

# *Human Resource Manual*

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Christ United Methodist Church and Preschool

This handbook is designed exclusively for employees  
of Christ United Methodist Church and Preschool

*Volume 1, Revision 1*

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## **Mission Statement**

### **Transforming Lives in the Love of Jesus Christ**

We strive to make opportunities for lives to be made new and molded in the image of Christ through worship, fellowship, service, stewardship, witness and study. We intend for our lives to be transformed, as well as, those we touch in the world.

All employees of Christ United Methodist Church (CUMC) are dedicated, Christian-based individuals who have a passion for helping others and continuing to do the work of Jesus Christ. As followers of Jesus Christ, we hold ourselves to a higher standard in our dealings with one another. The idea for the generation of this manual was to help codify that behavior and to ensure a consistency of approach so that all individuals who work for Christ United Methodist Church (CUMC) are treated fairly and with respect.

### **Entity Definition**

Christ United Methodist Church and Preschool will herein be referred to as CUMC. Unless specifically designated otherwise, references to Church, School, Preschool, or workplace are intended to refer to CUMC.

## **Employee Handbook Disclaimer**

Nothing in this handbook is to be construed as a contract. Employment is at the will of the employer, and either the employer or the employee may at any time terminate the employment relationship with or without cause.

CUMC and the employee recognize that continued employment is a shared responsibility, contingent on satisfactorily fulfilling the roles and responsibilities of the position in the case of the employee.

CUMC's role is to help ensure the continued financial, structural and spiritual viability of the Church and Preschool. Should, in the opinion of his or her direct supervisor, following review by his or her direct supervisor or in the case of the Preschool, the Director, the Executive Board of the Preschool and the Staff Parish Relations Committee, the employee fail to fulfill his or her role and responsibilities, employment will cease.

No statements to the contrary, written or oral, made either before or during an individual's employment can change this at will employment policy.

No individual supervisor, manager or officer can make a contrary agreement, unless charged with that responsibility by the Staff Parish Relations Committee and even then, such an agreement must be set forth in a written employment agreement with the employee signed by the employee and the Staff Parish Relations Committee Chair.

All procedures, including the disciplinary procedures in the handbook, are advisory and not binding on Christ United Methodist Church (CUMC) and may be adjusted or modified, at any time, at the discretion of the CUMC Staff Parish Relations Committee. This document will be reviewed annually, in order to stay current, by the SPRC.

At any time, the Staff Parish Relations Committee may change any terms or conditions of employment, whether these are stated in the handbook or are established through employment practices. The policies and procedures in this handbook supersede all other previously written policies and procedures, and any alterations will be in writing and signed by the Staff Parish Relations Committee Chair.

CUMC is not subject to all Federal, State, or local laws otherwise applicable to employers. This employee handbook does not create any legal obligations on the part of CUMC beyond that instituted by Federal, State or local laws. This handbook should be construed to affirm CUMC's entitlement to the fullest protection of any law or legal precedent applicable to religious organizations or employers otherwise similar to CUMC.

## Employee Handbook Receipt and Acknowledgment Form

I \_\_\_\_\_ certify and acknowledge the following:  
[print name]

I have accessed and read the Christ United Methodist Church (CUMC) Employee Handbook.

I understand that the policies, rules, and benefits described are subject to change at any time at the sole discretion of CUMC and may be revised based on CUMC's particular circumstances of a given situation. I understand that it is my responsibility to read and understand the policies contained in this handbook and any revisions made to it, which may be distributed or posted on CUMC's bulletin board.

It is expressly understood that the contents of this handbook do not constitute the terms of a contract of employment, but rather my employment with CUMC is on an at-will basis, which means either myself or CUMC may at any time terminate the employment relationship with or without cause. I understand that written or oral statements made to me are not to be interpreted in any way that alters the at-will relationship.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Date

## **Staff Member Designations**

**Pastoral Staff:** Includes pastors, either appointed by the Eastern Pennsylvania Annual Conference Bishop or hired by Christ United Methodist Church, whether they are ordained or licensed local pastors. All policies in this handbook apply, except where superseded by the policies and practices for the Eastern Pennsylvania Annual Conference and the United Methodist Book of Discipline as pertaining to pastors.

**Non-Pastoral Staff:** Includes all other staff employed by CUMC such as executive, administrative, technical, clerical, assistants, teachers, secretaries, musical staff, maintenance, custodial, and other employees not pastoral.

## **Employee Status**

**Full-time Employee:** An employee working 35 hours or more each week on a regularly scheduled basis.

**Part-time Employee:** An employee working 34 hours or less during each week on a regularly scheduled basis.

**Temporary Employee:** An employee hired to perform a function for a limited specific period or for a specific task or project to be completed within a specific time period.

## **FLSA (Fair Labor Standards Act) Exemption**

**Exempt Employee:** An exempt employee is paid on a salaried basis and performs specific duties or responsibilities that fall under the Federal and State Departments of Labor Wage and Hour Division's Exempt Standards test. These employees are not eligible for overtime.

**Non-exempt Employee:** A non-exempt employee is eligible to be paid overtime, if applicable, in accordance with State and Federal Wage and Hour laws.

## 1. ATTENDANCE

### 1.1. **Absenteeism & Tardiness**

CUMC defines an absence as failure to report for and remain at work as scheduled; this includes late arrival at work and leaving early. Typically employees are expected to give at least 12 hours notice to his or her direct supervisor when an illness or accident prevents him or her from reporting to work on time. In extreme or sudden cases of illness or accident, employees should notify the direct supervisor as soon as is reasonably possible.

Please understand that the above are guidelines and that repeated failure to give proper notification or to show up for work without prior approval may result in disciplinary action up to and including termination. Absences of one or more scheduled workdays without giving notice during that workday may be considered voluntary resignation.

### 1.2. **Leaves of Absence (Not Applicable to Preschool Employees)**

CUMC provides a leave of absence up to 12 weeks to full time and part time employees for personal illness, injury, or maternity during a 12-month period. The employee may be required to provide satisfactory medical evidence substantiating the need for leave. This leave is unpaid, notwithstanding any workers' compensation benefits. If the employee has accrued Paid Time Off (PTO) available, s/he must use any available PTO for that leave. Upon return from an approved leave, CUMC will attempt to place the employee in a similar job should one exist. CUMC cannot guarantee that the original position or an equivalent position will be available when the employee returns.

Employees on an unpaid leave of absence are responsible for paying both the Church and employee portion of health insurance premiums, where applicable, on any health insurance coverage during this leave period (up to 12 weeks). While on a leave of absence, The employee will not earn PTO or be eligible for PTO pay out unless s/he returns to work for at least 30 days. Any scheduled performance reviews due while the employee is on leave, will be conducted if the employee returns to work. Any wage increases will be effective the first pay of the month following the return to work.

While on leave, the employee needs to keep his or her direct supervisor informed of his or her leave status every 10 days (or more often if required by CUMC) and intent to return to work. Also when the employee becomes aware of a return to work date, s/he should inform the direct supervisor. The employee may be required to provide satisfactory medical evidence substantiating his or her ability to return to work without restrictions.

The maximum leave duration is 12 weeks calculated on a 12 month rolling

period.

- 1.3. **Bereavement Leave (Not Applicable to Preschool Employees)**  
Regular full-time or part-time employees are eligible for a maximum leave of three (3) paid consecutive days and another 2 unpaid days for a death in the immediate family (parents, grandparents, parents-in-law, siblings, spouse, children, or grandchildren). The number of days granted for bereavement leave is a matter for supervisory discretion.

- 1.4. **Inclement Weather**  
All Church Employees  
Church staff are expected to report to work unless major thoroughfares or roads where they live have been closed or are treacherous to drive on due to extreme weather. If bad weather conditions are localized to an employee's specific area and may delay or prohibit an employee from safe travel to work, the employee should contact his or her direct supervisor. Hourly employees who do not report to work or leave early when the Church is open will not be compensated for such time.

All Preschool Employees  
Preschool Staff are expected to report to work according to the normal schedule, unless the North Penn School District (NPSD) announces a delay, dismissal, or closing. If bad weather conditions are localized to an employee's specific area and may delay or prohibit an employee from safe travel to work, the employee should contact his or her direct supervisor. Employees who do not report to work or leave early when the Preschool is open will be required to use PTO. If PTO is not available, this time-off is unpaid. Preschool employees will follow the NPSD Inclement Weather Guidelines listed below.

The following schedule is applied in response to the NPSD inclement weather announcement and applies to all employees of Christ United Methodist Church Preschool:

NPSD Two-Hour Early Dismissal — Preschool afternoon classes are cancelled and staff does not report to work in the afternoon.

NPSD Two-Hour Delay — Preschool morning classes are cancelled and staff does not report to work in the morning.

NPSD Closing — Preschool morning and afternoon classes are cancelled and staff does not report to work in the morning or afternoon.

If the Preschool officially closes, delays opening, or closes early due to inclement weather, non-exempt employees should refer to the PTO policy in this handbook.

1.5. **Jury and Witness Duty**

Jury Duty

The employee must notify his or her direct supervisor as soon as he or she receives a jury duty notice. Non-exempt employees are not paid for jury duty. The employee must present a payment sheet from the court system for leave to be excused. The employee is expected to report to work when off for the day or excused early. Exempt employees will be paid for any partial weeks of jury duty.

Witness Subpoenas

The employee must notify his/her direct supervisor as soon as subpoenaed. Appearances in court under subpoenas for civic responsibility (such as an eyewitness) will normally be considered excused time. Non-exempt employees are not paid while serving a witness subpoena. Exempt employees are paid for any partial weeks.

Time for appearance in court for personal business will generally be considered unexcused unless PTO is used.

1.6. **Rest Periods (Lunch and Breaks)**

Lunch Periods have a duration of 30 minutes or more. They are scheduled by the employee's direct supervisor and are off-the-clock. Non-exempt employees should not perform any work during this time unless it is recorded by the employee as time worked. Lunch breaks may be taken in designated areas of the Church or Preschool or off the premises. Break periods, if approved and scheduled by the employee's direct supervisor, have a duration of 10 minutes or less.

Lunch periods and breaks are not guaranteed and are scheduled by the employee's direct supervisor.

1.7. **Uniformed Service Leave of Absence**

CUMC's policy prohibits discrimination against a person who: (1) is a member of or applies to be a member of the uniformed services, (2) performs or has performed in the uniformed services, (3) applies to perform active duty, or (4) has an obligation to perform service in a uniformed service.

Generally, only individuals discharged under honorable conditions who were regular full-time or regular part-time employees are eligible for reemployment. Under USERRA (Uniformed Services Employment and Reemployment Rights Act), the individual is generally required to give advance notice of the leave, be on leave for no more than 5 years, and reapply for reemployment within specified time frames. The advance notice may be written or verbal. No prior notice is required if it is precluded by military necessity or such notice is impossible or unreasonable. The 5-year limit is the cumulative length of absence from a job.

Under this policy, notice is to be given to the Pastor or Preschool Director. Generally, notice for the need for leave is to be given as soon as practical. No prior notice is required if it is precluded by military necessity or such notice is impossible or unreasonable. On the basis of the provisions of USERRA, notices to return to work are required with respect to the length of service. Please check with the Pastor or Preschool Director for the time frames and the rules of reemployment. In addition to the rules of reemployment the following timeframes shall apply:

#### TIMELINES FOR SEEKING REINSTATEMENT UNDER THE UNIFORM SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

a) For < 31 days of service — if reasonable under the circumstances, the employee must report to the employer at the beginning of the first full regularly scheduled work period on the first full calendar day occurring eight hours after the completion of military service, while permitting time for the safe transportation of the person from the place of service to his residence.

(1) EXAMPLE 1: If the person's regularly scheduled work period is to work weekdays from 9 a.m. to 5 p.m., and if the person completes and returns from service on 5 p.m. Thursday, he or she is required to report for work at 9 a.m. the next morning.

(2) EXAMPLE 2: If the person's regularly scheduled work period is to work weekdays from 9 a.m. to 5 p.m., and if the person returns from service at 5 a.m. Friday morning, he or she is not required to report to work until 9 a.m. Monday morning.

b) For 31 to 180 days of service — the employee must submit an application for reemployment with the employer no later than 14 days after the completion of service, or, if it would be impossible or unreasonable to do so within 14 days, the first full calendar day on which it becomes possible to reapply.

c) For > 180 days of service — the employee must submit a reemployment application no later than 90 days after the completion of military service.

Also please check with the Pastor or Preschool Director regarding the rules of reemployment.

If the employee is reemployed under USERRA, he or she is entitled to all seniority-based benefits for the time accrued, including uniformed service time.

Any applicable payroll deductions for benefits still apply while on a uniformed service leave.

CUMC will continue health insurance, where applicable, subject to the appropriate payroll deductions, for a period of 12 weeks if applicable for that employee.

According to USERRA, the employee may waive rights of non-seniority-based benefits by knowingly providing a written notice of intent not to return.

Temporary employees are not eligible for reinstatement.

Under USERRA, employees who were about to be discharged for misconduct, had they not left for uniformed service, are not eligible for reinstatement and will not be rehired.

## **2. DISCIPLINE & RULES**

### **2.1. Confidential Information**

The employee is expected to take every precaution to protect proprietary and confidential information about our Church, employees, congregation, preschool children and their families, and finances. Divulging confidential information may be grounds for disciplinary action up to and including termination. CUMC respects the privacy of personal information and understands the importance of keeping this information confidential and secure.

### **2.2. Company Bulletin Boards**

CUMC maintains a bulletin board reserved exclusively for information concerning approved church and preschool related subjects such as CUMC policies and procedures, activities, employment regulations, safety procedures, important promotions, changes in operations, and other management or Council approved topics. Any notice posted on a CUMC bulletin board must be cleared through the Church Pastor (senior, associate or assistant) or his or her Authorized designee or Staff-Parish Relations Committee Chair.

### **2.3. Disciplinary Procedures**

The principles and theology of CUMC is predicated on the teachings of Jesus Christ and as such the behavior of those employed by CUMC must be consistent with these principles and theology and The Book of Discipline of the United Methodist Church. The policy of CUMC is that any conduct, that in CUMC's view is inconsistent with the above, is grounds for disciplinary action, ranging from a verbal warning to immediate termination. Some conduct Resulting in immediate disciplinary action up to and including termination includes, but is not limited to:

- Dishonesty (including, but not limited to, theft)
- Insubordination (refusal to perform assigned duties or to follow orders of management)
- Fighting or assault
- Violence in the workplace or direct/indirect personal threats
- Off-duty conduct that negatively impacts the Church's reputation with its congregation, clients, the profession, or the community or impacts the ability to perform his/her duties
- Unauthorized outside employment or performing work that in the opinion of the Church is a conflict of interest
- Possession of weapons while on CUMC property or during CUMC sponsored activities
- Use of inappropriate language while at work or during CUMC activities
- Deliberate destruction of, or damage to, Church property
- Possession of, drinking, or being under the influence of alcohol on Church premises or while on duty

- Possession, use, or being under the influence of drugs, narcotics, or other intoxicants while on Church or Preschool premises or while on duty
- Harassment (e.g., sexual, age, race, national origin, religion) of other employees, members, school parents or vendors
- Violation of any policy listed in this handbook
- Leaving during work hours or not returning to work after lunch or a rest period (except in an extreme emergency) without prior notification to management
- Failure to record accurate time worked
- Absence from work for one day without notifying the direct supervisor
- Negligence or carelessness in performing specified or assigned duties
- Sleeping on the job
- Questionable or offensive behavior
- Horseplay
- Failure to immediately report to the Pastor or Preschool Director any work related injuries
- Unsafe operation of any equipment, including vehicles
- Any deviation from approved processes or procedures
- Any damage to equipment, supplies, materials, machinery, or buildings
- Unauthorized removal or destruction of any federal, state, or other legally required notice
- Breaches of trust or confidentiality

Nothing in this policy is intended to change CUMC's "employment at-will" policy. Under the provisions of "employment at-will" either CUMC or the employee may terminate the employment relationship at any time, with or without reason, except where expressly prohibited by law. Depending on the conduct, disciplinary steps may be enforced by the following methods in the listed order: verbal warnings, formal written notices, probation, or termination. CUMC reserves the right to modify, skip, or eliminate steps in the disciplinary procedures as it deems necessary.

#### 2.4. **Drugs & Alcohol**

The policy of CUMC is to provide a drug-free work environment that is both safe for employees, including others having business with CUMC or on CUMC property, and conducive to efficient and productive work standards. This policy restricts certain items and substances from being brought on or being present on CUMC property, including its parking areas and its vehicles, and prohibits the unauthorized possession, by employees or others, of certain materials. Employees should have no expectation of privacy.

The use, possession, sale, manufacture, distribution, dispensation, concealment, receipt, transportation, or being under the influence of any of the following items or substances on CUMC property by employees is prohibited:

- Illegal drugs, controlled substances, marijuana, intoxicants (legal or illegal), "look-alike" substances, designer drugs, counterfeit or synthetic drugs, inhalants, and any other drugs or substances that will, in any way, affect safety, work ability, alertness, coordination, judgment, response, or the safety of others on the job
- Alcoholic beverages
- Drug paraphernalia
- Prescription drugs unless prescribed by an authorized medical practitioner for current use (within the past 12 months) for the person in possession of the drugs

The Staff-Parish Relations Committee Chair, Pastor, and Preschool Director have the right to conduct an on-the-spot search and inspection of employees, or others, and their personal property and effects, as described, if they have a reason to believe that employees, or others, are in direct violation of any part of this Policy. This on-the-spot search or inspection would be done in conjunction and in the presence of a representative of local law enforcement to assure the policy is appropriately enforced.

#### 2.5. **Drug & Alcohol Screening & Inspection Consent Form**

CUMC has a policy against drug and alcohol abuse and reserves the right to screen its employees on suspicion of drug or alcohol use or being under the influence of such substances at the work place or while on a job site. Any questionable accident or conduct that raises a reasonable suspicion of potential drug or alcohol use while performing CUMC duties shall be cause for an immediate or timely drug and alcohol screening. This practice is an enforcement measure in providing a safe, healthy, and productive working environment.

Any employee required to submit to a screening will be asked to complete an inspection consent form. A positive test or refusal to submit to such test will result in disciplinary action up to and including termination of employment.

#### 2.6. **Harassment**

CUMC is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits Discriminatory practices, including harassment. Therefore, CUMC expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment.

##### Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state

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

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment that is, harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

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

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group using any type of electronic or digital social media.

#### Individuals and Conduct Covered

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to CUMC (e.g., an

outside vendor, consultant, client, or congregation member).

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

### Retaliation Is Prohibited

CUMC prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

### Complaint Procedure

#### Reporting an Incident of Harassment, Discrimination or Retaliation

**Designated Contact:** Staff-Parish Relations Committee Chair, Pastor, and Preschool Director

CUMC strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to CUMC policy or who have concerns about such matters should make their complaints or concerns known with either of the designated contacts listed above before the conduct becomes severe or pervasive.

### Important Notice

If an employee has experienced conduct he or she believes is contrary to this policy, he/she has an obligation to take advantage of this complaint procedure. Failure to fulfill this obligation could affect the employee's rights in pursuing legal action.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. CUMC strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

### The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

#### False Statements

Providing false information in the course of an investigation is grounds for discipline up to and including termination.

#### Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately.

If an employee making a complaint does not agree with its resolution, the employee may appeal to the Staff-Parish Relations Committee.

Individuals who have questions or concerns about these policies should talk with their immediate supervisor, Staff-Parish Relations Committee Chair, Pastor, or Preschool Director. At all times an employee is encouraged to discuss any issue with any member of the Staff-Parish Relations Committee or any member of the Executive Board of the Preschool, if the employee feels uncomfortable discussing or reporting any event to the Pastor, Staff Parish Relations Committee Chair or the Preschool Director. Any member of the above committees is obligated to initiate an investigation if a charge is leveled against the Pastor or any member of the SPRC or Executive Board of the Preschool.

### **2.7. Internet/Electronic Equipment Usage**

If an employee has internet access, he or she is expected to use the internet and its resources for business purposes only. Examples of appropriate usage include the following:

- Communicating with fellow employees, clients, congregation members, prospects, and suppliers
- Researching topics that are relevant to specific job requirements
- Conducting other business activities such as working with vendors or clients

Existing CUMC policies that apply to appropriate business conduct also apply when using the internet or other electronic media.

All software and hardware peripherals (such as PDAs) must be approved by the Pastor or Preschool Director prior to downloading, installation, or connecting to the network.

Internet access, email, computers, voicemail, fax, and other electronic equipment are the property of CUMC and should not be used for personal needs. Personal e-mail or messaging accounts accessed from any Church computer or through Church Internet access may be monitored and or recorded. The employee should have no expectation of privacy with regard to CUMC's property. Church computers are set up for constant monitoring and necessary safeguards will be employed where possible to ensure the confidential nature of sensitive personal information. The employee is expected not to violate harassment, discrimination, copyright, or software piracy laws.

**2.8. Cameras, Cell Phones, and Picture/Video Recording**

The employee is prohibited from posting, disseminating, or electronically distributing in any form, except for official Church and Preschool publications, pictures or video of Preschool children or congregation members without prior authorization of the Pastor or Preschool Director.

**2.9. Smoking**

Smoking is not permitted at any time while on Church or Preschool premises, or in any Church vehicles. Failure to comply with this policy may lead to disciplinary action up to and including termination of employment.

**2.10. Visitors & After Hours Entry**

No visitors are allowed in the Preschool during school hours of operation without prior authorization. Employees may enter the Church or Preschool premises for work or Church related reasons during non-working or non-service hours.

**2.11. Employee Parking**

Employees should not park in visitor designated areas. CUMC will not be liable for fire, theft, damage, or personal injury involving employees' automobiles.

**2.12. Personal Telephone Calls, Texting and Messaging**

There is the recognition that employees will make and receive personal phone calls and text messages from time to time. Good judgment should be exercised to ensure that the phone or texting does not interfere with the employee or coworker's ability to perform assigned responsibilities.

**2.13. Cell Phone Use and Safety**

Texting is strictly prohibited while driving. Employees are prohibited from

using cell phones when it would violate a law, ordinance, or other policy; or when the use would create a dangerous or unsafe environment for the employee or others.

**2.14. Personal Appearance and Dress Code**

Employees are expected to maintain a neat, clean personal appearance and wear appropriate attire. Styles of clothing, jewelry, accessories, cosmetics, and grooming should be conservative, not pose a safety hazard, and not draw special attention to the item, its presence on the employee, or to the employee. Inappropriate (defined as something that would be in conflict with the United Methodist Social Principles) slogans are not allowed on any attire or on the individual unless prior approval from Preschool management, the Pastor, or Staff-Parish Relations Committee Chair is obtained.

**2.15. Conflicts of Interest and Other Matters**

Employees are expected to maintain the highest ethical standards in the conduct of CUMC affairs. The intent of this policy is that each employee will conduct CUMC's business with integrity and comply with all applicable laws in a manner that excludes considerations of personal advantage or gain. The employee should avoid any situation which involves or may involve a conflict between personal interest and the interest of CUMC. Employees are requested to make prompt and full disclosure in writing to their manager of any potential situation which may involve a conflict of interest.

**2.16. Media Relations**

To maintain accuracy and consistency, employees who receive inquiries from the news media must follow the guidelines and procedures listed below.

No employee may grant an interview concerning Church business to a business publication or broadcast media without the approval of the Staff-Parish Relations Committee Chair, Pastor, or Preschool Director. In most cases these inquiries will be handled directly by the Church management. Any requests for interviews by the media must be referred to the Staff-Parish Relations Committee Chair, Pastor, or Preschool Director.

**2.17. Social Media Policy**

CUMC understands that social media has become a part of our employee's everyday lives, and we believe it could increasingly play a role in carrying out the business of CUMC. CUMC respects the rights of employees to use social media space to express themselves. Engaging in social media spaces, however, must be done on personal time and must be done respectfully and in a manner consistent with CUMC's policies.

The employee may not participate in social media on CUMC equipment, unless authorized to do so by their supervisor. While on breaks or at lunch, an employee may participate in social media on their own computer, mobile

device, or other electronic equipment provided that such use does not interfere with other job responsibilities or work duties and provided the employee strictly adheres to the policies set forth below and is in accordance with CUMC's rules and these guidelines.

Employee's use of social media platforms for personal use is prohibited on work time.

If the employee is authorized to participate in social media sites on CUMC equipment by their supervisor, s/he must use good judgment. The employee will have no expectation of privacy in these communications. CUMC reserves the right to inspect and/or search any information stored on CUMC's computers, servers or other equipment.

Any use of social media applications which concerns or discusses CUMC, its elected and appointed officials, employees, vendors or the role of the employee of CUMC must comply with the following:

- At all times, public communications concerning CUMC must not violate any of the guidelines set forth in the Employee Handbook.
- If the employee publishes anything online related to CUMC, s/he must always identify him or herself as a CUMC employee. The employee may not indicate or imply in any way that s/he represents CUMC or its elected or appointed officials in his or her communications or postings.
- Any statements/complaints regarding or reasonably related to CUMC matters which do not impact a matter of safety/public concern are not protected and may subject an employee to disciplinary action.
- Employees should not reveal any information which may not be sent through e-mail as detailed above.
- Employees may not post any materials that are obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or entity.
- The employee should avoid communication that violates the rights of privacy or publicity of another.
- The employee should respect copyright and use such materials only in compliance with fair use laws.
- The employee should be truthful and make sure any facts about CUMC can be substantiated. A "fact" is a statement that can be proven true or false by objective measure.

If the employee is posting on a third party website, s/he must be familiar with and ensure compliance with such website's terms and conditions.

### **3. EMPLOYMENT**

#### **3.1. Personnel Files**

Employee files are maintained by the Pastor and Preschool Director. Current employees may request access to their own file by contacting either the Pastor or Preschool Director.

#### **3.2. Personal Information**

Employees should promptly report any changes in their personal information, including name, address, telephone number, marital status, number of dependents, and emergency contact information to the Pastor or Preschool Director.

#### **3.3. Disability Accommodation**

Employees who require a reasonable accommodation to apply for transfers or promotions or to perform the essential functions of their job, should notify their supervisor as well as the Pastor or Preschool Director. Employees who believe that they have been discriminated against because of a disability, may make their complaint or concern known with the Staff Parish Relations Committee Chair, Pastor or Preschool Director. All complaints or concerns will be promptly investigated. All individuals are expected to cooperate with an investigation. The information obtained in the course of an investigation will, generally, be held in confidence and will only be disclosed to those individuals who have a need for the information.

Once the employee has asked for an accommodation, CUMC may ask him/her what type of accommodation is needed, how long it will be needed, what is the nature of the medical condition, and what limitations exist. CUMC may require the employee to provide documentation of the disability, including a doctor's statement.

CUMC seeks to reasonably accommodate qualified individuals with disabilities. Employees are expected to be able to comply with safety rules at all times.

Employees are expected to comply at all times with CUMC's policy regarding the use of drugs and alcohol.

#### **3.4. Equal Employment Opportunity & Nondiscrimination**

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at CUMC, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion (except where religion is a bona fide occupational qualification), ancestry, age, sex, national origin, disability, the use of a guide or support animal because of blindness, deafness or physical handicap of the user, or any

other protected characteristic as established by law.

### 3.5. **Employment At-Will**

CUMC or the employee may terminate the employment relationship at any time, with or without reason, except where expressly prohibited by law. No verbal or written statement from any CUMC management official, supervisor, or affiliate should be relied on as a contract of employment or an indication of continued employment or benefit. Nothing contained in this handbook or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. Any salary or bonus figures provided in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

### 3.6. **Immigration Reform & Control Act of 1986**

The policy of CUMC is to employ only those individuals entitled to work in the United States. In complying with the Immigration Reform and Control Act of 1986 (IRCA), it is against CUMC policy to discriminate because of an individual's national origin, citizenship, or intent to become a U.S. citizen.

Provisions:

- All employees hired on or after November 7, 1986, will be required to provide proof of work eligibility and identification and complete the employee portion of the I-9 form in ink. Transfers, rehires and persons traveling on CUMC business are included.
- The office staff will examine documents and complete the employer portion of the I-9 form in ink.
- All offers of employment will be conditioned on providing proof of work eligibility and identification.
- I-9 forms will be retained three years after the date of hire, or one year after individual's employment is terminated, whichever is later. These files will be made available for inspection by the Immigration and Naturalization Service (INS) upon written notice. I-9 forms are not to be placed in personnel files.

### 3.7. **Outside Employment (Moonlighting)**

Employees must inform the Pastor or the Preschool Director when they hold a second job. The Staff Parish Relations Committee will also have the ability to determine whether or not an employee's second job negatively impacts CUMC. While CUMC understands that employees may have another job in addition to the one they hold with CUMC, any outside employment must not interfere with CUMC's mission, negatively impact CUMC's reputation, nor adversely affect

an employee's performance at CUMC.

Employees are expected to work their assigned schedule and fulfill their roles and responsibilities. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

Fraudulent use of PTO or excused leave time to work at an outside job will result in disciplinary action up to and including termination.

Employees are not to use Church facilities or equipment without approval from their supervisor. It is the supervisor's responsibility to seek approval of the trustees when necessary.

### 3.8. **Criminal Background Checks**

CUMC requires a criminal history check for all new employees prior to their hiring. This also includes a Child Abuse Clearance check consistent with CUMC Safe Sanctuary policy. If any applicant for a position at CUMC declines to complete the criminal history record or to provide a required consent, such action will be treated as if the applicant has withdrawn his or her application for the position, as defined by CUMC's Safe Sanctuary Policies of the Eastern Pennsylvania Conference and CUMC. If after employment there is suspicion regarding any employee, a criminal history check and/or child abuse clearance check will be processed. Employees have an on-going obligation to report any criminal conduct, arrests and/or convictions, in which they are involved.

CUMC will take reasonable steps to obtain accurate information. If the criminal history provided by the applicant does not conform to the information obtained, the applicant will be given an opportunity to explain any differences. If a satisfactory explanation is not given, the applicant will not be considered further for the position.

Applicants will not be hired until the criminal history check has been completed. If after employment any employee is discovered to have lied or omitted information regarding his or her criminal history, that individual is subject to immediate termination.

CUMC's equal employment opportunity policy will be followed with respect to any criminal history information. Accordingly, if an individual has a criminal history, the following factors will be considered in determining whether to hire the individual for the position sought:

- The nature of the criminal act
- The frequency of criminal acts
- The time since the last conviction

- The time between convictions
- Rehabilitation efforts
- The relationship of the conviction to the position
- Subsequent employment history

All criminal history record information shall be maintained in confidence in files separate from the personnel records.

3.9. **Reference and Information Requests**

All inquiries regarding a present or past employee must be referred to the Pastor or Preschool Director.

## 4. BENEFITS

### 4.1. **Paid Time Off**

#### PRESCHOOL PAID TIME OFF

Each non-exempt employee is entitled to be paid for sick, personal, or bereavement sessions equivalent to the number of class sessions worked per week plus one additional paid (personal) session for the school year. A session is three hours time equivalent to one class with set-up and clean-up included.

Note: No Holiday time off is paid. Non-exempt preschool staff may also be paid for weather-related school closings up to but not to exceed the number of sessions the employee works per week.

IN ITS DISCRETION THE CHURCH MAY TERMINATE OR CHANGE THE BENEFIT PROGRAMS DESCRIBED IN THIS HANDBOOK WITHOUT NOTICE.

### 4.2. **Education & Training Assistance Program (Applicable to Church Staff Only)**

Regular employees with 6 months or more of service may qualify for reimbursement or payment for courses taken from an accredited educational, religious, or vocational institution based upon prior approval of the Pastor . Exceptions to the six-month waiting period may be recommended by his/her supervisor. Employees must be actively employed with CUMC at the time the tuition payment is scheduled to be paid or reimbursed. If employment is terminated for any reason, the benefit is forfeited.

## **5. COMPENSATION & PERFORMANCE**

### **5.1. Pay Periods**

For Church Staff and Preschool Director: Pay periods are biweekly defined as Sunday through Saturday with pay dates on Fridays.

For Preschool staff: There will be 19 pay periods between September and May of each school year.

### **5.2. Payroll Errors & Corrections—Safe Harbor**

CUMC strives to pay employees correctly and without taking improper payroll deductions. If the employee believes that he or she has been subject to an improper payroll deduction or has not been paid correctly, s/he should contact the Pastor or Preschool Director immediately. The nature of the payroll error will be investigated and corrected if appropriate.

### **5.3. Overtime**

Time worked over 40 hours a week is paid at time-and-a-half according to FLSA regulations and PA Wage and Hour to any non-exempt employee. Overtime hours must be approved by the employee's supervisor prior to being worked.

### **5.4. Compensation**

Compensation rates may vary according to the specific job requirements.

### **5.5. Timecards**

The employee must properly complete accurate timecards if required that indicate the total hours worked each day and scheduled lunch breaks. Please understand that it is the employee's responsibility to ensure his/her timecard is submitted by Tuesday before the pay run. Timecards and time worked not received on time will be processed and paid out the following pay run. Employees are prohibited from recording, modifying, or tampering with another employee's timecard.

### **5.6. Payroll Deductions**

All deductions from employees' wages shall be in accordance with applicable law and, when required, employees' consent. Deductions will be made from employees' wages in the following order: social security taxes, federal, state, and local income taxes, amounts owed to CUMC, child support, and garnishments.

## **6. SAFETY AND SECURITY**

### **6.1. Workers Compensation**

CUMC provides workers' compensation insurance covering injuries or illnesses occurring in the course of an employee's work. Workers' compensation law requires the employer to report to its insurance carrier all employee work-related illnesses or injuries. Employees are required to provide their supervisor with complete and immediate information about any accident that occurs on CUMC premises for which they are involved. Employees who experience a job-related injury must first report to one of the Church's approved panel of doctors.

#### Early Return-to-Work Procedures

Employees released to return to work are subject to the following:

- All CUMC policies and procedures apply.
- Employees are expected to schedule doctors' appointments around their modified work hours or make arrangements with the Pastor or Preschool Director for any exceptions.
- Employees are required to inform the Pastor or Preschool Director of any changes in their contact information, or other necessary information for monitoring return-to-work status.
- Employees receiving a release to return to work need to advise CUMC immediately.
- Employees are responsible for reading this policy and complying with the terms.

Employees are required to provide subsequent medical updates to the Pastor or Preschool Director as their condition improves.

### **6.2. Employee Accidents On Church Premises**

Any injury or potentially serious injury should be reported immediately to the Pastor or Preschool Director. All accidents and/or injuries, regardless of how minor, must be reported.