

**Employee Handbook**

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# Welcome!

The staff and members of the Trinity Presbyterian Church (TPC) welcome you as an employee of TPC. We are grateful that you will be joining our team and look forward to the ways that your gifts and passions will enrich our ministry in delightful and unexpected ways.

This Employee Handbook is meant to assist TPC in its mission – To connect our community to God through love

and service

Much of the mission of TPC is coordinated through the church office. The TPC office is a workplace, which follows personnel policies and procedures.

Welcome, and we look forward to the adventure ahead.

Rev. Sarah Weisiger

Pastor, Trinity Presbyterian Church

# The Purpose of this Handbook

This handbook is a compendium of TPC policies and procedures. Either before a new employee begins employment, or during the first week of employment, an orientation will be conducted on TPC policies and procedures. All employees are to read and review this Employee Handbook. Questions should be addressed to the chair of the personnel committee.

The personnel committee responds to the changing needs of staff and the workplace by reviewing this handbook and may update it when necessary.

This handbook is not intended to constitute a contract of employment or a guarantee of the benefits or policies stated in it.

Pennsylvania is an at-will employment state. No individual employed by TPC has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to at-will employment.

# Purpose of the Policies and Procedures

The purpose of this handbook is to establish and maintain a uniform system for managing personnel matters to comply with employment laws and to provide for the standard terms and conditions of employment with TPC. The goal is to maximize the efficiency and orderliness of operations of the church.

TPC recognizes that staff members differ in their skills, goals, and values. Conditions may arise that are not addressed in the Employee Handbook.

TPC has the right to employ the most highly qualified individuals available. Continuation of employment is based on the need for work to be performed, availability of revenue, faithful and effective performance, proper personal conduct, and a continuing fit between person and position of employees. All employees are employment at-will, unless otherwise specified in writing as a prescribed employment term.

Teaching Elders whose position has been approved as a Call through the Committee on Ministry (COM) Call process may have written Terms of Call with TPC which may fall outside the employment at-will doctrine. In these instances, the Terms of Call may prevail.

# General Employment Practices

## Equal Employment Opportunity/ Non-Discrimination/Anti-Harassment Statement

It is the policy of the Presbyterian Church (U.S.A.) to provide equal employment opportunity/affirmative action for all qualified persons; to prohibit discrimination in employment based upon race/ethnicity, color, national origin, gender, age (40 and over), marital status, sexual orientation, gender identity/ expression, creed, protected disability status, citizenship status, genetic information, uniformed service or veteran status or religious affiliation (except where religious affiliation is a bona fide occupational qualification), or any other characteristic protected by law (“Identified Categories”) ; and to correct any existent patterns of discrimination. The realization of inclusiveness in employment is promoted through positive, results-oriented, equal employment opportunity and affirmative action practices.

TPC complies with applicable state and local laws governing nondiscrimination in employment in the location in which the church is located. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Further, it is the policy of TPC to administer all employment policies without discrimination and in compliance with the Book of Order.

TPC expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, national origin, age, disability or veteran status. Improper interference with the ability of TPC employees to perform their expected job duties is not tolerated.

Anyone found to be engaging in any type of unlawful discrimination or harassment will be subject to disciplinary action, up to and including termination of employment. Discrimination and/or harassment in any form is not tolerated.

## Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities. The Act, when needed, provides for the right to reasonable accommodations for 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 TPC 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 our 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. If a staff member should need a reasonable accommodation, or has any questions concerning the policy,

contact the pastor or chair of the personnel committee.

## Non-Discrimination and Anti-Harassment Policy

TPC commits itself to maintain a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices.

## Sexual Harassment

It is TPC policy to comply with federal and state laws which prohibit sexual harassment and to maintain a work environment free from harassment, intimidation, or coercion. Sexual harassment will not be tolerated and will result in disciplinary action up to and including termination.

All employees, as a prerequisite for beginning employment within TPC, will be required to sign a statement acknowledging receipt of the TPC Sexual Misconduct and Prevention Policy, and acknowledging responsibility to comply with it. (The TPC Sexual Misconduct and Prevention Policy and the statement to be signed is on the shelf in the office conference room.)

All TPC officers and staff will be required to participate in regular TPC training for the prevention of sexual misconduct and the maintenance of healthy boundaries. This requirement must be satisfied by attendance at a TPC training event within one year of beginning a staff position. A certificate of attendance will be provided at the conclusion of the training event. The certification must be renewed every three years.

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Any employee who feels that he or she has been subjected to any type of harassment should report the incident to the pastor or chair of the personnel committee. Any allegation of sexual misconduct will be responded to following the procedures in the TPC Sexual Misconduct and Prevention Policy.

## Harassment

Harassment is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, national origin, age, disability, veteran status, or any other characteristic protected by law or that of their relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

## Whistleblower Policy

A whistleblower, as defined by this policy, is an employee of TPC who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed; and other fraudulent financial reporting.

If an employee knows of illegal or dishonest fraudulent activity, the employee is to contact the pastor or chair of the personnel committee. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing is subject to disciplinary action up to and including termination.

Whistleblower protections are provided in two important areas – confidentiality and protection against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may need to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. TPC will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must immediately contact the pastor and/or the chair of the personnel committee. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities should be promptly submitted to the pastor and/or the chair of the personnel committee of Trinity who is responsible for investigating and coordinating corrective action.

# Employment Policies

## Offers of Employment

Employment is established through an Employment Agreement Letter, which will specify the start date, compensation, provisions for Paid Time Off and other leaves, and any other terms of employment. Updated Employment Agreements will then be provided to the employee at the beginning of each calendar year. Staff in called positions will additionally be provided with an annual terms of call agreement, which is subject to review by the personnel committee.

## Introductory Period

Every new employee, except for those in called positions, goes through an initial period of orientation in order to learn about TPC and about their job.

Additionally, the initial employment period gives the employee’s supervisor a reasonable period of time to evaluate their performance. The initial employment period is ninety (90) days. TPC may extend the probationary period beyond ninety (90) days if circumstances warrant such extension.

During this time, the new employee will be provided with training and guidance from their supervisor. They may be discharged at any time during this period if their supervisor, in consultation with the pastor and chair of the personnel committee, concludes that they are not progressing or performing satisfactorily. Additionally, employment is not for any specific time and may be terminated at will, with or without cause and without prior notice.

By the end of the introductory period, the immediate supervisor, the pastor and the chair of the personnel committee will decide whether there is a fit between the employee and the position, and if the job performance is “satisfactory.” The result of this review will be shared with the employee, who may then continue as an at-will employee.

Any provided benefits will commence upon the day that employment begins at the start of the introductory period. Paid time off will begin to accrue on the first day of employment. Normally, no paid time off will be taken during the introductory period. Reasonable exceptions may be granted in negotiation with the supervisor and the pastor.

## Classification of Employees

Based on the conditions of employment, staff members of TPC fall into the following categories:

* Teaching Elders in Called Positions
* Full-Time Employee
* Part-Time Employee
* Temporary Employee

## Teaching Elders in Called Positions

Teaching Elders in called positions are those whose position with TPC has been approved as a call. The compensation, benefits, and vacation and study leave arrangements are subject to oversight by the session in accordance with TPC compensation policies for called teaching elders.

## Full-Time Employee

An employee who works the standard minimum working hours of TPC each week (for these purposes, seven hours per day, five days per week). Employer-paid employee benefits are provided to this classification of employees.

*Exempt Employees*

* Exempt employees are classified as such if their job duties are exempt from the overtime provisions of the Federal and State Wage and Hour Laws. Exempt employees are not eligible for overtime pay. These employees’ salaries are calculated on a weekly basis.
* TPC may require that an exempt employee make up work time lost due to personal absences of less than one day.
* Expectations for work schedules during normal business hours, and when work duties demand other schedules, will be established with each employee in consultation with the personnel committee.

*Non-Exempt Employees*

* Non-Exempt employees receive overtime pay in accordance with the overtime policy.
* Salaries are calculated on an hourly basis.

## Part-Time Employee

Part-time employees are classified as exempt or non-exempt and work a regular schedule of less than 35 hours per week. Benefits are not provided unless specified in the offer of employment. Anticipated vacation time must be approved by your supervisor at least two weeks in advance.

## Temporary Employee

Temporary employees work on an hourly basis in conjunction with a particular project.

## Overtime

Non-exempt full-time employees are eligible for additional pay for work performed beyond their regularly scheduled 40 weekly hours, with a one-hour lunch period each day. If overtime is required, non-exempt employees will be paid at the rate of one and one-half times (1½) times their hourly rate for hours worked in excess of forty (40). All overtime must be approved by the supervisor prior to working the time.

Exempt staff members are not eligible for overtime pay. Hours paid for vacation, holiday, sick/personal days, jury duty, funeral, or other time-off pay will not be considered hours worked for the purpose of computing overtime payments.

## Recording of Time

All non-exempt employees must record the time they arrived/departed each day, by completing a time record which accurately reflects their actual hours worked and time off. Each employee is responsible only for their own recordkeeping unless done by the supervisor.

Non-exempt employees must calculate their overtime on a weekly basis. Employees with overtime entries that do not have prior approval will be subject to disciplinary action.

Employees are required to keep track of hours worked on various projects assigned to them if requested by their supervisor.

## Pay Periods

All employees are paid on a bi-weekly basis, beginning Monday and concluding the second Sunday. Checks will be distributed to staff members every other Friday. The preferred method of paycheck distribution is by direct deposit into the staff member’s banking account.

The amount of Federal withholding is affected by the number of exemptions claimed on Form W-4, Employee's Withholding Allowance Certificate. If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the payroll company.

## Attendance/Tardiness

Upon accepting employment with TPC, an employee assumes the personal responsibility of being at work as scheduled. Chronic absenteeism or tardiness will be referred to the personnel committee.

An employee should notify their supervisor and co-workers, as appropriate, when they are ill and unable to come to work. Arrangements to work at home are acceptable when this can be arranged and approved by the supervisor.

Provisions for serious injury or illness will be addressed on a case-by-case basis. If a medical leave of absence is granted, a doctor’s release will be required to resume normal work activities.

Employees who do not report for work when scheduled, neglect to contact their supervisor, or fail to respond to contact by the supervisor for three (3) consecutive days will be presumed to have resigned (voluntary separation) and may be removed from the payroll.

## Self-Evaluation/Consultation Process

TPC is committed to the development of healthy, resilient, productive staff and pastor. In order to retain a highly qualified and competent staff TPC supports employees in their work performance as well as in addressing employment concerns. The following guidelines will be followed:

1. Employees will be given the Self-Evaluation Form the first week in September and will have two-weeks to complete it.
2. Each employee will be scheduled for a consultation with the pastor. The chair of the personnel committee will participate in these meetings.
3. For the pastor, the following actions will be taken by the personnel committee:
4. The session will be given the opportunity to submit their input, in writing, to the personnel committee. The personnel committee’s representative on session will orally ask the session if they would like to put their comments in writing. The chair of the personnel committee will consolidate the input and prepare an executive summary for the session.
5. The staff will also be given an opportunity to submit their input, in writing, to the personnel committee.
6. The chair of the personnel committee will then meet with the pastor to discuss both the Self-Evaluation and the written comments from the participating officers and staff.
7. The entire process will be completed by the end of September so that any request for a raise can be coordinated with the budget process.

## TPC Employee Code of Conduct

At the beginning of the employment and at each annual evaluation the employee will sign the Trinity Presbyterian Church Employee Code of Conduct Form.

# STAFF DEVELOPMENT

## Staff Meetings

The staff of TPC meets on a regular basis, generally weekly, for about one-hour, or as called by the pastor. The meetings include time for building community and relationships. Agenda items may be submitted to the pastor. Employees are expected to attend staff meetings, except when excused by the pastor.

## Addressing Concerns Between Staff Members

On any staff, in any workplace, and in any community, concerns arise. Concerns should be expressed directly and forthrightly.

## Suggestions to Improve Process

Any employee may suggest ways to improve the process in the life of TPC. The best way to initially make a suggestion is to place it on the agenda of the staff meeting. Suggestions specific to the work of a committee or group of TPC may be made directly to the committee, with the pastor notified of all suggestions.

## Concerns about the Work Performance of a Staff Member Colleague

In many cases, the best way to raise an issue of work performance is directly with the employee. In some cases, the avenue to express concern might be to raise the issue with the supervisor, the pastor or the chair of the personnel committee. Depending upon the situation, the matter might then proceed to a collaborative discussion among involved employees or be referred to the person’s supervisor to address.

## Personal Concerns and Conflicts Between Staff Members

When there is a rupture in the relationship between employees, the first approach should be direct conversation between the affected parties. If a mediating person is needed, another member of the staff may be asked to help facilitate conversation.

## Concerns About a Supervisor

When an employee has a concern with either a supervisor or the pastor, then the employee is encouraged to share the concern directly with the supervisor. If the employee is not comfortable doing so, then the chair of the personnel committee may be informed and will make arrangements to address the issue in a manner that feels safe to the employee with the concern.

## Personnel Records

TPC strives to maintain complete and accurate personnel records as required by law, as well as for the mutual benefit of our employees. The personnel file includes the employee’s job application, resume, records of training, documentation of performance appraisals, salary increases, and other employment

records. Employees should inform the administrator immediately of any change of name, address, marital status, and/or number of dependents.

A permanent confidential file on each employee is maintained in the church office. Disclosure of the contents of an employee’s personnel file will not be released unless required by legal process. To divulge any of the contents of the personnel file the employee must consent in writing. Upon termination, TPC reserves the right to give the standard employment reference, verifying employment dates and position, to a prospective new employer.

Employees who wish to review their personnel file may request to do so in writing or by email to the chair of the personnel committee. A meeting will be set up to review the file in the presence of the pastor or chair of the personnel committee.

## Personnel Records Retention and Destruction Procedure

TPC retains and destroys personnel records in accordance with organization policies on business records retention and federal and state laws governing records retention.

# Workplace Safety

## Drug-Free Workplace

Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of TPC. The pastor and the chair of the personnel committee are responsible for policy administration.

### The following work rules apply to all staff members:

* 1. Whenever employees are working, are present on church premises, or are conducting related work off-site, they are prohibited from:
     1. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
     2. Being under the influence of alcohol or an illegal drug as defined in this policy.
  2. The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee’s body while performing church business or while in a church facility is prohibited.
  3. TPC will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee’s ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
  4. Any illegal drugs or drug paraphernalia found after searches will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.
  5. TPC retains the right to require the following tests:
     1. Reasonable suspicion: Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession or impairment.

(2) Post-accident: Employees are subject to testing when they cause or contribute to accidents that seriously damage a church vehicle, machinery, equipment or property and/or result in an injury to themselves or another employee requiring off-site medical attention.

(3). Follow-up: Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including termination.

### Consequences

* 1. Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated.
  2. The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.
  3. Employees will be paid for time spent in alcohol/drug testing and then suspended pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include the pastor and chair of the personnel committee. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

### Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the pastor shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

### Inspections

TPC reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

### Crimes Involving Drugs

TPC prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on church premises or while conducting church business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

## Smoke-Free Workplace

It is the policy of TPC to prohibit smoking on all church premises in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette, e-cigarette, vapor cigarette or pipe of any kind."

1. The smoke-free workplace policy applies to:
   1. All areas of church buildings.
   2. All church-sponsored off-site conferences and meetings
   3. All vehicles owned or leased by TPC.
   4. All members of the congregation and visitors to the church premises.
   5. All contractors and consultants and/or their employees working on the church premises.
   6. All employees, temporary employees and student interns.
2. Employees who violate the smoking policy will be subject to disciplinary action up to and including immediate discharge.
3. There is a designated smoking area outside on the Waterloo Avenue side of the building. There are receptacles for the proper disposal.

## Bullying in the Workplace

TPC defines bullying as, “Repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.”

The purpose of this policy is to communicate to all employees, including ministry staff and pastors, that the church will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when giving out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. TPC considers the following types of behavior examples of bullying:

1. Verbal bullying**:** Slandering, ridiculing or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
2. Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person’s work area or property.
3. Gesture bullying: Nonverbal threatening gestures or glances that convey threatening messages.
4. Exclusion bullying: Socially or physically excluding or disregarding a person in work-related activities.

## Violence in the Workplace

1. All employees, members of the congregation, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.
2. Conduct that threatens, intimidates or coerces another employee, church member, or vendor will not be tolerated. TPC’s telephones, computers, etc., may not be used to threaten, stalk or

harass anyone at the workplace or outside the workplace. TPC treats threats coming from an abusive personal relationship as it does other forms of violence.

1. Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, pastor, or the chair of the personnel committee.
2. Employees should promptly inform the pastor or the chair of the personnel committee of any protective or restraining order that they have obtained that lists the workplace as a protected area. TPC will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, TPC may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.
3. Anyone found to be responsible for threats, actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.
4. TPC encourages employees to bring their disputes to the attention of their supervisor, pastor or chair of the personnel committee before the situation escalates.

## Safety in the Workplace

1. It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area.
2. Although most safety regulations are consistent throughout each area of TPC’s facility, each employee has the responsibility to identify and familiarize themselves with the emergency plan for their working area. Each facility area shall have posted an emergency plan detailing the procedure in handling emergencies such as fire, weather-related events and medical crises.
3. It is the responsibility of the employee to complete an employee Incident Report for each safety and health infraction that occurs by an employee or that the employee witnesses.
4. Furthermore, the session requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow Trinity safety and health

guidelines or engaging in conduct that places the employee, or church property at risk can lead to employee disciplinary action.

1. The pastor and/or chair of the personnel committee shall have the responsibility to develop and the authority to implement the safety and health program in the interest of a safer work environment.

# On the Job Policies

## Hours of Operation for the Church Office

In order to better ensure workplace safety, the working hours of TPC will be between 9:00 a.m. and 2:00 p.m. Any access to the office other than during those times must be on the calendar for a meeting, or special event, or must be approved by the pastor.

## Accidents and Emergencies

Maintaining a safe work environment requires the continuous cooperation of all employees. TPC strongly encourages employees to communicate with fellow employees and their supervisor regarding safety issues.

All employees will be provided care, first-aid and emergency service, as required, for injuries or illnesses while on TPC premises. Employees should use common sense in seeking emergency assistance, including notifying available co-workers and/or calling 911.

Any on-the-job injury must be reported to the pastor and the treasurer within twenty-four (24) hours.

Failure to report accidents is a serious matter as it may preclude an employee's coverage under Workers Compensation Insurance.

## Solicitations, Distributions, and Use of Bulletin Boards

Employees are expected to be sensitive to the reality that employees have school fundraising activities or other fundraising opportunities for very good causes. Employees are free to make available whatever fundraising opportunities exist, and employees are also free to choose not to purchase anything.

Persons not employed by TPC or a member of TPC may not solicit employees for any purposes on church premises.

## Bulletin Boards

Bulletin boards maintained by TPC are to be used only for posting or distributing material of the following nature:

* Notices containing matters directly concerning church business; and
* Announcements of a business nature which are equally applicable and of interest to employees.

All employees are expected to check these bulletin boards periodically for new and/or updated information and to follow the rules set forth in all posted notices.

## Email and Internet Policy

Every TPC employee is provided access to an electronic mail (email) system and the Internet. The email address(es) which will be used will be decided on an individual basis.

These resources have been provided by the church for use in conducting church business. All communications and information transmitted by, received from, or stored in this system are church records and property of TPC.

1. Employees have no right of personal privacy in any matter stored in, created, received, or sent over the TPC’s email system or internet. Even if employees use a password to access email system or Internet, the confidentiality of any message or file stored in, created, received, or sent from the TPC email system or Internet is not guaranteed or diminish the right of TPC to access information. No privacy right is established by the use of a password on church systems.
2. The email system and Internet may not be used to solicit for religious or political causes outside the interests of the church.
3. TPC’s policies against sexual or other harassment apply fully to the email system and Internet, and any violation of those policies is grounds for disciplinary action up to and including termination. No messages should be created or sent if they contain intimidating, hostile, or offensive materials concerning race, color, religion, sex, age, national origin, disability, veteran status or any other classification protected by law.
4. Internet, laptops, computers, and organization provided cellular telephones may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
5. Deletion of any content, including email messages or files, will not truly eliminate the content from the system. All content is stored in a central back-up system in the normal course of data management.
6. Employees are not authorized to retrieve or read any email messages that are not sent to them without prior approval from the pastor or chair of the personnel committee.
7. The following actions are forbidden: using disparaging, abusive, profane, or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon TPC or be contrary to TPC’s values or best interest; and engaging in any illegal activities, including piracy, blackmail, copyright infringement, and unauthorized access of any computers and organization-provided equipment such as laptops.
8. Users should write email communications or Internet communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on TPC letterhead.
9. TPC has the right to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing email sent and received by users.
10. TPC may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by TPC networks. In the event an employee nonetheless encounters inappropriate or sexually explicit material while browsing on the Internet in the conduct of church business, the employee should immediately disconnect from the site, regardless of whether the site was subject to blocking software.

Any employee who discovers misuse of the email system should immediately contact the pastor or chair of the personnel committee. Violations of the TPC email policy may result in disciplinary action up to and including termination. Use of TPC’s email system and Internet constitutes consent by the user to all of the terms and conditions of this policy.

## Disclaimer of liability for use of Email and Internet

TPC is not responsible for material viewed or downloaded by users from the email or Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an email address on the Internet may lead to receipt of unsolicited email containing offensive content. Users accessing the Internet do so at their own risk.

## On Screen Email Disclaimer

This email and Internet network is a private information system of TPC. Individuals using this system expressly consent to monitoring of their activities. Anyone using this system in violation of the Trinity’s email and Internet policy may be subject to disciplinary action, up to and including termination.

## Social Media Policy

Social media is an integral part of personal, social, professional and business communications and networks. Social media can enhance the relationships and the conduct of the ministry of TPC. However, the use of social media also presents certain risks and carries with it certain responsibilities. To assist in

making responsible decisions about use of social media use the following guidelines. This policy applies to all employees who work for TPC.

## Guidelines for Social Media

*Social media* includes all means of communicating or posting information or content of any sort on the Internet, including web logs or blogs, journal or diaries, personal web sites, social networking or affinity web sites, web bulletin boards or chat rooms whether or not associated or affiliated with TPC, as well as any other form of electronic communication.

An employee is solely responsible for what they post online. Any conduct contrary to TPC’s policies and guiding principles may result in disciplinary action up to and including termination.

1. **Know and follow the rules:** Read the guidelines on Email, Internet Discrimination and Harassment Policies to ensure postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may be subject to disciplinary action up to and including termination.
2. **Be respectful.** Always be fair and courteous to fellow employees, customers, members, suppliers or people who work on behalf of TPC. Examples of disrespectful conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law.
3. **Be honest and accurate.** Be honest and accurate when posting information or news on behalf of TPC; acknowledge and correct any mistakes as soon as they are discovered.

### Post only appropriate content.

* 1. Maintain the confidentiality of TPC. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
  2. Employees must identify themselves as TPC employees when creating a link from personal blogs, websites or other social networking media to the TPC website.
  3. Employees should express only personal opinions when posting to any media, and should never represent themselves as spokespersons of TPC. If TPC is a subject of a post, it is best to include a disclaimer such as, “The postings on this site are my own and do not necessarily reflect the views of my employer.”

1. **Using social media at work.** Excessive social media engagement while on work time is to be avoided. Violations will be addressed with the personnel committee. Do not use the TPC email addresses to register on social networks, blogs or other online tools utilized for personal use.
2. **Retaliation is prohibited.** TPC prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

## Media Policy

The pastor serves as the press agent for TPC and will serve as spokesperson with all media agents. No representative of TPC will communicate with the media, other than to confirm public information, unless authorized by the pastor. If the pastor is unavailable, then the clerk of session assumes the role of press agent. If both are unavailable, then the press agent will be designated by the chair of the personnel committee.

## Employer Information and Property

The protection of TPC business information, property and all other organization assets are vital to the interests and success of the church. No related information or property of TPC’s, including documents, files, records, computer files, equipment, office supplies or similar materials (except in the ordinary course of performing duties on behalf of the church) may, therefore, be removed from TPC's premises, unless authorized as part of the conduct of the work of the church. Violation of this policy is a serious offense and will result in appropriate disciplinary action up to and including termination.

In addition, when an employee leaves TPC, the employee must return to TPC all related information and property that the employee has in their possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies.

## Conflicts of Interest

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be

faced with situations in which business actions taken on behalf of TPC may conflict with the employee’s own personal interests. TPC property, information or business opportunities may not be used for personal gain.

1. Conflicts of interest could arise in the following circumstances:
   1. Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while employed with TPC.
   2. Hiring or supervising family members or closely related persons.
   3. Accepting gifts, discounts, favors or services from a customer/potential customer, or supplier, unless equally available to all TPC employees.
2. Staff members with a conflict-of-interest question should seek advice from the pastor. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, staff members must seek review from their supervisor or the pastor.

## Outside Employment

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

1. Activities and conduct away from the job must not compete with, conflict with or compromise the church’s interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for anyone on nonworking time that are reserved for job performance by TPC, unless authorized by the pastor or chair of the personnel committee. This prohibition also extends to the unauthorized use of any church tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.
2. Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment.
3. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If TPC determines that an employee’s outside work interferes with performance, the employee may be asked to terminate the outside employment.
4. Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

## Internal Investigations and Searches

From time to time, TPC may conduct internal investigations pertaining to security, auditing or work-related matters. Employees are required to cooperate fully with and assist in these investigations if requested to do so.

Whenever necessary, in TPC's discretion, work areas (i.e., desks, file cabinets, etc.) and personal belongings (i.e., briefcases, handbags, etc.) may be subject to a search without notice. Employees are required to cooperate.

TPC will generally try to obtain an employee's consent before conducting a search of work areas or personal belongings but may not always be able to do so.

## Reference Checks

All inquiries regarding current or former full-time and part-time TPC employees must be referred to the pastor or a supervisor authorized to conduct the reference check by the pastor.

Should an employee receive a written request or telephone inquiry for a reference, they should refer the request to the pastor for handling. No TPC employee may issue a reference letter or respond to a telephone inquiry regarding any current or former employee without the permission of the pastor.

## Recording Policy

It is a violation of TPC’s policy to record conversations with a recording device unless prior approval is received from the pastor or chair of the personnel committee and all parties to the conversation give their consent.

Violation of this policy will result in disciplinary action up to and including immediate termination.

## Loans and Advances

TPC does not extend payroll advances on prospective income and is not equipped to provide personal loans.

## Inclement Weather

Delayed starts and early closings of the office will be at the discretion of the administrator, in consultation with the pastor. In general, the church office will follow the closing and delay schedule for the Tredyffrin/Easttown School District. Provisions will be made for staff members to work from home during inclement weather.

If the church office should be closed by the administrator, non-exempt staff members will be paid for the hours they were scheduled to work. Hours paid that were not worked will not count as overtime.

## Employee Parking

TPC will not be liable for any damage or theft caused to any motor vehicle, or contents thereof, while parked in any parking area.

## Employee Travel and Reimbursement

1. Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of TPC.
2. Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.
3. Travel for employees must be authorized in advance. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 60 days, the traveler must submit an Expense Reimbursement Form and supporting documentation to obtain reimbursement of expenses. Exempt employees will be paid their regular salary for weeks in which they travel. Nonexempt employees will be paid for travel time in accordance with federal and state wage payment laws.

# Benefits

## Disclaimer

TPC has established a variety of employee benefit programs designed to assist employees and eligible dependents in meeting the financial burdens that can result from illness and disability, and to help plan for retirement. This portion of the Employee Handbook contains a very general description of available benefits. This general explanation is not intended to provide all the details of these benefits.

Nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the TPC and its employees, retirees or their dependents, for benefits or for any other purpose.

TPC reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein with the exception of benefits included in the Terms of Call of teaching elders in called positions. Further, TPC reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans, with the exception of benefits included in the Terms of Call of teaching elders in called positions.

For more complete information regarding any of the benefit programs contact the treasurer, in consultation with the pastor.

## Insurance and Pension

### Teaching Elders

Teaching Elders whose positions have been approved as a Call through the COM Call process will have written Terms of Call with the TPC, which will specify the benefits to be provided through the Benefits Plan of the Presbyterian Church (USA). The appropriate level of enrollment shall be decided prior to beginning service with TPC and shall be described in the Terms of Call form. The following options are available at an additional cost:

* Optional Dental Program
* Optional Employee Contribution to Retirement Savings Plan
* Optional Employee Contribution to the Death Benefits Plan
* Any other optional coverages offered by the Board of Pensions

### Full-Time Employees

Full-time employees are eligible to be enrolled in the Retirement Savings Plan of the Presbyterian Church (USA), to which TPC will contribute 5% of their salary.

The following options are available at an additional cost:

* Optional Dental Program
* Optional Employee Contribution to Retirement Savings Plan

Changes in family status for the coverage of eligible dependents must be made in accordance with the provisions of the Plan and as subject to IRS regulations.

## Continuation of Health Care Coverage

Coverage in the active Medical Plan and the Death and Disability Plan terminates when an employee terminates employment with the employer. Employees can enroll for medical coverage for themselves, their covered partner, and their dependent children through the Medical Continuation Program for 18 months immediately upon termination of service, provided the Board receives the completed Medical Continuation Subscription or Waiver form within 60 days of the termination. The initial payment for the coverage must be received within 45 days of enrolling in the coverage.

Eligibility for the benefits described above will cease upon the date an employee is qualified for coverage under another health plan. Benefits will also cease if TPC terminates the group health plan.

## Workers’ Compensation Benefits

TPC is covered under statutory state Workers' Compensation Laws. If a work-related injury is sustained, the employee must immediately notify the direct supervisor and the pastor.

## Paid Time Off/ Annual Leave for Staff Members

### Paid Time Off (PTO)

Paid Time Off (PTO) benefits are provided to employees for rest, relaxation, personal or family illness, and personal pursuits. TPC reserves the right to determine when employees actually take PTO. To take PTO, employees must receive approval in advance (where possible) from their supervisors. Requests will be reviewed based upon a number of factors, including but not limited to, business needs and staffing requirements.

### Eligibility and Amount of PTO

Eligibility for PTO is determined as of January 1 of each year. To be eligible for PTO an employee must have:

* Worked for TPC for at least one full year of continuous service; and
* Worked at least 1,000 hours during the previous calendar year

If an employee has worked less than one year of continuous service and at least 1,000 hours during the previous calendar year, the employee may be afforded PTO on a prorated basis based upon their date of hire.

Full-time employees who meet the eligibility criteria on January 1st will, on January 16th, be awarded the appropriate amount of PTO (see below chart).

|  |  |
| --- | --- |
| **Years of Service** | **Days** |
| 0-2 | 20 |
| 3-4 | 25 |
| 5+ | 30 |

Part-time employees who work at least twenty hours per week shall receive pro-rated PTO as specified in their offer of employment.

### Use of PTO

Employees may use PTO hours for any approved absence. Employees are required to schedule PTO usage in advance and receive prior approval from their supervisor, except for unexpected illness for themselves or family members.

If employees find it necessary to make last minute plans, this is called unscheduled PTO usage. Employees must notify their supervisor of unscheduled PTO usage before the scheduled start of their workday. The supervisor must also be contacted on each additional day of absence. If an employee is absent for three (3) or more consecutive days due to illness or injury, a physician’s statement may be required verifying the illness and its beginning and expected end dates. A supervisor may waive the requirement of a physician’s statement if the illness is clearly verifiable and contagious. Such verification may be requested for other unscheduled PTO absences, particularly if there is a pattern of absence, and may be required as a condition to receiving PTO benefits.

Employees are asked to keep unscheduled PTO usage to a minimum. Continual unscheduled PTO usage may result in the time used not being approved for payment. TPC also reserves the right to deduct from any PTO balance for any absences or tardy arrivals.

Time off on PTO is not considered hours worked for the purposes of calculating whether or not the overtime rate is due.

### Unused PTO Balances

PTO may not be carried over from one year to the next: it is a use-or-lose program. Additionally, upon leaving employment from TPC, the employee will not be eligible to receive payment for any remaining leave balances.

## Holidays

TPC recognizes the following holidays:

* New Year’s Day
* Dr. Martin Luther King, Jr. Day
* Presidents’ Day
* Good Friday
* Monday after Easter
* Memorial Day
* Independence Day
* Labor Day
* Thanksgiving Day
* Friday after Thanksgiving
* Christmas Day Eve
* Christmas Day

Employees in the following categories are eligible to receive holiday pay:

* + Full-Time employees
  + Part-Time employees who are eligible for holiday pay if the holiday falls on their regular workday

The following conditions apply to the TPC’s holiday pay policy:

* + Holidays are observed on the calendar day designed by TPC for observance.
  + If work is performed on a holiday then employees will be paid for the hours worked in addition to holiday pay.
  + Holiday pay will not be considered as time worked for the purpose of overtime calculations.
  + Holiday pay is computed at individual employee’s base rate of pay.
  + Holidays will not be paid to employees on any type of unpaid leave.
  + Holidays falling within an approved scheduled vacation will be recorded as holiday pay.

Holiday scheduling. If Christmas Day falls on either Saturday or a Sunday then Monday will be observed as the holiday.

The following two priorities are always considered by the maintenance staff:

1. The TPC facilities must be ready for all worship services/functions.
2. Employees must work together to manage their schedules so that the necessary tasks are completed.

## Short-Term Disability

1. In the case of injury, illness, or other medical reasons requiring longer than two weeks for proper recuperation, an employee must obtain proper leave authorization, and a doctor’s certification stating the reason for the absence (this applies to both job-related and non-job-related medical leaves).
2. Before returning to work the employee must have a release from their physician stating that they are physically able to return to work.
3. In the case of medical leave, all available PTO shall first be used. After PTO is exhausted, employees will be paid full salary for the first two weeks of a medical leave of absence; one-half salary for the next two weeks, and one-fourth salary for the next two weeks. After six weeks, the employee will not receive any pay.

## Lactation/Breastfeeding

For up to one year after a child’s birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. A refrigerator is available in the kitchen. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering.

Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

## Family and Medical Leave Policy

When an employee needs to take extended leave due to the needs of a family member or themselves, the pastor shall be consulted as soon as possible. Situations that may fall under this type of leave include, but are not limited to:

* + **Maternity Leave:** Maternity leave should ordinarily begin with the physician’s certification that the employee can no longer perform her duties and end when she is medically released by her physician to return to her professional duties. This is ordinarily an eight-week period, during which the employee shall receive their full effective salary. An employee may lengthen the period of family leave at her discretion by using accrued PTO.
  + **Family Leave:** Family leave involves, but is not limited to, the care of an ill family member, a family member’s extended hospitalization or rehabilitation, or the need to place a family member in a long-term care facility. Family leave shall be up to two weeks in length, during which time the employee shall receive their full effective salary. An employee may lengthen the period of family leave at his or her discretion by using accrued PTO.
  + **Paternity Leave:** A request for paternity leave shall be made no later than a month before the requested leave is to begin. Paternity leave shall be up to two weeks in length, during which time the employee shall receive his full effective salary. An employee may lengthen the period of family leave at his discretion by using accrued PTO.
  + **Adoption Leave:** Recognizing that the adoption of a child requires as much of a transition as the birth of child, an employee adopting a child shall be granted up to two weeks in length,

during which time the employee shall receive their full effective salary. An employee may lengthen the period of family leave at his or her discretion by using accrued PTO.

## Bereavement Leave

In the unfortunate event of a death in the immediate family, a leave of absence will be granted. Every situation is different, and the appropriate amount of time off with pay will be determined by the personnel committee on a case by case basis. Paid days off will be no fewer than three days, and more may be needed to resolve an immediate crisis.

For this purpose, immediate family is defined as: spouse, child, step-child, parents or siblings.

Extended time off in a bereavement situation may be granted beyond the bereavement leave by using accrued PTO, or on an unpaid basis.

The pastor, chair of personnel, or supervisor may also approve paid absences due to the death of an extended family member, friend, or other acquaintance. Typically, absences of up to one day will be granted. Absences of more than one day will be handled on a case by case basis.

Upon returning to work, the employee must record their absence as a Bereavement Leave and submit it, in writing, to the chair of the personnel committee. Proof of death and relationship to the deceased may be required.

## Jury Duty

A leave of absence for jury duty will be granted to any full-time or part-time employee who has been notified to serve. During this leave, employees will be compensated by payment of an amount equal to the difference between their jury duty pay and their regular salary. An employee on jury duty is expected to report to work any day they are excused from jury duty.

Upon receipt of the notice to serve jury duty, the employee should immediately notify the pastor or supervisor. Additionally, a copy of the notice to serve jury duty should be placed in the employee’s file.

Upon the employee's return, the employee must notify the pastor or supervisor and must submit a signed Certificate of Jury Service indicating the number of days served.

If the jury duty falls at a time when the employee cannot be away from work, TPC may request that the court allow the employee to choose a more convenient time to serve if they make a request in accordance with the court’s procedures. The employee must cooperate with this request.

# Leaving Trinity Presbyterian Church

## Teaching Elders with Called Positions

When a teaching elder wishes to request that TPC dissolve the call, or if the personnel committee wishes to request that TPC dissolve the call, then the Connecting Our Ministry Policies and Procedures for the dissolution of calls shall be followed.

## Resignation

When an employee in any other classification decides to leave for any reason, written notice of at least two-weeks should be provided.

## Reduction in Force

When a decision is made to reduce or eliminate a staff position, as much warning as possible will be given. In each case, a determination will be made by the pastor and the personnel committee whether to provide advance warning of the reduction or elimination of the position, or whether to provide severance pay. It is the policy of TPC to provide one month of severance pay for each year in service, up to a maximum of six months of severance pay. The process of reduction in force for called staff will be the Connecting Our Ministry Reduction in Force policy.

## Dismissals

Every employee, except for teaching elders called to their positions with approved Terms of Call, has the status of "employee-at-will," meaning that no one has a contractual right, express or implied, to remain in TPC’s employ. TPC may terminate an employee's employment, without cause, and with or without notice, at any time and for any reason. No supervisor or other representative of TPC has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

## Immediate Dismissals/Willful Misconduct

Any employee whose conduct, actions or performance violates or conflicts with TPC’s policies may be terminated immediately and without warning. In the case of a teaching elder called to the position, the dismissal shall be coordinated with the ecclesiastical and disciplinary processes of the Book of Order.

The following are some examples of grounds for immediate dismissal of an employee:

* Breach of trust or dishonesty
* Conviction of a felony
* Willful violation of an established policy or rule
* Falsification of TPC records
* Gross negligence
* Insubordination
* Violation of the Anti-Harassment and/or Equal Employment Opportunity Policies
* Timecard or sign-in book violations
* Undue and unauthorized absence from duty during regularly scheduled work hours
* Deliberate non-performance of work
* Larceny or unauthorized possession of, or the use of, property belonging to any co-worker, visitor, or member of TPC
* Possession of dangerous weapons on the premises
* Unauthorized possession, use or copying of any records that are the property of TPC
* Unauthorized posting or removal of notices from bulletin boards
* Persistent absenteeism or tardiness
* Marring, defacing or other willful destruction of any supplies, equipment or property of TPC
* Repeated failure to call or directly contact the supervisor when the employee will be late or absent from work
* Fighting or serious breach of acceptable behavior
* Violation of the Alcohol or Drug Policy
* Theft
* Violation of TPC’s Confidentiality Policy
* Gambling, conducting games of chance or possession of such devices on the premises or during work hours
* Leaving the work premises without authorization during work hours
* Sleeping on duty

This list is intended to be representative of the types of activities that may result in disciplinary action. It is not exhaustive and is not intended to be comprehensive and does not change the employment-at-will relationship between the employee and Trinity.

In the event of dismissal for misconduct, all benefits are immediately terminated.

## Discipline Other than Immediate Termination

All employees are expected to meet TPC’s standards of work performance. Work performance encompasses fulfillment of the performance factors common to all church positions, and fulfillment of the specific duties as specified in the position description.

The first step in performance improvement is the establishment of a written job description with specific goals and action steps to advance job performance. When job performance does not improve, then a remedial goal may be assigned by the supervisor. The intent of remedial goals is to document concerns while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the TPC’s policies and procedures and/or other disciplinary problems.

If the remedial goal is not met, and the performance issue is not resolved, the personnel committee may take further corrective action.

## Written Warnings

The chair of the personnel committee, the pastor and other appropriate representatives should discuss the issue and present a written warning to the employee. This should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected or reoccurs.

The employee should acknowledge receipt of the warning and include any additional comments of their own before signing it. A record of the discussion and the employee's comments should be placed in the employee’s file.

## Termination

Upon the recommendation of the chair of the personnel committee, the pastor and other appropriate representatives, termination of employment may be recommended to the personnel committee. Reasons for the termination shall be documented. The decision of the personnel committee shall be final.

## Post Resignation/Termination Procedures

The personnel committee shall arrange for an exit appointment with the terminated employee to ensure all personal belongings are removed and to return any TPC property, including keys and credit cards.

## Final Paycheck

Employees leaving TPC must return all organization property before their final paycheck can be issued. This final paycheck will be a direct deposit during the next normal pay period. If there are unpaid obligations to TPC, the final paycheck will reflect the appropriate deductions.