U.S.A.). Exceptions will require the review and approval of the Session Personnel Committee.

WPC will comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability. WPC will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship would result.

If an employee believes he/she has been subjected to any form of unlawful discrimination, he/she is to provide a verbal or written complaint to his/her supervisor or the Personnel Committee. WPC will undertake a thorough investigation and attempt to resolve the situation. If WPC determines that unlawful discrimination has occurred, appropriate action will be taken. WPC will not retaliate against an employee for filing a complaint and will not knowingly permit retaliation by management or co-workers.

II. Process of Employment

A written position description that accurately reflects the job functions will be developed by the pastor and the Session Personnel Committee and be approved by the Session. Position descriptions may be rewritten in consultation with the new staff member four to six months following employment. They must be approved by the Session.

Personnel Policies & Procedures of the Woodland Presbyterian Church (WPC)

If the position is advertised, it shall state that the WPC Church is an Equal Employment Opportunity employer. The Equal Employment Opportunity policy of the church shall be followed in consideration of applicants for interviews and employment.

Care shall be taken during the interviews to see that the privacy of the individual is protected. All questions shall be job-related.

All hiring documents will be secured in the fire-safe closet, including those legally required (see hiring checklist for complete list). Background check information must be kept locked away separately from other hiring documents and managed in accordance with state regulations.

If a background check is required for the position, written candidate/employee authorization must be given, and the results made available to the candidate/employee.

III. Checklist for Hiring Employees

The following should be followed when onboarding new employees:

- Letter of employment: which includes the salary and benefits, if applicable, as well as employment status. A copy should be kept in file and updated after every change.
- Include military service information: either on the application or as a separate attachment. . Consult Board of Pensions (BOP) or PCUSA Human Resources for detailed information on crediting military service for pension credit.
- Personnel File: on each individual employee that includes, references, sick days, vacation time, time cards, etc., name and phone number to call in case of emergency. Live Scan and or background checks are to be kept separate with restricted access.
- Required Forms: Include in file the hiring date, wages, exemptions (federal, state and local), copy of current W- 4, employment status as indicated in the letter of employment (exempt or non-exempt, part-time or full-time) and any other information necessary for each employee.
- Identification: Have two forms of identification on file - copy of driver's license or government-issued identification card, and any form permitted by the I-9 Form, along with a complete I-9 form. I-9 should be filed separately from other personnel file items.
- Withholding form: Have employee complete a W-4 indicating wage and tax information at time of hiring.
- Payroll system: Set up employee on payroll system. Explain payroll procedures and dates. If a time sheet is used, be sure the employee understands how to complete and where/when to be turned in.
- Notify appropriate agencies about a new employee hire.
- Benefits: Give eligible employee all necessary forms to complete for benefits - insurance, pension, retirement savings, etc. (See Board of Pensions publications or website for health insurance coverage, pension, retirement savings and all forms for both clergy and lay employees. Website: www.pensions.org. Member Services: 1-800-773-7752). Annually,

Personnel Policies & Procedures of the Woodland Presbyterian Church (WPC)

update as needed all forms for health insurance and pension whether Board of Pensions or another source. (Member Change Form or New Employee Form from BOP)

- Insurance Carriers: Complete all forms and notify insurance carrier if employee needs to be added to insurance for vehicles, liability, sexual misconduct, workers' compensation.
- Signature Authority: If the employee is to have signature on bank accounts, CD's etc., fill out the appropriate forms and give to the bank or other places where the signature needs to be on file. (Be sure to make copies and file for record retention and back up.)
- Expense vouchers: Make available to the employee a supply of expense vouchers with an explanation of the reimbursement process.

IV. Staff

WPC has two types of employees: Professional exempt staff (example pastor) and hourly staff non-exempt staff (example office administrator). If a worker is classified as an exempt employee, he/she may be eligible for benefits. Appendix A outlines the existing positions and how they are categorized. In addition to employees, WPC contracts with vendors or independent contractors for service work such as custodial cleaning, landscape maintenance, etc.

An independent contractor is treated as a sole proprietor, must pay his/her own taxes as well as provide all his/her own benefits. The payments made by an organization are not subject to income tax withholding provided his federal tax identification number is given to the organization. The independent contractor is solely responsible for Social Security taxes on the self-employment earnings.

An IRS Form 1099-MISC must be used to report payments (if in excess of \$600 for that year) made to an independent contractor and a W -9 is to be completed by any new independent contractor prior to the first payment.

V. Specific information about Ministers

All installed ministers must be a member of the Board of Pensions (BOP) which provides health insurance, pension, and death/disability coverage. Optional forms of insurance are available, dental, additional death/disability coverage, etc. from BOP and may be paid by the member or negotiated in the terms of call. (Check with BOP for complete information - 1- 800-773-7752 or www.pensions.org)

Submit completed Member Change Forms to the Board of Pensions. (See BOP website www.pensions.org to download all necessary forms.)

Ministers are considered "Self-Employed" for Social Security Purposes and are considered an "Employee" for Federal Tax Purposes. This means that a minister is responsible for self-employment taxes (15.3% of wages) rather than the employer withholding Social Security and Medicare (7.65%) from the minister's pay and the employer paying an equivalent share (7.65%) of Social Security and Medicare like they do for non-clergy employees. The minister is responsible for filing and paying self-employment taxes. For federal tax purposes, however, a minister is an employee. The minister can request that the employer withhold Federal Income Tax OR he/she

Personnel Policies & Procedures of the Woodland Presbyterian Church (WPC)

can pay this along with the self-employment taxes, usually on a quarterly basis. NOTE: A minister can request a greater amount of Federal Income Tax be withheld to help offset the self-employment taxes he/she will have to pay. When they reconcile their quarterly return, they will be overpaid in Federal Income Tax and under paid in Self-employment Tax and the amounts will offset each other.

For more information on this, both the minister and treasurer are strongly encouraged to consult Internal Revenue Service Publication 517- Social Security and Other Information for Members of the Clergy and Religious Workers (Website: www.irs.gov/publications or by calling 1-800-829-3676. Also, we can consult the BOP publication "Tax Guide for Ministers" or "Social Security Basics for Ministers and Churches. Contact our Board of Pensions Regional Representative or call BOP RESPONSE line at 1-800-455-5129 and they will connect us with the legal services team to answer tax related questions.

If a church does decide to supplement the minister's income to cover one half of the Self Employment Tax, that amount must be reported on the W-2 at the end of the year as income.

Housing allowance MUST be designated in advance by the employing body and is excluded from gross income. This designation is usually approved by the Session or by the Congregation when voting on the terms of call for the pastor. The housing allowance amount permitted may not exceed the fair rental value of the property. The fair rental value is defined in Revenue Ruling 71-280 as the amount of rent that an unrelated party would pay for the home, including furnishing and related structures such as garages, plus utility costs. (More information on Housing Allowance is found in the Board of Pensions publication, Understanding Effective Salary. See Resources in back of manual).

Ministers receive a W-2 at the end of the year. Included in the gross wages are the following items: (Note: Housing is not part of wages but can be listed on W-2 in box 14 for information.)

- Salary
- Taxable benefits - See BOP website for worksheet.
- FICA Supplement (the other half of FICA the church may pay for ordained ministers).
- Gifts - Christmas or other
- Car Allowance not paid through an accountable reimbursement plan.
- Loans below market rate [This area is very complex and can trigger some significant penalties if incorrectly managed. Seek expert legal advice when dealing with these matters]

VI. Position Classifications

All positions are classified as exempt or non-exempt, based on Federal and State law. Exempt employees are those who work in an executive or professional position of a type excluded or exempted from overtime and other provisions of the Federal Fair Labor Standards Act (FLSA) and/or California law. Exempt employees are paid a salary, regardless of actual hours worked. Non-exempt employees qualify for overtime pay and other wage and hour provisions under FLSA

Personnel Policies & Procedures of the Woodland Presbyterian Church (WPC)

and/or state law and are paid for actual hours worked. Appendix A outlines WPC position classifications.

VII. Work Week

The work week for full-time non-exempt staff is 40 hours and ordinarily consists of five working days (Monday – Friday) of eight hours each, including a fifteen-minute rest period each in the morning and the afternoon, and an unpaid meal break of up to one hour per day (minimum of a half-hour). For time worked over 40 hours in a week or 8 hours in a day, pay is at the rate of one-and one-half times the regular hourly rate. Exempt employees are not paid overtime wages for hours worked in excess of 40 hours per week.

The work week for part-time non-exempt staff will vary depending on the position but will be determined at time of hire. However, compensatory time off, one hour off for each hour worked, may be given in lieu of payment for hours worked in excess of the normal work schedule but less than 40 hours per week.

VIII. Time Tracking and Pay Periods

It is necessary to maintain and submit accurate and complete records of time worked, as required by the Fair Labor Standards Act (FLSA). Therefore, all non-exempt employees shall keep a daily record of their time and turn the timesheet in to their supervisor at the end of the semi-monthly pay period.

All staff wages are paid semi-monthly, based on two pay periods. Timesheets are due at close of business on the 10th and 25th of each month. Payroll checks are disbursed on the 15th and the last day of the month. If the scheduled payday falls on a weekend or church-observed holiday, employees will be paid on the preceding workday. All required deductions, such as federal, state, and local taxes, and all voluntary deductions authorized in writing will be withheld automatically from an employee's paycheck.

IX. Dress Code

As a religious organization, it is expected that employees will project a professional image. Employees are to wear appropriate attire and maintain good personal hygiene. WPC is confident that each employee will use his/her best judgment in following this policy; however, management reserves the right to determine appropriateness.

X. Annual Compensation Review

The Session Personnel Committee is responsible for recommending to the Session and the Finance Committee all salary increases, in a time-frame consistent with church budget-preparations and employee performance reviews. Salary levels shall be maintained so that they are consistent internally, responsive to changes in the cost of living, and in keeping with the church's compensation standards. Salary scales for non-exempt staff shall be in keeping with the provisions

Personnel Policies & Procedures of the Woodland Presbyterian Church (WPC)

of State and Federal laws covering minimum wages and competitive within the local market for similar positions.

Compensation for all ordained staff members is the responsibility of the congregation, with approval of the Session, Presbytery, and the congregation. Changes in compensation that affect the Terms of Call for the pastor must be approved by the congregation, generally at the annual congregation meeting in January of each year.

XI. Annual Performance Review

Every employee shall have an annual performance review with the participation of the employee, his/her supervisor and, on occasion, a member of the Session Personnel Committee. In addition to an evaluation of the employee's performance and goals set for the year, the review will also include an employee self-evaluation and a review of and update to the employee's job description.

XII. Benefits for Exempt Staff

Pastor benefits are determined through his/her Terms of Call and if differ from below, the Terms of Call take precedence. WPC has the right to revise benefits and provide notice to staff accordingly:

1. Social Security:

All non-minister employees are covered by FICA (Social Security and Medicare); their share of the tax is withheld from their wages. Ordained staff are considered self-employed for W-2 purposes and are responsible for FICA payments.

2. Pension:

Benefit-eligible staff members must enroll in both the Presbyterian Pension and Benefits Plan if they desire coverage. An employee cannot enroll only in the pension plan.

3. Health Insurance:

Called and ordained staff members and their spouses are entitled to medical insurance through the Board of Pensions of PC (USA). Medical insurance for all other called and ordained staff members shall be at his/her own expense through payroll deduction.

4. Vacation:

Benefit-eligible exempt employees are entitled to one full month (22 working days) vacation per year. Benefit-eligible non-exempt employees are entitled to an annual paid vacation computed on January 1st of each year of two weeks based on their scheduled number of hours worked each week. At five and ten years of service, this increases to three weeks and four weeks respectfully. Employees earn 1/10 of their allowance for each calendar month worked in a year, up to 10/10ths.

All earned, unused, vacation will be paid out to employee upon termination of employment. If an employee leaves the employment of WPC before all vacation taken has been earned, unearned vacation will be deducted from the final pay.

It is expected that every effort will be made to take the vacation within the year it is earned. In the event this is not possible a maximum of two weeks of vacation may be carried

Personnel Policies & Procedures of the Woodland Presbyterian Church (WPC)

forward from one year to the next. Vacations must be scheduled in advance and approved by the Pastor.

5. Holidays

The following paid holidays will be observed: New Year's Day, Martin Luther King, Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the Friday following, and Christmas Day. Any changes will be recommended to the Session by the Session Personnel Committee. In addition, each employee may elect to observe one "floating" paid holiday of his/her choice, with advance notice. If an exempt employee works on a designated holiday, the employee shall receive an additional paid holiday, (prorated based on their scheduled number of hours worked each week).

6. Workers' Compensation Insurance

All employees shall be covered by the Workers' Compensation Insurance to protect an employee if he/she is injured on the job.

7. Unemployment/State Disability Insurance

Employees of a church are not subject to payroll deductions for Unemployment Insurance (UI), Employment Training Tax (ETT), and State Disability Insurance (SDI) and therefore are not eligible for benefits from these programs. Employees are subject to state Personal Income Tax (PIT). Ordained ministers are not subject to UI, ETT, SDI, and PIT withholding.

8. Sick Leave

Employees will receive 10 days of paid sick leave each calendar year, prorated based on their scheduled number of hours worked each week, cumulative up to 112.5 days, to be used in case of illness. Sick leave entitlement during the first year of employment will be prorated according to length of employment. At the time of termination of employment (either voluntary or involuntary) an employee shall have no claim for pay in lieu of unused sick leave.

9. Leaves of Absence (LOA)

Employees can request unpaid leaves of absence for medical military, or personal reasons. All requests should be made to WPC Session, with as much advance notice as possible. All leave of absence requests will be considered at WPC's discretion on a case-by-case basis and will be handled in accordance with applicable legal requirements.

An employee is eligible for a LOA after twelve (12) months of service (immediate eligibility for pregnancy-related disability and others, if legally mandated).

- **Short-Term Leaves of Absence with Pay**

- Regular training period in the U.S. Armed Forces (up to two weeks annually).
- Jury duty (up to two weeks annually). Extensions are granted at the discretion of Session.
- Personal and family emergencies or other personal business that cannot be cared for outside working hours to be arranged in consultation with the Pastor. Such time is to be counted as vacation time.

Personnel Policies & Procedures of the Woodland Presbyterian Church (WPC)

- Bereavement leave (up to four days annually), time off to attend a funeral, is to be arranged in consultation with the Pastor.
- Time off for voting (up to two-hours) where election hours and work schedules cause a hardship on employees.
- **Medically Certified Disability Leave (short term or long term)**
WPC employees are not covered by State Disability Insurance.
- **Family Leave / Personal Leave**
Exempt employees may negotiate with Session for an unpaid leave of absence period. Agreed upon terms will be at least compliant to State and Federal law.
- **Military Service**
Military service performed by an employee with credited service for three months or more is considered leave of absence without pay. Upon return, every effort will be made to place the employee in a similar level, status, and salary.
- **Other Legally Mandated LOA Without Pay**
WPC will comply with all other laws requiring employee time away from work. This includes time off as appropriate for jury duty, voting in a statewide election, serving as a volunteer firefighter, organ donation, for leave necessary due to a domestic violence or sexual assault situation, and for time off for victims (or family members of victims) of violent or serious felonies to attend related judicial proceedings.

Every effort will be made to return the employee to the same or a similar position at the conclusion of the leave of absence. However, the church's need to fill a position may override its ability to hold a position open until an employee returns from his/her LOA. Failure to return from a LOA upon the expiration of the leave will be considered a voluntary resignation.

Pension dues contributions and health insurance will not be paid by the employer for any leave of absence without pay that exceeds four weeks but these payments may be made by the employee in accordance with the terms of applicable plans. Pastors may negotiate with Session for payment of pension, medical, housing allowance, and utilities for extended leaves of absence beyond four weeks.

10. Study Leaves/Continuing Education Leave

Ordained staff employees are entitled to study leave pursuant to their call. This leave is to be discussed in advance and approved by Session.

11. Sabbaticals

Exempt employees are entitled to a paid sabbatical leave of a minimum of three months after six years of service to a church for a Session approved study program. Study leave will not be given on a sabbatical year.

Personnel Policies & Procedures of the Woodland Presbyterian Church (WPC)

XIII. Benefits for Non-Exempt Staff Members and Temporary Employees

1. **Part-time employees** (those working less than 30 hours per week) are eligible for the following:
 - Holiday pay, if the holiday falls on one of the regularly scheduled working days for that part-time employee.
 - Jury duty pay (up to two weeks leave annually).
 - Workers' Compensation Insurance.
 - Social Security participation.
 - Salary increases.
 - Regular pay up to 40 hours; time and a half pay over 40 hours in any work week or over 8 hours in a day for non-exempt employees. All hours worked over regularly scheduled hours must be pre-approved by the Pastor.

The rules of the Presbyterian Church (U.S.A.) health and pension plans do not permit participation of part-time employees who work less than 20 hours per week.

2. **Temporary Employees**

Those employed for a short period, usually less than three months or fewer than 30 days per year, are covered under Workers Compensation Insurance but are not paid for holidays, sick leave, or other leaves, and do not earn vacation leave for their temporary employment. They are not eligible for the pension plans or other health benefits entitlements. If they work more than the normal weekly work schedule, they will be paid at the regular rate for hours up to 40 per week, and time and a half for above 40 hours in a week or 8 hours in a day, in the case of non-exempt employees. If a temporary employee joins the regular staff, his/her temporary employment is not considered as credited service in computing entitlements to vacation and other benefits.

3. **Vacation**

Non-exempt employees are entitled to an annual paid vacation computed on January 1st of each year of two weeks based on their scheduled number of hours worked each week. At five and ten years of service, this increases to three weeks and four weeks respectfully. Employees earn 1/10 of their allowance for each calendar month worked in a year, up to 10/10ths.

All earned, unused, vacation will be paid out to employee upon termination of employment. If an employee leaves the employment of WPC before all vacation taken has been earned, unearned vacation will be deducted from the final pay.

It is expected that every effort will be made to take the vacation within the year it is earned. In the event this is not possible a maximum of two weeks of vacation may be carried forward from one year to the next. Vacations must be scheduled in advance and approved by the Pastor.

Personnel Policies & Procedures of the Woodland Presbyterian Church (WPC)

4. Holidays

The following paid holidays will be observed: New Year's Day, Martin Luther King, Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the Friday following, and Christmas Day. Any changes will be recommended to the Session by the Session Personnel Committee. In addition, each employee may elect to observe one "floating" paid holiday of his/her choice, with advance notice. If an exempt employee works on a designated holiday, the employee shall receive an additional paid holiday, (prorated based on their scheduled number of hours worked each week).

5. Workers' Compensation Insurance

All employees shall be covered by the Workers' Compensation Insurance to protect an employee if he/she is injured on the job.

6. Unemployment/State Disability Insurance

Employees of a church are not subject to payroll deductions for Unemployment Insurance (UI), Employment Training Tax (ETT), and State Disability Insurance (SDI) and therefore are not eligible for benefits from these programs. Employees are subject to state Personal Income Tax (PIT). Ordained ministers are not subject to UI, ETT, SDI, and PIT withholding.

7. Sick Leave

Non-exempt employees will receive 10 days of paid sick leave each calendar year, prorated based on their scheduled number of hours worked each week, cumulative up to 112.5 days, to be used in case of illness. Sick leave entitlement during the first year of employment will be prorated according to length of employment. At the time of termination of employment (either voluntary or involuntary) an employee shall have no claim for pay in lieu of unused sick leave.

XIV. Harassment Prohibited

It is the policy of this church to maintain a workplace free from any form of harassment or sexual misconduct, by any employee, member, or visitor of the congregation. Harassment includes verbal, physical, visual, or other conduct which impacts the employee's ability to perform the job.

This policy is based on the Sexual Misconduct Policy adopted by the General Assembly (1991) and as that policy may be amended.

The scope of this policy is not limited to the church building. It includes all contacts in carrying out this congregation's responsibilities and relationships with employees, volunteers, and others. Any form of sexual misconduct or harassment is unacceptable behavior. All allegations will be taken seriously, investigated, and appropriate corrective or disciplinary action taken as warranted.

Employees are required to report harassment that they experience or know of. When there is a complaint of sexual misconduct, discrimination, harassment and/or the abuse of power, the complainant is to notify his/her immediate supervisor or other person in authority or a member of

Personnel Policies & Procedures of the Woodland Presbyterian Church (WPC)

the personnel committee and the civil authorities if required by law. An investigation will be conducted, and further action will be taken in accordance with the rules of the church and the legal requirements of the state of jurisdiction. WPC takes all complaints seriously and will investigate each one. WPC has a 'no-retaliation' policy (see below). Note: Harassment reporting involving children and youth is also covered by the church's Safe Ministry Policy for Children and Youth.

The supervisor shall immediately notify the Chair of the Personnel Committee. In the event the complaint is against the supervisor, the employee shall notify either the Chair of the Personnel Committee or the Clerk of Session. The person notified shall immediately notify the Sacramento Presbytery Committee on Ministry.

An employee also has the right to notify the appropriate state agency that resolves complaints of unlawful discrimination, including sexual harassment. To contact the agency, consult the local telephone directory under State Government Offices. Following is the last address for the California agency.

California:
Department of Fair Employment and Housing (DFEH)
2014 T Street, Suite 210
Sacramento CA 95814-6824
1-800-884-1684
www.dfeh.ca.gov

XV. Retaliation Prohibited

WPC policy and state laws forbid retaliation against any employee who opposes unlawful discrimination, files a complaint, testifies or assists or participates in any manner in an investigation, proceeding or hearing conducted by WPC or the Equal Employment Opportunity Commission or comparable state agency. Retaliation includes refusal to hire/rehire, increased scrutiny by supervisor, denial of promotion, undeserved, negative reviews, written disciplinary action, demotion, ostracism, and termination.

XVI. Grievances

Any problems arising from employment or conditions of employment are to be directed to the person's immediate supervisor, and if not resolved, to the Pastor as head of staff. In those cases where the solution to a problem has not been worked out in discussion with the Pastor, the employee may appeal to the Session Personnel Committee. If the matter is still not resolved within 30 days of the receipt of the complaint by the Personnel Committee, the employee may appeal to the Session in writing. The Session shall hear all parties and shall communicate its decision to them within 30 days of the receipt of the complaint. Unless there has been an alleged violation of the law or of the personnel policies of the Session or of Presbytery policies, the action of the Session constitutes the final disposition of the complaint.

If the Session fails to act within 30 days or if the employee feels that there has been a violation of the personnel policies of the Session or of the Presbytery, the employee may file a written

Personnel Policies & Procedures of the Woodland Presbyterian Church (WPC)

complaint with the appropriate Presbytery committee. Written application for mediation must be made within 60 days of the decision by the Session, or where the Session has failed to act, within 90 days of the initial filing of a complaint. The Presbytery committee becomes the mediator between the Pastor, Session, and the employee, and will work out a solution acceptable to all three parties involved.

All original documentation shall be filed with the Church personnel records in the fire-safe room and a copy placed with the Presbytery. Decisions will be final and binding upon all persons concerned in the grievance, subject to the Book of Order (<http://store.pcusa.org/OGA13010>), a copy of which is in WPC library.

XVII. Termination

WPC is an at-will employer and, as such, employment may be terminated at the will of either the employee or employer on notice to the other.

Dismissal for cause may take place by written notice from the Session giving reason for termination. Notice must be given or pay in lieu of notice of two weeks. No severance allowance will be paid. Reasons may include but not limited to unsatisfactory performance, refusal to do work within his/her position description, repeated unexcused absences, repeated tardiness, incompetence, or illegal, dishonest or unethical conduct.

For dissolution of a pastoral relationship, see the procedures in the Presbyterian Church (U.S.A.) Form of Government.

Because of reorganization, retrenchment of program or other circumstances arising out of no fault of the employee, involuntary separation is at the discretion of the Session upon recommendation of the Session Personnel Committee. A severance allowance may be granted in relation to length of service.

Upon termination, for any reason, employees will receive the cash equivalent of their earned but unused vacation days.

When an employee leaves the employment of the church the above list in paragraph “III. Financial Checklist for Hiring Employees” can also be used to undo any actions taken when the employee was hired. (Example: Change signature cards at bank, collect credit cards, and remove name from pertinent information.) Be sure to update the records held in retention with the termination date and any other significant information.

XVIII. Conflict of Interest

Conflict of interest exists when any interest, direct or indirect, on the part of any employee could reasonably be expected to exert influence of any kind on or affect the judgment of Pastor or WPC leadership.

Personnel Policies & Procedures of the Woodland Presbyterian Church (WPC)

Examples of such conflict of interest include:

- Owning stock, holding debt, holding office, or other proprietary interests in any third party dealing with the WPC.
- Receiving direct or indirect remuneration or benefits for services to the WPC.
- Using the WPC's personnel, equipment, supplies, or good will for other than formally approved activities, programs, and purposes.
- Receiving personal gifts or loans from third parties dealing with the WPC.
- Obtaining interest in real estate, securities, or other property which the WPC might reasonably be expected to consider buying or leasing.
- Expending unreasonable staff time during normal business hours for personal affairs, or for other organizations, to the detriment of work performance for the WPC.

Such examples are provided only for illustration and are not intended to be considered as an exhaustive list.

Any employee having possible conflict of interest on any matter should refrain from deliberating or voting on all actions relating to that matter and report the possible conflict of interest to the Session. The Session, having been duly informed of real or potential conflict of interest in any of its dealings, shall determine whether the proposed transaction is just, fair, and reasonable in the light of those disclosures. When action is taken to affirm such transactions, the minutes of that meeting should include notation that the Session considered possible conflict of interest ramifications.

XIX. Confidentiality

All employees are required to respect the confidential nature of the information which they are privileged to access. Certain information and material is, by its very nature, considered "confidential information." The term "confidential information" includes information set forth in files, papers, documents, computer systems information and disks, and all other formats regarding matters such as the private or personal information associated with the operation of WPC not otherwise public.

Confidential information should never be discussed with or disclosed to anyone outside WPC or with anyone who does not need the information in order to perform the functions of his or her job. During their work, employees will have access to confidential and privileged information concerning individuals served by WPC. All such information should be considered confidential and discussed only with those who have a need to know.

XX. Alcohol and Drug Use

The WPC supports an enlightened viewpoint toward substance abuse and dependencies as treatable behavioral and medical problems. However, the WPC intends to provide a drug-free, safe environment and expects all employees to report to work fit for their jobs. An employee who is unfit for work because of alcohol abuse, misuse of prescription drugs or suspected illegal drug use will be sent home and is subject to appropriate disciplinary action up to and including

Personnel Policies & Procedures of the Woodland Presbyterian Church (WPC)

termination. Any employee, who unlawfully sells, distributes, possesses, or uses drugs on WPC premises will be subject to termination.

XXI. Smoking Policy

Smoking, including the use of an e-cigarette, shall not be permitted anywhere on church property or during offsite church functions. Smoking shall also be prohibited in any outdoor church worksite where two or more employees are required to be in the course of their employment. This includes, without limitation, common work areas, classrooms, sanctuary, conference and meeting rooms, private offices, hallways, kitchen, restrooms, temporary offices such as trailers, and vehicles. This policy applies to all employees, clients, contractors, and visitors.

XXII. Workplace Violence

The WPC seeks to provide a work environment that minimizes workplace violence or other security risks. Violence in the workplace poses a threat to the safety of employees and the public and affects productivity. The possession of weapons in the workplace, threats, threatening or menacing behavior, stalking, or acts of violence by anyone on church property will not be tolerated. All employees are responsible for minimizing workplace violence.

It is the responsibility of every member of the church to take any violence or threat of violence seriously and to immediately report workplace violence or threats of violence to either the Pastor, emergency services (911) or the Personnel Committee (if time permits). Contact emergency services (911) if you are not sure whether there is an immediate threat of violence or hostility but are concerned that the behavior of any person may lead to violence.

Incidents of reported violence in the workplace shall be investigated by the WPC Safety Committee, which is made up of the Pastor, the Personnel Committee, the youth elder, the Christian education elder and the Great Day Preschool director. Employees found to have committed violations of the church's violence in the workplace policy will be subject to discipline, including termination.

XXIII. Use of Electronic Media

The WPC encourages the use of electronic media and associated services because they make communication more efficient and effective, and because they are valuable sources of information, e.g., about vendors, customers, new products, and services. However, electronic media and services provided by the church are church property, and their purpose is to facilitate church business.

The following procedures apply to all electronic media and services which are:

- accessed on or from church premises,
- accessed using church computer equipment, or via church-paid access methods, and/or
- used in a manner which identifies the individual with the WPC

Personnel Policies & Procedures of the Woodland Presbyterian Church (WPC)

Electronic media may not be used for knowingly transmitting, retrieving or storage of any communications of a discriminatory or harassing nature, or which are derogatory to any individual or group, or which are obscene or X-rated communications, or are of a defamatory or threatening nature, or for "chain letters," or for any other purpose which is illegal or against church policy or contrary to the church's interest.

Electronic media and services are primarily for church business use. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable and acceptable -- as is the case with personal phone calls. However, employees need to demonstrate a sense of responsibility and may not abuse the privilege.

Electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet/BBS access, etc. will not generally be monitored by the church, and we respect our employees' wish to work without "Big Brother" looking over their shoulder. However, the following conditions should be noted:

- The church reserves the right, in its discretion, to review any employee's electronic files and messages and usage to the extent necessary to ensure that electronic media and services are being used in compliance with the law and with this and other church policies.
- Employees should therefore not assume electronic communications are totally private and confidential and should transmit sensitive information in other ways.

Employees must respect the confidentiality of other people's electronic communications and may not attempt to read, "hack" into other systems or other people's logins, or "crack" passwords, or breach computer or network security measures, or monitor electronic files or communications of other employees or third parties except by explicit direction of church management.

Each employee who uses any security measures on a church-supplied PC or MAC must provide the Pastor with a sealed hard copy record (to be retained in a secure location) of all his/her PC or MAC passwords and encryption keys (if any) for church use if required. (Example: there may be a need for the church to access an employee's system or files when s/he is away from the office).

No e-mail or other electronic communications may be sent which attempt to hide the identity of the sender or represent the sender as someone else or from another church.

Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner or a single copy for reference use only.

Any messages or information sent by an employee to one or more individuals via an electronic network (e.g., bulletin board, on-line service, or Internet) are statements identifiable and attributable to our church. While some users include personal "disclaimers" in electronic messages, it should be noted that there would still be a connection with the church, and the statement might still be legally imputed to the church. All communications sent by employees via a network must be discrete and comply with this and other church policies and may not disclose any confidential or proprietary church information.

Personnel Policies & Procedures of the Woodland Presbyterian Church (WPC)

The church makes available to the congregation and the public information posted to its webpage. All postings to the church's webpage must be approved by the Pastor or a member of the Session.

Any employee found to be abusing the privilege of church-facilitated access to electronic media or services will be subject to corrective action and/or risk having the privilege removed for him/her-self and possibly termination of employment.

XXIV. Social Media in the Workplace

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs,

message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

The following principles apply to professional use of social media on behalf of WPC as well as personal use of social media when referencing WPC.

- Employees should be aware of the effect their actions may have on their images, as well as WPC's image. The information that employees post or publish may be public information for a long time.
- Employees should be aware that WPC may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to WPC, its employees, or members.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, political, or that can create a hostile work environment.
- Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Pastor and/or the Personnel Committee.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to the Pastor or a member of the Session.
- If employees find or encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of the Pastor.
- Employees should get appropriate permission before referring to or posting images of current or former employees, church members, vendors, or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use should not interfere with employee's responsibilities at WPC. WPC computer systems are to be used for business purposes only (as noted above under section

Personnel Policies & Procedures of the Woodland Presbyterian Church (WPC)

XXI, Use of Electronic Media). When using WPC's computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, WPC blogs and LinkedIn), but personal use of social media networks for personal use or personal blogging of online content is discouraged and could result in disciplinary action if abused.

- Subject to applicable law, after-hours online activity that violates this policy or any other church policy may subject an employee to disciplinary action or termination.
- If employees publish content after-hours that involves work or subjects associated with WPC, a disclaimer should be used, such as this: "The postings on this site are my own and may not represent WPC's positions or opinions." Note that such a disclaimer may not be sufficient to prevent disciplinary action if the employee otherwise violates this policy.
- Employees shall keep WPC related social media accounts separate from personal accounts.

XXV. Copyright

The church owns the copyright for all work products resulting from employment at WPC. However, the church agrees to equally share copyrights and intellectual property rights of sermons developed by pastoral staff.

XXVI. Reimbursement for Official Travel

The WPC will reimburse employees for the use of their privately owned vehicles at the IRS business reimbursement rate. Employees must submit contemporaneous evidence of mileage including dates, stopping and ending points, total mileage, and purpose.

For travel outside Woodland, WPC will reimburse actual expenses associated with lodging and meals. Employees should submit receipts for reimbursement. All reimbursable expenses must be reasonable and allocable to the church's business.

Reimbursement for travel by the Pastor is subject to the Terms of Call for the Pastor.

Personnel Policies & Procedures of the Woodland Presbyterian Church (WPC)

APPENDIX A:

Exempt employees shall include installed pastors and interim pastors, and other professional staff as specifically approved by Session. Exempt employees are provided benefits as listed in this policy.

Non-exempt employees shall include administrative staff (Church Administrator, Special Projects Coordinator), accompanists, music or choir directors, childcare provider, and casual laborers. Non-exempt staff are not eligible for WPC paid benefits.