

PONTE VEDRA

UNITED METHODIST CHURCH

EMPLOYEE HANDBOOK

Ponte Vedra United Methodist Church Employee Handbook

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Welcome to Ponte Vedra United Methodist Church (PVUMC)

On behalf of our congregation, we welcome you to PVUMC and wish you every success here.

We believe that each employee contributes directly to PVUMC's growth and success, and we hope you will take pride in being a member of our team.

We consider you to be a gift from God and look forward to working with you as a member of our ministry team. We appreciate you and the gifts and talents you bring to this ministry and are committed to helping you achieve your highest level of service for the Lord in this ministry.

As an employee of the church, you represent our ministry in both your work life and private life. As a result, you are expected to always be sensitive to how others may see you biblically, spiritually, and ethically. We encourage you to strive toward living a life that is an example to others, demonstrating your relationship with God.

This handbook was developed to explain PVUMC's policies and procedures, and to outline benefits available to eligible employees. Employees should familiarize themselves with the contents of the Employee Handbook as soon as possible, since it will answer many questions about employment with PVUMC. Other questions should be directed to the Senior Pastor or a member of the Staff-Parish Relations Committee (SPRC).

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

PVUMC, Staff-Parish Relations Committee (SPRC)

Introduction

This Employee Handbook is not an individual employment contract. It applies to all PVUMC employees and is intended to provide guidelines and summary information about the church's policies, procedures, benefits, and rules of conduct.

It is important that you read, understand, and become familiar with the handbook and comply with the standards that have been established. Please talk with the Senior Pastor or a member of the SPRC if you have any questions or need additional information.

It is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, the church reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate. Recommended changes should be submitted to a member of the SPRC, who will obtain approval from the SPRC, then forward the approved changes to the Administrative Assistant for inclusion in the Employee Handbook. A review of the PVUMC Employee Handbook is conducted by the SPRC annually.

PVUMC Mission

At Ponte Vedra United Methodist Church, our mission is

to **know, grow, show** and **go**:

to **know** Jesus as forgiver and leader,
to **grow** disciples through small groups,
to **show** love through worship and service, and
to **go** and make disciples of Jesus Christ.

Our seven core values are: **praise, grow, reach, serve, pray, care** and **share**.

PVUMC Vision

The vision of Ponte Vedra United Methodist Church is that:

We are

- a growing church that meets regularly in small groups
 - whose members
 - love each other
 - pray for each other
 - encourage each other to grow in faith through mutual support and accountability
 - where people can know others and be known by them
 - where new people are invited and received with joy
 - that makes more and stronger disciples

- that births new small groups
 - to fulfill the mission of our church
- a witnessing church that shares
 - what God has done through Christ for all people
 - what Christ has done for us
 - what Christ is doing in and through us
- an equipping church that teaches people how to serve Christ through
 - sharing their faith
 - discipling others
 - serving those in need
- a praying church
 - that pursues God's purposes
 - that seeks healing for those hurting physically, emotionally and spiritually
 - that intercedes for those in any kind of need
- a worshiping church
 - that praises God
 - that rejoices in those who commit their lives to trusting Jesus as their savior/forgiver and leader/Lord
 - that celebrates all that God is doing in and through us
- a serving church

- that reaches out to the lost, the needy, the suffering in places near and far

PVUMC General Policies / Guidelines

1. The provisions of this document as to employment with Ponte Vedra United Methodist Church shall be applied without regard to race, color, religion, national origin, age, sex, disability, or marital status.
2. Policies and guidelines concerning employees, unless specifically directed, do not necessarily apply to the Senior or Associate Pastor. Policies concerning the Senior Pastor are specified by the Discipline and Annual Conference, which take precedence over the Employee Handbook.
3. The church administrative assistant is responsible to record vacation, sick, and personal days off for all staff, and keep and maintain all employees' personnel files.
4. There will be a 180 day probationary period for all employees.
5. SPRC will be responsible for ensuring that the respective employees' job descriptions are current. They will meet on an as-needed basis with the respective employees to insure that their needs are being met, and that any hindrances to their satisfactory performance are resolved. SPRC will be available to assist the Senior Pastor in the annual evaluation process.

Section I:

PVUMC EMPLOYMENT POLICY

Employment

All staff and contract employees shall be selected by the SPRC. They will be supervised by the Senior Pastor.

The policies set forth herein are intended to inform all employees of the general provisions relating to their employment and to insure uniformity of understanding and application to each employee and job condition.

Employment at PVUMC is based upon the mutual consent of each employee and the church. Consequently, both the employee and the church have the right to terminate the employment relationship at any time. Non-exempt employees are requested to give two (2) weeks advance notice and exempt employees are requested to give thirty (30) days advance notice to permit sufficient time for replacement. This relationship is known as employment at will. This employment relationship will remain in effect throughout your employment at the church, unless specifically modified by written agreement signed by you and the PVUMC SPRC. This employment relationship may not be modified by any oral or implied agreement.

Equal Employment Opportunity

PVUMC is committed to equal employment opportunity for all qualified persons, without regard to race, color, national origin, age, sex, disability or marital status, to the extent required by law. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits.

PVUMC expects all employees to show respect, sensitivity and confidentiality toward all other employees and church members, and to demonstrate commitment to the church's equal opportunity objectives. If you observe a violation of this policy, you should report it immediately to the Senior Pastor and to a member of the SPRC.

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

Immigration Reform and Control Act of 1986

PVUMC is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

Background Checks

PVUMC has the right to conduct criminal background checks and credit checks on all individuals applying for employment, as well as those individuals who are currently employed.

Employment of Minors

The employment of minors is restricted by the terms and conditions of the Work Permit, as well as the provisions of state and federal law.

Employment of Relatives

Relatives of employees will receive the same consideration as any other applicant for a job opening and will not be accorded any preferential treatment in employment matters. Related employees will not be permitted to work under one another's direct supervision. In addition, the church may require a related employee to transfer or resign if there is a conflict of interest or management problem that cannot be resolved.

Section II:

PVUMC BENEFITS

BENEFITS

Revised April 1, 2004

PAID TIME OFF POLICY PONTE VEDRA UNITED METHODIST CHURCH

Paid Time Off (PTO) is an employee benefit that combines traditional vacation, holiday and sick leave programs into one plan with two components designed to provide both employees and the church a flexible method of scheduling time off with pay.

The first component is PTO, will be used for any time off taken by the employee and when appropriate will be subject to advance notice and supervisory approval. Accrued hours are payable at termination if the employee is employed 90 days or more.

The second component is the Extended Illness Bank (EIB). These hours are for personal and dependent illness only, and are available after being absent five (5) consecutively scheduled workdays. A workday is defined as eight (8) hours and five workdays are defined as forty (40) hours. An employee may immediately access EIB in the event of his/her hospitalization. Use of EIB for dependent illnesses is limited to nine (9) days per calendar year. EIB hours are not redeemable upon termination. For purposes of this policy, dependents are: current spouse, children, stepchildren in the employee's household, and parents or stepparents for whom the employee has demonstrated responsibility for daily or regular care.

GENERAL PROVISIONS FOR ALL LEAVES:

1. Employees should request PTO in writing to the Senior Pastor in advance of the day off requested. When able, the church asks that requests be made three (3) days in advance. The Senior Pastor should give written approval/declination to the employee as soon as possible after the request is received.
2. A request for an extension of a leave must be made in writing prior to the expiration date of the original leave and, when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension.
3. Failure to return to work on the first workday following the expiration of an approved leave may be considered a voluntary termination.
4. Employees on leave must communicate with the church on a regular basis, at least once a week, regarding their status and anticipated return to work date.

5. Employees on leave who seek or accept other employment without the Church's prior written approval will be subject to disciplinary action, up to and including possible termination.

PTO Scheduling Priority

The operational needs of the Church are primary in determining approval of PTO requests. The responsibility for scheduling PTO and for approving or denying PTO requests rests with the Senior Pastor.

When reviewing requests for PTO, the Senior Pastor will consider scheduling needs and the order in which the requests were received. If two or more requests are received at the same time, then the length of service of the requesting employees will be considered.

Eligibility: Regular full-time and benefit eligible part-time employees will be eligible to begin accruing PTO and EIB immediately upon employment. Use of PTO / EIB will be restricted until completion of initial ninety (90) days of employment. Employees working less than 30 hours per week will not earn PTO or EIB.

PTO Accrual: PTO for regular full-time and regular part time employees is accrued based on length of continuous employment, as follows:

Professional Ministry Staff means those employees working in
Ministry, Music Ministry and Youth Ministry

Months of Service	Accrual Rate/Hr	Hours Earned/Yr*	Equivalent 8-Hr Days*
0-60	.1154	240	30
61+	.1346	280	35

Professional Staff means those employees working in the
Office and/or Maintenance of the Church

Months of Service	Accrual Rate/Hr	Hours Earned/Yr*	Equivalent 8-Hr Days*
0-60	.0962	200	25
61-120	.1154	240	30
121+	.1346	280	35

* Based on 40 hours paid/week

Holidays for which PTO must be used are:

New Years Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

- PTO may be taken in minimum of one (1) hour increments
- Full time and part time accruals are based on hours paid
- Maximum PTO Accrual: Maximum PTO accrual is 200 hours; hours will not be accrued or paid in excess of that amount.
- EIB Accrual: Full-time staff (regardless of years of service): Nine (9) days annually; .0346 hours per pay period; Maximum accrual 72 hours.

Leave of Absence

Absences necessitated by a qualified leave of absence and/or which cause the employee to be absent for three or more consecutively scheduled work days will normally be paid through the use of PTO and EIB. The first forty (40) working hours must be paid through the use of PTO time as outlined in the schedule below, unless otherwise stipulated by state or local law. If the absence extends beyond three (3) days the employee is required to submit a Leave of Absence Request Form for the appropriate type of leave. Failure to do so may result in the leave of absence being denied and/or depending on the situation, may result in termination of employment. (See General Provisions for all Leaves)

- a) Where the absence is for employee's own illness, PTO time will be used for the first forty (40) working hours; EIB time for the remainder of the absence. However, if the employee is hospitalized, he/she may immediately access EIB if employee has met the waiting period requirements.
- b) Where the absence is for employee's family member as described earlier in this policy: PTO time will be used for the first forty (40) working hours; EIB time for the next 72 working hours; PTO time used for the remainder of the absence.
- c) Where the absence is due to an on the job injury, PTO may be used for the initial seven (7) day absence. EIB usage is prohibited.

Personal Leave

Personal leave is a leave for a compelling personal reason that is not medically related.

Employees who have completed at least one year of continuous employment may submit a written request for personal leave, without pay, for a length of time not to exceed two (2) weeks. Written requests must state the reason for the leave, as well as the beginning and ending dates.

The Senior Pastor and the SPRC, based on the facts and circumstances surrounding each individual request, must approve requests for personal leaves.

Employees who return to work at the end of a personal leave will normally be returned to their former job classification if an opening exists or, if there is no such opening, they will be considered for a comparable position if one is available.

Pregnancy Leave

Pregnancy Leave is a disability leave related to an employee's pregnancy, childbirth, or related medical condition.

Employees may submit a written request for pregnancy leave, without pay (unless employee uses PTO), for a length of any pregnancy related disability, up to a maximum of six (6) weeks (or longer, at the discretion of the SPRC).

Requests for pregnancy leaves will be accompanied by a physician's written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work due to the disability.

Jury Duty

Jury Duty is a leave of absence to serve on a duly constituted jury.

Employees who are called to serve on jury duty will be paid the difference between their regular pay and all monies paid to them by the court.

Upon completion of jury duty, Verification of Attendance Form must be presented to the Church. Employees who are excused from jury duty for the day, or are excused early, will report to work, since the Church is paying them for this time.

If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal business operations, the SPRC may request that this jury duty be rescheduled for a later date that would not be a hardship on the church.

Continuing Education

Continuing Education is leave with pay for staff that want to improve or develop current job skills and performance (i.e., seminars, training in specific areas, and conferences on specific subjects).

Written requests for continuing education must be submitted to the Senior Pastor with a copy to the SPRC, at least thirty (30) days in advance of the proposed leave.

Military Leave

Military Leave is leave for required military service.

The church complies with applicable state and federal laws concerning leaves for military service. When able, employees are expected to give at least thirty (30) days notice prior to their military leave.

Worker's Compensation Leave

Worker's Compensation Leave is a leave for a work-related illness or injury.

The church complies with applicable state and federal laws concerning leaves for work-related illness or injury. Employees on leave because of work-related illness or injury will be reviewed on an individual basis by a qualified doctor and the SPRC.

Bereavement Leave

Employees who have completed the probationary period of continuous service will be eligible for up to five (5) days away from work, with pay, to arrange and/or attend the funeral of an immediate family member. If additional time is required, approval will be requested from the Senior Pastor and the SPRC. Immediate family members for the purpose of this policy are defined as the employee's spouse, in-laws, child, parent, grandchild, sibling, and/or an extremely close family-like relationship to be determined at the discretion of the Senior Pastor.

Employees who require more than five (5) days away from work may request earned PTO or personal leave, subject to the provisions of the Church's leave policy.

Status Changes

Employees whose status changes from full-time or part-time to per diem will cease accruing PTO and EIB at the beginning of the first full pay period following the status change. Balances remaining in PTO will be cashed out at 100% and unused EIB will be forfeited.

Employees whose status changes from per diem to either full-time or part-time will begin accruing PTO and EIB at the beginning of the first full pay period following the status change. The accrual rate will be based on the length of service from the original hire date provided that there has been no break in service longer than ninety (90) days. If there has been a break in service longer than ninety (90) days, the accrual rate will be based on the length of service of the most recent hire date.

Employees whose status changes from full-time or part-time to per diem and back to full-time within ninety (90) days or who are re-hired within ninety (90) days of termination will have their previous EIB balance reinstated.

Termination

Upon termination of employment, the last day worked will be the effective date of termination.

Accidents & Safety

PVUMC is very interested in working with you to provide a safe place in which to work. You must assume responsibility for your own safety and that of your fellow employees on the job. No employee of PVUMC will be asked to perform work that is unsafe, or to perform work in an unsafe manner. Appropriate safety equipment and safety rules will be provided by the Senior Pastor.

You can do your part by:

- Reporting hazardous condition and damaged equipment to the Senior Pastor, first verbally, then in writing; and by
- Reporting all work-related injuries to the Senior Pastor immediately.

You, as an employee of the Church, are covered by Worker's Compensation Insurance at the time of your hire. PVUMC pays 100% of the premiums for this insurance coverage. It is very important that you report any work-related injury or illness to the Senior Pastor, as soon as it happens, regardless of how minor it may be. It is also important that you get proper first aid and/or medical attention immediately.

Pension Plan

The Personal Investment Plan (PIP) is available to employees after six months of continuous employment. This Personal Investment Plan is provided by the General Board of Pension of the United Methodist Church. An employee is eligible for this plan

after six months of employment and must work more than 30 hours per week and one thousand five hundred sixty (1,560) hours per year and at least six months during the plan year. At the time of eligibility, the Administrative Assistant will provide the employee an information package regarding enrollment and participation. Upon eligibility the church will contribute 4% of the employee's salary to the plan. The employee may elect to contribute additional funds through payroll deduction.

Section III:

PVUMC PERSONNEL STATUS

PERSONNEL

Employee Classifications

The church classifies employees as follows:

Full-Time Employee: You are considered to be a full-time employee if your average hours of work each work week are 30 hours or more, or more than 1,560 hours annually.

Part-Time Employee: You are considered to be a part-time employee if your average hours of work each work week are less than 30 hours, or less than 1,560 hours annually.

Exempt Employee: You are considered an exempt employee if you are an executive, administrative and/or professional employee requiring specialized advanced study or training and whose work cannot be defined nor assigned by required time allotments, i.e., Florida Conference appointed Pastor(s), Deacon, Music Minister.

Non-Exempt Employees: You are considered a non-exempt employee if you are involved in the support work of the ministries of the church, i.e., secretarial, financial, and custodial positions. These employees are eligible for overtime compensation, usually in the form of compensatory time off, in accordance with the provisions of state and federal law. Overtime will be approved by the SPRC.

Tardiness and Absence

The working hours of those who are involved in the daily activities of the church office may vary according to each person's individual job requirements. Other non-exempt employees are expected to be at their work stations ready to begin their work at the beginning of their scheduled work period and to remain so until the end of their work period. Non-exempt employees must have prior permission to leave work earlier than their regularly scheduled time, except in the event of an emergency.

It is important that all employees comply with their assigned work schedules. However, because of illness or emergency you may be unable to work. If you are unable to report to work for any reason, you must notify the Senior Pastor as soon as possible. It is your responsibility to keep the church informed on a daily basis about your expected date of return and to provide medical verification when asked to do so.

A tardy or absence is considered "*excused*" only when you call ahead of time and the tardy or absence is for a compelling reason. The SPRC, in conjunction with the

Senior Pastor, determines what constitutes a compelling reason. A tardy or absence for a non-compelling reason, and failing to call in according to church policy, will be considered "*unexcused*."

The SPRC considers "*unexcused*" tardiness and absence to be a serious problem. Employees who are tardy or absent excessively or show a consistent pattern of absence, whether "*excused*" or "*unexcused*," will be subject to disciplinary action, up to and including termination.

If you fail to call in or report to work for two (2) consecutive workdays, you may be considered to have voluntarily resigned.

Termination / Resignation

Voluntary Termination is a termination initiated by the employee. Each employee, with the exception of the Salaried (Exempt) staff, is requested to provide a written resignation at least two (2) weeks before terminating employment with PVUMC. Salaried (Exempt) staff are requested to provide a written resignation at least thirty (30) days before terminating employment with PVUMC.

Involuntary Termination is a termination initiated by the SPRC for reasons other than changing business conditions. PVUMC will do everything possible to help employees have a harmonious working relationship. If an employee proves unsatisfactory in doing his or her work, the Senior Pastor and the SPRC are empowered to pursue the following procedure:

1. Counsel the employee verbally. Maintain record and date in employee file.
2. Give written warning. Maintain record and date in employee file. Written warning shall specifically state that any further occurrence of the problem shall be grounds for suspension without pay or dismissal.
3. Suspend employee without pay or recommend employee's dismissal to SPRC.

A **layoff** is a termination of employment that results from changing business conditions which necessitate a reduction in staff.

In the event employment termination is necessary, it will be recommended by the Senior Pastor and approved by the SPRC. Termination of a Deacon in Full Connection shall provide a ninety (90) day notice under provisions of Discipline ¶ 322.10d.

Smoking

PVUMC is a no-smoking facility and abides by Amendment 6 of the State of Florida Constitution which prohibits smoking in public buildings.

Personnel Records

It is important that the church always have current information about all employees. Please let us know immediately if you change your name, address, phone number, or marital status, etc. If for some reason you need to change your name and/or Social Security number, you shall provide the Administrative Assistant original documentation authorizing the change.

Personnel records will be maintained by the Administrative Assistant, in a locked, confidential file cabinet. An employee may request to review any personnel records that have been used to determine his/her qualifications for employment, promotion, compensation, termination, or other disciplinary action. Please talk to the Senior Pastor for more information.

Promotion and Transfer

It is the SPRC's intent to give preference to qualified PVUMC employees when filling job openings within the church. However, because of the experience, skills, and educational requirements of many jobs, promotions from within the church are not always possible. Also, because of the limited number of positions, transfer to other jobs within the church staff are not always possible.

An employee's past performance, experience, attitude, qualifications, and potential are all important factors which will be considered in making promotion and transfer decisions.

Professional Development

All employees are encouraged to continue their professional development through attendance at training sessions, conferences and schools. Each employee should discuss any training needs with the Senior Pastor and a member of the SPRC.

Approval for training and financial assistance will be obtained through the Senior Pastor and approved by the Senior Pastor and SPRC.

Fair Treatment Policy

In addition to the Christian principles by which we operate, the cornerstone to our success at PVUMC is based upon the abilities, dedication and efforts of our staff. It is our policy to treat our staff members fairly and honestly and to respect each member of the staff as an individual.

We at PVUMC believe that in order for a good working environment to exist, there must be open and honest communication of information and ideas between all levels of the staff. Every staff member's opinions, problems, concerns, questions and grievances are important to PVUMC and we encourage all staff to express their opinions, problems, concerns, questions and grievances.

When a staff member has a problem, concern, question or grievance, and has tried to resolve the issue in an informal one-on-one manner with the other individual involved, the staff member is asked to take the following formal steps:

- Step 1: Discuss it with the Senior Pastor.
 If it cannot be resolved to the satisfaction of the staff member, proceed to Step 2. If the problem or grievance concerns the Senior Pastor, please begin the process at Step 2.

- Step 2: Contact a member of the Staff Parish Relations Committee.
 If after Step 2 the staff member feels the problem or concern has not been fairly resolved, proceed to Step 3.

- Step 3: A meeting of the Staff Parish Relations Committee will be held with the staff member in attendance. The staff member will have an opportunity to present their grievance at the meeting and discuss a fair solution for all parties involved.

In the case of sensitive or confidential matters that the staff member feels uncomfortable discussing with anyone but the SPRC, the staff member may describe the problem or grievance in writing and send it directly to the chairperson of the SPRC.

Our goal is to resolve any problems, questions, concerns or grievances as quickly and as fairly as possible. We believe this will create a strong team environment where our staff at PVUMC is able to work together to meet the mission and goals of our Church.

Section IV:

PVUMC COMPENSATION

COMPENSATION

Salaries

Salaries for all staff employees are to be set annually by the Church Council after consultation with the SPRC and the Committee on Finance. The SPRC will make salary recommendations a part of the annual employee performance appraisal process and is advised to forward all recommendations to the Finance Committee no later than the end of the 3rd quarter of each year.

Regular Hours

The normal work week for full-time employees will be forty (40) hours, conforming whenever possible with normal business hours or as otherwise designated in the individual job descriptions. It is recognized that from time to time the performance of assigned duties will require hours other than the normal business hours.

Overtime / Compensatory Time

Exempt Employees

Compensation for such hours will normally be made in compensatory time, the form of off-time from regular hours of work. Compensatory time will normally be taken at times that will least interfere with regular duties upon agreement of the employee and the Senior Pastor. Compensatory time will be authorized only by the Senior Pastor or SPRC.

Non-Exempt Employees

From time to time, non-exempt employees may be asked to work beyond their normally scheduled hours or on a regularly scheduled day off. In lieu of receiving overtime pay, an employee may request compensatory time during the pay period the overtime hours were worked. Otherwise, an employee will receive 1.5 times their rate of pay for any hours worked over 40 hours per week. All overtime must be approved in advance by the Senior Pastor.

Payday

Each year is divided into twenty-four (24) pay periods. Paychecks are issued on a semi-monthly basis with paydays falling on the 15th and the last day of each month. If payday falls on a weekend, employees will receive checks the Friday prior to the scheduled payday. Time sheets are provided to report hours worked.

The church is not able to cash paychecks for employees.

Payroll Deductions

Payroll deductions will be made as required by law, such as federal income tax and Social Security taxes. Any other deductions from your paycheck must be authorized by you, in writing.

Section V:

PVUMC PERFORMANCE EVALUATIONS

Performance

Performance Evaluations

Performance evaluations will be prepared by the Senior Pastor and/or the SPRC. New employees will receive an evaluation of their job performance after a six (6) month probationary period. Thereafter each employee's job performance will be reviewed with the employee and evaluated in writing on an annual basis during the third quarter of the calendar year. Salary recommendations will be a part of this review and will be made by the SPRC to the Finance Committee by September 30th of each year.

Position Descriptions

Employees are normally provided a position description when, or soon after, they begin work. A position description summarizes the employee's duties and responsibilities. It should not be considered all inclusive. Other duties relating to the position may be requested and may be added to the position description. Each employee is to read their position description carefully and discuss it with the Senior Pastor if questions arise.

The SPRC, in conjunction with the Senior Pastor, will review your position description annually, and revise it as it deems necessary and appropriate. Any changes to your position description will be discussed with you prior to their effective date.

Section VI:

PVUMC GENERAL INFORMATION

GENERAL INFORMATION

Work Guidelines and Performance Standards

The following work guidelines and performance standards are provided for your understanding and compliance. Employees who do not comply may be subject to disciplinary action, up to and including termination.

Job Performance: employees may be disciplined for poor job performance, as determined by SPRC. Some examples of poor job performance are as follows:

- below average work quality or quantity;
- poor attitude, including rudeness, or lack of cooperation;
- excessive absenteeism or tardiness;
- failure to follow these guidelines or other church policies and procedures.

Rules of Conduct - There are reasonable rules of conduct which must be followed in any organization to help a group of people work together effectively. If an employee is not considerate of others and does not observe reasonable rules of conduct, a disciplinary action will be taken. Depending on the severity of the disciplinary problem, a written reprimand, suspension, disciplinary probation, or discharge may be necessary. Commission of a violation that is not serious enough to warrant discharge will be disciplined in a progressive manner. An initial violation not serious enough to warrant discharge may warrant a counseling session and/or a written reprimand. A repeated offense will usually indicate an inability or conscious refusal to comply with the church's rules and policies and may result in discharge. Nothing herein shall be construed as any limitation on the church's ability to enforce its rules of conduct and discipline its employees according to its sole discretion.

PVUMC has listed below offenses that are considered to be examples of misconduct. Of course, this is not meant to be a complete list of such offenses and may be supplemented at the Church's discretion at any time. They are as follows:

- insubordination;
- divulging confidential church information to unauthorized persons;
- abuse, misuse, theft, or the unauthorized possession or removal of church property or the personal property of others;
- falsifying or making a material omission on church records, reports, or other documents, including payroll, personnel, expense reports, and employment records;
- disorderly conduct on church property, including fighting or attempting bodily injury, or the use of profane, abusive, or threatening language toward others, or possession of a weapon;
- violation of any law adversely affecting the church, or conviction in court of any crime which may cause the employee to be regarded as unsuitable for continued employment;
- violation of the church's alcohol, drugs, and controlled substances policy;
- exerting undue influence or coercion on a church member or PVUMC staff member.

Harassment

The church is committed to providing a work environment that is free of discrimination. Coercion to influence another's decisions is prohibited. In keeping with this commitment, the church maintains a strict policy prohibiting unlawful harassment or coercion of any sort, including personal beliefs and preferences, as well as, sexual harassment. It is important to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others.

Sexual harassment of employees by the Senior Pastor, co-workers, or vendors is prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

- submission to the conduct is made a condition of employment;
- submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee;
- or the harassment has the purpose or effect of unreasonably interfering with

an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include unwelcome sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; unnecessary touching of an individual; graphic comments about an individual's body; a display in the workplace of sexually suggestive objects or pictures; sexually explicit or offensive jokes; or physical assault.

If you believe that you are being, or have been, harassed or coerced in any way, please refer to the Fair Treatment Policy listed on page 19 of this handbook. In determining whether the alleged conduct constitutes harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated by the SPRC. Violation of this policy will result in disciplinary action, up to and including possible termination.

Alcohol, Drugs, and Controlled Substances

The use, sale, transfer, possession, or being "*under the influence*" of alcohol, drugs, or controlled substances when on duty, on church property, or in church vehicles is prohibited. In addition, off duty conduct which may adversely affect the reputation or interests of the church is prohibited. "*Under the influence*" for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well being of the affected employee, other co-workers, the public, or church property.

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

Personal Appearance

Your appearance reflects not only on you as an individual, but on the church as well. We expect you to take pride in your appearance and strive to achieve a positive business-like image when representing the church.

Lost and Found

The church will not be responsible for personal property that is lost, damaged, stolen, or destroyed. Information regarding lost or found articles should be given to the Administrative Assistant.

Access to Church Property

It is important that the chairperson of the SPRC, the Senior Pastor, and the Administrative Assistant have access at all times to church property and to staff member personnel files. This is necessary for the SPRC to accomplish its functions.

Business Expense Reporting

Employees will be reimbursed for all approved business-related expenses, upon submission of accurate and receipted expense reports to the church. Employees are requested to submit these reports in a timely manner (within one week) to ensure proper accounting and prompt reimbursement.

Use of Church Telephones

Employees should keep personal calls brief and to a minimum. No personal long distance calls are permitted.

Employee Parking

Employees park at their own risk, and the church will not be responsible for theft or damage to any vehicles parked on or near the church property. Also, the church will not be responsible for lost, damaged, stolen, or destroyed personal property left in vehicles.

E-Mail Policy

This policy provides the general standards and requirements relating to the use of Electronic mail (E-mail) at PVUMC.

E-mail/Internet is a business tool to be used for church communications among employees, church members and those seeking information concerning PVUMC. Employees are required to use these resources in an efficient, ethical, confidential and lawful manner and solely for church business. All E-mail communications, including all information stored, transmitted or contained in PVUMC's E-mail system are the property of PVUMC.

No employee is entitled to an expectation of privacy with respect to E-mail communications. PVUMC assumes the right to maintain, disclose and produce copies of E-mail transmissions, or web-site visits, at any time.

The E-Mail/Internet system is to be utilized solely for business use and personal use is prohibited. Use of the Internet to access sites containing illegal or immoral

content is prohibited and will result in disciplinary action, up to and including termination.

All employees are required to take appropriate measures to secure confidential, privileged, proprietary information.

Questions concerning PVUMC's E-Mail/Internet policy may be addressed to the Senior Pastor.

Employee Handbook Changes

Changes to the Employee Handbook will be made as necessary. Each changed page will include the Section number, Page number, and revision date. The Manual will be reviewed annually to determine the need for updating. The revision history will be shown on the last page of the Table of Contents. Changes to the Employee Handbook should be requested through the SPRC.

Approval Page

Revision Date: _____ / _____
month/year

Senior Pastor

Date

Chairman, Staff-Parish Relations Committee

Date

Employee Statement of Acknowledgment

This is to acknowledge that I have received a copy of the ***Ponte Vedra United Methodist Church Employee Handbook***. I understand that it provides guidelines and summary information about the church's policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the guidelines and standards that have been established. I understand that this is not an individual employment contract. If errors or omissions occur, official plans or documents will prevail. I further understand that the church reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I further acknowledge that the employment guidelines contained herein must be amended in writing. They may not be modified by any oral or implied agreement.

Employee's Name (**PLEASE PRINT**)

Employee's Signature

Date

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