



Employee Handbook

This handbook is effective May 3, 2022 and supersedes all prior handbooks. Note: The content of this guide does not constitute, nor should it be construed, as a promise of employment of a legal document. Sections of this guide may be changed, deleted, suspended or discontinued at any time for any reason with or without prior notice.

Welcome to the Presbytery of St. Augustine, Inc.

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 54 congregations, many teaching and ruling elders, and 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:

- Thrive and grow in faithfulness to Jesus Christ
- Create a culture of unity, diversity and inclusion where everyone is of one heart and soul and working together for the common good to the glory of God
- Create a strong missional focus, showing God's love to all generations
- Shepherd our gifts for God's glory

Membership of the 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.

We are very pleased to welcome you to the Presbytery of St. Augustine team. You are joining a group of high energy, enthusiastic, talented professionals who are committed to the success of the team and have made a personal commitment to ensure that we meet the goals of the Presbytery.

You were carefully selected for your job because of your skills, abilities, experience, and training. You are very important to the success of the Presbytery. You are joining us at a very exciting time, and we look forward to your contributions and professional growth over the months and years to come.

We welcome you to our team with great expectations for success and good fortune.

This handbook has been prepared to help you become familiar with the policies and procedures that guide how we work and interact in the workplace. Please take time to read it carefully.

Thank you for choosing to be part of the Presbytery.

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 54 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.

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About Your Handbook

This Employee Handbook is comprised of the policies and practices adopted by the Presbytery of St. Augustine, Inc. (hereinafter referred to as “the Presbytery”). We expect you to read and become familiar with the contents of this Handbook. The policies outlined herein should be considered as guidelines only, which may require changes from time to time. The Presbytery retains the right to make decisions involving employment and the conduct of its business as needed and in a manner that is beneficial to the employees and the Presbytery.

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 Presbytery and any one or all of its employees. Nothing in this Handbook is intended to provide any assurance of continued employment.

This Employee Handbook discusses in summary current benefit plans for the Presbytery. The description of the benefits contained in this Handbook is given for the purposes of illustration only. In each case, the specific provisions are set forth in separate benefit plan documents, which govern employee or dependent eligibility for benefits. The specific provisions are available for review. Specific questions regarding benefits should be addressed by actual plan documents or summary plan descriptions. As conditions warrant, the Presbytery reserves the right to change benefit plans.

As a new employee with the Presbytery you will be asked to complete several forms for payroll and benefits. The New Hire Orientation program will provide more detailed information about the Presbytery’s benefits, policies and practices. Your orientation to the Presbytery will also include time spent with your supervisor understanding the mission of the Presbytery as well as your individual contribution to it.

The policies stated in this Handbook are under continuous review and are revised, whenever appropriate, to keep them up-to-date and relevant. The Presbytery of St. Augustine reserves the right to revise, modify, revoke, or change any portion of this Handbook at any time, with or without notice. This Handbook supersedes any previous Handbooks or unwritten policies.

Employment At Will

All employment relationships with the Presbytery of St. Augustine are purely voluntary. Both you and the Presbytery have the right to terminate the employment relationship at any time, with or without cause, and with or without notice.

Corporate Responsibility

Code of Conduct

The successful operation and reputation of the Presbytery of St. Augustine is built upon the principles of fair dealing and 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 Presbytery 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.

The Presbytery of St. Augustine complies with all applicable laws and regulations and expects its leaders 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 Presbytery Expects of All Employees

The Presbytery of St. Augustine expects conscientious and professional work, as well as high ethical standards from all its employees. The very nature of the Presbytery as an organization and reputation in the community requires special obligations by employees to safeguard integrity. Employees who violate the Code of Conduct may be subject to disciplinary action, up to and including termination.

Consequently, employees are expected to:

- Avoid illegal conduct in both the Presbytery and personal matters. Illegal conduct constitutes grounds for immediate termination.
- Perform work duties in good faith, in the best interests of the Presbytery and in a prudent manner. An employee should not unnecessarily or knowingly delay or neglect any Presbytery matter entrusted to them, or handle any Presbytery matter the employee knows or should know that they are not qualified or authorized to handle.
- Not execute any note, contract, or other agreement on behalf of the Presbytery except as appropriate to the duties of the employee and as authorized by the Presbytery, Coordinating Council, or the Presbytery Trustees.
- Carefully follow expense account policies and guidelines. Falsification of an expense account constitutes grounds for immediate termination.
- Comply with the Presbytery's stated policies.

Responsibility in the Community

The Presbytery of St. Augustine will conduct all relations with churches, vendors, suppliers and in the ecclesiastical community 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 Presbytery operations that is knowingly false or misleading in any material respect to any leader, member or employee of the Presbytery, to any attorney, accountant, or agent retained by the Presbytery or to any government agent or regulator.
- Employees shall strive to provide information that is clear, factual, relevant, and honest to enable members to have a better understanding of the services offered. All services will be equally available to all members of the Presbytery.
- Confidential or proprietary information, relating to the Presbytery, its members, vendors and suppliers, acquired through association with the Presbytery, shall be used by the employee solely for Presbytery 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, the Stated Clerk, or the Coordinating Council, any instances you reasonably believe to be violations of the Presbytery's Code of Conduct. Upon receipt of such a report, the Presbytery will conduct a review and determine appropriate and necessary action. 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 the Presbytery policies and procedures.
- Falsifying employment or other Presbytery records.
- Violating the anti-discrimination 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.
- Failing to correct unsatisfactory work performance for which the employee is primarily responsible.
- Failing to give notification to or receive authorization from the supervisor before leaving the work station, work site, or 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 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.
- Failing to follow safety rules and regulations.
- Providing services to a church to perform work of any kind for them without the written consent of the Coordinating Council.
- Non-disclosure of interest in, or connection with any organization which could be conceived as improper, a conflict of interest, or gives the appearance of impropriety.
- Engaging in other practices inconsistent with the ordinary and reasonable rules of conduct necessary for the welfare of the Presbytery, its employees or our members.
- Pilferage, stealing, removal or destruction of Presbytery property, property of members, fellow employees or others.
- Any solicitations/distribution in violation of Presbytery policy.
- Sleeping on the job.
- Failure to report accidents immediately including personal injury on the job.
- Discourtesy or impoliteness.
- 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 Presbytery premises.

Attendance & Punctuality

It is important for you to be punctual and to maintain a good attendance record. The Presbytery of St. Augustine's commitment to quality service depends on having adequate staff available at all times. Attendance affects your effectiveness and is considered in performance evaluations. A poor record of punctuality and/or attendance may result in disciplinary action, including termination.

Your supervisor will establish your scheduled starting time. If you arrive at your workstation later than the scheduled starting time, you will be considered late.

If you are going to be late or are unable to come to work, please notify your supervisor as soon as possible or at least thirty (30) minutes prior to your regularly scheduled start time. Except in extreme situations, it is not acceptable to notify your supervisor by having another person call or for you to send an e-mail or leave a message with another employee. In order to facilitate planning, state the reason for your absence or lateness and expected length of absence.

If you are absent due to a personal illness, you may be required to provide a doctor's note for absences of three (3) consecutive days or more. However, your supervisor may request

a doctor's note for any absence. A doctor's note may also be required to certify your ability to return to work.

If you are absent for three (3) consecutive days without notifying the Presbytery, it will be assumed that you have voluntarily abandoned your position and you will be removed from the payroll.

Confidentiality

Safeguarding the confidential nature of information concerning the Presbytery's transactions, its members, its suppliers and its stakeholders is essential to the conduct of its business. Caution and discretion are required in the use of such information and in sharing it only with those individuals who have a legitimate need to know. The need for confidentiality extends to everyone, including your family members, friends and acquaintances.

Unauthorized use or release of confidential information during or after employment with the Presbytery is a breach of our confidentiality policy and may result in termination and/or legal action.

As part of orientation, you may be asked to sign a Confidentiality & Non-Disparagement Agreement and adhere to the terms and conditions stated within.

Conflict of Interest Policy

All Presbytery of St. Augustine employees have an obligation to conduct business within guidelines that prohibit potential, actual or a perceived conflict of interest. An actual or potential conflict of interest may occur when the employee is in a position to influence a decision that may result in a personal gain for the employee or for a relative, as a result of the Presbytery of St. Augustine's business dealings.

The following rules must be observed:

- The employee or members of their immediate family shall not take action that involves the use of information obtained through the employee's association with the Presbytery of St. Augustine and which is not generally available to the public.
- The employee will not participate in or influence the making or approval of any Presbytery of St. Augustine business decision if the employee has, or may reasonably appear to have, a material interest in the matter involved.
- The employee will not accept work with vendors, suppliers or other organizations without prior approval of the Coordinating Council.
- Any employee, volunteer, intern, board member, officer or family member who has any interest in or relationship with any individual or organization which proposes to enter into any transactions with the Presbytery, including but not limited to the following, must give notice to the Coordinating Council:
 - The sale, purchase, lease or rental of any property or asset

- Employment, rendering of services, personal or otherwise
- The award of any grant, contract or subcontract
- The investment or deposit of any funds for the Presbytery

Definition of Immediate Family

For the purposes of this policy, immediate family applies to any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Conflicts of Interest

Employees may be asked to sign a Conflicts of Interest document as a condition of employment. The employee will be expected to adhere to the terms and conditions stated within. No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if the employee has any influence on the Presbytery's business decisions, transactions or creative process, it is imperative that the employee discloses this relationship to management as soon as possible.

Management's Responsibility

Management personnel are responsible for ensuring that their employees have a thorough understanding of the Conflict of Interest Policy as it applies to their Department and the Presbytery of St. Augustine as a whole. If the employee has any questions regarding the Conflict of Interest Policy, they should see their supervisor or the Stated Clerk.

Inspections & Investigations

The Presbytery of St. Augustine expects you to fully cooperate in any inspection of property or official investigation. All assets (such as office furniture and computers) and all work areas may be inspected by the Head of Staff or representative of the Coordinating Council at any time. If prohibited materials are found, you may be subject to disciplinary action, including termination.

If the Presbytery has cause to conduct an investigation, you will be expected to cooperate fully and truthfully with Presbytery officials, local authorities, attorneys, etc. The Presbytery of St. Augustine will make every attempt to maintain the confidentiality of the information provided in the investigation process and is committed to ensuring all Presbytery inspections and investigations are conducted in a fair, impartial, thorough, thoughtful manner and in compliance with all applicable laws.

Media & Press Releases

There may be occasions when the media solicits our views on social topics as well as seeking information about who we are and what we do. All media requests for information or "official" statements must be forwarded to the appropriate individuals. No information will be released to newspapers or broadcast media except by authorization of the Coordinating Council.

Name & Trademark

The Presbytery of St. Augustine's name, logo, trademark, copyrights, or corporate letterheads may not be used for any purpose other than in the normal course of official Presbytery business, unless expressly approved by the Coordinating Council. You may not use the name "Presbytery of St. Augustine" in the Internet address of a personal Web page.

All innovations conceived or created by you in the course of your employment are the sole and exclusive property of the Presbytery. Sermons and documents created when not on Presbytery business remain the property of the author. If you have questions about this, please see your supervisor or the Chair of the Coordinating Council.

Social Media

Social media includes all means of communicating or posting information or content on the internet. This includes blogs, microblogs, wikis, message boards, chat rooms, electronic newsletters, online forums, personal web sites, social networking or affinity web sites, or other sites and services that permit users to share information with others through technological and contemporaneous methods.

Social media provides ways to engage with members, colleagues and the world at large. It can help build business and personal relationships. However, the use of social media also presents certain risks and carries with it certain responsibilities. You are personally responsible for the content of your online communication.

The Presbytery of St. Augustine encourages you to use good judgment when posting and/or communicating on social media. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

- Make it clear that the views expressed in social media are yours alone. Do not suggest or infer that you represent the views of the Presbytery of St. Augustine in any fashion.
- Do not disclose confidential or proprietary information regarding the Presbytery of St. Augustine, your co-workers or the Presbytery'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 Presbytery of St. Augustine logos, trademarks, web addresses, email addresses or other symbols in social media. You may not use the Presbytery of St. Augustine 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 Presbytery of St. Augustine name is not mentioned. If social media communications in any way may adversely affect your relationships at work or violate Presbytery policy, you may be subject to discipline up to and including immediate termination under various Presbytery 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 Presbytery of St. Augustine. We hope you will show respect for our employees, members, vendors, suppliers, affiliates and competitors.

The same principles and guidelines found in the Presbytery of St. Augustine policies apply to your activities online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects members, suppliers, people who work on behalf of the Presbytery or the Presbytery's legitimate business interests may result in disciplinary action up to and including termination.

The Presbytery of St. Augustine prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee 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.

Nothing contained in this policy shall preclude an employee from engaging in conduct protected by section 7 of the National Labor Relations Act.

Presbytery Property & Systems

Break Room

A break room is available for your use. Although the Presbytery provides general custodial care, you are expected to clean up after using this room so it is kept clean for the next person's use.

Employee Expense Reimbursement

Employees will be reimbursed for necessary and reasonable expenses incurred in the conduct of Presbytery business only with prior approval of your supervisor. Employees are responsible for completing an expense report no later than 30 days after the expense is incurred.

Electronic Communications & Internet Access

Information systems and equipment including electronic mail, computer data, hardware and software, telephones, fax machines and any other means of communication or information storage are considered assets of the Presbytery and are protected from unauthorized access, disclosure, destruction, modification or loss. These systems and equipment may be used only for appropriate Presbytery business purposes. Although incidental and occasional personal use of the Presbytery's communication systems is permitted, you automatically waive any claims to privacy.

Access and Disclosure

The Presbytery of St. Augustine reserves the right to access and disclose the contents of your electronic and telephonic communications at any time, but intends to do so only when it has a business reason. Determining when such a business reason exists shall be within the Presbytery's sole and absolute discretion.

Password Security

The security and protection of your system passwords is your primary responsibility. Your passwords should not be shared with any individual nor should passwords be displayed anywhere. Therefore, if any material is authored under your password, you will be assumed to be the author of such material.

Software Licenses

The Presbytery of St. Augustine takes the responsibility of administering software licenses seriously and requires you to be familiar with and adhere to the following policy. Before installing any kind of personal or business software on the Presbytery network, you must have explicit permission from your supervisor. If you have any questions regarding software licensing, or you suspect or have knowledge of any illegal activity, please contact your supervisor.

Copyrighted Information

Use of the Presbytery's communication systems to copy, modify or transmit documents, software, information or other materials protected by copyright, trademark or patent, without authorization of your supervisor or the Coordinating Council of such rights in such materials, is prohibited. If you have any questions, discuss your questions with your supervisor.

Use of the Internet

Access to the Internet through the Presbytery network is a privilege and carries responsibilities reflecting responsible and ethical use. Limited personal use of the Internet is allowed but not encouraged by the Presbytery. Any personal use of the Internet is expected to be conducted on your own time and is not to interfere with your job responsibilities.

Downloading Software

No software or other computer program(s) may be installed or enabled on Presbytery-owned equipment without the express permission of your supervisor.

If you find that any damage occurred as a result of downloading software or files, or installing or enabling computer programs, the incident should be reported immediately to your supervisor.

Sharing Confidential Data

No confidential information should be passed along via email without being protected. All confidential e-mail messages should be marked with the following message: "CONFIDENTIAL COMMUNICATION."

Protecting Presbytery Information

Protecting information related to the Presbytery is your responsibility. We all share a common interest in making sure such information is not improperly or accidentally disclosed. The Presbytery of St. Augustine's confidential business may only be discussed with people employed by the Presbytery unless you receive prior authorization from your supervisor.

Electronic Games & Entertainment

Use of tablets, game software, electronic reading devices, or other forms of electronic entertainment is prohibited during work time. Employees may use these types of devices during their break periods; however these devices should not be used at your workstation.

Other Prohibited Uses

Other prohibited uses of the Presbytery's communication systems include, but are not limited to:

- Engaging in any communication or visiting internet sites that are unlawful or in violation of the Presbytery's policy including, but not limited to, material or communications that are defamatory, offensive, obscene, or intended to annoy, harass or intimidate another person.

- Using unauthorized passwords to gain access to another user's information or communications.
- Using communication systems for electronic "snooping" i.e., to satisfy idle curiosity about the affairs of others, with no business reason for obtaining access to the files or communications of others.
- Sending, forwarding, redistributing or replying to "chain letters."
- Knowingly introducing a computer virus into the communication systems.
- Using the communication systems to solicit or conduct business other than the business of the Presbytery.
- Soliciting or advocating for issues, causes or organizations of any kind, when such solicitation or advocacy is deemed personal in nature and not recognized as furthering the reputation and interest of the Presbytery.
- Personal fundraising of any kind without prior authorization from your supervisor.
- Using the communication systems excessively and preempting any business activity that interferes with productivity.
- Using communication systems for personal communications without informing the recipients that the views expressed are the users.

E-mail

The Presbytery of St. Augustine maintains electronic (e-mail) mail systems. These systems are provided to assist you in conducting daily business and are considered the property of the Presbytery. The recipient should promptly acknowledge emails. If you are unable to provide a complete response, advise the sender of a time to expect a response.

The email system is not intended for personal use. E-mail containing religious or political solicitations or satire, off-color humor, chain letters, or other personal solicitations is strictly prohibited. The content of all messages must be suitable for the Presbytery's business environment. E-mail must not contain offensive or disruptive messages and are covered by the Presbytery's Anti-Discrimination and Sexual Harassment Policy.

Right to Access and Review Employee Emails

The Presbytery of St. Augustine reserves the right to access and review any and all employee emails at any time and for any reason. Appropriate discretion will be used when the email involves sensitive information required to be kept confidential by the PCUSA constitution, by law, or by ethical requirements. Emails found to be in violation of Presbytery policies or Code of Conduct may be grounds for immediate termination.

Text Messaging

You should exercise care when texting other employees or members as some generally acceptable practices in the personal arena of texting, may not be appropriate in a business environment. Texting should conform to the Presbytery's standard policies for written communications and must be consistent with the Employee Code of Conduct.

Office Supplies & Equipment

Telephones, fax machines, personal computers, copiers and other office equipment are Presbytery property and are supplied for business purposes only. You are responsible for all Presbytery property, materials or written information issued to you or in your possession. Upon leaving the Presbytery, you are expected to return all such property and equipment to your supervisor. If not returned, the value of these items may be recovered by the Presbytery.

Telephones & Voicemail

The Presbytery of St. Augustine maintains an electronic voicemail system. This system is provided by and is the property of the Presbytery to assist you in conducting daily business. This system is not intended for regular personal use.

Response Time

Voicemail should be checked regularly. You should respond to messages within four (4) hours or no later than by the end of each business day. If you are unable to provide a complete response, advise the caller of a time to expect a response. If you have any questions, please contact your supervisor.

Employee Relations

The Presbytery of St. Augustine is committed to providing a work environment that fosters challenge, learning and development, teamwork and esprit de corps. Our practice is to recognize you as an individual while ensuring fair and consistent treatment for all. All employees are encouraged to work together to achieve our common goals.

In order to maintain a culture where these goals can be achieved, we strongly encourage and support an open two-way communication process for all employees where questions or problems can be discussed and resolved with mutual respect. We believe that such an environment remains the best method of resolving any problems that may arise while maintaining healthy and productive working relationships.

Problem Resolution Process

The Presbytery of St. Augustine is committed to providing the best possible working conditions for its employees. If you feel you have an issue that needs to be addressed, you should contact your supervisor first. Often speaking with your supervisor can immediately solve a problem by informing them of a situation of which they may not be aware. Occasionally you may feel uncomfortable about discussing a sensitive situation with your supervisor. If this is the case, you should seek out the Stated Clerk or a member of the Coordinating Council. Any subsequent decision made by or supported by the Coordinating Council is final and binding.

Anti-Discrimination & Sexual Harassment Policy

The Presbytery of St. Augustine is an equal opportunity employer and does not discriminate based upon an individual's race, color, religion, sex (including pregnancy, childbirth, or related conditions), national origin, disability, age, marital status, sexual orientation, gender identity, genetic information, actual or perceived human immunodeficiency virus (HIV) or AIDS infection, sickle cell trait, veteran status, military reserve unit obligations, or any other classification protected by applicable law.

Any act of discrimination by employees will not be tolerated. Any employee, who engages in any act of discrimination, including sexual harassment, will be subject to immediate disciplinary action, including, in the sole discretion of the Presbytery, immediate termination.

Definition of Sexual Harassment

For purposes of this policy, the Presbytery adopts the Equal Employment Opportunity Commission's (EEOC) definition of sexual harassment as any unwelcome joke or comment, sexual advance, request for sexual favors, unwanted touching or other verbal, physical or visual conduct of a sexual nature when:

- Submission to the conduct is an explicit or implicit term or condition of employment;

- Submission to or rejection of the conduct is used as the basis for an employment decision; or
- 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.

Prohibited Conduct

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 business.

Examples of prohibited behavior include but are not limited to:

- Repeated offensive sexual flirtations, advances, or propositions.
- Sexual innuendo, sexually suggestive comments, sexually oriented "kidding" or "teasing."
- Practical jokes or jokes about gender specific traits.
- Continued or repeated verbal abuse of a sexual nature.
- Explicit or degrading verbal comments about another individual or their appearance, including jokes or suggestive comments.
- Display of sexually suggestive pictures or objects, including posters, cartoons, calendars, computer screensavers, e-mails, etc.
- 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.
- Threats, demands, suggestions or insinuations that an employee's submission or refusal to submit to sexual advances will have an effect on the employee's conditions of employment.
- Retaliation or threats of retaliation against an employee for making allegations of sexual harassment.

Reporting and Investigatory Procedures

Any employee who feels that he or she has been illegally discriminated against or sexually harassed is encouraged to report the incident or behavior. All complaints will be investigated as confidentially as possible. Presbytery of St. Augustine has established the following procedures for reporting and investigating claims of illegal discrimination, including sexual harassment.

1. Report the concern to your immediate supervisor. In the event you are not comfortable reporting the concern to your supervisor, report the concern to the Chair of the Personnel Team, the Chair of the Coordinating Council, or the Stated Clerk.

The Presbytery of St. Augustine recognizes that the issue of whether sexual harassment has occurred requires a factual determination based upon all of the evidence available. Since sexual and other harassment frequently involves interactions between persons that are not witnessed by others, reports of harassment cannot always be substantiated by additional evidence. Lack of corroborating evidence or “proof” should not discourage individuals from reporting harassment under this policy.

Third-Party Discrimination or Sexual Harassment

You should also report instances of discriminatory or sexually harassing behavior of members, suppliers, vendors or any other person with whom you must deal or have dealt with as part of your employment with the Presbytery.

Prohibition Against Retaliation

It is unlawful to retaliate against any employee who files a complaint or who cooperates in an investigation. The Presbytery of St. Augustine prohibits any form of retaliation against any employee who in good faith files a complaint or assists with an investigation. Upon receipt of a report of retaliatory behavior, the Presbytery will promptly investigate the matter and will take appropriate action upon conclusion of the investigation.

Intentional False Reports

False accusations of sexual harassment (or false accusations regarding any other type of unlawful discrimination) can have a serious detrimental effect on the work, professional and personal life of an innocent man or woman. Individuals who make reports that are later found to have been intentionally false or made maliciously without regard for the truth may be subject to disciplinary action including termination.

Confidentiality

Complaints of harassment will be kept as confidential as possible. Information will be released only on a “need to know” basis. You will not be subjected to retaliation by the Presbytery because you have reported what you believe to be an incident of harassment.

Supervisor’s Responsibility

Any supervisor who is made aware of any form of harassment or potential incidents is responsible for immediately reporting the situation to the Stated Clerk or the Assistant Stated Clerk. If the supervisor is not comfortable reporting to the Stated Clerk or the Assistant Stated Clerk, they should report the information to the Chair of the Coordinating Council. Each supervisor has a responsibility to maintain a working atmosphere free of all forms of harassment and intimidation and for communicating and enforcing this policy.

Background Checks

The Presbytery of St. Augustine expects you to conduct your personal affairs in a responsible manner due to the importance of maintaining the trust of our members. As a condition of employment, a criminal records background check will be reviewed on all new hires.

You should avoid circumstances that may lead to arrests and/or convictions of any type of crime. Crimes involving dishonest acts or acts of physical violence, including domestic abuse, will be grounds for immediate termination. At the option of the Coordinating Council, background checks may be conducted at any time during employment.

Equal Employment Opportunity Policy

The Presbytery of St. Augustine is an equal opportunity employer committed to providing equal employment opportunity to all persons without regard to race, color, religion, sex (including pregnancy, childbirth, or related conditions), national origin, disability, age, marital status, sexual orientation, gender identity, genetic information, actual or perceived human immunodeficiency virus (HIV) or AIDS infection, sickle cell trait, veteran status, military reserve unit obligations, or any other classification protected by applicable law.

As an employee, you are expected to observe both the spirit and the letter of this policy. You must not participate in or condone any form of discrimination, including harassment, with regard to recruiting, advertising, hiring, placement, promotion, transfer, compensation, benefits, disciplinary action, termination and all other privileges, terms and conditions of employment.

Your supervisor is responsible for establishing an environment where diversity is valued and which is free from all discrimination and harassment, including that which may be sexual, verbal, physical or visual in nature.

Employee Relationships Policy

The Presbytery of St. Augustine respects your right to conduct your personal life as you wish. There is no prohibition against co-worker consensual, romantic relationships as long as the individuals involved do not have a supervisor and subordinate relationship.

Both employees involved in the relationship are expected to exhibit professional behavior in the workplace at all times. The existence of a personal relationship should not in any way interfere with either employee's ability to perform their job.

Employment Eligibility Policy

The Presbytery of St. Augustine will not discriminate against any individual because of citizenship status, as long as you can meet the documentation requirements of the Department of Homeland Security. In compliance with the Immigration Reform and Control Act (IRCA), you will be required to document your identity and employment authorization, including your U.S. citizenship. You are responsible for initiating any documentation renewal processes and any administrative costs associated with those processes.

Outside Employment

As an employee of the Presbytery, you may seek outside employment. You should not engage in outside employment that interferes with the time and attention that must be devoted to your duties at the Presbytery or adversely affects the quality of work you perform. Employees should disclose all outside employment to their supervisor.

Leaving The Presbytery of St. Augustine

If you decide to terminate your employment with the Presbytery, you should submit a written resignation to your supervisor. It is customary to provide two weeks advance notice of your decision to resign in order to allow the Presbytery sufficient opportunity to cover scheduling and identify a replacement. You will be expected to return any Presbytery property, keys, manuals or other documents on your last day worked.

Final Pay

Unless otherwise stated, your employment ends on the last day that you actually work. Final wages will be paid to you on the payday following your last workday. You will be paid for any accrued but unused vacation days upon termination of your employment up to a maximum of five (5) days.

Notification of Address Change

In order to ensure your W-2 form or other related documents are received in a timely manner, you are expected to advise the Presbytery if you have a change in address subsequent to leaving the Presbytery for at least one (1) year.

Eligibility for Rehire

If you voluntarily terminate your employment, you may be considered for rehire. Rehire is based on whether a position is available and whether you meet the selection criteria established by the Presbytery.

Post-Employment Inquiries

Any inquiries or contacts made regarding your employment after you have left the Presbytery will be referred to the Office Manager. The policy of the Presbytery is to verify dates of employment and title of position only for non-clergy. For Teaching Elders, all verifications should be referred to the Head of Staff or the Stated Clerk.

Unemployment Insurance

Upon separation of employment, you will not be entitled to unemployment insurance. The Presbytery of St. Augustine is exempt from unemployment insurance.

Work Environment

Appearance Standards

Your appearance is an important ingredient in developing and maintaining a professional and business-like atmosphere. Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

You are expected to dress appropriately for the job you perform. You are expected to refrain from the wearing of any clothing that would reflect poorly on the Presbytery's image with our members or the public at large. If you have any questions regarding the propriety of any clothing, talk with your supervisor or the Personnel Team.

The Presbytery of St. Augustine reserves the right to send any person who violates any part of the professional appearance policy home to change clothes. If you are sent home to change, you will not be paid for the time away from the Presbytery. Continued violations of the professional attire standards may result in disciplinary action.

Collections & Solicitations

The Presbytery of St. Augustine prohibits unrestricted solicitations on its premises, whether made by employees or by individuals or groups not associated with the Presbytery.

Fundraisers

The Presbytery of St. Augustine recognizes that you may have interests in charitable or community events and organizations. If you have questions about this policy, please talk with your supervisor.

Outside Solicitors

Individuals who are not Presbytery employees may not distribute any literature or conduct any type of solicitation on Presbytery premises. If an individual is discovered soliciting Presbytery employees or members on the premises, you should report this to your supervisor immediately. You or your supervisor should ask the solicitor to leave the premises and/or contact the police if the solicitor refuses to leave.

HIPAA Privacy and Security Mandates

The Health Insurance Portability and Accountability Act (HIPAA) of 1997 contains specific provisions to protect the privacy of individual protected health information. It is intended to ensure that protected health information is not improperly disclosed.

The Presbytery of St. Augustine will ensure that any medical records, medical information or other individually identifiable health related information will be treated in the strictest confidence, with access restricted to authorized personnel only. This includes any information, whether communicated orally, electronically or in paper form.

Housekeeping & Professionalism

Clean and orderly surroundings impact the perception of the Presbytery. Also, maintaining a neat and organized work area affects your productivity. For this reason, the Presbytery takes steps to provide as pleasant, clean and safe a work environment as possible. Your work areas should be maintained in a neat and organized manner. Personal items and photographs may be displayed at the workstation as long as they do not interfere with your ability to complete your job duties. Display of offensive or inappropriate material is not allowed.

Office Closing Policy

At times, inclement weather or emergency conditions may necessitate a delayed opening or early closing. A decision to change normal operating hours will be made as early as possible by your supervisor or the Coordinating Council.

You may receive pay for the time lost during the delay or closing provided that you report to work during the remainder of the day. If you are unable to report to work when the office is open as the result of severe weather or other natural disaster, you may charge your missed, regular work time to your accrued vacation balance or you may take the time off without pay.

Parking

Free parking facilities are available to employees. You are required to park in the designated employee location. The Presbytery of St. Augustine is not responsible for loss, damage or theft of your vehicle.

Personal Property

The Presbytery of St. Augustine is not responsible for loss or damage to personal property, including property left in your vehicle. Valuable personal items should not be left in areas where theft or damage might occur.

Recording Devices in the Workplace

Employees should not use any form of recording or photography device in the workplace without the consent of their supervisor and the individual involved. Recording devices include but are not limited to cameras, camcorders, video devices, cellular telephones, cassette recorders and digital voice or image recorders. If you have any questions about this policy, contact your supervisor.

Visitors in the Workplace

To provide for your safety and security, only authorized visitors are allowed in the workplace. You are responsible for the conduct and safety of your visitors. If you observe an unauthorized individual on Presbytery premises, immediately notify your supervisor.

Workplace Searches

To protect the property and to ensure the safety of all employees, members and the Presbytery, the Presbytery reserves the right to conduct personal searches consistent with state law and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the Presbytery's property. In addition, the Presbytery reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. Any individual who refuses to cooperate with a workplace search may be denied access to the premises.

Safety & Health

Drug Free Workplace Policy

The Presbytery of St. Augustine promotes a safe and healthful work environment free from drugs and drug use in compliance with the Drug-Free Workplace Act of 1988. The Presbytery policy prohibits the use, possession, transportation, promotion, or sale of illegal drugs or drug paraphernalia on or off the job. If you violate the Presbytery's substance abuse policy, you will be subject to termination whether or not the violation occurs on Presbytery 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 Presbytery 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.

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.

Emergencies & First Aid

Your supervisor should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If your immediate supervisor is unavailable, notify another emergency contact. Call emergency services as required.

When events warrant an evacuation of the building, you should follow the instructions of your immediate supervisor or any other member of management. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location to await further instructions or information.

Hazardous Materials Communication

The Presbytery of St. Augustine may use some chemicals (e.g., cleaning compounds, inks, etc.) in some of its operations. You should receive training and be familiar with the handling, use, storage and control measures relating to these substances if you will use or likely be exposed to them. You must follow all labeling requirements.

Please consult with your supervisor prior to purchasing chemicals for the Presbytery or bringing them on to our premises. For additional information about hazardous materials, check with your supervisor.

Healthy Workplace Policy

The Presbytery of St. Augustine is committed to a healthy workplace. When necessary, a Disease Policy and Response Plan will be implemented.

Infectious Disease Policy

The Presbytery of St. Augustine maintains an Infectious Disease Policy & Response Plan for COVID-19 and other infectious diseases and/or illnesses. The policy takes into account the risks of our industry and jobs, individual employee risk factors, and includes controls necessary to address those risks.

The Infectious Disease Policy & Response Plan reflects current guidance on infection prevention and hygiene practices from the Occupational Safety and Health Administration (OSHA) and the U.S. Department of Health and Human Services' Centers for Disease Control and Prevention (CDC).

Employees are expected to be familiar with and follow the Infectious Disease Policy & Response Plan and will be asked to review and acknowledge the policy upon hire and annually. Some of the key components of the Infectious Disease Policy & Response Plan include:

- Steps to take if an employee has symptoms of or has tested positive for COVID-19 (or other infectious diseases);
- Steps to take if an employee has been exposed to someone who has tested positive for COVID-19 or has symptoms of COVID-19 (or other infectious diseases);
- Workplace controls that have been put in place by the Presbytery of St. Augustine to reduce the risk and exposure to hazards; and
- Employee responsibilities and expectations related to infectious diseases. Additional information on employee responsibilities is outlined in the Healthy Workplace Policy.

It is important for employees with contagious illnesses, such as cold, flu, COVID-19, strep throat or other easily transmitted illnesses to consider the health and well-being of their co-workers and follow the guidelines outlined in the Infectious Disease Policy & Response Plan.

Employees at the Presbytery of St. Augustine should not come to work if you have any symptoms of an illness that may be contagious. Employees should utilize any available sick or vacation time or take the time as unpaid. Employees may also refer to the Presbytery of St. Augustine's Alternate Work Schedules & Arrangements policy for potential work options.

All health information will be maintained in a confidential medical record. Supervisors and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is

subject to disciplinary action, including termination of employment.

Employees should refer to the Infectious Disease Policy & Response Plan for additional information.

Life Threatening Illnesses

Employees with life-threatening illnesses often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The Presbytery supports these endeavors as long as the individual is able to meet acceptable performance standards. As in the case of other disabilities, the Presbytery will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Safety at Work Policy

Safety is your personal responsibility. You are expected to adhere to all safety guidelines as prescribed by Occupational Safety and Health Administration (OSHA) and to perform all work-related tasks in a safe manner. Also, you are expected to immediately report any unsafe practices or conditions to your supervisor.

You are expected to perform your job by following established safety methods and practices. Please observe the following precautions:

- Use, adjust and repair machines and equipment only if trained and qualified.
- Get help when lifting or pushing heavy objects.
- Understand the job fully and follow instructions. Contact your supervisor if you are uncertain about safety procedures.
- Know the locations, contents and use of first aid and firefighting equipment.
- Familiarize yourself with the proper building exit procedures for emergency situations.
- Do not use space heaters since they are major fire hazards due to the high volume of flammable material (paper) that we have around work areas.

Reporting Accidents/ Injuries

Accidents and injuries can occur even when safety standards are met. Should you be injured on the job, immediately report the injury to your supervisor no matter how small the injury may seem.

On-the-job injuries are covered under Workers' Compensation. Your supervisor will assist you with obtaining medical treatment if needed. If the injury is serious, call 911 first. Failure to report the injury in a timely manner may disqualify you from Workers' Compensation benefits.

Smoke Free Workplace Policy

The Presbytery of St. Augustine observes a no smoking policy in all offices and facilities. This applies to all tobacco and smoking products, including smokeless tobacco products, electronic cigarettes and similar devices.

Smoking is allowed in designated areas only and is not permitted in common areas, hallways, corridors, aisles, entryways or other public areas. This policy applies to all employees, members and visitors.

Weapons Policy

In accordance with the State of Florida's Preservation and Protection of the Right to Keep and Bear Arms in Motor Vehicles Act of 2008, you are allowed to keep firearms in your locked motor vehicle, if you are licensed to carry a concealed weapon.

However, bringing a firearm or other weapon into the workplace, which also includes any church or church related facility, is not permitted and is cause for immediate termination.

Workplace Violence Policy

Violence by an employee or anyone else against another employee, supervisor or member will not be tolerated. This includes harassment of any employee or member while in any Presbytery building, facilities, work location, vehicle or while conducting Presbytery business. 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. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

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.

Driving Policy

The Presbytery will reimburse employees using their own vehicles for Presbytery business for mileage and other authorized expenses using the appropriate form.

Please see the Office Manager for the current expense policy. All expenses should be submitted monthly.

Employees who drive for Presbytery purposes should have the minimum required liability and collision insurance. The Presbytery reserves the right to verify vehicle insurance coverage and to request that the Presbytery be listed as an additional insured.

Employees who drive for Presbytery purposes must also 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. Drivers must be at least 18 years old to operate a motor vehicle for Presbytery purposes. Hazardous materials are not permitted in vehicles used for Presbytery purposes.

The Presbytery reserves the right to check driving records and phone records to prevent unsafe drivers. The Presbytery will not pay any traffic or parking fines or other fees or costs associated with job-related driving. Except as required by law, the Presbytery 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 their 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.

Payroll

Standard Work Hours & Requirements for Payroll

Your supervisor establishes the schedule for your regular workday and workweek. While there may be minor variations from time to time due to family commitments and the nature of the work, you are typically expected to keep the same hours every day unless a permanent change in your work hours is approved. Your supervisor must approve any change in your work hours.

The standard workweek at the Presbytery is 35-40 hours and consists of seven consecutive 24-hour periods. The workweek begins at 12:00am EST on Monday and ends at 11:59pm EST on Sunday, unless otherwise posted.

Employees will be paid on the 15th and the last day of the month. If either of these days falls on a weekend or holiday, employees will be paid the Friday preceding the weekend or holiday. Each pay cycle will include earnings for all work performed through the end of the previous pay period.

Salaried employees (both exempt and non-exempt) are paid current through the pay period ending date. Hourly paid employees are paid for actual time worked as stated on approved timesheets.

Hours worked include all times that you are required to be on the Presbytery 's premises, visiting a member or otherwise conducting Presbytery business. Normal commuting time to and from work is not considered hours worked. However, time spent traveling from one work location to another work location is considered hours worked.

Exempt employees (who are, by definition, exempt from the overtime provisions of the FLSA) are expected to work the hours required to achieve their individual and/or team goals established by the Presbytery.

Please ensure that all information required for proper payroll processing is accurate and up-to-date. If you should find an error with your paycheck or direct deposit, please report this to your supervisor immediately.

Alternate Work Schedules & Arrangements

The Presbytery of St. Augustine is committed to providing alternate work schedules and arrangements. The intent of these arrangements is to help employees face the demands of juggling work, family and personal obligations. These arrangements also help limit the spread of germs in the workplace and support an environment of social-distancing.

Employees will be considered for alternate work schedules based on the job duties and required interface with co-workers and/or church organizations. In order for an alternate

work schedule to be approved, employees must have a satisfactory attendance record, meet all performance expectations in the current role, and consistently demonstrate the ability to complete tasks and assignments on a timely basis.

The following alternate work schedule options are available for consideration at the Presbytery of St. Augustine:

- Remote Work – an employee works from a home office or other assigned location on a regular basis and enters into a formal arrangement to do so.
- Partial Remote Work – an employee works some days of the workweek in a remote capacity and some days of the workweek in the office, and enters into a formal arrangement to do so.
- Occasional Remote Work – an employee works in a remote capacity on an occasional or irregular basis. This arrangement does not require a formal agreement.
- Flextime - an employee works eight (8) hours per workday, but there is flexibility in an employee's set scheduled starting and ending times. Some employees, due to family or personal obligations or preferences, work early in the morning and leave earlier in the afternoon. Other flextime employees may prefer or need to start later in the day and work into the evening. Presbytery of St. Augustine allows flextime during the hours of 6:00am ET and 6:00 pm ET.
- Compressed workweeks - an employee works 10 hours per workday, reducing the workweek to four (4) days a week.
- Compressed workweeks - an employee works nine (9) hour workdays Monday through Thursday and four (4) hours each Friday.
- Job-sharing – two (2) or more part-time employees are assigned to the same job and work at the same workstation at separate times.

Employees must obtain approval from their supervisor for an alternate work schedule. Each supervisor will determine which work schedule options are feasible for the department. Once an alternate schedule is approved, it will be reviewed after the first three (3) months to assess the impact and effectiveness of the arrangement. The arrangement will be reviewed annually thereafter. An employee wishing to change or cancel an alternate work arrangement must obtain written approval from management.

The Presbytery of St. Augustine may cancel an alternate work arrangement at any time when it is determined that continuation would not be productive, efficient, or otherwise in the best interest of the Presbytery.

Employment Classifications

The Presbytery of St. Augustine complies with the Wage and Hour provisions of the Fair Labor Standards Act (FLSA) in classifying employees as exempt or non-exempt from the provisions of the Act.

Exempt

Exempt employees are those employees whose job duties, responsibilities and pay exempt them from the overtime pay provisions of the Fair Labor Standards Act. These positions are exempt from the requirements for minimum wage and overtime pay. Exempt employees are not required to complete a timesheet; however, exempt employees are required to report any absences to their supervisor.

Non-exempt

Non-exempt employees are those employees whose positions are not considered exempt from the overtime provisions of the Fair Labor Standards Act. Non-exempt employees must maintain daily timesheets of hours worked and must be paid overtime in accordance with the Fair Labor Standards Act. All hours worked must be recorded. Your timesheet must include the arrival time, departure time and meal breaks of 30 minutes or more. This record must reflect the actual time worked, not a schedule. Any employee who falsifies a time card will be subject to disciplinary action, including termination.

For payroll and benefit purposes, the following classifications and definitions are applied:

Regular, Full-time

Regular full-time employees are typically scheduled for 35-40 hours per week. Employees who are scheduled to work an average of 35 hours or more in a week are typically eligible for the Presbytery's benefits programs subject to the terms and conditions of those programs.

Regular, Part-time

Regular part-time employees are typically scheduled to work 20-35 hours per week. Employees who are scheduled to work an average of at least 30 hours in a work week may be eligible for some Presbytery benefits programs subject to the terms and conditions of those programs.

Part-time

Part-time employees who are typically scheduled to work less than 20 hours per week. The employees are not eligible for any benefits except where agreed in writing.

Temporary Full-time or Part-time

Temporary employees regardless of hours worked are not eligible for any benefits.

Breaks & Meal Periods

Your supervisor will advise you as to when, and for how long meal periods and rest breaks may be taken. The Presbytery of St. Augustine encourages you to take advantage of meal breaks whenever possible. Since meal periods of 30 minutes or more are not part of an employee's normal working hours, this time is unpaid for non-exempt employees and no work should be performed during your meal period. Rest breaks of less than 20 minutes are counted as time worked and will be paid.

Break Time for Nursing Mothers

The Presbytery of St. Augustine recognizes the needs of nursing mothers. If you are a nursing mother, you will be provided with reasonable break time, as needed, for expressing milk in a designated location other than the bathroom. This location is shielded from view and free from intrusion by co-workers or the public. Please contact your supervisor or the Personnel Team for the designated location and information on the use of break time, vacation and your compensation.

Direct Deposit

Employees are strongly encouraged to sign up for direct deposit of their paycheck in any institution that is a member of the Automated Clearing House Association. Direct deposit is not effective immediately and may take up to 6 weeks to begin.

Employees will receive deposit notifications or access to paycheck notifications every payday detailing the amount of their gross and net income, taxable wages, etc.

Exempt Employee Deductions

Exempt employees are paid a salary each pay period that is intended to be full compensation for all hours worked during the covered workweek(s). If your job is exempt, the following conditions may cause deductions to be made to your salary:

- Full day absences for personal reasons
- Full day absences for sickness and disability
- Full day disciplinary suspensions for serious infractions of written policies
- To offset amounts received for payment for jury and witness fees or military pay
- The first or last week of employment in the event you work less than a full week

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.

Overtime

There may be times when you will need to work overtime to help the Presbytery achieve its goals. Overtime is paid to non-exempt employees at a rate of one and one-half your regular hourly rate of pay for time worked in excess of 40 hours during the standard workweek. Your supervisor will advise you whether your position is considered exempt or non-exempt.

Overtime must be pre-approved by your supervisor. Whenever possible, your supervisor will work with you to allow offsetting time off during the same work week where you worked extra hours.

Pay Advances

The Presbytery of St. Augustine does not provide advances to your regularly scheduled pay.

Pay Corrections

The Presbytery of St. Augustine 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.

Pay Deductions

Federal law mandates that the Presbytery make certain deductions from your pay. Also, the Presbytery offers programs and benefits beyond those required by law. If you are eligible for these programs, you may voluntarily authorize deductions (in writing) from your pay to cover the costs of participation in these programs.

Federal Income Tax

Federal law requires that the Presbytery withhold federal income tax from the pay of most employees. You are required to complete an Employee Withholding Allowance Certificate (W-4). You will be provided a wage and tax statement (W-2) no later than January 31st of each year.

Social Security Tax

When required by law, the Presbytery of St. Augustine must also deduct Social Security taxes on your earnings up to a specified limit, which is called the "Social Security wage base". The Presbytery of St. Augustine matches the amount of Social Security taxes paid by each employee. These amounts are determined by legislative act and are subject to changes by Congress.

Mandatory Deductions

Mandatory deductions may be required under federal and/or state laws, typically to help pay off a debt or obligation. These deductions are typically court ordered, such as deductions for mandated child support or other types of wage "garnishments."

Personnel Files & Records

Personnel Files contain forms and documents signed by you when you were hired and throughout the course of your employment. They also contain records of your job performance. Your personnel file and its contents are the property of the Presbytery and are maintained to comply with federal and state laws.

Access to information in your personnel file is restricted. Only supervisors and others who have a legitimate reason to review information in a file are allowed to do so. If you wish to review your file, you should contact your supervisor. With reasonable advance notice, you may review your file in the presence of a supervisor. Under no circumstances will the file be removed from the Presbytery's premises.

It is important that personnel files be accurate and up-to-date. It is particularly important that information concerning name changes, your correct address, telephone number, emergency contact number and payroll deductions is correct.

Time Records

The Presbytery of St. Augustine is required by the Fair Labor Standards Act to maintain a daily record of all hours worked by non-exempt employees. Falsification of time records, including signing in/out for another employee, will be considered grounds for immediate termination.

Your Total Compensation Package

Overview

The Presbytery of St. Augustine offers a competitive total compensation package designed to ensure that you are paid fairly and rewarded equitably in relation to your contribution to the Presbytery of St. Augustine's objectives. This package was also designed to ensure your retirement savings, insurance plans and time off benefits are competitive and reflect the benefit plans of similar size employers in our area.

A short description of each of these items is included. This overview does not provide all details related to each plan offered. Full details regarding each plan are contained in the official plan documents and contracts. If a provision described in this handbook differs from the provision of the applicable plan document, the plan document prevails.

The Presbytery of St. Augustine reserves the right to change any portion of its total compensation package at any time.

Retirement Plans

All full time clergy employees are eligible for the Board of Pensions defined benefit retirement plan according to the terms of the plan.

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 refer to the Board of Pensions website for additional information.

403(b) Savings Plan

All full time non clergy employees are eligible for a 403(b) plan through the Board of Pensions. This plan allows you to redirect a percentage of your eligible compensation on a pre-tax basis and defer taxes on accumulated savings, rollover balances and earnings until the money is withdrawn, typically at retirement.

Eligibility

As a new employee, you are eligible to begin making pre-tax contributions to your 403(b) savings account upon hire. You are eligible for the Presbytery matching contributions on the month after you have completed ninety days of eligible service. Eligible service is defined as 1,000 hours of work in a consecutive twelve (12) month period. You must be at least 21 years of age in order to be eligible to participate in the 403(b) plan.

Presbytery Contributions

After you meet the eligibility period, the Presbytery of St. Augustine matches 100% of your contributions up to 3% of your base pay. There is no Presbytery match on your contributions above 3% of base pay.

Changing or Stopping Contribution Amounts

You may elect to change the amount you wish to contribute during plan enrollment periods (at the beginning of each quarter). You may also elect to suspend your contribution to your 403(b) plan at any time.

Vesting

Vesting means you have ownership of the value of your account. Vested amounts cannot be forfeited, even if you leave the Presbytery of St. Augustine. Your 403(b) contributions and your rollover contributions and earnings are always 100% vested. The Presbytery matching contributions made to your 403(b) savings accounts are vested immediately.

Investment Responsibility

You determine how to invest your 403(b) account balance. The Presbytery of St. Augustine recognizes that your financial situation is different in terms of goals, desire for potential returns and tolerance for risk. The plan allows you to select from a number of diverse investment options that offer varying degrees of risk and potential return.

Plan fiduciaries are not responsible for any losses that are the direct and necessary result of your investment decisions. The 403(b) plan is designed to comply with section 404(c) of the Employee Retirement Income Security Act of 1974 (ERISA).

Group Health Insurance Plans

Insurance Eligibility

Regular full-time employees are eligible for coverage on the first of the month following 60 days of employment. Regular part-time employees are also eligible for coverage if they work a minimum of 30 hours per week. Part-time and temporary employees are not eligible to participate in the Presbytery of St. Augustine's health insurance plans. Details about eligibility are included in the summary plan description.

New Hires

You will receive an enrollment package detailing your insurance options during your New Employee Orientation. You are eligible to enroll in the insurance programs on the first of the month following 60 days of employment with the Presbytery of St. Augustine. Your insurance coverage will become effective the first of that month.

Applications for insurance should be completed during your 90-day introductory period. Failure to properly complete and submit your enrollment application(s) may jeopardize your coverage eligibility or delay your enrollment period.

Current Employees

Current employees may enroll for or change coverage during the annual open enrollment period or within the first thirty (30) days following a qualified family status change. Insurance plans and costs are negotiated annually with vendors and may result in

Your Total Compensation Package

changes to the benefit plans and/or costs. You will be notified of any changes and provided with an opportunity to make adjustments to your insurance coverage as needed during the open enrollment period, which typically occurs in the fall of each year.

Qualified Family Status Changes

If you experience a qualified family status change, you may make changes to your insurance coverage within the first 30 days of the event and coverage will be retroactive to the date of the event.

Refer to the Board of Pensions website for more information on what is a qualified family status change.

It is your responsibility to notify and submit the proper paperwork to the Office Manager within thirty (30) days of a qualifying event.

Please refer to each benefits plan document for precise definitions and eligibility of dependents with regard to age, student status, adult children with disabilities, coverage termination, etc. Dependent eligibility does vary by insurance plan type/carrier. The benefit plan document/contract is the final authority with regard to enrollment and eligibility.

Section 125 Plan Status

The Presbytery of St. Augustine provides a pre-tax benefit plan known as a Section 125 plan or "cafeteria" plan. A Section 125 plan is a benefit plan that allows you to make contributions toward premiums for medical insurance and dental insurance on a "before tax", rather than an "after tax" basis. Your premium contributions are deducted from your gross pay before income tax and Social Security is calculated.

In accordance with applicable tax requirements, you cannot make any changes to your medical insurance and dental insurance coverage until the next open enrollment period, unless your family status changes or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or termination of employment of your spouse. A change in election due to a change in family status is effective the next pay period.

Medical Insurance

The Presbytery of St. Augustine is proud to offer medical coverage provided through the PCUSA. You are provided with choices of plans in order to best fit your healthcare needs. The premium cost for each plan is determined based on the plan you select, the level of coverage you select and your employment status. The Presbytery of St. Augustine pays a portion of your premium and then your contribution is deducted directly from your paycheck on a semi-monthly, pre-tax basis.

For detailed information on plan benefits and eligibility, refer to the summary plan description provided during your New Employee Orientation.

Dental Insurance

The Presbytery of St. Augustine also offers a dental insurance plan for eligible employees and their dependents. You may choose from single coverage or coverage for your spouse, children or family.

The premium cost for the dental plan is determined based on the level of coverage you select. The premium is paid by the employee and is deducted directly from your paycheck on a pre-tax basis.

For detailed information on plan benefits and eligibility, refer to the summary plan description provided in orientation.

Other Benefits

Other benefits may be available for purchase by the employee. Please see the Office Manager for more information.

Continuation of Coverage

The Board of Pensions offers an opportunity to continue health insurance coverage when a “qualifying event” results in the loss of health insurance coverage. If you or your dependent elects continued coverage, you pay the full cost of coverage plus an administration fee.

You must enroll for medical continuation coverage within 60 days of the event that caused your coverage to end. If you do not enroll when you are first eligible, you will not be able to enroll later. Additional information and costs are available on the Board of Pensions website.

Your Employment at the Presbytery

Career Advancement Opportunities

The Presbytery of St. Augustine encourages your growth and development. You are encouraged to communicate your career objectives and specific job interests to your supervisor. Whenever possible and when it appears to be in the best interest of the Presbytery, job openings are filled by qualified candidates from within.

Coaching & Performance Counseling

For the Presbytery to grow and prosper, appropriate behavior and performance of job responsibilities are critical. Behavior or performance that does not contribute to reaching our goals is unacceptable.

The Presbytery of St. Augustine believes in a positive supportive approach to solving problems. When unacceptable behavior or performance occurs, it is addressed in a manner designed to improve it. Disciplinary action may be formal or informal, depending on the seriousness of the behavior or performance.

You and your supervisor will have the opportunity to discuss the behavior or performance in question, what you can do to correct the problem, the consequences of not correcting the problem and a time frame for improvement.

Introductory Period

The Presbytery of St. Augustine makes every effort to match your skills, education and experience with the requirements of the job. However, only performance on the job itself is evidence that the proper placement has been made. Therefore, the first 90 days of employment are considered an orientation or introductory period during which you and the Presbytery have an opportunity to get to know each other. This introductory period applies to both newly hired and rehired employees.

Your individual performance will be appraised during this time to assess the potential for continued employment. During the orientation period, you may be observed and evaluated more closely and more frequently as you are learning about a new job and a new organization. During the 90-day introductory period you will receive performance feedback. Continued employment is purely voluntary and may be terminated by either you or the Presbytery at any time for any reason.

Job Descriptions

The Presbytery makes every effort to create and maintain accurate job descriptions for all positions. Each description gives a general overview of the job's function and provides a list of essential duties & responsibilities, qualifications, physical & mental requirements.

Your job description is intended to aid in orienting you to your position, identifying the requirements of each position, establishing hiring criteria, setting standards for performance evaluations and establishing a basis for making reasonable accommodations for individuals with disabilities.

Job descriptions are reviewed and revised as needed in order to ensure they are an accurate reflection of your responsibilities. However, job descriptions do not necessarily cover every task or duty that might be assigned. Additional responsibilities may be assigned as necessary. Contact your supervisor if you have any questions or concerns about your job description.

Performance Management & Evaluation Process

Performance evaluations are designed to 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.

Your performance will be evaluated once a year on or near the anniversary of your date of employment, with coaching assessments conducted as appropriate. A written performance review will be prepared and you will have the opportunity to read it and write any comments. Your signature on the review indicates that you and your supervisor have fully discussed your review.

Training & Development Opportunities

The Presbytery of St. Augustine encourages you to develop skills and effectiveness on the job. Continuing education and development is of benefit to both you and the Presbytery. Occasionally there are seminars and/or training programs available that are designed to help you improve your job performance. If you have any interest in or questions about these potential training opportunities, contact your supervisor.

Wage Rates & Pay Increases

Each employee is paid a base wage rate that is based on market data and internal equity. The requirements and activities as outlined in your job descriptions determine your wage rate. Pay increases may occur on an annual basis. Receiving an annual review does not indicate that you will automatically receive a merit increase. Merit increase guidelines are established to reflect changes in job economic conditions. Annual increases may be awarded based on your job performance as documented during the performance evaluation process.

Time Off Benefits

This section provides an overview of the time off benefit plans offered by the Presbytery. The Presbytery of St. Augustine reserves the right to change or discontinue its benefits package at any time.

Bereavement Leave

As a full time employee, you may receive up to three (3) days of paid leave for a death in your immediate family. Immediate family is defined as your spouse, spousal equivalent, parents, child(ren), sibling(s); or your spouse's or spousal equivalent's parents, child(ren), or sibling(s); or the grandparents or grandchildren of either you or your spouse or spousal equivalent. You may receive up to one (1) day paid leave for members of your extended family, e.g. aunts, uncles, first cousins, etc. If you are a part time employee, you are eligible for bereavement leave on a pro-rated basis. Please contact your supervisor immediately to get approval for your bereavement leave.

Holidays

As a full time employee, you are eligible for the following paid holidays. If you are a part time employee, you are paid for regularly scheduled hours on Presbytery observed holidays, provided the holiday falls on your regularly scheduled workday. The following is a list of typically observed holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day and the Friday after Thanksgiving
- Christmas Day and Christmas Eve or the day after Christmas
- One floating holiday – chosen by employee

If an authorized holiday falls on Saturday it will typically be observed on the preceding Friday. If the authorized holiday falls on Sunday it will typically be observed on the following Monday. If you are uncertain as to whether a day is considered a holiday, contact your supervisor.

At times, business necessity may require you to work on a holiday. If you are a non-exempt employee and you have to work on a Presbytery holiday, you will be paid for the holiday

plus any hours you worked on the holiday. You will be paid overtime only when the total hours worked during the workweek exceed 40 hours.

The Presbytery of St. Augustine is committed to providing a work environment free of religious discrimination or harassment. If your religion prohibits working on a certain scheduled workday, your supervisor will make a reasonable effort to accommodate that time off. It is your responsibility to notify your supervisor as soon as possible of the need for this accommodation. You may use your floating holiday, accrued vacation time or you may take the time off without pay.

Sick and Vacation Time

The Presbytery of St. Augustine provides sick and vacation time so you can balance professional and personal responsibilities.

Full-time employees begin to accrue sick and vacation time upon your date of employment, however, you are not eligible to take any accrued sick or vacation time until you have completed the 90-day Introductory Period.

Part time employees are eligible for sick and vacation time based on the average number of hours worked over the previous six (6) month period and pro-rated to the table below.

The table below reflects the sick and vacation benefits you are eligible to receive based on your length of service:

Employment Type:	Length of Service	Days Accrued/Year	Hours Accrued/Month
Vacation			
Full time	Up to 1 year	10 days	6.66 hours
	Additional years	1 day per year	+.66 hours
	Maximum additional	10 days	
Sick			
Full time		10 days	6.66 hours

If you are absent on the first workday of a new calendar year, the vacation and sick leave benefit under the prior year’s schedule will remain in force until you return to work. Accrued sick leave does not carry over to the following year.

Upon leaving the Presbytery, you are eligible to receive pay for unused accrued vacation up to a maximum of five (5) days. However, no payment for accumulated vacation will be made if the employee fails to give proper notice of their resignation. Accumulated vacation may not be used in lieu of proper notice. No payment for accumulated sick leave will be made upon leaving the Presbytery.

Scheduling Sick and Vacation Time

Sick and vacation time may be taken in increments of (4) hours. When possible, requests for vacation should be submitted in writing to your supervisor at least fifteen (15) days in advance. Every attempt will be made to grant vacation in accordance with the scheduling requests. Generally speaking, seniority will be used to determine priority when scheduling vacation.

Supervisors monitor unscheduled absences in accordance with the Presbytery's attendance policy. Disciplinary action will be taken if the sick and vacation policy is abused. Also, your supervisor may request a doctor's note for any illness-related absence. A doctor's note may be required to certify the employee's ability to return to work.

Jury/Civic Duty

If you are summoned for jury duty or to serve as a witness, you may be eligible to be paid for up to one (1) week at your regular rate of pay in order to perform this civic duty. Notify your supervisor as soon as you receive your jury summons or notice and provide a copy of the summons or subpoena. If you are excused from jury duty during your regular working hours, you are expected to return to work immediately.

Medical Leave of Absence

You may be eligible for a medical leave of absence depending on the medical need, as identified by your health care provider. You are required to provide adequate documentation of the necessity of the leave and documentation of your ability to return from leave.

Pay while on Leave

Leaves of absence are unpaid unless the leave is for maternity. Maternity leave is provided for up to six weeks with full compensation.

Fitness for Work Certification

If the medical leave is due to your personal health condition (not a family member), you must present a "fitness for duty" certificate, completed by your healthcare provider, prior to returning to work. This certification is more than a simple statement releasing you to return 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.

Job Restoration following Medical Leave

The Presbytery of St. Augustine will make every effort to restore you to the original job, or to a similar job with similar pay, benefits and other terms and conditions of employment. If the Presbytery is unable to hold your position or place you in a similar job, you may be terminated at the expiration of the leave of absence.

Failure to Return to Work

If you do not return to work subsequent to the expiration of the leave of absence, you will be terminated for job abandonment. This includes the following circumstances:

- You do not return to work immediately after the approved leave is completed and additional unpaid leave has not been approved;
- You advise your supervisor either verbally or in writing that you are not returning to work or voluntarily resign while on leave;
- You refuse an equivalent position offered by the Presbytery upon return to work; or
- You seek or accept outside employment while on approved leave of absence.

Other Parental Leave

Parental leave of two weeks paid leave will be provided to employees upon the birth or adoption of children in their immediate family. Two weeks paid leave will also be provided when an employee becomes a foster parent. Parental leave will not be granted if using the maternity leave benefit.

Military Leave of Absence

If you are a member of the military, the Presbytery provides you with a leave of absence from your civilian position for active military service in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and applicable regulations.

If you are drafted, enlist in the Armed Forces of the United States, or are called to active duty from the Reserves for extended periods, you are guaranteed leave without pay for a period of up to five (5) cumulative years.

Notice of Intent to take Military Leave

Upon receipt of your military orders activating you for military service in the United States Armed Forces, you must notify your supervisor of your need for a leave of absence.

Depending on the timing of receipt of your military orders, you should provide the Presbytery at least thirty (30) days advance notice prior to the date your Military Leave is to begin. If circumstances preclude thirty (30) days advance notice, you must give as much notice as is possible and practical.

Pay while on Leave

Leaves of absence are unpaid.

Job Restoration following Military Leave

As a military service member, you will return to your job with accrued seniority and other employment protections. You will be restored to your original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. In addition, your use of Military Leave will not result in the loss of any employment benefits that you

would have earned or be entitled to before taking Military Leave, nor will the absence(s) be counted under the attendance policy. You must notify your supervisor of your intent to return to employment as soon as practical and based on requirements of the law.

Civil Air Patrol Leave

If you are a member of the Civil Air Patrol, the Presbytery of St. Augustine will provide you with up to fifteen (15) days of unpaid leave annually to perform a civil air patrol mission or training. "Civil air patrol leave" means leave requested by an employee who is a member of the Florida wing of the Civil Air Patrol.

To be eligible, you must have been employed by Presbytery of St. Augustine for at least 90 days. You will be expected to provide advance notice and certification from the proper civil air patrol authority to verify your eligibility for the requested leave.

Employees may use available vacation or may take all or part of the leave as unpaid.

Voting

The Presbytery of St. Augustine supports and encourages you to participate in the election voting process. Most polling facilities are open extended hours to accommodate working hours. Employees are asked to vote before or after work time. Any employee requiring time to vote during working hours should notify the supervisor in advance, so that schedules can be adjusted if necessary.

Handbook Acknowledgement

I hereby acknowledge that I have received my copy of the Presbytery of St. Augustine Employee Handbook. I understand that it is my responsibility to become familiar with the Presbytery's policies and to follow them. If a policy is unclear to me, I understand that it is my responsibility to seek clarification from my supervisor.

I also understand that the Employee Handbook is provided to all employees as the method by which the Presbytery communicates its policies. It is not intended to address all possible applications of, or exceptions to, the Presbytery's policies. Neither this Handbook nor any other Presbytery of St. Augustine document confers any contractual right; either expressed or implied, to remain in the Presbytery's employ. Presbytery of St. Augustine is an employment-at-will Presbytery, which means that the Presbytery can terminate my employment with or without cause. Likewise, I may resign from my employment for any reason at any time.

(Signature)

(Date)

(Please print name)