

Presbytery of St. Augustine Employee Handbook Effective October 1, 2019

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This handbook is effective October 1, 2019 and supersedes all prior Handbooks. Note: The content of this guide does not constitute, nor should it be construed, as a promise of employment or as legal document. Sections of this guide may be changed, deleted, suspended or discontinued at any time for any reason with or without prior notice.

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INTRODUCTION

1.1 AN INTRODUCTORY MESSAGE

Welcome to employment with the Presbytery of St. Augustine. It is an organization with a rich history and we are excited you are now a part of it.

The mission of the Presbytery of St. Augustine is to support our faith community, so that together we may witness to the gospel of Jesus Christ. Among the 58 congregations, many teaching and ruling elders, and a few staff members we envision the presbytery as a vibrant body, equipping people of all generations to bear a greater witness to God's love in the world.

As members of Christ's body, the Presbytery of St. Augustine understands its ministry at this time and in this place to be guided by four goals:

- Create a culture where everyone is one heart and soul and working together for the common good to the glory of God
- Thrive and grow in faithfulness to Jesus Christ
- Seek and connect with young people in all aspects of our ministries
- Maximize Montgomery Conference Center as our spiritual asset

Membership of presbytery consists of all enrolled, ordained teaching elders, together with ruling elder commissioners elected by the session of each church of the presbytery and other ruling elders who are members by virtue of their office or role.

1.2 HISTORY OF THE PRESBYTERY OF ST. AUGUSTINE

The Presbytery of St Augustine is a part of the *Presbyterian Church (U.S.A.)*, which was created by the 1983 reunion of the two main branches of Presbyterians in America separated since the Civil War – the Presbyterian Church in the U.S. and the United Presbyterian Church in the U.S.A. We are one of the presbyteries which make up the Synod of South Atlantic.

Our 58 congregations are located in the counties of Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Lafayette, and Levy less the community of Yankeetown, Marion, Nassau, Putnam, St. Johns, Suwannee, Taylor and Union.

The Presbytery of St. Augustine meets for at least three stated meetings each year: Winter, Spring, and Fall. Ordinarily, these meetings are scheduled on the first Saturday of February, and the first Tuesdays of May and October.

2 GENERAL EMPLOYMENT POLICIES

2.1 EMPLOYER-EMPLOYEE RELATIONSHIP

This employee handbook summarizes the personnel policies and procedures that govern the employment relationship between the Presbytery of St. Augustine in Jacksonville, Florida (hereinafter referred to as PSA) and its employees.

The purpose of this handbook is to help you become familiar with the personnel policies and procedures that will guide how we work and interact in the workplace. Please take time to read it carefully. The policies have been established by the recommendation of the Personnel Team of PSA and approved by the Coordinating Council. Nothing in this handbook is to be construed as a legal document or as a contract of employment or the right to any specific benefit. PSA reserves the right to revise, modify, revoke or change any policy, benefit or provision at any time, with or without notice. Questions should be directed to your supervisor if there is a question. If a question regarding remains unanswered, it can be addressed to the Personnel Team of PSA for clarification and an official response. If there is a conflict between any policy or provision set forth in this handbook and the terms of call of an ordained staff member, the terms of call shall be controlling.

This Handbook is not intended to cover every situation that may arise or to create specific policy to be applied at every instance. These are not conditions of employment and are not intended to create, nor be construed to constitute, any type of oral or written employment contract, promise or guarantee, express or implied, between the PSA and any one or all of its employees. Nothing in this Handbook is intended to provide any assurance of continued employment.

This handbook does not create a contract of employment between PSA and its employees. Although PSA hopes that your employment relationship will be long-term, either you or PSA may terminate this relationship at any time, for any reason, with or without cause or notice.

This Handbook supersedes any previous Handbooks or unwritten policies and may not be amended or added to without the express written approval of the Personnel Team and the Coordinating Council.

2.2 EQUAL EMPLOYMENT OPPORTUNITY

PSA provides equal employment opportunities (EEO) to all employees and applicants for employment required by law and the Book of Order. There is no place in the PSA for discrimination on the basis of race, ethnicity, age, sex, marital status, veteran status or disability or any other classification protected by applicable law.

2.3 ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

The PSA is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, the presbytery will not tolerate harassment of its employees by anyone, including any supervisor, co-worker, vendor, client, contractor, customer, volunteer or other regular visitor of the PSA. Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, including race, color, sex, age, ancestry, national origin, disability, marital status or veteran status, or other legally protected group status. The Presbytery will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. The conduct forbidden by this policy specifically includes, but is not limited to:

- Epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status
- Written or graphic material circulated within or posted within the workplace that shows hostility towards a person or persons because of their protected status.

2.3.1 SEXUAL HARASSMENT

Sexual harassment does not mean occasional compliments of a socially acceptable nature. Sexual Harassment refers to unwelcome conduct which is offensive to the individual, has the purpose or effect of interfering with an individual's work performance, creates a hostile or offensive work environment, or interferes with the effectiveness of the organization. This includes unwelcome jokes or comments, sexual advances, requests for sexual favors, unwanted touching or other verbal, physical or visual conduct of a sexual nature when:

- (1) Submission to the conduct is an explicit or implicit term or condition of employment;
- (2) Submission to or rejection of the conduct is used as the basis of an employment decision; or
- (3) The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of conduct towards an individual of the same or opposite sex that may constitute sexual harassment include the following:

- Demands for sexual favors;
- Sex-oriented verbal kidding, teasing or jokes;
- Repeated sexual flirtations, advances or propositions;
- Continued or repeated verbal abuse of a sexual nature;
- Graphic or degrading comments about an individual or his or her appearance;
- The display of sexual suggestive objects or pictures;
- Subtle pressure for sexual activity; or
 - Offensive or abusive physical contact including touching, hugging, kissing, blocking a path, grabbing patting, pinching, fondling or brushing up against another individual's body.
 - Foul or obscene language
 - Retaliation or threats of retaliation for making allegations of sexual harassment

2.3.2 COMPLAINT PROCESS

If you feel that you have experienced or witnessed harassment, you are to immediately notify the Chair of the Personnel Team, the Coordinating Council, or the Stated Clerk. The PSA forbids retaliation against anyone for reporting harassment, assisting in making harassment complaint, or cooperating in a harassment investigation. The PSA will preserve confidentiality to the extent that the needs of the investigation permit. The policy of the PSA is to investigate all complaints of harassment and/or discrimination thoroughly and promptly. If an investigation confirms that a violation of this policy has occurred, the PSA will take appropriate corrective action, including discipline up to and including termination of employment. The use and enforcement of this policy does not preclude disciplinary action under the Rules of the Constitution of the Presbyterian Church (U.S.A.).

2.3.3 INDIVIDUALS AND CONDUCT COVERED

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to PSA (e.g., an outside vendor or a consultant).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during presbytery trips, presbytery meetings and presbytery-related social events.

2.4 NEPOTISM, EMPLOYMENT OF RELATIVES AND PERSONAL RELATIONSHIPS

It is PSA's policy that close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a direct or indirect reporting responsibility to each other. Further, relatives generally will not be placed in positions where they work with or have access to sensitive information regarding a close family member or if such employment creates an actual or potential conflict of interest. For purposes of this policy, close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives.

If employees begin a dating relationship or become relatives, partners or members of the same household, and if one party is in a supervisory position, that person is required to inform the Personnel Team Chair of the relationship.

PSA may apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

2.5 OPEN DOOR POLICY

PSA recognizes that employees will have suggestions for improving the workplace and possibly complaints about the workplace. The most satisfactory solution to a job-related problem or concern is usually reached through a prompt discussion with one's supervisor. Employees should feel free to contact their supervisor

with any suggestions and/or complaints. If an employee does not feel comfortable contacting his/her supervisor or is not satisfied with the supervisor's response, the Personnel Team Chair should be contacted.

Although not every complaint can be resolved to an employee's satisfaction, open communication is essential to a successful work environment.

2.6 EMPLOYMENT APPLICATION

PSA relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the individual has been hired, termination of employment.

2.7 BACKGROUND AND REFERENCE CHECKS

To ensure that individuals who join the staff of PSA are well qualified and that PSA maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to PSA.

If information obtained in a background check would lead PSA to deny employment, the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as education verification, driving record or credit report may be made on applicants for job categories if appropriate and job related.

PSA may also conduct a background check for current employees at any time during employment.

2.8 EMPLOYMENT ELIGIBILITY VERIFICATION

PSA is committed to employing only United States citizens and aliens who are authorized to work in the United States and who comply with applicable immigration and employment law. As a condition of employment, every individual must provide satisfactory evidence of his/her identity and legal authority to work in the United States.

3. COMPENSATION POLICIES

3.1 EMPLOYEE CLASSIFICATION CATEGORIES

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. Classifications are determined by comparing job duties to specific criteria as established by The Fair Labor Standards Act (FLSA). These classifications do not guarantee employment for any specified period of time or alter the employment at will relationship.

Non-exempt employees are employees who are paid on an hourly basis and whose work is covered by the minimum wage and overtime requirements under the FLSA. In other words, they are NOT exempt from the FLSA's minimum wage and overtime requirements.

Exempt employees are generally salaried managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

PSA has established the following categories for both non-exempt and exempt employees:

Regular, full time: Individuals who are not in a temporary status and who are regularly scheduled to work PSA's full-time schedule of 35 or more hours per week. These employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.

Regular, part time (20 hrs. or more): Individuals who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule but at least 20 hours each week. These employees are eligible for certain limited benefits.

Regular, part time (<20 hrs.): Individuals who are not in a temporary status and who are regularly scheduled to work less than 20 hours each week. These employees are not eligible for any benefits except where otherwise agreed in writing.

Temporary, full time: Individuals who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work PSA's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. These employees are not eligible for any benefits.

Temporary, part time: Individuals who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than PSA's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. These employees are not eligible for any benefits.

Temporary workers are not eligible for benefits unless specifically stated otherwise in PSA policy or are deemed eligible according to plan documents.

3.2 WORK HOURS, REGULAR WORK WEEK, AND ASSIGNMENTS

The regular office hours for PSA are Monday through Thursday, from 8[MGD1]:00 a.m. to 5:00 p.m., which includes a one-hour unpaid lunch period. Friday hours are 9:00 a.m. to 12:00 p.m. Breaks may be scheduled to ensure appropriate coverage is maintained for the telephones and greeting visitors.

Employees will be assigned to work a regular schedule during the work week and work day. There may be times when employees will be expected to work outside their regularly scheduled hours. When asked, they will be expected to work beyond the normally scheduled hours, which may include Saturdays, Sundays, and weekends. Certain non-exempt positions may also be required to work on Sundays for events and special occasions.

3.3 OVERTIME

Overtime compensation will be paid to non-exempt employees in accordance with governing law. All overtime work must be approved by the respective supervisor prior to beginning work. All non-exempt employees, including part-time and temporary exempt employees, will be entitled to overtime pay at the rate of one and a half times the employee's base rate of pay for all hours worked in excess of the forty-hour workweek. For overtime pay calculation purposes, the work day begins at 12:00 a.m. and ends at midnight. An employee's overtime pay is computed on the number of hours worked beyond forty hours per week. Vacation days, paid holidays, or any leaves of absence are not included in the hours worked.

3.4 PAYDAYS AND PAYCHECKS

Paydays are on the 15th and last day of the month. The work week begins on 12:00 am Eastern Time on Monday and ends at 11:59 pm Eastern Time on Sunday unless otherwise posted.

If the regular payday falls on a holiday, employees will be paid on the day before the regular payday. For each two-week pay period, employees will receive a payroll statement itemizing gross pay, deductions and net pay. Employees may elect direct deposit of their paycheck into their checking and/or savings account as designated by their completed paperwork.

PSA is required by law to make certain statutory deductions from an employee's paycheck each time one is prepared. Among these are federal, state and local employment taxes and the employees' contribution to Social Security.

Due to the nature of its organization PSA is exempt from State Unemployment.

3.5 PAYROLL PROCEDURES

It is PSA's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. The below information describes some of the basic rules concerning

timekeeping and payroll procedures, as well as the steps employees should follow to ensure that they are paid properly for all time worked.

Confirm and Review Pay Voucher

Ensure the financial department always has the most current information, such as any change in legal name, address, banking, and W-4 details.

The pay stub voucher should be reviewed after payroll has been processed. The Bookkeeper should be notified if any error is identified. If an error has occurred or if there are any questions about pay, the matter should be reported to the Bookkeeper. In the event a mistake occurs, PSA will promptly make necessary corrections.

If there are questions or concerns about the recording of the number of hours worked or deductions from wages, please contact the Bookkeeper. PSA takes all reasonable steps to ensure you receive the correct amount of pay in each paycheck and that you are paid promptly on the scheduled payday. In the unlikely event there is an error in your pay, you should notify your Supervisor immediately. If it is confirmed that you were paid incorrectly, your pay will be corrected promptly, typically within 24 hours. All year to date totals for W-2 earnings will be adjusted to reflect the correct earnings information on the next pay period.

3.5.1 NON-EXEMPT EMPLOYEES

Non-exempt employee must record accurately, completely and timely the time worked each day. Arrival, departure, and meal break times must be recorded accurately. All time worked must be reported. Non-exempt employees should not work any time that is not authorized by their supervisor. Do not start work early, finish work late, work during a meal break, or perform any other extra or overtime work unless properly authorized to do so.

Non-exempt employees are prohibited from working “off the clock” (i.e., without reporting the time worked). It is a violation of PSA’s policy for anyone to instruct or encourage another employee to work “off the clock,” to incorrectly report hours worked, or to alter another employee’s time records. If anyone directs or encourages an employee to incorrectly report the number of hours worked, or to alter another employee’s time records, the employee should report the incident immediately to the Bookkeeper.

3.5.2 EXEMPT EMPLOYEES

Exempt employees will receive a salary that is intended to compensate for all hours worked for PSA. Under federal and state law, salary is subject to certain deductions under the following circumstances: full day absences for personal reasons; full day disciplinary suspensions for infractions of our written policies and procedures; disciplinary suspensions due to violations of a safety rule of major significance; as an offset for amounts received as payment for jury and witness fees or military pay; and as a result of working less than a full week during first or last week of employment.

If you believe your salary has been improperly reduced in violation of this policy, you should address the matter promptly with your Supervisor. You will not suffer any adverse employment consequences as a

result of reporting a suspected violation of this policy. If it is confirmed that an improper deduction has been made, you will be promptly reimbursed for the amount improperly deducted.

3.6 EMPLOYEE PERFORMANCE EVALUATIONS AND SALARY REVIEW

Employee performance evaluations are usually conducted annually and are designed to clearly communicate strengths, areas for improvements and job goals for the next review period. The performance evaluation should be discussed, and both the employee and the employee's immediate supervisor should sign the completed appraisal form. Performance evaluation forms will be retained in the employee's personnel file.

4 TIME OFF AND OTHER LEAVE BENEFITS

As part of its benefit plan, PSA provides time off to eligible employees as described below. The accrual of benefits will begin upon the date of hire. Employees are not eligible to receive paid time off benefits (bereavement, sick and vacation) until the completion of the first ninety (90) days of employment.

4.1 DESIGNATED HOLIDAYS

Holidays:

January:	New Year's Day and Martin Luther King, Jr. Day
February:	President's Day
March/April:	Good Friday
May:	Memorial Day
July:	Fourth of July
September:	Labor Day
November:	Veteran's Day, Thanksgiving Day and the Friday after Thanksgiving
December:	Christmas Day and Christmas Eve or the day after Christmas

If a holiday falls on a weekend day, PSA will usually observe the holiday on the preceding Friday or the following Monday. Holiday observance will be announced in advance.

An employee may seek to work on a holiday in lieu of work on a non-holiday, but all such requests shall be directed to their supervisor, who has the sole discretion of approval. If approved, the employee is not eligible for holiday pay and will instead receive regular pay.

4.2 VACATION

Regular, Full-time employees begin accruing and earning vacation on the first day of hire. Vacation is earned and applied on a calendar year basis.

Employees are eligible to earn up to 10 days of vacation per calendar year. Clergy will receive their amount of vacation in accordance with their terms of call. If there are exceptions regarding vacation eligibility it must be outlined in their offer/ acceptance letters.

Regular, Part-time employees (working 20 hours or more a week) are eligible for vacation at a rate of one half that of full-time employees or up to five (5) days per calendar year. A paid day of vacation will be the number of regularly scheduled hours in the employee’s work day.

4.2.1 VACATION ACCRUAL

Annual vacation is accrued (and earned) on a per payroll hourly basis.

New employees must be employed 90 calendar days before being eligible to take accrued vacation.

During the initial year of employment, the employee must take all accrued vacation before the end of the calendar year.

Following the three-month employment waiting period, employees are permitted to use eligible vacation at any time during the calendar year even if the full amount has not been accrued. However, if employment is terminated for any reason and the employee has taken more vacation in that year than accrued, an adjustment will be made in the employee’s final paycheck to reimburse PSA for any and all used but non-accrued vacation.

All employee vacation must be scheduled with and receive prior approval from the employee’s supervisor. It is the responsibility of each employee to schedule and take their vacation within the year it is earned

If a holiday observed by PSA falls during an employee’s vacation, the employee will be paid for the holiday and not be charged a vacation day.

New Hire Vacation Eligibility Chart

<i>Employee Type</i>	<i>Vacation Days</i>
Regular, Full-time employees	Eligible up to 10 days of vacation per calendar year.
Regular, Part-time employees	Entitled up to five (5) days of vacation per calendar year at their regular daily scheduled hourly rate of pay. Example: A part-time employee who is normally scheduled to work 4 hours per day five days a week, would receive a paid vacation day of 4 hours.

4.2.2 VACATION AT TERMINATION

Accrued and unused vacation time will be paid to a terminating employee at the employee's current rate of pay provided the employee has completed three months of continuous service and leaves employment in good standing. The amount paid will be limited to a maximum of five (5) days. No payment of accumulated vacation will be made if the employee fails to give proper notice of his/her resignation.

If at termination, an employee has a negative vacation accrual, the unearned but used portion will be deducted from the employee's final paycheck where permitted by law.

4.2.3 ADDITIONAL SERVICE BASED VACATION

Regular, Full-time employees will earn one additional day of vacation for each consecutive year of completed service beginning with the employee's second full year of completed service anniversary date. The additional vacation day of eligibility becomes part of the accrual formula on each successive service anniversary date. Full-time employees may earn an additional ten (10) days of vacation, one day for each continuous completed year of service up to 10 years for a maximum of twenty (20) **total** days in a calendar year. Clergy are eligible for (3) three to (4) weeks' vacation based upon related experience and as outlined in their terms of call.

Regular, Part-time employees will earn additional vacation in a similar manner as full-time employees but at half the rate i.e., up to one half-day for each continuous completed year of service for a maximum of ten half-days after ten years continuous service based on the hours worked.

4.3 ADDITIONAL LEAVE BENEFITS

PSA provides ten (10) paid sick leave days per year to regular, full-time employees and five (5) paid sick days per year for regular, part-time employees. Sick time accrues by hours on a per payroll hourly basis the same as vacation time. Accrual will begin upon the date of hire with eligibility for paid sick time effective after ninety (90) days of employment. An employee who is unable to report to work must notify his or her direct supervisor verbally with as much advance notice as possible before the scheduled starting time.

Additional personal days may be granted at the discretion of the supervisor and Personnel Team Chair. Sick leave is to be used only when actually required to recover from illness or non-work-related injury or to attend medical and dental appointments for the employee or his/her child. Personal days may be for things such as house closings, legal appointments or other issues similar in nature.

For absences of more than three consecutive days due to illness or injury not connected with employment, a certification from a health care provider must be submitted. The certification must state that you are under the provider's care or treatment for the days in question and that it is the provider's recommendation that you remain off work. A health care provider's certification may also be required in other circumstances. We may require a release from your health care provider before you return to work.

Accrued sick leave or personal days do not carry over from year to year. Employees are not compensated for unused sick leave or personal days at the end of employment with PSA or at any other time.

Personal leave may be granted to regular, full-time employees or regular, part-time employees for the following additional reasons:

4.3.1 JURY DUTY

Employees who are summoned for jury duty or to serve as a witness are encouraged to comply with their civic duty. All employees must notify their supervisor as soon as they learn that they have been summoned as a juror or witness so that work arrangements can be made. Any employee excused from work for jury duty will be paid his or her usual compensation, for up to three (3) working days per calendar year, or a longer period as determined in the discretion of the employee's supervisor. To receive jury duty pay, you must present acceptable proof to your supervisor showing the dates of jury service and the pay received. Employees are expected to return to work immediately upon dismissal from service as a witness or jury service, when such dismissal is before the end of the regularly scheduled workday. Time off for jury duty will not be considered as hours worked when computing hours worked for overtime pay for non-exempt employees.

4.3.2 TEMPORARY DISABILITY LEAVE

All non-exempt employees are eligible for up to six (6) weeks unpaid Temporary Disability leave after being employed for at least one year. Temporary disability leave may be used for, among other things, pregnancy difficulties, childbirth, surgery, or illness.

The employee shall take primary responsibility after a diagnosis requiring the possibility of Temporary Disability Leave to inform their supervisor regarding changing needs and availability to serve the presbytery. Whenever possible, the employee shall submit to the supervisor a written request for leave not less than thirty (30) days prior to the beginning of the leave, stating his/her intentions regarding returning to employment. A copy of this request shall be sent to the PSA's Personnel Team. You must present a "fitness for duty" certificate, completed by your healthcare provider, prior to returning to work. Your healthcare provider must assess your ability to perform the essential functions of your job. That assessment includes your physician's review of your job description. Written notification of the date for reinstatement shall ordinarily be offered to the supervisor not less than two (2) weeks prior to the conclusion of the leave. If the employee is unable to return to work at the end of the agreed-upon leave, the supervisor, in consultation with the PSA's Personnel Team, may take action to terminate employment. In the case of partial incapacity, the supervisor may adjust the duties and compensation of the non-exempt employee, in consultation with the PSA Personnel Team.

4.3.3 PARENTAL LEAVE

Parental leave may be used by non-exempt employees of the PSA in the event of either the birth or adoption of a child. Exempt staff members are governed by PSA's policy on "Clergy/Educator Parental Leave."

Parental leave shall be for up to six (6) weeks with full compensation for female employees of the presbytery in the final days of pregnancy, delivery, and postpartum. Two (2) weeks paid leave shall be extended to employees upon the birth of children in their immediate families. Two (2) weeks paid leave will also be extended to employees adopting children or becoming foster parents. Vacation time and/or Personal Time Off may be used to supplement parental leave at the discretion of the employee and in consultation with the Personnel Team Chair. Because circumstances surrounding each birth differ, the

PSA and the employee shall work together in planning work before and after the birth consistent with the PSA's needs and the employee's circumstances. The employee herself shall take primary responsibility during her pregnancy to inform their supervisor regarding her changing needs and availability to serve the presbytery. The employee shall ordinarily submit to the supervisor a written request for parental leave not less than thirty (30) days prior to the beginning of the leave, stating her intentions regarding returning to employment. A copy of this request shall be sent to the PSA's Personnel Team. Written notification of the date for reinstatement shall ordinarily be offered to the supervisor not less than two (2) weeks prior to the conclusion of the leave. If the employee is unable to return to work at the end of the agreed-upon leave, the supervisor, in consultation with the PSA's Personnel Team, may take action to terminate employment. In the case of partial incapacity, the supervisor may adjust the duties and compensation of the non-exempt employee, in consultation with the PSA Personnel Team.

4.3.4 MILITARY LEAVE

Employees will be granted military leave to satisfy military reserve obligations and/or active military duty in accordance with federal and state law. Employees are required to give advance written or verbal notice of an absence for military service, unless circumstances make it unreasonable or impossible to do so. Employees must provide written notice as soon as possible to their supervisor. Unless otherwise provided by law, employees are entitled to take a cumulative total of up to five (5) years of military leave while employed by the PSA. Military leaves of absence will be unpaid; however, employees may choose to use any accrued paid time off during a military leave. While on a military leave of absence, employees will not accrue paid time off or any other benefits that would otherwise accrue based on the length of an employee's employment.

Employees on military leave may continue their benefits to the extent and on the conditions provided in applicable benefit plans. At the conclusion of military service, employees who wish to return to work must report to the PSA, or submit an application for re-employment, within a certain time frame. The time frame required depends on the length of the employee's military leave, so employees should contact the PSA immediately to discuss the deadline for re-employment.

4.3.5 BEREAVEMENT LEAVE

Employees will be eligible for up to three (3) days bereavement leave with pay to arrange and/or attend the funeral of an immediate family member. Immediate family is defined as the employee's spouse, children, parents/spouse's parents, grandparents, brothers, sisters, and their spouses. The employee will notify their supervisor prior to use of bereavement leave. Employees who require more than three (3) days may use accrued vacation time.

4.3.6 JOB RELATED EDUCATIONAL LEAVE

If an employee wishes to participate in a job related educational class or training program for purposes of professional advancement, an application will be made to their Supervisor for paid educational leave. Approval is at the discretion of the Supervisor and the Coordinating Council, and subject to the work schedule and needs of PSA.

4.3.7 REGULAR, PART TIME EMPLOYEE BENEFITS

Regular, part-time employees are those who are employed to work less than a thirty-five (35) hour week. If employed at least twenty (20) hours a week on a regular, continuing schedule they are eligible for the following:

- a. Holiday pay if the holiday falls on one of the regularly scheduled working days for that employee;
- b. Jury duty pay;
- c. Vacations and Sick Time Off pay in proportion to hours worked each week.

5 EMPLOYEE BENEFITS

5.1 HEALTH INSURANCE

Regular, full time employees are eligible to enroll in health insurance coverage upon hire. The date of active participation will be in accordance with the plan guidelines.

5.1.2 REGULAR FULL-TIME EMPLOYEES WHO HAVE NOT REACHED THE AGE OF +65: PSA will pay toward the monthly employee only premium, up to a specified dollar amount, as approved by PSA for each year of coverage (calendar year). Any “buy-up” plan or additional coverage such as for family members, dental, etc. will be at the employees’ direct personal expense. These costs will be paid by the employee through payroll deductions.

If active full-time employment extends beyond age 65, PSA will provide reimbursement towards the monthly premium for an individual Medicare Supplement policy offered through either AARP or another health insurance carrier. The reimbursement amount for the supplement plan may be up to full cost of the monthly premium, provided the premium does not exceed the monthly dollar amount approved by the Personnel Team and reimbursed for “employee only” coverage.

5.1.3 REGULAR PART-TIME AND TEMPORARY EMPLOYEES are not eligible for health insurance coverage.

5.2 LIFE INSURANCE

PSA provides life insurance for all regular full-time employees (subject to change).

5.3 RETIREMENT PLANS

Regular full-time and regular part-time employees may participate in the Retirement Savings Plan of the Presbyterian Church. A written plan document is adopted annually by the PSA that includes employee eligibility and employer contribution limits and is distributed to employees.

The Pension Plan is a defined benefit retirement plan. Participants in the plan receive a guaranteed monthly payment throughout retirement. The Pension Plan helps to provide financial security when combined with Social Security and personal savings, such as contributions to the Retirement Savings Plan of the Presbyterian Church (U.S.A.). Participants receive monthly payments throughout retirement, and eligible survivors may receive payments after the participant's death.

Employees do not contribute to the Pension Plan. The full cost of the benefit is funded through employer dues and Pension Plan investment earnings. See your supervisor for more information on this plan.

If you are enrolled in the Pension Plan, your pension benefit grows through annual pension credits for each year of eligible plan participation as well as through discretionary experience apportionments. Apportionments, granted by the Board of Directors of the Board of Pensions, are periodic, permanent increases to the pension benefits of all participants — retired, active, and terminated.

The terms and conditions of the Retirement Saving Plan of the Presbyterian Church are described in more detail in the plan's Summary Plan Description and are subject to change. Please see the Bookkeeper if you have any questions or want any additional information.

6 CONDUCT IN THE WORKPLACE

6.1 ATTENDANCE AND PUNCTUALITY

Good attendance and timely arrival at work are critical to the smooth operation of PSA business. Consequently, absences without notice may result in disciplinary action up to and including discharge.

Unexpected events may result in tardiness; however, constant or continuing tardiness will result in disciplinary action, up to and including discharge. You must notify your Supervisor more than one hour before your scheduled time to begin work if you are going to be late.

An employee unable to report for work must notify his/her supervisor as soon as practical and before the time scheduled to begin working for that day. Barring extenuating circumstances, an employee must notify your Supervisor on any day scheduled to work but will not be reporting to work.

6.2 PERSONAL APPEARANCE

Dress, grooming and personal cleanliness standards contribute to the morale of all staff members and affect the image employees portray to the presbytery membership and guests. It is the expectation that all employees present themselves in a professional manner in accordance with the requirements of their positions and its functions.

Due to safety needs and specific work requirements, additional dress code stipulations may be required. Questions should be addressed to the supervisor for specific dress code requirements as they relate to an employee's role.

Anyone who appears for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, compensation will not be paid for the time away from work.

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

6.3 CONFIDENTIALITY

During the performance of their job responsibilities, employees of PSA may become privy to or have access to confidential information regarding PSA or confidential, personal or business information of PSA's members, employees and others such as inquiries and candidates for ministry within PSA. It is one of the most serious responsibilities that all such information, when received and entrusted, will be treated as confidential. Breach of this covenant of confidentiality may result in immediate discharge.

6.4 PERFORMANCE MANAGEMENT PROCESS

Performance evaluations are designed to provide feedback and measure your performance in the skill areas required to successfully perform your job duties and responsibilities. You and your Supervisor will discuss your strengths and areas for improvement. The objective is to provide a mechanism for both formal and informal feedback about your performance relative to our expectations.

6.5 PERSONAL CONDUCT

Code of Conduct

The successful business operation and reputation of the PSA is built upon the principles of fair dealing and the ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of the PSA is dependent upon trust and we are dedicated to preserving that trust. You are responsible for acting in a way that will merit the continued trust and confidence of the public.

PSA will comply with all applicable laws and regulations and expects its officers and employees to conduct business in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct.

What the PSA Expects of All Employees

The PSA expects conscientious and professional work, as well as high ethical standards from all its employees. The nature of the PSA and reputation in the community requires special obligations by employees to safeguard integrity. Consequently, employees are expected to:

- Avoid illegal conduct in both business and personal matters. Illegal conduct constitutes grounds for immediate termination.
- Know the contents of the Code of Conduct and observe its letter and spirit at all times. Employees who violate the Code of Conduct may be subject to disciplinary action, including termination.
- Perform work duties in good faith, in the best interests of the PSA and in a prudent manner. An employee should not unnecessarily or knowingly delay or neglect any PSA matter entrusted to him/her, or handle any PSA matter the employee knows or should know that he/she is not qualified or authorized to handle.
- An employee should not execute any note, contract or other agreement on behalf of the PSA except as appropriate to the duties of the employee and as authorized by the Coordinating Council or the Chair of the Coordinating Council.
- Carefully follow expense account policies and guidelines. Falsification of an expense account constitutes grounds for immediate termination.
- Comply with the PSA's stated policies.

Responsibility in the Community

The PSA will conduct all relations with customers, vendors, suppliers and competitors in full compliance with the letter and spirit of applicable laws and in an exemplary manner with regard to honesty, good faith and fairness. The following rules will be observed:

- Employees shall not directly or indirectly make any statement related to the PSA that is knowingly false or misleading in any material respect to any director or employee of the PSA, to any attorney, accountant or agent retained by the PSA or to any government agent or regulator.
- Employees shall strive to provide information that is clear, factual, relevant, and honest to enable churches and members to have a better understanding of the services we offer. All services will be equally available to all churches and members as appropriate.
- Confidential or proprietary information, relating to the PSA, its churches or members, vendors and suppliers, acquired through association with the PSA, shall be used by the employee solely for PSA purposes. Such information shall not be provided to any other person or firm or used for personal, private, business, charitable or any other purpose.

Responsibility for Reporting Violations

It is your responsibility to promptly report to your Supervisor or the Chair of the Coordinating Council any instances you reasonably believe to be violations of the PSA's Code of Conduct. Upon receipt of such a report, the PSA will conduct a review and determine appropriate disposition. Such reports shall result in unbiased treatment of all parties concerned.

Prohibited Actions & Behaviors

Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

Examples of inappropriate actions that may lead to immediate termination include:

- Failing to comply with or disregarding PSA policies & procedures.

- Falsifying employment or other PSA records.
- Violating nondiscrimination or harassment policy.
- Reporting to work under the influence of alcohol or drugs, including prescription drugs.
- Fighting, disorderly conduct, or using obscene, abusive, or threatening language.
- Bringing weapons, knives, explosives, etc. into the workplace.
- Failure to correct unsatisfactory work performance for which the employee is primarily responsible.
- Failure to give notification to or receive authorization from the Supervisor before leaving the work station, the work site, or the job.
- Limiting one's output or directly or indirectly encouraging another employee to cut down production.
- Carelessness, neglect or refusal to carry out assignments or instructions from those in authority.
- Engaging in insubordination, refusing to comply with a Supervisor's or customer's directive.
- Accepting payment or gifts for favoritism or services.
- Conviction of a felony, the nature of which would be considered to render an individual unreliable as an employee.
- Failure to follow safety rules and regulations.
- Contracting with churches to perform work of any kind for them without the written consent of the Chair of the Coordinating Council.
- Non-disclosure of interest in, or connection with any business which could be conceived as improper, a conflict of interest or gives the appearance of impropriety.
- Engaging in such other practices inconsistent with the ordinary and reasonable rules of conduct necessary for the welfare of the PSA, its employees or its customers.
- Pilferage, stealing, removal or destruction of PSA property, property of customers, fellow employees or others.
- Any solicitations/distribution in violation of PSA policy.
- Sleeping on the job.
- Failure to report accidents immediately including personal injury on the job.
- Discourtesy or impoliteness to customers.
- Disclosure or use of confidential information (whether intentional or not intentional, whether for personal gain/benefit or not).
- Illegal gambling in any form while on Company premises

6.6 WORKPLACE VIOLENCE

PSA recognizes that violence in the workplace is a growing problem nationwide necessitating a firm, considered response by employers. The costs of workplace violence are great, both in human and financial terms.

It is the goal of PSA to have a workplace free from acts or threats of violence and to effectively respond if such acts or threats of violence do occur.

Workplace violence is any intentional conduct that is sufficiently severe, offensive or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends and/or property such that employment conditions are altered or a hostile, abusive or intimidating work environment is created for one or several employees. Examples of workplace violence include, but are not limited to, the following:

- Threats or acts of violence occurring on PSA premises, regardless of the relationship between the parties involved in the incident.
- Threats or acts of violence occurring off PSA premises involving someone who is acting in the capacity of a representative of PSA.
- Threats or acts of violence occurring off PSA premises involving an employee if the threats or acts affect the interests of PSA.
- All threats or acts of violence occurring off PSA premises of which an employee is a victim if it is determined that the incident may lead to an incident of violence on PSA premises.
- Threats or acts resulting in the conviction of an employee or agent of PSA, or of an individual performing service for PSA on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affects the legitimate interests of the church.

Examples of conduct that may be considered threats or acts of violence under this policy include, but are not limited to the following:

- Threatening physical or aggressive contact directed toward another individual.
- Threatening an individual or his/her family, friends, associates or property with harm.
- The intentional destruction or threat of destruction of PSA or another's property.
- Harassing or threatening phone calls.
- Surveillance.
- Stalking.
- Veiled threats of physical harm or like intimidation.
- Communicating an endorsement of the inappropriate use of firearms or weapons.

The prohibition against threats and acts as described above applies to all persons involved in the operation of PSA, including, but not limited to, regular and temporary PSA employees, representatives, pastors and members of the congregation, PSA vendors and all other persons and non-employees on PSA property. Display of any violent, aggressive or threatening behavior (verbal or physical) that may result in physical or emotional injury is strictly prohibited and may be grounds for immediate termination.

Dangerous/Emergency Situations

If you encounter an armed or dangerous person, you should not attempt to challenge or disarm the individual. You should remain calm, make constant eye contact and talk to the individual. If a Supervisor can be safely notified of the need for assistance without endangering your safety or the safety of others, such notice should be given. Otherwise, cooperate and follow the instructions given.

If you receive or overhear any threatening communications from another employee or outside third party, report it to your Supervisor at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor, contact an emergency agency (such as 911) immediately.

6.7 DRUG AND ALCOHOL USE

PSA promotes a safe and healthful work environment free from drugs, alcohol and drug use. The PSA policy prohibits the use, possession, transportation, promotion or sale of illegal drugs or drug paraphernalia on or off the job. If you violate the PSAs substance abuse policy, you will be subject to termination whether or not the violation occurs on PSA premises.

If you are involved in a workplace accident and there is reasonable suspicion that you are under the influence of drugs or alcohol on the job, the PSA may require you to submit to a drug and alcohol test. If you suspect you have a drug or alcohol problem, you are encouraged to seek diagnosis and treatment as prescribed by a qualified professional. However, if your conduct has led to disciplinary action, such action cannot be avoided by a request for assistance.

All employees are prohibited from distributing, dispensing, possessing or using any beverage or medicine containing alcohol while at the workplace or on duty and from coming onto PSA premises, reporting to work, or working with alcohol in their systems. Furthermore, lawful off-duty alcohol use, while generally not prohibited by this policy, must not interfere with an employee's job performance.

Confidentiality

Any and all investigation, screening, diagnosis and/or treatment, including any and all documents concerning these policies will be kept confidential and will not be included in your personnel file.

6.8 VEHICLE USE POLICY

Before operating any vehicle for PSA purposes, an employee must be properly authorized to do so and must be able to operate such a vehicle physically, legally and safely.

Employees who drive their own vehicles to perform job-related duties will be reimbursed for mileage at the then-current IRS rate. PSA also will pay for reasonable parking charges necessarily incurred during job-related vehicle use. Requests for reimbursement of job-related parking expenses should be submitted to PSA promptly after they are incurred. Job-related mileage reports should be submitted to the Bookkeeper either monthly or no less than quarterly.

The mileage reimbursement rate is intended to pay for gas, vehicle use and insurance. Vehicles for any job-related purpose must have at least the minimum motor vehicle liability and collision insurance required by law and insurance must cover any collision or vehicle liability that arises while the vehicle is being used

for job-related purposes. PSA reserves the right to verify vehicle insurance coverage and to request that PSA be named as an additional insured.

Employees operating a motor vehicle for PSA purposes must hold a valid driver's license, wear seat and shoulder belts, obey all traffic laws, and be safe and courteous to other drivers during any job-related driving. Texting while driving is expressly forbidden. Additionally, to meet the requirements of PSA's insurance policy, drivers must be at least 25 years old to operate a motor vehicle for PSA purposes. Hazardous materials are not permitted in vehicles used for PSA purposes.

PSA reserves the right to check driving records and phone records to prevent unsafe drivers. PSA will not pay any traffic or parking fines or other fees or costs associated with job-related driving. Except as required by law, PSA will not reimburse for any vehicle damage, insurance deductible or liability incurred or for which the employee is liable as the result of any vehicle use, including job-related driving. If an employee is required to use a vehicle for job-related purposes, he/she must notify the PSA supervisor (i) immediately if driving privileges are revoked or suspended for any reason or if cited for DUI or reckless driving; (ii) immediately if involved in an accident; and (iii) within three days of receipt of a ticket for any moving traffic violation received while engaged in job-related driving.

6.9 WORKPLACE INVESTIGATIONS

PSA may conduct a workplace investigation, inspection or search to promote a safe and violence-free workplace; to probe allegations of wrongdoing; to safeguard employees' property, PSA, its customers, its service providers and vendors and visitors; and to prevent the possession, sale, and use of illegal and unauthorized substances on the premises.

PSA may question employees and all other persons entering and leaving PSA premises, to inspect any personal possessions or articles on PSA's property, and to inspect any office, desk, files, computer, data storage devices and data, locker, and any other area on the premises. Such an inspection may be conducted at any time at the discretion of PSA. Entry into PSA's premises constitutes consent to searches or inspections. This process includes the inspection of items such as packages, parcels, purses, handbags, briefcases, lunch boxes or other possessions or articles carried to and from PSA property. In addition, PSA reserves the right to search PSA property that is used by the employee, such as the employee's office, desk, files, computer, e-mail, voice mail and Internet files. Inspections may be conducted at any time at the discretion of PSA.

Theft or unauthorized use of PSA property or the property of fellow employees, members, service providers and vendors, or visitors by PSA employees may result in disciplinary action up to and including termination of employment.

Employees are expected to cooperate with an investigation, inspection or search. Refusal to cooperate may subject an employee to disciplinary action up to and including termination. PSA may also contact law enforcement authorities concerning any investigation, inspection or search that it conducts.

6.10 ELECTRONIC COMMUNICATION AND INTERNET USE

The following guidelines have been established for using the Internet, cell phones and e-mail in an appropriate, ethical and professional manner while conducting business for PSA:

- Internet, PSA-provided equipment (e.g., cell phone, laptops, computers, etc.) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- Using abusive, profane or offensive language and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees should not open suspicious e-mails, pop-ups or downloads. Contact the supervisor with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside PSA.
- All PSA-supplied equipment and technology and church-related work records belong to PSA and not to the employee. PSA routinely monitors use of church-supplied equipment and technology. Use of such equipment in violation of this policy may result in disciplinary action up to and including termination of employment.

6.11 STATE OF SOCIAL MEDIA

PSA recognizes the social media, professional networking sites, rapid-fire communications, blog sites and personal websites can be useful technologies. Every staff member has an opportunity to express and communicate online in many ways. Above all else, staff must use good judgment on what material is posted online.

This policy sets forth guidelines that staff must follow for all online communications with direct reference to PSA.

6.11.1 RELEVANT TECHNOLOGIES

This policy includes but is not limited to the following specific technologies:

Personal Blogs, YouTube, Facebook, LinkedIn, Instagram, Personal Websites, Twitter, Snapchat

6.11.2 RESPONSIBILITY

Any material presented online with direct reference to PSA by any staff is the responsibility of the poster. All such communication should establish credibility and integrity above all else. Along with clear identification, staff should state that any opinion is the poster's individually and not a form of official communication from PSA. The use of PSA assets (computers, internet access, email, etc.) is intended for purposes relevant to the responsibilities assigned to each staff member.

6.11.3 TOPIC MATTER GUIDELINES

PSA staff has established the following guidelines in social networking practices:

- Make it clear that the views expressed in social media are yours alone. Do not suggest or infer you represent the views of the PSA in any fashion.
- Do not disclose confidential or proprietary information regarding PSA, your co-workers or the PSA's vendors and suppliers. Use of copyrighted or trademarked information, trade secrets or other sensitive information may subject you to legal action. If you have any doubt about whether it is proper to disclose information, please discuss it with your Supervisor.
- Do not use the PSA logos, trademarks, web addresses, email addresses or other symbols in social media. You may not use the PSA name or other identifying information to endorse, promote, denigrate or otherwise comment on any product, opinion, cause or person.
- Be respectful of the privacy and dignity of your co-workers. Do not use or post photos of co-workers without their express consent.
- Harassing or discriminatory comments, particularly if made on the basis of gender, race, religion, age, national origin, or other protected characteristic, may be deemed inappropriate even if the PSA name is not mentioned. If social media communications in any way may adversely affect your relationships at work or violate PSA policy, you may be subject to discipline up to and including immediate termination under various PSA policies.
- Ensure that engaging in social media does not interfere with your work commitments.
- Social media and similar communications have the potential to reflect on both you and the PSA. We hope you will show respect for our employees, churches, members, vendors, suppliers, and affiliates.
- Do not post names and/or photos of children without expressed written parental consent

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

6.11.4 OTHER OFF-LIMITS MATERIAL PRACTICES

In addition to the above prohibitions, this policy recognizes the following additional business-related limits on social networking:

- **Financial information**
Any online communication regarding PSA's financial condition, budget or similar data is strictly forbidden except through mechanisms managed internally by the Bookkeeper or communications department.
- **Third-Party sites**
Framing, deep linking to or incorporating any third-party content without permission when linking to other sites or pages is not allowed.
- **Materials obtained without permission and provide proper attribution for content used with permission**
Avoid copyright infringement and the risk of harm stemming from the unauthorized use of material belonging to others. Use of copyrighted material is prohibited. With respect to any licensed

material, remember to abide by any license terms and ensure that the right to use extends to electronic formats. Comply with all attribution requirements.

- **Posting by others**

Posting by others can create situations that give rise to liability for copyright infringement, torts or defamation. Unauthorized use or copying of third-party content is forbidden. A statement to this effect along with the takedown policy should be clearly stated on the social networking site.

7. SAFETY AND SECURITY

7.1 SMOKE-FREE WORKPLACE

It is the policy of PSA to prohibit smoking on all areas of the PSA property 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, regular or electronic cigarette (including vaping) or pipe of any kind."

The smoke-free workplace policy applies to:

- All buildings, courtyards, breezeways, sidewalks and parking lots;
- All PSA-sponsored off-site conferences and meetings;
- All vehicles owned or leased by PSA;
- All visitors (members and vendors) to the premises of PSA;
- All contractors and consultants and/or their employees working on the premises of PSA; and
- All employees, temporary employees and student interns.

Employees who violate the smoking policy will be subject to disciplinary action up to and including termination.

7.2 SECURITY INSPECTIONS

It may be deemed necessary to inspect church property for the safety of employees that includes the right to inspect desks, or other storage devices that are provided for the convenience of employees but that remain the sole property of PSA. To maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials, PSA prohibits the control, possession, transfer, sale, or use of such materials on its premises to the extent permitted by applicable law. The cooperation of all employees in administering this policy is required.

7.3 HAZARDOUS AND TOXIC MATERIALS

If a job requires that the use of hazardous and/or toxic materials, employees are expected to comply with all laws, rules, and regulations concerning safe handling and disposal. Questions about the materials or the proper safety procedures to follow should be discussed with your Supervisor before handling the materials.

7.4 WORK-RELATED INJURIES

PSA provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers most injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment. An employee who sustains a work-related injury or illness must inform both his/her supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage.

8 MISCELLANEOUS

8.2 RETURN OF PROPERTY

Employees are required to return PSA property that is in their possession or control in the event of termination of employment, resignation, or layoff, or immediately upon request. Where permitted by applicable laws, PSA may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. No information belonging to PSA can be copied for the employee's use. PSA may also take all action deemed appropriate to recover or protect church property.

8.3 PERSONAL PROPERTY OF EMPLOYEES

Subject to the policies of PSA, reasonable personal property may be brought into the workplace; if so, the employee assumes all risks concerning that property, including loss, theft and damage. If, for any reason employment with PSA terminates and the employee leaves personal property at PSA, PSA will hold such personal property for a maximum of 30 days. PSA will consider property not retrieved within 30 days as having been abandoned and will dispose of the property as it sees fit.

9 RESIGNATION AND TERMINATION

9.1 VOLUNTARY RESIGNATION

In the event of a voluntary resignation, PSA requests and appreciates a minimum of a two-week notice when possible. Proper notification will result in accrued but unused vacation time up to five days to be paid at the time of employment termination as specified under "Vacations" in the "Benefits" section of this handbook. No accrued vacation will be paid without proper notice.

9.2 TERMINATION WITHOUT CAUSE

Since the employment relationship of employees (excluding called and contracted workers) is of an at-will nature, an employee may be involuntarily terminated and dismissed at any time with or without notice.

9.3 EXIT INTERVIEW

During an exit interview with an employee who has resigned voluntarily, the employee should express himself/herself freely to provide insights that will enable PSA to continue to improve upon a healthy and productive work environment for all employees. All information will be kept as confidential as practical.

All requests for employment verification should be directed to the Bookkeeper. Unless PSA has written authorization stating otherwise, the senior staff member will only confirm dates of service and positions held. If a former employee makes a specific written request to provide additional reference feedback, the Personnel Team Chair or a member of the Coordinating Council are authorized to share reference feedback to an inquiring party.

9.4 REHIRE

A former employee whose employment was involuntarily terminated for misconduct, unsatisfactory job performance, or other similar reason, or who resigned in lieu of termination for such reasons, is ineligible for re-employment with PSA.

10 ACKNOWLEDGEMENT FORM

Receipt and Acknowledgment of the Presbytery of St. Augustine Employee Handbook

The Employee Handbook is an important document intended to help you become acquainted with PSA and to serve as a guide to our policies and expectations regarding your employment.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the PSA Employee Handbook.

I have received a copy of the PSA Employee Handbook and understand it is my responsibility to read it. I understand that the policies, rules and benefits described in it are subject to change at the sole discretions of PSA at any time. I will be notified if changes to the handbook have been made.

I understand that this handbook does not provide any contractual rights or guarantees of employment and that my employment is for no definite duration. I further understand that my employment relationship may be terminated at any time with or without notice or cause, either by me or PSA. I also understand that no official of PSA has the authority to enter into an oral employment contract.

I understand that this handbook replaces (supersedes) all other previous handbooks for PSA. I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the PSA Employee Handbook.

Employee's Printed Name _____ Position _____

Employee's Signature _____ Date _____

Witness's Signature _____ Date _____