

Hilton Presbyterian Church
Newport News, Virginia

EMPLOYEE HANDBOOK

Revised June 2023

TABLE OF CONTENTS

WELCOME FROM THE SESSION	- 3 -
INTRODUCTION	- 4 -
OUR MISSION	- 5 -
EMPLOYMENT POLICIES	- 5 -
3.01 EQUAL EMPLOYMENT OPPORTUNITY	- 5 -
3.02 NONDISCRIMINATION AGAINST AND ACCOMMODATION OF INDIVIDUALS WITH DISABILITIES	- 5 -
3.03 STATEMENT OF POLICY AND PROCEDURE ON HARASSMENT	- 6 -
3.04 HARASSMENT AND DISCRIMINATION COMPLAINT PROCEDURES	- 6 -
3.05 SUBSTANCE ABUSE POLICY	- 7 -
3.06 PROBATIONARY PERIOD	- 8 -
3.07 GENERAL COMPLAINT RESOLUTION PROCEDURE	- 9 -
3.08 SMOKING, TOBACCO USE AND VAPING	- 9 -
3.09 PERSONAL APPEARANCE	- 10 -
3.10 CONFIDENTIALITY	- 10 -
3.11 PERSONNEL RECORDS	- 10 -
3.12 TERMINATION OF EMPLOYMENT	- 11 -
3.13 ABSENTEEISM AND TARDINESS	- 11 -
3.14 EMPLOYMENT OF RELATIVES	- 12 -
3.15 PERFORMANCE REVIEW	- 12 -
3.16 PERSONAL TELEPHONE CALLS AND MAILINGS	- 13 -
3.17 ELECTRONIC MAIL AND INTERNET USE	- 13 -
3.18 BUILDING KEY	- 14 -
EMPLOYEE BENEFITS	- 15 -
4.01 EMPLOYMENT DEFINITIONS	- 15 -
4.02 BENEFITS	- 15 -
4.03 VACATIONS	- 16 -
4.04 HOLIDAYS	- 17 -
4.05 MATERNITY LEAVE	- 17 -
4.05A: NON-ORDAINED STAFF	- 17 -
4.05B: ORDAINED STAFF	- 18 -
4.06 SICK DAYS/OTHER PROLONGED ILLNESSES/FAMILY AND/OR MEDICAL LEAVE ABSENCES	- 18 -
4.07 BEREAVEMENT LEAVE	- 23 -
4.08 COBRA	- 23 -
4.09 JURY AND WITNESS DUTY	- 24 -
4.10 VOTING	- 24 -
4.11 INCLEMENT WEATHER	- 24 -
4.12 PERSONAL TIME	- 25 -
COMPENSATION	- 26 -
5.01 WORKWEEK HOURS AND DAYS	- 26 -
5.02 PAYDAY	- 26 -
5.03 OVERTIME COMPENSATION	- 26 -
5.04 PAYROLL DEDUCTIONS	- 26 -
EMPLOYEE EXPENSES	- 27 -
6.01 EXPENSE REIMBURSEMENT	- 27 -
6.02 MILEAGE REIMBURSEMENT	- 27 -
6.03 PROFESSIONAL MEMBERSHIPS	- 27 -

6.04 CONTINUING EDUCATION/SEMINAR ASSISTANCE	- 27 -
SAFETY	- 29 -
7.01 WORKER'S COMPENSATION/ACCIDENT REPORTING	- 29 -
7.02 POLICY ON CHILD PROTECTION AND PREVENTION OF CHILD ABUSE	- 29 -
STATEMENT ON CHILD PROTECTION AND PREVENTION OF CHILD ABUSE	I
ACKNOWLEDGEMENT OF STATEMENT ON CHILD PROTECTION AND CHILD ABUSE	III
ACKNOWLEDGEMENT OF RECEIPT	IV

WELCOME FROM THE SESSION

Dear Friend:

Welcome to the Hilton Presbyterian Church family! We are delighted that you have answered the call to serve God by serving as a member of our church staff. It is our prayer that this relationship will be a blessing to you, and because of that, a blessing to us as well. We take the mission of our church to heart, and your coming to work with us is a commitment to be a part of our aims and aspirations. This handbook is the careful work of many people, over a long period of time, who hope that your working relationship with our church will be productive, satisfying and mutually beneficial.

We trust that in time you will come to love and appreciate Hilton Presbyterian Church and that our people and staff will grow to feel the same towards you. We are grateful to welcome you, and we desire that your work and service will be a source of growth for you and the church. We stand ready to be of support to you in every way that we can.

The purpose of this employee handbook is to communicate clearly and fairly what is expected of you and what our church is committed to do to support you in this work. May God bless you richly in this working relationship, and may you find through your service a deeper sense of calling. May your employment at Hilton Presbyterian Church be a source of joy to you in the years ahead!

Faithfully,

The Session of Hilton Presbyterian Church

1.00 Introduction

Welcome to Hilton Presbyterian Church (“the Church”). We are excited that you have joined our staff. You are joining a hardworking group of people who like to have fun and enjoy each other's company as we perform our daily duties. We desire to work as a team for the building of God's Kingdom. We want your talents and abilities to help us bring innovative, fresh approaches to our ministries, programs and operations.

To answer some of the questions you may have concerning the Church and its policies, the Church provides this Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this Handbook are subject to change at the sole discretion of the Church. From time to time, you may receive updated information concerning changes in policy. If you have any questions regarding any policies, please ask your immediate supervisor for assistance.

The good name of Hilton Presbyterian Church is the cumulative product of the conduct of its members and the people employed by it. The preservation of its good name is fundamental to the continued well-being of the Church. Each employee has personal responsibility to make sure that his or her conduct protects and promotes the Church. Proper conduct includes strict compliance to the laws, regulations and policies that apply to the Church. It also means compliance with the spirit of those laws, regulations and policies, and adherence to high standards of personal morals, ethics and behavior in any dealings that may involve the Church or reflect on the good name of the Church.

This Handbook is not a contract, express or implied, guaranteeing employment for any specific duration. Although we hope that your employment relationship with us will be long term, the Church may terminate this relationship at any time, for any reason, with or without cause or notice. Please understand that the Session has the sole authority to enter into any agreement with you for employment for any specified period or to make any promises or commitments contrary to the foregoing.

We wish you success in your position and will work with you to make your employment relationship with the Church a rewarding experience.

This Handbook will help you become acquainted with our benefit programs and various procedures currently in effect. These benefit programs and procedures are reviewed frequently and may be modified depending upon conditions at the time.

This Handbook is applicable to both paid and volunteer staff positions.

2.00 Our Mission

Hilton Presbyterian Church is a particular church of the Presbytery of Eastern Virginia and the Presbyterian Church (U.S.A.). We are a diverse congregation rooted in our community and unified by our common faith in God. We seek to:

- Grow the connected life of the spirit, mind and body through creative worship, education and fellowship.
- Serve as the heart, hands and feet of Jesus Christ in our community. As we serve, we are transformed.

3.00 Employment Policies

3.01 Equal Employment Opportunity

The Church provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability, genetic information (including family medical history), or veteran status in accordance with conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

3.02 Nondiscrimination Against and Accommodation of Individuals With Disabilities

The Church complies with the Americans with Disabilities Act ("ADA") and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. The Church also provides reasonable accommodation for such individuals in accordance with these laws where it does not cause an undue hardship. The Personnel Committee, as appropriate, evaluates the feasibility of requested accommodations in light of current ADA's guidelines and determines whether such accommodations will create an undue hardship on the Church. It is the Church's policy to:

1. Ensure that qualified individuals with disabilities under the ADA are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment;
2. Require medical examinations of employees only when justified by business necessity;
3. Keep all medical-related information confidential in accordance with the requirements of the ADA; and

4. Provide qualified applicants and employees with disabilities under the ADA with reasonable accommodation, except where such an accommodation would create an undue hardship on the Church.

3.03 Statement of Policy and Procedure on Harassment

The Church remains committed to maintaining a work environment that is free of harassment or intimidation. In keeping with this strong commitment, we will not tolerate harassment of employees by anyone, including any supervisor, pastor, co-worker, vendor, member, customer or visitor to Church premises.

Harassment consists of unwelcome conduct, whether verbal, physical or visual. The Church will not tolerate harassing conduct that affects pay or benefits, that interferes with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. The Church expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability, genetic information (including family medical history) or status in any group protected by Federal, state or local law.

The Church expressly prohibits and will not tolerate sexual harassment. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when:

1. Submission to such conduct is made either an explicit or implicit term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting such individual; or
3. 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.

3.04 Harassment and Discrimination Complaint Procedures

Any individual either experiencing or observing a suspected incident of harassment or unlawful discrimination must report the incident to their supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to the Pastor/ Head of Staff or to the Personnel Committee of Session.

All complaints of harassment or unlawful discrimination will receive immediate attention. It is the Church's policy to investigate all such complaints thoroughly, promptly, and in an impartial manner. If such an investigation reveals that the complaint is valid, the Church will administer disciplinary and other corrective action as appropriate to stop the harassment or unlawful

discrimination and prevent its recurrence. Such disciplinary action shall include any corrective action deemed necessary, up to and including immediate termination of employment. Discipline will be based on the seriousness of the offense. However, if, after investigating any complaint of harassment or unlawful discrimination, the Church determines that the employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who gave the false information. To the fullest extent practicable, the Church will keep complaints, related investigations and the terms of their resolution confidential. Retaliation against victims or witnesses is strictly prohibited.

All Church employees are responsible for helping to assure that we successfully avoid harassment and unlawful discrimination and their effects. An environment free of harassment and unlawful discrimination is more enjoyable and more conducive to providing quality services. As always, we strive for excellence in our service and our conduct.

3.05 Substance Abuse Policy

The Church is committed to providing a safe work environment and to fostering the well being and health of its employees. To help accomplish this goal, the Church has established a drug-free workplace policy in voluntary compliance with the Drug-Free Workplace Act of 1988. The purpose of the policy is to reduce the incidence of accidental injury, absenteeism and poor performance that result from the use and abuse of alcohol and drugs and to protect the Church as a place of worship.

A) Testing

1. Offers of employment may be contingent upon the candidate passing a drug test, post offer, pre-employment.
2. Hilton Presbyterian Church may require an employee, or group of employees, at any time to submit to drug testing. A positive test result may lead to disciplinary action up to and including termination.
3. Drug tests may be conducted post-accident or if it is suspected the employee is using or is under the influence of alcohol or a controlled substance while at work.
4. Failure to submit to drug testing will be accepted as a voluntary resignation.

B) Drug-Free Workplace Policy

1. No employee may use, possess, sell, trade, offer for sale, or offer to buy, or be under the influence of alcohol or illegal drugs at any time during the workday or anywhere on the Church premises. Individuals found to be engaged in such acts will be subject to immediate discipline up to and including termination.

2. Employees who appear to be impaired on the job may be asked by their supervisor to submit to a drug test to determine whether or not they are under the influence of alcohol or a controlled substance.
3. An employee who must use a prescription drug that causes adverse side effects (i.e., drowsiness or impaired reflexes or reaction time) must inform his or her supervisor that he or she is taking such medication on the advice of a physician. He or she must also inform his or her supervisor of the possible effects of the drugs on performance and expected duration of use. If the prescription drug could cause safety concerns, the supervisor may temporarily reassign the employee to a different position. If this is a concern, but no alternative position exists, the employee will be placed on leave. The leave will be without pay unless the employee has vacation pay, sick pay or disability coverage for which he would qualify.

C) Personnel Committee's Responsibility

It is the responsibility of the Church's Personnel Committee to counsel employees whenever they see changes in performance or behavior that suggest an employee has a drug or alcohol problem. The supervisor may require a drug test to be administered by any accredited testing facility. Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about available resources.

D) Employee's Responsibility

Everyone shares responsibility for maintaining a safe work environment, and coworkers should encourage anyone who has a drug or alcohol problem to seek help.

PEVA and community resources are available to assist an employee who requests help with substance abuse. The employee must ask for help. The Church will not require the employee to seek help. Should disciplinary action be pending against an employee who requests help, the Church will assist to the extent of giving referral for assistance. However, regular disciplinary action will proceed.

3.06 Probationary Period

The first ninety (90) days of employment are considered a probationary period during which time the employee becomes adjusted to the work and fellow employees. Also during this time, the employee's immediate supervisor/manager will assess the employee's attitude, performance, attendance, and overall suitability for the position. Following completion of the probationary period, the Personnel Committee will meet with the employee, discuss any issues that were identified, and if those are deemed to be resolvable, the employee will be given regular employment as a part-time or full-time employee.

The Church may terminate employment without notice at any time during the probationary period

3.07 General Complaint Resolution Procedure

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, if a situation persists that you believe is detrimental to you or to the Church, you should follow the procedure described here for bringing your complaint to management's attention.

STEP 1. Discussing the problem with a member of the Personnel Committee is encouraged as a first step. Most situations are easily resolved at these levels. If, however, you do not believe a discussion with Personnel is appropriate, you may proceed directly to Step 2.

STEP 2. If your problem is not resolved after discussion with the Personnel Committee, if you are not satisfied with their decision and wish to pursue the problem or complaint further, or if you feel discussion with the Personnel Committee is inappropriate, you are encouraged to request a meeting with the Administration and Finance Committee. The A and F Committee will consult with the Personnel Committee and possibly others, as well as listen to you before preparing a response regarding your problem.

STEP 3. If you are not satisfied and feel the problem is not resolved, you are encouraged to submit the matter in writing or request a meeting with the Session, who likely will consult with Administration and Finance Committee Chair, and possibly others as well as listen to you before preparing a response regarding your problem. Although an investigation may take longer, you will normally receive correspondence regarding your problem within five working days.

The Church does not tolerate any form of retaliation against employees availing themselves of this procedure in good faith. The procedure should not be construed, however, as preventing, limiting, or delaying the Church from taking disciplinary action against any individual, up to and including termination, in circumstances (such as those involving problems of overall performance, conduct, attitude, or demeanor) where the Church deems disciplinary action to be appropriate.

3.08 Smoking, Tobacco Use and Vaping

Neither tobacco use or vaping are allowed by employees in Church facilities at any time. This policy is for the health and safety of all employees and Church members/visitors, as well as protection of the facilities.

3.09 Personal Appearance

While there is no formal “dress code,” employees, as representatives of the Church, are expected to dress appropriately for the Church environment and Church functions in which employees meet the public. Often our employees are the first contact with Church members and visitors to the Church. In addition, we want to project a professional image and one that makes sense for our respective work locations. Any questions about “appropriate dress” can be referred to the Pastor/Head of Staff.

3.10 Confidentiality

Confidentiality must be maintained. Church members may say or staff members may overhear things of a personal, pastoral or financial nature that must not be repeated. The only exception to this policy is to pass on pastoral care information to the Pastor, who will determine if pastoral care follow up is needed. Sensitive information may include but is not limited to:

1. Individual contribution amounts.
2. Conversations overheard between pastors and members of the congregation.
3. Details concerning prayer requests.
4. Information shared at staff meetings to assist employees in being more sensitive to the needs of the congregation.
5. Compensation/salary data.

Failure by employees to maintain confidentiality can result in disciplinary action, up to and including termination. Confidentiality includes handling written material appropriately, such as clearing your work area properly at the end of the day.

3.11 Personnel Records

The Church Personnel Committee maintains a permanent personnel file which contains pertinent records relating to your employment. The information in your file is part of Church records and is treated as confidential. The personnel file includes such information as your job application, resume, records of training, documentation of performance appraisals and salary pay increases, and other employment records.

Personnel files are the property of the Church and access to the information they contain is restricted. Generally, only supervisors and Elders serving on Session of Hilton Presbyterian Church who have a legitimate reason to review information in a file may do so. Current employees may review their file by contacting the Personnel Committee. With reasonable advance notice, employees may review their personnel file in the administrative offices and in the presence of an individual appointed by the Church to maintain the file.

Employees are required to inform their supervisor and Personnel Committee of any change in name, address, telephone number, marital status, number and name of dependents and emergency telephone numbers.

3.12 Termination of Employment

Terminations are to be treated in a confidential, professional manner by all concerned. The Pastor/Head of Staff and the Personnel Committee will assure thorough, consistent, and even-handed termination procedures. This policy and its administration will be implemented in accordance with the Church's equal opportunity policy.

Terminated employees are entitled to receive all earned pay, including pay for earned but unused vacation. Unused sick days, holidays, continuing education leave and personal time are not terminal benefits and, therefore, are not paid upon termination.

Employees desiring to terminate their employment relationship with the Church are urged to notify the Church at least two weeks in advance of their intended termination. Such notice must be given in writing (or via email) to your supervisor and to the Pastor/Head of Staff. Proper notice generally allows the Church sufficient time to calculate all accrued overtime (if applicable) as well as other monies to which you may be entitled and to include such monies in your final paycheck. Without proper notice, however, you may have to wait until after the end of the next normal pay period to receive such payments.

Employees who plan to retire are urged to provide the Church with a minimum of two months' notice. This will allow ample time for the processing of appropriate forms to ensure that any retirement benefits to which an employee may be entitled commence in a timely manner.

Exit interviews with the Pastor/Head of Staff and/ or Personnel Committee are scheduled for outgoing employees after an employee's immediate supervisor receives notice of resignation or intent to retire as well as for employees whose termination is initiated by the Church. The purposes of these interviews are to review eligibility for benefit continuation and conversion, to ensure that all necessary forms are completed, to collect all Church property that may be in the employee's possession, and to provide employees with an opportunity to discuss their job-related experiences.

3.13 Absenteeism and Tardiness

The Church expects all employees to assume diligent responsibility for their attendance and promptness. Recognizing, however, that illnesses and injuries may occur, the Church has established medical leave and disability benefits plans for full-time regular employees for certain time lost for legitimate medical reasons, including time off to secure necessary treatment for a disability. (Please refer to the Employee Benefits section of the Employee Handbook.)

If unable to report to work because of illness, or for any other reason, employees must notify their immediate supervisor prior to the start of the workday, and must provide reason for the absence or tardiness. Absenteeism or tardiness that is unexcused or excessive is grounds for disciplinary action up to and including termination. Failure to report back to work after being released from a

doctor or after a leave of absence for three consecutive days without contacting an immediate supervisor will be assumed to be a voluntary resignation. The Church reserves the right to request a doctor's excuse or release from any employee after an absence due to illness.

3.14 Employment of Relatives

As openings occur, the Church may accept applications from an employee's family members. These candidates will be considered along with other candidates and must meet the requirements of the position and must undergo the same interview process that any other candidate would in order to be hired. However, family members or others with close personal ties with church officers or employees may not be hired in positions that would create a conflict of interest or the appearance of a conflict of interest, particularly where one would supervise the other or have influence over the other's performance evaluation or compensation.

3.15 Performance Review

All employees of the Church will participate in a performance evaluation with the personnel committee based on the following schedule:

1. New employees will receive an evaluation within the first 90 days of their employment. Thereafter, employees will receive an annual evaluation.
2. As often as is warranted by the job situation and the employee's performance.

The performance evaluation will be documented in writing at the time of the interview between the employee and his or her supervisor/personnel committee. The employee will be requested to sign the performance evaluation form to attest to the fact they have been advised regarding their level of performance. The employee's signature does not mean the employee accepts or agrees with the content of the evaluation, but that he or she has seen the evaluation and has discussed it with his or her supervisor.

The employee is also encouraged to do the following:

1. Inquire about his or her performance from time to time.
2. Accept additional responsibilities and show initiative.
3. Ask for assistance in developing a goal-oriented path for improved performance and increased productivity.

The Personnel Committee will be responsible for developing and implementing the performance evaluation and review of the ordained staff, program staff, support staff, and other church employees.

3.16 Personal Telephone Calls and Mailings

Personal business on Church time, including telephone calls to and from employees and family members is to be kept at a minimum. The cost of postage for any personal mail is to be reimbursed to the Church.

3.17 Electronic Mail and Internet Use

Electronic mail (i.e., email) systems are the property of the Church and are provided for the purpose of conducting Church-related business. The Church treats all email sent, received or stored as business messages. The Church reserves the right to monitor, access, review, copy, store, or delete any electronic mail from the system for any purpose and to disclose such emails to others, as it deems appropriate. All Church related business or correspondence done via email must be accomplished using Church provided email accounts, use of personal email accounts is prohibited.

The following are examples of activities that are prohibited. Violation of these policies may result in disciplinary action, up to and including termination.

1. Sending or posting sensitive materials to non-authorized individuals (membership information, financial information, personnel records).
2. Communications that are addressed to another user in any manner that could cause him or her distress, embarrassment or unwanted attention, as this may constitute harassment.
3. Accessing the files or communications of others without appropriate authorization.
4. Knowingly sending copies of documents, software or graphics that violate copyright laws.
5. Sending messages that violate any statutes or common law or which tend to place the Church or its employees in a negative light.
6. Using Church computer resources for commercial purposes.

The Church provides Internet access as part of its business and technology system, and it is to be used primarily for business purposes. It is understood that employees may occasionally use these services for personal use. Such use is permitted, provided it does not otherwise violate the prohibitions stated here, and provided it does not interfere with job performance. Inappropriate use of the Church's Internet access is strictly prohibited. "Inappropriate use" of the Internet access includes, but is not limited to:

1. Regularly visiting non-business-related websites.
2. Visiting websites designed for employment searching.
3. Casual, non-productive Internet browsing.
4. Visiting websites, subscribing to newsgroups, or using any other Internet-based service containing and/or promoting objectionable or offending content such as pornography, hate literature or illegal or criminal activities.

The Church reserves the right to monitor an employee's use of the Church's Internet access.

3.18 Building Key

Each employee will receive a key(s) to the church building. The employee will be required to sign a form upon issue. These keys are not to be duplicated without permission. Upon completion of employment with the Church, the key will be returned to the Church as part of the exit process.

4.00 Employee Benefits

4.01 Employment Definitions

“**Ordained Staff**” shall refer to those persons ordained to the ministry of word and sacrament by the Presbyterian Church (U.S.A.). For purposes of this handbook, Ordained Staff shall be treated in accordance with their call, although they may on occasion assume functional duties of Program Staff or Support Staff. The Senior Pastor is Head of Staff for all employees.

“**Program Staff**” shall refer to, but is not limited to, those persons holding the position of certified Christian educators (as defined in the *Book of Order*), Director of Christian education, Director of music, organist, and youth director.

“**Support Staff**” shall refer to all others employed by the Church including, but not limited to, custodian, treasurer, and office manager.

“**Full-Time**” shall refer to all exempt persons who regularly work a minimum of 30 hours per week and to all non-exempt persons who work 30 hours per week.

“**Part-Time**” shall refer to all persons who are regularly scheduled to work less than 30 hours per week.

“**Salaried (Exempt)**” shall refer to all persons who are in a supervisory, administrative or professional position and whose principal duties and rate of pay conform to specific standards established under the Fair Labor Standards Act (FLSA) permitting them to be “exempt” from the overtime provisions of the FLSA.

“**Hourly (Non-Exempt)**” shall refer to all employees whose principal job duties or rates of pay make them subject to the overtime provisions of the FLSA.

You will be informed of your initial employment classification and of your status as an exempt or nonexempt employee in your letter of employment. If you change positions during your employment as a result of a promotion, transfer, or otherwise, you will be informed in writing of any change in your exemption status.

Please direct any questions regarding your employment classification or exemption status to your supervisor, Pastor/ Head of Staff or the Personnel Committee.

4.02 Benefits

The Church participates in the Presbyterian Church (USA), Board of Pensions Benefits Plan (the “Plan”). The Church pays the enrollment fee (premium) of each full time ordained, and his or her qualified dependents who are to be enrolled in this plan.

Part-time lay employees who work over 22 hours/week will be eligible for medical and death benefit coverage through the "Limited Participation" plan administered by the Board of Pensions during their first three years of employment. On the first day of the first full month of service, the employee will be eligible to be enrolled in the "Full Participation" plan, which includes pension benefits in addition to medical and death benefits. If selected, the cost of the benefits will be paid by the employee. At that time, the employee will also become eligible for optional dental and additional death benefits, at the employee's expense.

Those employees who will be covered by this plan will receive booklet(s) explaining the various benefits of the Plan, along with an enrollment card, shortly after their employment.

4.03 Vacations

Each employee is given vacation time with pay based on the following schedule:

Ordained and program staff are given vacation and continuing education leave with pay, in accordance with their call or contract. Time off will be coordinated by the Pastor/Head of Staff. Continuing education leave identified in their contract will carry over for no more than twelve (12) months after the calendar year in which it was earned. Continuing education benefits will not be extended to terminated employees unless specifically provided for in their contract.

Support staff vacations are based on years of employment as follows:

<u>Years Employed</u>		<u>Vacation Earned</u>
1 to 5 Years	-	2 weeks (10 working days)
6 to 15 Years	-	3 weeks (15 working days)
16 Years or More	-	4 weeks (20 working days)

Employees earn vacation on a prorated monthly basis (1/12 of annual vacation) starting with their first full month of employment. Employees may accrue up to 2 times the applicable annual vacation listed in the above table. Any accrued time above this level will not be awarded. The employee and their supervisor will work together to develop a method to track and manage vacation time accrued and used. With Supervisor approval, an employee may "borrow" vacation time up to a maximum of ½ the applicable annual vacation listed in the table above. If an employee's employment is terminated (either voluntarily or for cause), any unearned vacation time must be repaid.

This schedule applies to full-time regular employees only. Vacation time for part time employees shall correspond to the vacation provided to full time employees but will be prorated in terms of the employee's normal work hours.

Support staff vacations are to be scheduled through their supervisor and at a time convenient to both the Church and employee. An employee may not be paid for vacation days in lieu of days off. The Personnel Committee reserves the right to limit the number of employees scheduled for vacation at any given time.

4.04 Holidays

The following is the approved Church holiday schedule:

1. New Year's Day
2. Martin Luther King, Jr. Day
3. Presidents Day
4. One-half day Good Friday
5. Memorial Day
6. Juneteenth
7. Independence Day
8. Labor Day
9. Indigenous Peoples Day
10. Veterans Day
11. Thanksgiving Day
12. Friday after Thanksgiving
13. One-half day Christmas Eve
14. Christmas Day
15. Week between Christmas & New Year's
16. Others approved by the Pastor/ Head of Staff, usually with concurrence of Session.

If a holiday falls during a person's vacation, it is not counted as a day of vacation. If some staff are required to work on holidays, compensatory time off (i.e. flex time) will be given and recorded in the payroll records.

4.05 Maternity Leave

4.05a Non- Ordained Staff

All non-temporary, female employees are eligible for maternity leave.

Maximum Length of Leave and Payment of Leave

The maximum length of pregnancy leave allowed is eight weeks based on your physician's determination of when you are able to return to work. If you need a longer leave due to medical complications with either yourself or your newborn, notify the Personnel Committee as soon as you are aware of this need. The additional leave will be treated the same as any other medical or disability leave.

Any available sick leave and vacation time must be used during maternity leave. Additional leave up to the six or eight weeks authorized by your physician may be taken as unpaid leave.

Written Requests

A written request for pregnancy leave must be submitted within a reasonable time. You must submit a written doctor's statement, indicating the anticipated delivery date. You should also inform the Pastor / Head of Staff or the Personnel Committee of the expected duration of your pregnancy leave so that the church may plan for ongoing business until your return.

Benefits

While you are away from work on an approved maternity leave of absence, you will continue to participate in any employee benefit programs in which you are currently enrolled.

4.05B Ordained Staff

Maternity leave is applicable to a full time, female, ordained staff member. Full salary and benefits will be provided by the Church for up to a maximum eight calendar weeks in total.

4.06 Sick Days/Other Prolonged Illnesses/Family and/or Medical Leave Absences

A) Personal Sick Days

Each employee is eligible for one day of paid sick leave for each full calendar month of employment (12 days per year). An employee may accrue up to but no more than twenty-four sick days. The employee and their supervisor will work together to develop a method to track and manage personal sick days accrued and used.

The following conditions must be met for an employee to be eligible for payment of sick leave:

1. The employee must report the illness to his/her Personnel/minister/sub as soon as feasibly possible and thereafter report daily on his/her condition.
2. If the sick leave should extend three or more consecutive days, upon request, the employee must submit satisfactory evidence of illness to his/her personnel.
3. If the illness is serious or contagious in nature, the employee will provide a doctor's written approval to return to work.

Sick leave is not a benefit to be used in place of personal time off or vacation. All doctor, dentist or other appointments made outside an actual illness will be considered as personal time off.

If a support/custodial staff person is absent before or after a paid holiday with an illness, a doctor's note may be requested by your supervisor in order to receive pay for the holiday.

B) Personal Prolonged Illness

If an employee has used his/her available sick leave in a given year and still requires more time off, then available vacation time will be reduced for each day of continued absence. An employee's work and attendance record will be taken into account in this decision. Disability insurance provided by the Board of Pensions may take effect once the waiting period requirements have been met.

C) Family and Medical Leave

Though Hilton Presbyterian Church is not subject to the Family and Medical Leave Act, we will follow its policies as described below.

1) Eligible Employees

An employee must have worked for the Church for at least twelve months to be eligible for this type of unpaid leave.

2) Types of Leave

In order to qualify for a leave, the employee must be taking the leave for one of the reasons listed below:

1. Because of the birth of a child and in order to take care of that child, if the leave is taken within one year of the birth of the child;
2. Because of the placement of a child with the employee for adoption or foster care, if the leave is taken within one year of the placement of the child;
3. In order to care for the spouse, child or parent of the employee, if that spouse, child or parent has a serious health condition;
4. Because of a serious health condition of the employee which makes the employee unable to perform the functions of his or her job.

3) Conditions of Leave

a) Length of Leave

Each employee of this Church is entitled to a total of twelve (12) work weeks of leave during any “rolling” twelve-month period measured backward from the date that employee uses any family leave, if the employee meets the eligibility requirements described above and if the leave is of the type described above. If a husband and wife are both employees of the Church, the aggregate number of workweeks of leave to which both are entitled will be limited to twelve workweeks if the leave is taken for one of the following reasons:

- Because of the birth of a child and in order to take care of that child, if the leave is taken within one year of the birth of the child;
- Because of the placement of the child with the employee for adoption or foster care, if the leave is taken within one year of the placement of the child;
- In order to care for the parent of the employee, if that parent has a serious health condition.

b) Intermittent Leave

When medically necessary, leave may be taken intermittently or on a reduced schedule for the following reasons:

- In order to care for the spouse, child or parent of the employee, if that spouse, child or parent has a serious health condition;
- Because of a serious health condition of the employee which makes the employee unable to perform the functions of his or her job.

Otherwise, the leave permitted under this section shall not be taken by an employee intermittently or on a reduced work schedule unless the employer and employee agree otherwise. If employee requests leave on an intermittent or reduced leave schedule, the Church may require the employee to transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits, and which better accommodates recurring periods of leave than the regular employment position of the employee.

c) Employment Upon Return from Leave

Any eligible employee who takes a leave described in this section shall be entitled, on returning from such leave, to be restored to the position of employment held by the employee when the leave commenced or to be restored to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment¹. An employee taking leave as described in this section shall not lose any employment benefit accrued prior to the date on which the leave commenced. However, an employee who is restored to employment after taking the leave described in this section shall not be entitled to the accrual of any seniority or employment benefits during any period of the leave. Nor shall an employee who has taken the leave described in this section and been restored to employment be entitled to any right, benefit or position of employment other than any right, benefit or position to which the employee would have been entitled had the employee not taken the leave.

d) Health Insurance Coverage

When any eligible employee takes a leave described in this section, the Church shall maintain group health coverage for the duration of that leave at the level and under the condition's coverage would have been provided if the employee had continued in employment continuously for the duration of the leave.

The Church will recover from the employee any premium paid to a group health plan on behalf of an employee on leave, if the employee fails to return to work after the period of leave to which the employee is entitled has expired, unless one of the following has occurred:

¹ Note that these sections do not apply to certain key employees who are exempted under FMLA. It is each employee's responsibility to inquire whether he/she falls in that category.

- The continuation, recurrence or onset of a serious health condition of the employee, a spouse, parent, son or daughter of the employee, in which case an appropriate certification, as previously described, may be required; or
- Other circumstances beyond the control of the employee.

e) Failure to Return from Leave

Any employee who fails to return to work after the period of leave to which the employee is entitled has expired will be considered to have voluntarily terminated their employment with the Church. (See Section 3.13.)

4) Responsibilities of Employee

a) Other Leave

The leave described in this Family and Medical Leave (FML) section is unpaid leave. However, it runs concurrently with paid leave offered by the Church. Therefore, you must substitute any and all accrued sick leave, paid vacation leave, or personal leave, in that order, in place of FML until you have exhausted these types of leave. The remainder of the permitted twelve-week leave shall be in the form of unpaid leave. When a work-related injury qualifies for FML and you are receiving workers' compensation benefits, you will not be required to substitute any paid leave during your absence from work. However, the leave taken for the work-related injury and the FML will run concurrently.

b) Notice

In any case in which the necessity for leave is foreseeable, such as leave for the expected birth or placement of a child, or a leave based on planned medical treatment, the employee shall give the Church not less than 30-days' notice before the date the leave is to begin. If the date of the birth or placement of a child or the planned medical treatment necessarily occurs in less than 30 days, the employee must provide as much notice as is practicable.

c) Certification

If you are taking leave in order to care for a spouse, child or parent or because of your own serious health condition, the Church may require that the appropriate health care provider supply certification regarding the date on which the serious health condition commenced, the possible duration of the condition, other appropriate medical facts, a statement that the eligible employee is needed to care for the child, spouse or parent and an estimate of the time that the employee may be needed to provide such care, or a statement that the employee is unable to perform the functions of his or her job. The Church may require that the employee obtain subsequent recertification on a reasonable basis.

If the Church has reason to doubt the validity of the certification described above, the Church may require, at its own expense, that the employee obtain the opinion of a second health care provider designated or approved by the Church concerning any information contained in the first certification.

If the second opinion described above differs from the opinion in the first certification, the Church may require, at its own expense, that the employee obtain the opinion of a third health care provider designated or approved jointly by the employer and the Church concerning the information contained in the first certification. The opinion of this third health care provider concerning the information contained in the first certification shall be considered to be final and shall be binding on the Church and the employee.

If you are requesting intermittent leave or leave on a reduced schedule, the following certification may be required:

- If the leave is for a planned medical treatment, the dates on which such treatment is expected to be given and the duration of the treatment;
- If the leave is because of the employee's serious health condition, a statement of the medical necessity for the intermittent leave or leave on a reduced leave schedule and the expected duration of intermittent leave or reduced leave schedule;
- If the leave is for the purpose of caring for a spouse, son, daughter or parent of the employee, a statement that the employee's intermittent leave or leave on a reduced leave schedule is necessary for the care of the son, daughter, parent or spouse who has a serious health condition, or will assist in their recovery, and the expected duration of the intermittent leave or reduced leave schedule.

While you are on family leave, you must report to your supervisor every two weeks on your status, including whether you intend to return to work and the date on which you will return to work, if known.

If family leave was taken because of the employee's own serious health condition, the Church may require the employee to provide certification from the employee's health care provider that the employee is able to resume work.

5) Nondiscrimination Statement

The Church will not interfere with, restrain or deny the exercise of or the attempt to exercise, any right to leave provided to employees under any applicable law.

The Church will not terminate or in any other manner discriminate against any employee for opposing any practice made unlawful by applicable laws providing leaves of absence to employees.

6) Definitions

“Parent” means the parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter.

“Reduced leave scheduled” means a leave scheduled that reduces the usual number of hours per workweek, or hours per workday, of an employee.

“Serious health condition” means an illness, injury, impairment or physical or mental condition that involves one or more of the following:

- 1) In-patient care in hospital, hospice or residential medical care facility, or
- 2) Continuing treatment by a health care provider.

“Son or daughter” means a biological, adopted or foster child, a step-child, a legal ward, or a child of a person standing in loco parentis, who is under eighteen years of age or, if eighteen years of age or older, is incapable of self-care because of a mental or physical disability

4.07 Bereavement Leave

An employee will be granted up to three (3) days leave with pay for a death in the immediate family. Immediate family is considered to include grandparents, parents, spouse, children, siblings and spouse's immediate family. Except as approved by the Personnel Committee, bereavement leave must be utilized within 14 days of the date of death. The time taken does not need to be consecutive (i.e., the 3 days' worth of time can be taken in less than whole-day increments).

4.08 COBRA

COBRA: Consolidated Omnibus Budget Reconciliation Act - The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives workers and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events. Qualified individuals may be required to pay the entire premium for coverage up to 102 percent of the cost to the plan. Upon being notified of a qualifying event, the Church Administrator will send the employee a COBRA election form.

4.09 Jury and Witness Duty

The Church will grant employees time off for mandatory jury duty or court appearances as a witness when the employee must serve or is required to appear as a result of a court order or subpoena. A copy of the court order or subpoena must be supplied to the supervisor or Pastor/

Head of Staff when requesting time off. To qualify for this benefit, a statement from the court clerk indicating the time served must be given to the employee's supervisor or to the Pastor/ Head of Staff. The employee is entitled to full pay for each day of jury duty or service as a witness.

If the employee's services as a juror or witness are not required for more than three hours on a particular day, he or she is expected to report to the Church for the remainder of the day. The employee is also expected to report for work on any regularly scheduled workday when the court is closed for a holiday not recognized by the Church.

Time off for court appearances as a party to any civil or criminal litigation shall not be compensated, and the employee must arrange for time off without pay or use vacation or personal leave for such appearances.

4.10 Voting

The Church encourages all employees to vote. It is expected the time required for this activity will be reasonable (not more than three hours) and should be scheduled at the beginning or end of the regular workday. Time off for voting may be approved by the appropriate supervisor. Employees who give notice of a request for time off to vote no later than noon the day before election will be given time off to vote (up to three hours) unless the employee's shift begins three hours or more after the polls open or ends three hours or more before the polls close. In such case, the employee shall not receive any leave.

4.11 Inclement Weather

In the event of inclement weather, snow or ice, the Church will be open whenever feasible. Employees should use careful judgment in deciding their ability to report to work.

Employees who are not able to report to work may receive pay either as a vacation day or as personal time off. Sick days may not be used for absence due to inclement weather. With approval from their supervisor, work from home may be authorized.

4.12 Personal Time

Because it is not always possible to take care of personal business, such as doctor and dentist appointments, beyond work hours, a 1.67 per month (beginning in the first full month worked) will be available to each full-time employee for such purposes. A maximum of 20 hours of personal time can accrue per employee. This time off must be approved by your supervisor and written notice of intent must be given as soon as the employee is aware of the need. This benefit should not be considered the equivalent of sick leave or vacation days and should be used only as absolutely necessary. The employee and their supervisor will work together to develop a method to track and manage personal time.

5.00 COMPENSATION

5.01 Workweek Hours and Days

The church office is open from 8:30 a.m. to 3:30 p.m., Monday through Friday (32.5 hours/week). All support staff are expected to work the hours established with their supervisor. One-half hour will be established for lunch.

Since the ordained and program staff are required at times to work on nights and weekends, there is no set schedule.

5.02 Payday

Staff members are paid monthly. If the pay date falls on a weekend or holiday, payment will be made on the preceding Friday.

5.03 Overtime Compensation

All non-exempt employees (those not exempt from the Fair Labor Standards Act) receive overtime pay for hours worked in excess of 32.5 per week at a rate of one and one-half their regular rate of pay. All overtime work must be pre-approved by the immediate supervisor (see Section 4.01) and will not impact vacation time accrual rates for part-time employees.

5.04 Payroll Deductions

Social Security and Federal income taxes are deducted based on schedules provided by the IRS and based on the number of exemptions claimed on your W-4 form. Should you wish to change the number of exemptions, you must fill out a new W-4 form available in the church office.

For payroll tax purposes, Ordained Staff are considered to be self-employed and taxes are not withheld from their pay, unless they request that taxes be withheld.

6.00 EMPLOYEE EXPENSES

6.01 Expense Reimbursement

The Church will reimburse all proper Church-related expenses. To ensure that such expenses incurred by employees are reimbursed, the following procedure has been established:

1. All expenditures are to be approved in advance by the employee's supervisor unless circumstances prevent advance approval. Such prior approval is not required for ordained staff.
2. All business-related expenditures must be accompanied by a receipt or evidence of expenditure to receive reimbursement to the extent such information is reasonably available.
3. A "Professional Expense Reimbursement Request" must be completed before an expense payment check is processed. All sections of the form must be completed. The necessity and purpose of the expenditure must be explained in sufficient detail. Approval by the supervisor should be obtained by his or her signature on the form. Receipts are to accompany the reimbursement form. The request must be submitted within 30 days of the occurrence.
4. Any travel advance must be accounted for with proper documentation within 10 days after return from the trip. Any unused travel advance must be returned within 10 days.

6.02 Mileage Reimbursement

Employees of the Church who are requested to use their personal vehicle for Church related business will be reimbursed at the current rate per mile allowed by the Internal Revenue Service. This policy applies to employees who do not receive an automobile allowance. Whenever possible, an employee who receives an automobile allowance should use such allowance to cover Church business-related travel.

Requests for reimbursement of Church business-related travel should be submitted to your supervisor for approval on a "Professional Expense Reimbursement Request". Mileage requests must state destination, mileage, and purpose of trip, though such information may be general in nature to maintain confidentiality: for instance, "9/25/2006, 5 miles, Newport News, Counseling."

6.03 Professional Memberships

Requests relating to professional memberships by staff shall be made to the Pastor/Head of Staff or Personnel Committee.

6.04 Continuing Education/Seminar Assistance

Requests by staff relating to continuing education and seminars shall be made to the Pastor/Head of Staff or the Personnel Committee. The Pastor/Head of Staff must coordinate his or her requests with Session. Continuing education is defined, for purposes of this manual, to be some training or experience that provides for professional growth.

The request, to be presented in writing, shall be approved by the Pastor/Head of Staff in consultation with the staff member's supervisor, or by the Personnel Committee for the Pastor/Head of Staff, including agreement that time away from the Church for the required period is reasonable. How any costs over and above the amount available from the professional development funds will be met should be stated. Ideally, professional development activities will be a part of or consistent with any "performance plan" established between the staff member and his/ her supervisor at the beginning of the year.

7.00 Safety

7.01 Worker's Compensation/Accident Reporting

All employees are covered by worker's compensation insurance in the event they become injured while on the job. Should an employee be involved in an accident or sustain an injury, no matter how slight in nature, he or she must report it immediately to his or her supervisor. If an accident or injury is not reported within 24 hours of its occurrence, the Church may contest the validity of the claim.

If an employee sustains an injury that prevents him or her from immediately performing the full scope of normal duties, where possible, he or she may be assigned alternate duties. This will depend on the employee's limitations and whether there is alternate duty available that meets the employee's medical restrictions. However, the Church is not obligated to create alternate duty employment. If alternate duty is available and the employee elects not to participate, he or she may waive his or her right to a temporary total disability benefit. If this is the case, the medical claims will still be covered.

7.02 Policy on Child Protection and Prevention of Child Abuse

Hilton Presbyterian Church has approved a separate Sexual Misconduct Policy that all employees should read and work in accordance with.