

FIRST PRESBYTERIAN CHURCH OF LINCOLN, NEBRASKA
840 South 17th St.
Lincoln, NE 68508

PERSONNEL POLICIES AND PROCEDURES MANUAL

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Preface

This Policy Manual is designed as a guide for employees of First Presbyterian Church of Lincoln, Nebraska [“First Presbyterian”].

However, this manual cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to and does not create contractual obligations of any kind. Neither the employee nor First Presbyterian Church is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

Because employees under Nebraska Law are employees “at will,” an employee may be discharged at any time with or without cause.

First Presbyterian Church reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment-at-will.

The provisions of this handbook apply to clergy and non-clergy employees, unless altered in writing, by contract, by governmental or church regulation or by law that provides an exception.

“Clergy” indicates an employee ordained by a denomination, generally referred to as “Teaching Elder” or “Minister of Word and Sacrament.” In terms of this manual, Parish Associates are not considered clergy employed by the church.

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101 STANDARDS FOR ETHICAL CONDUCT

Employees and volunteers of this church organization commit themselves to the following standards of ethical conduct:

I will conduct my life in a manner that will support the ministry and ethics of my workplace. Therefore I will:

1. Be honest and truthful in my relationships with others;
2. Treat all persons with equal respect and concern;
3. Maintain a healthy balance among the responsibilities of my position, my commitments to family and other primary relationships, and my need for spiritual, physical, emotional, and intellectual renewal;
4. Refrain from abusive, addictive, or exploitative behavior and seek help to overcome such behavior if it occurs; and
5. Refrain from gossip and abusive speech.

I will conduct myself at my workplace in a manner that will support its ministry and honors my working relationships. Therefore I will:

1. Honor relationships within the workplace and observe appropriate boundaries;
2. Be judicious in the exercise of the power and privileges of my position;
3. Avoid conflicts of interest that might compromise the effectiveness of my work;
4. Refrain from exploiting relationships within the workplace for personal gain or gratification, including sexual harassment and misconduct;
5. Respect the privacy of individuals and not divulge information obtained in confidence without express permission unless an individual is a danger to self or others;
6. Recognize the limits of my own talents and training, and refer persons and tasks to others as appropriate;
7. Claim only those qualifications actually attained, give appropriate credit for all sources used in papers, music, and presentations, and observe copyrights;
8. Observe limits set by the appropriate governing body for honoraria;
9. Deal honorably with the record of my predecessor and, upon leaving a position, speak and act in ways that support the work of my successor;
10. Be a faithful steward of and fully account for funds and property entrusted to me;
11. Accept the appropriate guidance of those to whom I am accountable;
12. Participate in continuing education and seek the counsel of mentors and professional advisors;
13. Show respect and provide encouragement for colleagues; and
14. Cooperate with other people regardless of their faith or beliefs.

102 EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all

individuals, employment decisions at First Presbyterian will be based on merit, qualifications, and abilities. First Presbyterian does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, familial status, veteran status, disability, sexual orientation, gender identity, or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor, the Head of Staff or the Personnel Committee. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

103 DISABILITY ACCOMMODATION

First Presbyterian is committed to complying fully with the Americans with Disabilities Act and the amendments of 2008 (ADAAA), and the Nebraska Fair Employment Practice Act and local ordinances, and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

First Presbyterian will make reasonable accommodations for qualified persons with disabilities if necessary to perform the essential functions of their jobs. A qualified person is one who can perform the essential functions of the position with or without an accommodation.

All requests for accommodation should be made to the Head of Staff.

104 CONFIDENTIALITY AND NON-DISCLOSURE

Confidentiality with regard to church business supports the mission and function of the church. Confidential information includes board discussions, donation information, personal and medical information of congregation members, and employee records, as well as financial accounts and documents.

Discussing business affairs, finances, or personal facts pertaining to employees or church members outside of necessary channels of communication is prohibited.

105 PERSONAL RELATIONSHIPS IN THE WORKPLACE

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is 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. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position where they will be working

directly for or supervising their relative. Individuals involved in a dating relationship with a current employee may also not occupy a position where they will be working directly for or supervising the employee with whom they are involved in a dating relationship. First Presbyterian also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to Personnel Committee. If that disclosure is not made within 30 calendar days, Personnel Committee in collaboration with the Head of Staff will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

106 IMMIGRATION LAW COMPLIANCE

First Presbyterian is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with First Presbyterian within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Personnel Committee. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

200 EMPLOYMENT PROCESS AND STATUS

201 CLASSES OF EMPLOYEES

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws.

NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws.

EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above categories, each employee will be classified as either REGULAR FULL-TIME or REGULAR PART-TIME, and as either PROGRAM STAFF or SUPPORT STAFF.

REGULAR FULL-TIME employees are those who are regularly scheduled to work

40 hours per week.

REGULAR PART-TIME employees are those who are not assigned to a temporary status and who are regularly scheduled to work less than 40 hours per week.

PROGRAM STAFF are responsible for oversight or leadership in one or more programmatic areas of First Presbyterian Church life and ministry.

SUPPORT STAFF provide support services such as administrative, financial, custodial, or maintenance or to specific programmatic areas of First Presbyterian Church life and ministry.

The Personnel Committee is responsible for determining an employee's classification. An employee's classification may be changed only upon written notification by the Personnel Committee of First Presbyterian Church.

202 EMPLOYMENT APPLICATIONS

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

203 REFERENCE & BACKGROUND CHECKS

To ensure that individuals who join First Presbyterian are well qualified and have a strong potential to be productive and successful, it is the policy of First Presbyterian to check the employment references and background checks as deemed necessary of all applicants. This may occur at the time of hiring or at any time during employment.

203A PERSONNEL POLICY AND PROCEDURE

Background Checks are done on all employees prior to hiring and then every 3 years, or more frequently if deemed necessary. The background check is confidential and is kept in the employee locked personnel file. Any information that may need to be addressed will be subject to the At Risk Behavior Policy and Procedure to determine if the information requires risk mitigation or prevents initial or continued employment.

Additionally, any consultant or contract worker who will be working with us for an extended time or with vulnerable populations will be subject to a background check either by our organization or vetted through the organization we are contracting with.

Background checks may also be requested on service providers who will be onsite for extensive periods of time as deemed appropriate. This can be completed by their company or through the church if self-employed.

Volunteers working with vulnerable populations continue to be subject to initial and periodic background checks.

Background checks will be run by the Church Administrator or the Head of Staff, with the exception of background checks for volunteers, which will be run by the church administrator or the Director of Christian Education. Background checks on the Head of Staff shall be run by a person designated by the Personnel Committee. Such designated person may also run other background checks at the request of or in absence of the Head of Staff.

204 EMPLOYMENT AGREEMENT

All employees will be asked to sign an employment agreement, which will include the position hired for, start date, salary or hourly rate of pay, benefits, and a statement that employment is “at will.”

205 PERSONAL DATA

Employees are to keep the business office apprised of current data re: home address, telephone number and emergency contact information.

206 JOB DESCRIPTIONS

Every employee is hired pursuant to Session-approved written job descriptions.

First Presbyterian makes every effort to create and maintain accurate job descriptions for positions within the organization. All employees will have access to their job description and are welcome and expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary.

First Presbyterian Church also relies heavily on volunteers for the healthy functioning of its ministry and programs. Volunteers, in general, are accountable to the Head of staff and Session as opposed to any particular staff member. Some volunteer positions may have no written job descriptions.

207 PROBATIONARY PERIOD

The first three months of employment constitute a probationary period, during which the employee benefits provisions in Section 516C of this Policy do not apply. The employee’s supervisor and the Head of Staff will meet with the employee during the probationary period to discuss growth areas, and to discuss employee concerns.

208 ANNUAL AND PERFORMANCE REVIEWS

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

Annual Reviews

Annual reviews are conducted for all staff employed longer than 9 months to review individual job descriptions, evaluate the past year’s accomplishments, and set goals and priorities for the coming year. Reviews will be completed by September 1.

The annual review process will be determined by the Head of Staff in consultation with the Personnel Committee. Annual Reviews are normally conducted by the Head of Staff or an employee’s direct supervisor, with input from the Personnel Committee.

Any Staff member may at any time request an individual interview with the Personnel Committee.

Personnel may at any time request an individual interview.

209 OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job. All employees will be judged by the same performance standards and will be subject to First Presbyterian's scheduling demands, regardless of any existing outside work requirements.

If the Head of Staff or the Personnel Committee determines that an employee's outside work interferes with performance or the ability to meet the requirements of First Presbyterian as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with First Presbyterian.

Outside employment that constitutes a conflict of interest is prohibited.

210 INTELLECTUAL PROPERTY

The church recognizes that program staff often create intellectual property as part of their work that is a product of personal prayer, discernment, or personal creative gifts. This includes such things as sermons, studies, and liturgy resources created by pastoral and education staff, and music compositions or arrangements created by music staff. It is the intent of First Presbyterian Church that all ownership of such intellectual property shall be retained by the employee. The use of such intellectual property by First Presbyterian Church shall be governed by a separate intellectual property agreement between the employee and the employer. If no separate intellectual property agreement exists between the employee and the employer, the employer may use, in perpetuity, at no cost and while obtaining no profit, intellectual property which the employee produced while in the employment of the employer for use by the church. This paragraph does not preclude an employee entering into a separate intellectual property agreement with the church for specific property created outside of the employee's duties.

300 PERSONNEL FILES

301 INDIVIDUAL EMPLOYEE RECORDS

Individual employee records are maintained by the Head of Staff at the church office, in paper or electronic form, subject to Personnel Committee supervision.

This file may include:

- A. Employment application and resume, if any
- B. Results of employee's background check
- C. Any signed contract between the Personnel Committee and Program Staff.
- D. Signed memo by employee acknowledging receipt of the Personnel Policies and Procedures Manual.
- E. Original and updated W-4s
- F. I-9 Employment eligibility verification form
- G. Letter for employee specifying

- a. Start date
- b. Beginning hourly rate or salary
- c. Any benefits
- d. Dates of probationary period
- e. Date of first review
- f. The two week amount of time expected for notice of leaving.
- H. Annual letter for employee specifying
 - a. Hourly rate or salary
 - b. Benefits
 - c. Accumulated Benefits (vacation, sick leave, etc.)
- I. Any communication from the Personnel Committee indicating change in employment status or classification
- J. Copies of performance reviews.
- K. Time off requests
- L. Documentation of Continuing Education
- M. Notes and copies of correspondence regarding personnel issues, disciplinary actions, and conversations with the employee.
- N. For any employee who may drive a First Presbyterian vehicle, a copy of the employee's current driver's license
- O. Required forms for benefit enrollment or use (health insurance, cafeteria plan)
- P. Emergency contact form
- Q. Payroll forms (direct deposit, salary reduction agreements, etc.)
- R. Expense Reimbursement Reports
- S. Time sheets
- T. Copy of filed New Hire Form

302 EMPLOYEE FILES

Employees may examine information in their own individual personnel files only. An employee who wishes to correct employment file information should express the desired correction via written request to the Personnel Committee, which will (i) place the request in the employee's file, (ii) take such responsive action as deemed appropriate, and (iii) cause written memorandum describing such responsive action to be placed in the concerned employee's individual personnel file. If an employee wishes to copy personnel file information, a Personnel Committee representative must be present.

Employee personnel files will be retained for seven (7) years after employment termination and then shredded.

Employee personnel files and records are the property of the Session.

400 TIMEKEEPING AND PAYROLL

401 WAGE AND HOUR RULES

NONEXEMPT employees are subject to federal law prescribing minimum wages and maximum working hours. Employees who work in excess of 40 hours per week receive either overtime pay or compensatory time off within the same work week for excess hours.

402 TIMEKEEPING

Nonexempt employees should accurately record their work time by a means approved by the employer. They shall record the time they begin and end their work, as well as the beginning and ending time of each meal period. They shall also record the beginning and ending time of any split shift or departure from work for personal reasons.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

403 OFFICE HOURS AND NORMAL WORK WEEK

Office hours are determined by the Head of Staff.

Normal work week is eight (8) hours per day; 40 hours per week for full-time employees. A week commences Sunday at 12:00 a.m. and ends Saturday at 11:59 p.m.

All full-time non-exempt employees are provided with one meal period of 60 minutes in length each workday. Part-time employees scheduled to work 6 hours or more on any given workday are provided with one meal period of 30 minutes in length on such workdays.

Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

All non-exempt employees are entitled to a paid 15 minute break for every four hours worked. That break cannot be taken at the beginning or at the end of the four hours.

404 ATTENDANCE AND PUNCTUALITY

Employees are expected to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on First Presbyterian. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

405 OVERTIME AND COMPENSATORY TIME

Overtime should be minimized. Overtime needs and arrangements are determined by the supervisor or Head of Staff.

Where the work required necessitates overtime, as soon as the employee becomes aware of that they should contact their supervisor for approval. At no time should an employee work more than 5 hours of overtime in a pay period without prior supervisor approval.

Employees are admonished not to work in excess of 40 hours in any one week (for part-time employees: in excess of individually agreed on number of hours per week) without approval of Head of Staff (see Wage and Hour Rules, 2.06).

In lieu of overtime, compensatory time off may be arranged within the work week, with approval of the supervisor or Head of Staff (see Wage and Hour Rules, 2.06)

406 PAY PERIODS

Salaries and wages are payable on the 15th and last day of each month. If payday falls on a weekend or holiday, payment will be made the business day immediately preceding payday.

First Presbyterian does not provide pay advances on unearned wages to employees.

Each paycheck is subject to standard deductions in conformity with federal and state income, Social Security and Medicare tax withholding requirements.

500 EMPLOYEE BENEFITS

Employees are eligible for benefits as applicable for their employment classification, subject to limitations for each benefit.

Clergy are entitled to benefits as defined below. In addition, Homestead Presbytery requires minimum benefits for clergy as defined in the Homestead Presbytery Manual of Operations. First Presbyterian can always offer greater benefits than required by the Presbytery. Where there is a discrepancy, whichever policy provides the greater benefit will apply. Where no policy exists in the First Presbyterian Personnel Manual, the policy of Homestead Presbytery will apply.

Some benefits only apply to employees regularly scheduled to work an average of 5 hours or more a week annually. Benefits for hourly employees that are prorated based on the percentage of full-time employment are calculated based on the average weekly hours worked for the previous calendar year. In cases where there is a change mid-year in the average number of hours annually employed for, the hours will be calculated to take into consideration the increase or decrease in hours. For new hires, this calculation is based on the number of hours hired for.

501 VACATION

Vacation time off with pay to provide opportunities for rest, relaxation, and personal pursuits is available to any employee regularly employed for an average of 5 hours or more a week annually, Vacation time is earned at the rate referred to in Section 501B. Vacation leave must be requested in writing and approved no less than two weeks in advance by supervisor or the Head of Staff.

When requesting vacation leave, all staff will detail clearly who will be covering for them in their absence.

501A CLERGY

Homestead Presbytery requires elders serving as pastor of a particular congregation to earn vacation from date of call at a minimum of two and one-half days per calendar month. A year's vacation for a full-time ordained clergy position is considered 30 days, including regular days off. To facilitate calculating how many working days are included in the 30 days, First Presbyterian determines that a week includes 5 working days and 2 regular days off, and an annual vacation equals 22 working days, which normally includes up to four Sundays, allowing for 8 regular days off, to equal the 30 days minimum required by the Presbytery. Vacation time accrues per pay period.

Because part-time clergy may be contracted to work either a shorter number of hours per day or a shorter number of days per week, vacation may be pro-rated as agreed upon by the clergy and the session.

Holidays are not included in calculating vacation time.

Vacation time may be taken intermittently or on consecutive days, in minimum increments of one (1) day to the extent accrued. All vacation dates should be authorized by the session through the Personnel Committee.

At the time of dissolution of pastoral relations with the church, unused earned vacation will be paid to the clergy. When a clergy already has taken unearned vacation at the time employment is terminated, the value of that unearned vacation will be deducted from his/her final check.

501B NON-CLERGY STAFF

Non-Clergy staff earn vacation according to the following schedule, accruing per pay period, and prorated for the percentage of full-time work regularly employed for:

<u>Years of Service</u>	<u>Vacation Days</u>	<u>Work Sundays</u>
	<u>included (if the employee normally works Sundays)</u>	
0-5 year	10 working days	2
6-10 years	15 working days	3
Over 10 years	20 working days	4

EXEMPT PROGRAM STAFF: Vacation time can be taken in increments of one (1) or more days to the extent accrued.

EXEMPT SUPPORT STAFF: Vacation time can be taken in increments of one (1) or more hours to the extent accrued.

NONEXEMPT-STAFF: Vacation time can be taken in increments of one (1) or more hours to the extent accrued.

Vacations should be approved in writing by the employee's immediate supervisor and Head of Staff no less than two weeks in advance and in the manner approved by the Head of Staff. In the case of vacation for the Head of Staff, vacations should be approved in writing by the Personnel Committee no less than two weeks in advance. At least one member of the Support Staff is to always be on duty. To the extent reasonably possible, vacations are scheduled to accommodate employee preferences.

501C MAXIMUM ACCRUAL OF VACATION TIME

Employees (clergy, program and support staff) can accrue up to a maximum of ten (10) vacation days over the number of days they are eligible to earn in one benefit year. When an employee has accrued that maximum number of days, the employee ceases to earn or accrue further vacation until the employee uses vacation time to bring the total accrued below the maximum. At that time, vacation can again be accrued up to the stated maximum.

501D REQUESTS FOR ADVANCE USE OF VACATION TIME:

Requests can be made for an advance of vacation time, which may be granted at

the sole discretion of the Head of Staff (or the Personnel Committee for the Head of Staff advance vacation requests). If the employment is terminated for any reason before the amount of the advance can be made up by accrual of additional vacation, the employee will be required to repay the amount of payment advanced. At the time of the advance the employee must sign an agreement to repay in the event of termination.

501E DONATING VACATION

With the approval of the Personnel Committee, employees may donate accrued, vacation time to another employee for sick leave if the employee has used up their vacation and sick leave and is in need of additional time off.

503 CONTINUING EDUCATION

Program staff is entitled annually to two (2) weeks continuing education leave, prorated based on the employee's percentage of full-time employment.

Continuing education time and budgeted continuing education dollars can be accumulated for up to three years. (Unused time and dollars allocated in Year 1 can be used in Year 2 and Year 3. Any unused time or dollars from Year 1 unused by the end of Year 3 shall expire.) Annual Continuing Education time and budgeted dollars accrues in full at the beginning of the calendar year.

Continuing Education time and associated budgeted dollars are not part of the employee's compensation, and as such, unused continuing education time or dollars will not be paid out to an employee when employment is terminated.

Continuing Education must be approved in writing at least two weeks in advance by the Head of Staff, or by the Personnel Committee for requests by the Head of Staff. Continuing Education must be for the benefit of both the employee and First Presbyterian Church.

When requesting continuing education leave, all staff will detail clearly who will be covering for them in their absence.

Continuing Education time and dollars may be allocated to support staff by the Personnel Committee in consultation with the Head of Staff, to address specific training needs or professional growth goals either at the direction of the Personnel Committee, Head of Staff, or in response to a request by support staff.

504 SICK LEAVE

Sick Leave is available to any employee regularly employed for an average of 5 hours or more a week annually, and is earned at the rate of one day per month, prorated based on the employee's percentage of full-time employment. Up to a maximum of 90 pro-rated working days may be accumulated. Once the maximum 90 pro-rated working days of sick leave is earned, additional sick leave cannot be earned until after the employee uses accumulated sick leave.

An employee may use sick leave benefits for an absence due to his or her own illness or injury, that of a child, parent, or spouse of the employee, or for personal or family medical appointments.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. It is the

direct supervisor's responsibility to notify staff and church leaders whose work will be affected by this person's absence. If an employee is absent for seven or more consecutive days due to illness or injury, a physician's statement may be required verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. Before returning to work from a sick leave absence of seven calendar days or more, an employee must provide a physician's verification that he or she may safely return to work.

Employees receive regular salary or hourly pay with no deductions for time lost due to accident or illness, within accumulated sick leave eligibility.

Vacation and sick leave continue to accumulate while on sick leave up to the limits stated in this personnel manual.

504A CLERGY SICK LEAVE

In normal circumstances, clergy are governed by the sick leave policy in 504. Regardless of the amount of sick leave accumulated, should clergy become incapable of performing the functions of ministry, is under medical care, and applies for disability through the Board of Pensions, the following policy of Homestead Presbytery applies:

- a) The congregation shall continue to pay full salary, housing, and pension/medical benefits until that time when the board of pension's disability benefits become applicable (after 90 days).
- b) Business and travel allowances, as well as other reimbursable expenses would not be payable during sick leave.
- c) The session assumes the responsibility and cost of providing pulpit supply.
- d) Notice shall be given by the minister to the clerk of session with copies to the appropriate agency of Homestead Presbytery as soon as sick leave is needed, at which time terms would become applicable.
- e) For extended periods of leave, the appropriate agency of Homestead Presbytery should be notified of the terms of agreement.

505 FLEX TIME AND PERSONAL LEAVE

Flex time is granted at the Head of Staff's discretion, taking into account staffing needs. Flex time might include such things as:

1. Compensatory time off for exempt employees. Even though exempt employees often have irregular hours, the Head of Staff may wish to grant extra time off if the employee has worked excessive hours for a special project. If an exempt employee who has regular hours (i.e. 8-5) and works late or comes in for additional hours to meet a special need of the church, the Head of Staff may wish to allow the employee to leave early on a different day to compensate for those extra hours.
2. Compensatory time off for non-exempt employees. Non-exempt employees who work above the number of hours they are hired to work a week, may be granted flex time by coming in later or leaving earlier during the same work week.

Personal leave is granted at the Head of Staff's discretion, taking into account staffing needs. Personal leave is granted after sick leave and vacation leave have been

exhausted, and is generally without pay. Requests for personal leave for more than three days, or requests for personal leave with pay, requires Personnel Committee approval.

506 FAMILY MEDICAL LEAVE

All staff scheduled to work an average of 5 hours or more a week annually are entitled to Family and Medical Leave according to First Presbyterian Church's Family and Medical Leave Policy.

507 ABSENCE TO PERFORM MILITARY DUTY

An absence to perform military duty will be granted to part-time and full-time employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Employees will receive partial pay (normal base pay minus military pay) for two week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty.

The portion of any absence to perform military duty in excess of two weeks will be unpaid. However, employees may use any available paid time off for the absence. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible. Vacation and holiday benefits as defined in this personnel policy will continue to accrue during an absence to perform military duty up to 30 calendar days. Employees absent to perform military duty for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing for reasonable travel time.

Employees absent longer than 30 calendar days to perform military duty must apply for reinstatement in accordance with USERRA and all applicable state laws. Employees returning from such absence will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service. Vacation and sick leave will continue to accrue for the first 30 days of absence.

508 JURY DUTY

Full-time and Part-time employees called for jury duty are paid in full during jury service. An employee not chosen for a jury panel when dismissed for the balance of the day is expected to report to work after jury duty dismissal for their regular work hours. Employees are not required to reimburse First Presbyterian for any outside payment received for jury service.

509 BEREAVEMENT LEAVE

Bereavement leave is available to any employee regularly employed for an average of 5 hours or more a week annually. Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

"Immediate family" is defined as the employee's spouse, children, parents, grandparents, siblings, grandchildren, aunts, uncles, nieces, nephews, and in-laws in relationships listed, including step and half, as well as foster children and legal wards for whom you provide care and financial support.

This list is descriptive, not exhaustive. First Presbyterian Church realizes that there are many nontraditional relationships that are equally important to our employees; therefore, the definition may also apply to any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Up to four (4) days of paid bereavement leave, pro-rated based on the employee's percentage of full-time employment, will be provided to eligible employees.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary. Additional time, paid or unpaid, may be granted at the Head of Staff's discretion.

510 LEAVE WITHOUT PAY (UNPAID LEAVE)

You may request up to four (4) consecutive weeks of leave without pay if this leave is not FMLA leave or all paid time off and FMLA leave has been exhausted. Your supervisor, in consultation with the Head of Staff, will review your request and the needs of your work area, while considering your request. No sick time nor vacation time will accrue during the time taken for Unpaid Leave. Any holidays during this period will be paid according to the hours allotted for the holiday.

511 WEATHER CLOSING

The Head of Staff, using UNL, Nebraska State Offices and/or LPS closings for guidance, will make the final determination regarding closure of First Presbyterian Church offices due to inclement weather. Staff will be notified via email, text and/or phone calls from the Head of Staff. However, no employee should jeopardize his/her safety in order to be in attendance for work. Non-exempt employees will be paid up to three(3) working days per twelve month period, if the church is officially closed by the Head of Staff and their job responsibilities require that they be on site to fulfill those responsibilities during the closed time period.

512 HOLIDAYS

Full-time employees and part-time employees regularly scheduled to work more than 5 hours per week shall have the following paid holidays: New Year's Day, Martin Luther King Day (Monday), President's Day, the Monday after Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Friday, Christmas Day, and one additional day at Christmas, to be designated by Head of Staff. Weekend holidays are celebrated on Friday or Monday at the Head of Staff's discretion. If First Presbyterian's services are held on any such holiday which involve the presence of an employee, compensatory time off is given at the Head of Staff's discretion consistent with First Presbyterian work schedule requirements.

513 LEAVE REQUESTS

Leave requests, regardless of the type of leave, should be submitted to your supervisor ~~to the Head of Staff~~ as soon in advance as practicable. Obviously, notice for unanticipated reasons [e.g. medical or family emergencies, funerals, etc.] may not

be known in advance. Each day an employee is unable to attend work, the Head of Staff and the Church Administrator should be notified.

514 TRACKING LEAVE

Each employee is encouraged to review on a regular basis the accounting of (i) vacation leave (ii) continuing education leave and (iii) sick leave on their pay stubs. Employees are expected to notify the Finance Administrator in the event of any discrepancies. The Church Administrator maintains the official record of all leave accrued and used and will report to the Head of Staff monthly.

515 SOCIAL SECURITY

All employees other than clergy are covered by the Federal Old Age and Survivors Benefits Act (Social Security). The employee's portion of these taxes are withheld from wages.

516 MEDICAL INSURANCE AND RETIREMENT BENEFITS

516A HEALTH INSURANCE AND PENSION BENEFITS FOR CLERGY

Clergy receive health insurance for themselves and their family and pension benefits through the Presbyterian Church (USA) Pension and Benefits Plan. Premium and dues are paid for by First Presbyterian. Clergy may opt into additional Board of Pension optional coverages at their own expense.

516B RETIREMENT BENEFITS

All staff may participate in a 403(b) qualified retirement plan through the PCUSA Board of Pensions via payroll deduction.

516C HEALTH INSURANCE

For all non-clergy employees eligible to receive health insurance, eligibility will begin the first day of the fourth month of employment following a three-month probationary period.

Full-time employees are eligible to receive health insurance through the employer medical plan through the Board of Pensions of the Presbyterian Church U.S.A. Should the employee elect to receive health insurance, First Presbyterian will pay 80% of the medical and vision premium for the employee. The employee is responsible for 20% of the medical and vision premium.

Part-time employees regularly scheduled to work 20 hours or more per week are eligible to receive health insurance through the employer medical plan through the Board of Pensions of the Presbyterian Church U.S.A.. Should the employee elect to receive health insurance, First Presbyterian will pay 50% of the medical and vision premium for the employee. The employee is responsible for 50% of the medical and vision premium.

Additional health insurance coverage for the employee's family members, if the employee chooses, is payable by the employee. The employee may opt into additional Board of Pension optional coverages at their own expense.

516D THE "CAFETERIA PLAN"

Employees regularly scheduled to work 20 or more hours per week are eligible to participate in a Health Flexible Spending Arrangement or a Dependent Care

Spending Account, which permits pre-tax deposits through a salary reduction agreement into a separate account under your name from which you can pay medical, dental and like health-related expenses and dependent care expenses. This scope and rules of this plan are described in a separate document.

517 WORKER'S COMPENSATION

All employees are covered by Nebraska Worker's Compensation insurance, paid by First Presbyterian.

The Worker's Compensation program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses must inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither First Presbyterian nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by First Presbyterian.

Employees may be subject to the provisions of the Nebraska Workers' Compensation Act, and they are entitled to benefits of that Act, according to its provisions. Payment of workers' compensation benefits is subject to the provisions of the Act and the employee's eligibility under the Act.

Should an employee be off work due to a worker's compensation injury, a medical release from a doctor will be required for the employee to return to work.

Should an employee be unable to return to work even on a limited basis while covered by worker's compensation, vacation and sick leave will cease to accrue 90 calendar days after the last day the employee worked. When an employee returns to work they accrue vacation and sick leave based on the percentage of full time equivalent hours actually worked (for those employees eligible for vacation and sick leave). If at any time the employee returns to worker's compensation leave for the same injury the employee ceases to accrue leave immediately.

518 NO UNEMPLOYMENT COVERAGE

Church employees by law are not covered by unemployment statutes. Church employees' earnings are not subject to deduction for contributions to the unemployment system; consequently, unemployment benefits are not available if an employee's employment is terminated.

600 GENERAL MATTERS

601 GOOD HOUSEKEEPING

First Presbyterian attempts to provide healthy, clean and pleasant working facilities. Good housekeeping is the shared responsibility of First Presbyterian and employee. Cleanliness and orderliness promote safety, morale and comfort. Employees are expected to maintain neat and orderly offices and working areas.

602 EMERGENCIES

If any type of emergency occurs, assess the situation, call 911 if needed and then notify the Head of Staff immediately. A small first-aid kit is maintained in the business office, two custodian's closets, kitchenette, and in the blue hallway outside the Library. Fire extinguishers are placed throughout First Presbyterian's buildings; employees should acquaint themselves with these locations and extinguishers' proper use. An AED is located next to the first aid kit in the blue hallway outside the Library and all staff shall be trained on its use. Accidents, injuries and emergencies should be promptly reported to the head of Staff and an incident report form filled out.

603 MONEY, SAFETY AND SECURITY

Money or other valuables should not be left in or on desks. Money contributions should be turned into the business office and deposited as quickly as possible. First Presbyterian's burglary insurance does not cover personal property.

Employees should protect themselves from accident and injury particularly when using equipment and machinery.

In the event of emergencies, First Presbyterian emergency plans will be followed. Employees are required to be familiar with those emergency plans.

604 DRESS CODE

Our dress code recognizes that First Presbyterian, as a professional institution, serves individuals, families, and the community. First Presbyterian expects employees to exercise sound judgment respecting attire. Employees are representatives of First Presbyterian whether attending a business or community meeting, working in First Presbyterian's offices, or participating in other First Presbyterian functions. While at work or when representing First Presbyterian, you are expected to present a clean, neat, and tasteful appearance. This includes being sensitive to personal grooming and such things as the appropriateness of visible messages on our person.

If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstances, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

The Head of Staff can be consulted if questions arise.

605 STAFF MEETINGS

Staff meetings are held at such times as the Head of Staff determine. Except as otherwise authorized by the Head of Staff, all staff are expected to attend as part of their job duties, whether or not specifically provided for in individual employee job descriptions.

606 SMOKE/ALCOHOL/DRUG/FIREARMS FREE WORKPLACE

First Presbyterian is an alcohol/firearms/drug-free building. Alcohol, drugs, firearms, or other weapons are not permitted. Alcohol shall not be consumed during business hours or at lunch. An employee whose performance is impaired by alcohol or drugs can expect to be dismissed immediately without prior warning.

Smoking or use of tobacco products is prohibited throughout the First Presbyterian Church building and within 20 feet of any entrance or exit.

607 STAFF MEMBERSHIP AT FIRST PRESBYTERIAN CHURCH

Ordinarily First Presbyterian Church does not hire members, however should a staff member after employment wish to become a member, the Personnel Committee will discuss that with the staff person and Head of Staff and make a recommendation to Session.

608 CHURCH POLICIES

All staff will understand and follow the First Presbyterian Financial Policy, Computer Use Policy, Social Media Policy, and all other church policies.

609 USE OF CHURCH RESOURCES

Church resources are for the benefit of First Presbyterian programs and ministry. Personal use of church resources (i.e. telephone, computer, copiers, supplies, etc.) should be held to a minimum.

700 EMPLOYEE CONDUCT AND DISCIPLINE

701 EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, First Presbyterian expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- A. Failure to comply with denominational and congregational rules and policies
- B. Failure or refusal to accept a supervisor's proper assignment
- C. Inefficient, incompetent, or negligent performance of duties
- D. Negligent or improper use of property, equipment or funds
- E. Unauthorized or improper use of any type of leave
- F. Repeated tardiness, unreported absences, or unauthorized departure from the work area
- G. Failure to maintain satisfactory working relationships with congregation members, the public, or fellow employees
- H. Insubordinate acts or language prejudicial to respect due to other employees, the congregation, or the public
- I. Falsification of time, leave, or other personnel records
- J. Sexual harassment or misconduct
- K. Other behavior injurious to First Presbyterian

Employment with First Presbyterian is at the mutual consent of First Presbyterian and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

702 DISCIPLINARY ACTIONS

Non-ordained staff is subject to disciplinary action. First Presbyterian provides employees fair opportunity to correct on-the-job performance problems. Disciplinary actions are explained and imposed by the Personnel Committee and Head of Staff. Severity of discipline should be commensurate with severity of infraction. Disciplinary actions normally consist of one or any combination of:

- A. Counseling
- B. Written warning
- C. Probation
- D. Suspension, with or without pay
- E. Dismissal

703 PROBLEM RESOLUTION

First Presbyterian strives to ensure fair and honest treatment of all employees. All employees, regardless of areas of responsibility or positions of authority, are expected to treat each other with mutual respect, and are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor within seven calendar days after incident occurs. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee may present the problem to the Head of Staff.
2. The supervisor responds to problem during discussion or within seven calendar days, after consulting with others as appropriate or necessary. Supervisor documents discussion.
3. Employee presents problem to Personnel Committee within seven calendar days, if problem is unresolved.
4. Personnel Committee counsels and advises employee, assists in putting problem in writing, visits with employee's supervisor, if necessary. The employee will be directed to Session for review of problem if the Personnel Committee feels it is necessary, or if the employee feels the issue has not been resolved.
5. Employee presents problem to Session in writing. The Session reviews and considers the problem at its next regular Session meeting, or sooner if it desires, and responds to the employee within seven days after that meeting.
6. Session reviews and considers problem. Session informs employee of decision within seven calendar days, and forwards copy of written response to Personnel

Committee for employee's file. The Session has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

703A CLERGY

If the foregoing procedures fail to provide an acceptable remedy, clergy may also consult with the the appropriate agency of Presbytery or follow the procedures as provided in the Book of Order.

800 SEPARATION POLICY

801 NON-CLERGY INVOLUNTARY SEPARATION:

Unless provided otherwise in a written employment agreement signed by both employee and First Presbyterian, employees [other than ordained clergy subject to terms of congregational call] are employees "at will", subject to termination at any time, with or without cause.

The employee is paid accumulated vacation leave, but not accumulated sick leave, continuing education leave, or other accumulated leave. First Presbyterian will exert its best efforts to give employees terminated for reasons other than disciplinary action at least two weeks' prior notice. First Presbyterian reserves the right to bar a terminated employee from entering or remaining on First Presbyterian premises during any notice period, subject to the employee's retrieving personal property located on First Presbyterian premises.

802 NON-CLERGY VOLUNTARY SEPARATION:

First Presbyterian requests that employees provide two weeks' advance notice before terminating employment, plus as much additional notice as will permit First Presbyterian to hire and train a replacement.

The employee is paid accumulated vacation leave, but not accumulated sick leave, continuing education leave, or other accumulated leave.

803 CLERGY:

Clergy are called by the Congregation of First Presbyterian Church and Homestead Presbytery. In the case of involuntary separation, the appropriate agency of Presbytery will be consulted and will aid in negotiations and resolution.

In the case of voluntary separation, clergy are encouraged to provide a minimum of 4 weeks advance notice before the last day of work. Accumulated vacation time may be used following the last day of work, or paid as of the last day of employment, as negotiated with the Session.

804 RETIREMENT

An employee who contemplates retirement should consult the Head of Staff sufficiently in advance to permit replacement.

805 FINAL PAYCHECK

The employee's final pay will be in the form of a paper check, which will include the value of any accumulated vacation leave. Delivery of final paycheck is contingent upon the employee removing all personal property from the church premises, and returning all church property, including keys and credit cards, to the administrator or to the head of staff. Personal property shall be removed under the supervision of someone designated by the head of staff or the Personnel Committee.

900 SEXUAL HARASSMENT, SEXUAL MISCONDUCT AND CHILD PROTECTION

Sexual harassment and sexual misconduct are improper, unethical, violative of Scripture, and subject to discipline. First Presbyterian is committed to providing an environment where employees can work together comfortably and productively, free from sexual harassment, which, in any form, is illegal under both state and federal law--and is not tolerated.

901 SEXUAL HARASSMENT

Sexual harassment is defined by the Equal Employment Opportunity Commission (EEOC) as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment;
- B. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- C. Such conduct has the purpose or effect or unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

This applies to harassment of a man by a woman, of a woman by a man, or between members of the same gender.

Prohibited sexual harassment includes such things as:

- A. Written or verbal contact of an explicit, suggestive or personal nature such as letters, notes, invitations, cartoons, jokes, comment, threats, slurs, epithets, jokes about gender-specific traits, comments about dress or physical appearance, or sexual propositions.
- B. Physical or visual contact, such as touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse, leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters or magazines.

It is impermissible to:

- A. Suggest, imply, or in any way infer that an individual's employment will be affected by willingness or unwillingness to be subjected to objectionable sexual conduct.
- B. Engage in unwelcome, suggestive, or explicit conduct of a sexual nature with coworkers or subordinates.

- C. Continue to express sexual or personal interest in a coworker or subordinate after being informed that such interest is unwelcome or to insist on continuing a personal relationship after being informed that such relationship is no longer welcomed or desired.

902 SEXUAL MISCONDUCT

Sexual misconduct includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, adultery, other verbal or physical conduct or communication of a sexual nature, and sexual contact with a person incapable of legal consent.

903 REPORTING & INVESTIGATION

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your direct supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Head of Staff or the Personnel Committee.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Head of Staff or the Personnel Committee so it can be investigated in a timely and confidential manner.

If an accusation of sexual harassment or sexual misconduct is alleged against a clergy, the procedures detailed in the Rules of Discipline of the Book of Order and the Manual of Operations of Homestead Presbytery will be followed.

For all other employees, the Session through the Personnel Committee will promptly and discreetly investigate all accusations of sexual harassment or sexual misconduct and take appropriate disciplinary action if warranted.

905 CHILD PROTECTION

All staff will understand and follow the current Child Protection Policy of First Presbyterian Church.

906 EMPLOYEE DISCIPLINE

Any employee in violation of these policies is subject to appropriate disciplinary action, up to and including termination of employment, based on findings and outcome of an investigation. Anyone in violation of these policies may also be legally liable under state or federal anti-discrimination laws or in separate legal actions.

907 PROTECTION AGAINST RETALIATION

No employee initiating a sexual harassment, sexual misconduct, or child protection complaint or assisting in investigation of such a complaint will be subject to employer retaliation. Complaints of retaliation will be promptly investigated and appropriate disciplinary action imposed.

Concerned employees should contact the Head of Staff or the Personnel Committee Chair for a confidential and frank discussion, assured that discretion will be observed.

**FIRST PRESBYTERIAN CHURCH
EMPLOYEE ACKNOWLEDGMENT**

PERSONNEL MANUAL

I hereby acknowledge receipt of the Policies and Procedures Manual of First Presbyterian Church, dated August 15, 2024.

As an employee of First Presbyterian Church, I have read and understand the stated policies as they relate to my conduct and safety.

Signature

Date