

2010

Mt Pleasant Presbyterian Church

PERSONNEL POLICY MANUAL

(Revision 7)



846 State Route 18
Raccoon Township, PA 15001
724-495-6462
www.mpchurchpa.org

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SECTION I: PREAMBLE

These policies established by the Session Personnel Committee of Mt. Pleasant Presbyterian Church are guidelines and policies for those who are employed by the church. The policies under gird the belief in the importance of caring, loving relationships within the whole of the church family.

The Session reserves the right to change items within this document, without prior notice, to discipline or terminate any employee without notice for any reason not inconsistent with the Presbyterian Church (USA) Book of Order, local, state or federal law and to make exceptions to these policies on a case-by-case basis or upon recommendation of the Personnel Committee.

It is the intent of this church, the Session and its committees, and the staff to treat all employees equitably and in accordance with biblical principles. It is the responsibility of Mt. Pleasant to create a work environment which allows productivity, cooperation, and understanding of individual differences. The mandate to the employee includes maximum performance, open communication, and a willingness to be flexible to change. Both parties must operate with a genuine desire to further the Kingdom of God in this place.

SECTION II: DEFINITIONS

AT WILL EMPLOYER: Mt. Pleasant Church is an at will employer as specified by the state of Pennsylvania. That means either party may end the relationship (employment) at any time without reason.

MINISTER/PASTOR: All those ordained to the ministry of the Word and Sacrament. Ministers are called by the congregation to that work; they are not simply employees of the congregation or the Session. The Minister will serve as Head of Staff and is the chief administrator whose duties include the overall supervision of both exempt and non-exempt staff.

STAFF: All those employed by the Session.

EXEMPT AND NON-EXEMPT EMPLOYEES: The Fair Labor Standards Act, of 1938, established the minimum wage and maximum hour requirements for certain clearly defined kinds of work.

- **EXEMPT** employees are those who, by virtue of the nature of their work, are exempt from the requirements of the Act for minimum wages and maximum hours. Exempt members are in salaried positions and are not paid for overtime hours. Exempt personnel fill positions requiring major program responsibilities, supervisory capacity, and/or ordained status.

- **NON-EXEMPT** employees are those who are generally paid an hourly wage. Mt. Pleasant must pay at least the minimum wage for the position and overtime wages for all hours worked in excess of 40 hours per week. Non-exempt employees fill non-supervisory, support positions.

CONTRACT/CONSULTIVE employees are not considered regular employees of the church and work on a service rendered basis and are not entitled to benefits.

TEMPORARY employees are hired for short periods, usually less than 3 months and are not entitled to benefits.

REGULAR employees are employed either full time or part time on a continuing basis.

FULL TIME employees are hired to work 35 hours or more per week.

PART TIME employees are hired to work less than 35 hours weekly.

COMPENSATION refers to any and all remuneration for services rendered including but not limited to cash salary, housing, benefits, reimbursements, vacation time and study leave.

FICA is the Federal Insurance Contributions Act. It refers to the Social Security tax for an employee half of which is paid by the employer and half by the employee. FICA is ***not*** paid on clergy.

SECA is the Self-Employment Contributions Act. It refers to the Self-Employment tax paid entirely by self-employed individuals as well as clergy who are considered self-employed for social security purposes.

WITHHOLDING refers to income tax deducted by the employer from employee income and paid to the IRS. The amount of withholding is based upon information on the employee's W-4 form.

SHALL signifies practice that is mandated.

SHOULD signifies practice that is strongly recommended.

MAY signifies practice that is permissible but not required.

SECTION III: SELECTION OF PERSONNEL

STATEMENT OF EQUAL OPPORTUNITY: Mt. Pleasant Presbyterian Church is an equal opportunity employer and will not unlawfully discriminate in the hiring process or in employment practices on the basis of sex, race, color, age, religion, disability, height, weight, marital or veteran status, sexual orientation, or national origin. A strong commitment to Christ and His church are considered basic requirements for employment in this church. The Mt. Pleasant Church also complies with the terms of the Americans with Disabilities Act and the Family and Medical Leave Act.

AT WILL EMPLOYER: Mt. Pleasant is an at will employer (See Section X, Termination) in accordance with Pennsylvania State law.

POSITION DESCRIPTIONS: A Session approved job description shall be compiled and kept on file for each position in the church. This position description shall be made available to interested applicants for church employment. Position descriptions will be maintained by the Personnel Committee and approved by Session. Job descriptions are established for all Program and Administrative Staff positions within the Church. These job descriptions are assigned by the Head of Staff.

PERSONNEL FILES: Files for all staff will be kept in the Presbytery office and will be considered confidential. Employees may have access to their personnel file by contacting the Head of Staff. These records shall include:

- Position description
- Job application or Personal Information Form
- Salary changes
- Performance records
- Annual review summaries
- Material relative to the employee's qualifications for employment, promotion, additional compensation, or disciplinary action

APPLICANTS: Every effort will be made to find suitable persons to fill vacant positions. Applicants will also be required to complete a Criminal History Request and Disclosure Statement, and must agree to a background check.

HIRING PROCEDURE: Applicants for exempt and non-exempt positions will be prescreened by the Personnel Committee. The Personnel Committee will make a recommendation to the Head of Staff. This process may be reversed at the request of either party. Final authority will rest with the Session and/or the congregation. Care shall be taken during interviews to assure that the privacy of the individual is protected. Questions asked of the applicant shall be job-related. Questions will be prepared prior to the interview. All candidates will be asked the same questions. The church reserves the right to test candidates using professionally accepted personality, vocational or skills. Such tests must be shown to be job-related.

All employees are entitled to request a performance review during their probationary period. The duration of the probationary period may be extended at the discretion of the Head of Staff as documented in a written performance review.

All new employees may be required to submit to a drug test prior to employment. **Mt. Pleasant Church reserves the right to require drug testing for any employee at any time.**

PROBATION PERIOD: For all staff, the first 6 months of employment are a probation period. During that time, the employee's work will be reviewed and evaluated by the Pastor/Head of Staff and relevant committee(s) to determine if permanent employment will be offered. The employee will participate in this review and be given the opportunity to express concerns or suggestions. Transferring to another position will require a probation period of 6 months.

At any time during the probation period, employment may be terminated for causes such as, but not limited to, excessive absences, tardiness, or unsatisfactory work performance. Such termination may be made by the Pastor/Head of Staff and relevant committee(s).

Ordained/program staff members are expected to work as required by the rhythms of church life. For example, times like Advent, Lent, weddings, funerals, emergencies, special events and projects, will require more work hours than some other weeks or seasons. During less intense weeks, the ordained/program staff are still "on call" and are still considered "on duty" even when they are not at the church site. The church's value of professionalism as illustrated in the next section of this policy is the guide for all its employees.

As a term of employment, all employees will be required to sign the Policy Acceptance Certificate stating that they have read and understand Mt. Pleasant's Personnel Policy Manual, including Appendix "A", the Sexual Harassment Policy and "B", the Volunteer Policy. This document will be kept in the employee's personal file.

SECTION IV: CONDUCT OF PERSONNEL

PROFESSIONALISM: Every staff member, regardless of his or her job description, is to understand that their first responsibility is to support and encourage the overall mission and goal of Mt. Pleasant Church which is to be the most vital and effective congregation it can be now and into the future.

ETHICS: Employees of the church are expected to maintain the highest levels of personal and professional ethics. They are expected to demonstrate truthfulness, honesty, and a self-generated work ethic. The congregation is expected to demonstrate equal honesty in its relationships with the staff and energy in its church work. Additionally, there is an expectation that personal and professional boundaries are to be maintained. The clergy, as well as all other members of the staff at times, are in contact with individuals who trust them and sometimes become emotionally attached to them. These relationships can be healthy, educational, and healing. However, inappropriate physical, verbal, or sexual contact or sexual harassment will not be tolerated either from a staff member toward a congregant, or vice versa, or between staff members. The ministry of

the church relies on and cannot exist apart from trusting relationships. All staff members are to keep in mind that these relationships are initiated and maintained because of their position as a pastor or a church staff member, not because of the staff member's preference or need. Ministers are expected to uphold their Ordination Vows and the "Presbyterian Standards of Ethical Conduct" which includes specific guidance for maintaining appropriate boundaries and behavior "that nothing need be hidden from a governing body or colleagues in ministry."

Likewise, Mt. Pleasant's intention is for the congregation to respect the personal and professional boundaries of its staff and their families including time off from work, privacy in their home, their life, and personal business.

In light of the church's values and expectations of ethical and appropriate behavior and professionalism, all staff members are expected to conduct themselves in a positive and helpful manner both in the church and away from the church site on church business.

The actions and conversations of all church employees reflect upon the church. Discriminatory language or other inappropriate language, violence, sexual misconduct or harassment, illegal activity, breach of confidentiality, inappropriate use of authority, inappropriate dress, inappropriate use of church resources (internet, email, fax, telephone, business expenses, copier, etc.) or other negative behaviors by church staff members will not be tolerated and may be grounds for dismissal. **Mt. Pleasant Church reserves the right to require drug testing for any employee at any time.**

It is the policy of Mt. Pleasant to maintain a workplace free from any form of sexual misconduct or sexual harassment by any employee, member, or friend of the congregation. Each employee, active church officer, and/or volunteer, will be required to read, understand, sign and comply with the Mt. Pleasant Presbyterian Church Sexual Harassment Policy and Volunteer Policy located in Appendix "A" and "B" of this manual. The scope of this policy is not limited to the church building or grounds. It includes all contacts in carrying out this congregation's responsibilities and relationships with employees, volunteers, and others. Any form of sexual misconduct or harassment is unacceptable behavior. All allegations will be taken seriously and investigated. Appropriate corrective or disciplinary action shall be taken as warranted. Allegations should be pursued in accordance with the grievance procedures set out in Section IX (Grievances).

SECTION V: WORK WEEK

- The work week for full time, non-exempt staff is 35+ hours per week. Overtime pay (in excess of 40 hours per week) is at the rate of one and one-half times the regular hourly rate.
- Exempt employees are not paid for overtime.
- All hours worked beyond those described in the written job description must be pre-approved by the Head of Staff in order to be compensated.

- Compensatory time off may not be accrued or carried over from one pay cycle to another and is granted at the sole discretion of the Head of Staff.
- Exempt employees' work week is as required to complete the function or task.
- Required attendance at meetings for non-exempt staff outside of working hours shall be considered time at work and shall be compensated as indicated.

SECTION VI: BENEFITS

NOTE: It should be noted that, at this time, with the exception of the Minister, Mt. Pleasant Church does not provide medical, pension, or sick day benefits to its employees. If, in the future, these benefits become available, the Personnel Policy Manual will be updated to reflect those changes. Some insurance coverage is available through the Church but must be paid for by the employee. Regarding vacation benefits, current employees hired before this policy manual was written will be “grandfathered” in and those individual benefits will be honored until such time as this new policy provides improved terms for them.

BENEFITS GUIDELINES FOR CLERGY: For Ordained employees, the Board of Pensions determines the benefits provided by the church and is defined in their terms of call. The terms of call include insurances, retirement, and other benefits. Terms of call are approved by the congregation. The Pastor's benefits package information is located in the Personnel data base. These are minimum requirements and may be increased at the discretion of the Personnel Committee but must be approved by Session.

SOCIAL SECURITY: All personnel are covered by the Federal Old Age and Survivors Benefits Act (Social Security). The employee's share of the tax is withheld from their wages. The church pays the required Social Security tax (FICA) for all non-ordained personnel and withholds taxes from the employee's salary. Ordained staff are considered self-employed by the IRS and do not have FICA withheld from their wages.

VACATION: The following is Mt. Pleasant Church's vacation policy for exempt, part time exempt, and full time non-exempt employees:

- Employees who have not completed (1) one year of continuous employment by December 15 of any year will not be entitled to any vacation during that year.
- Employees who have completed (1) one year but less than (3) three years or more of continuous employment by December 15 of any year will be entitled to a vacation of (1) one week with regular pay. The vacation must be taken after the completion of (1) one year of continuous employment and not before.

- Employees who have completed or will complete (3) three years or more of continuous employment prior to December 15 of any year will be entitled to a vacation of (2) two weeks with regular pay.
- Employees who have completed (10) years of service prior to December 15 of any year will be entitled to a vacation of (3) three weeks with regular pay. The third week cannot be taken until the employee has completed his 10th year, but the first two weeks may be taken at any mutually agreeable time during the vacation year.
- Employees who have completed (20) twenty years of service prior to December 15 of any year shall be entitled to a vacation of (4) four weeks with regular pay. No more than (2) two weeks may be taken consecutively without permission of the Church.
- Vacation time does not accumulate from one year to another, and it is to be understood that vacations taken in any calendar year following the completion of the second year of continuous employment have been earned during the previous year.
- No payment will be made in lieu of vacation.
- Employees will coordinate vacation times as early as possible in order to minimize impact upon the work of the Church.
- Key employees may not take vacation at the same time. When key employees request overlapping schedules, the individual with the greater seniority will be provided first choice for the schedule.
- All vacation time must be pre-approved by the Head of Staff.
- All vacation replacements will be paid by the Church at a rate established by the Personnel Committee and will be posted in the Committee data base. **It is the Church's expectation that each employee will make every attempt to arrange for a suitable replacement while they are on vacation.**

VACATION RIGHTS WHEN AN EMPLOYEE IS LAID OFF OR RESIGNS

WITH TWO WEEKS NOTICE: Pay in lieu of regular vacation time will be allowed in those instances where the employee who leaves has either not chosen to take or not had the opportunity to take his/her regular vacation before leaving.

VACATION PAY WHEN EMPLOYEE IS DISCHARGED OR RESIGNS

WITHOUT TWO WEEKS NOTICE: An employee discharged for gross misconduct will not receive any vacation pay. Gross misconduct means criminal actions, violence, unlawful discrimination, intoxication on the job, and the like. Employees discharged for other reasons will be paid vacation pay the same as laid off employees. Payment shall be at the discretion of the Head of Staff/Personnel Committee. Employees who give less than two weeks notice of resignation will not receive any vacation pay.

VACATION RIGHTS UPON RETIREMENT: A retiring employee will receive his/her regular vacation for the current year plus a proration of his/her vacation time worked from January 1 of the current year up to the date of his/her retirement. Pay in lieu of vacation time will be allowed in those instances where the retiring employee has not either chosen to take or had the opportunity to take all earned vacation prior to the date of his/her retirement.

VACATION ALLOWANCES UPON DEATH: In the event of death, the next of kin will be paid an amount equivalent to pay in lieu of vacation time for all earned vacation not taken by the time of death.

PART TIME EMPLOYEE VACATION POLICY: The following is Mt. Pleasant Church's vacation policy for part time non-exempt employees:

Part time non- exempt Church employees will receive the same vacation benefits as a full time church employee. The same rules will apply with one exception: the amount of pay for each week of vacation will be determined by averaging the number of hours worked each week in the previous year of employment. (i.e. an employee averaging 20 hours per week last year would receive 20 hours of pay for each week of eligibility). To qualify for vacation benefits, the part time employee must work on a continuing basis.

HOLIDAYS FALLING DURING VACATION: When a holiday falls on any day of the week during which an employee is on vacation, he/she shall receive an additional day off at a time mutually agreeable to the Church and the employee.

HOLIDAYS: The following paid holidays will be observed:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Note: All employees will be paid for these holidays. Part time employee's amount of pay will be determined by averaging the number of hours worked each day in the previous year of employment.

WORKER'S COMPENSATION INSURANCE: All employees shall be covered by the Workers' Compensation Laws of Pennsylvania. **Any injury incurred while working for the church is to be reported immediately to the employee's supervisor or Pastor/Head of Staff!**

BEREAVEMENT LEAVE: In the event of a death in the immediate family (spouse, child, brother, sister, parent, parent-in-law, or grandparent), (3) three consecutive calendar days will be given without loss of pay.

NON-ORDAINED MISSION/STUDY LEAVE: Paid leave for any mission/study trip must be approved by Session on a case by case basis.

SECTION VII: COMPENSATION

COMPENSATION GUIDELINES FOR CLERGY: Compensation for ordained ministers is mandated by the Presbytery. The Pastor's compensation package is located in the Personnel data base. These are minimum requirements and may be increased at the discretion of the Personnel Committee but must be approved by Session.

STAFF COMPENSATION: Compensation tables for position description salary ranges are located in the Personnel data base.

The Session Personnel Committee is responsible for recommending to the Session all salary increases. Salary levels shall be maintained in a manner internally consistent with performance records, responsive to changes in the cost of living, and in keeping with the church's compensation standards. Salary scales for non-exempt staff shall be in accordance with the provisions of federal laws covering minimum wages.

- Compensation for a position should be based on the nature, purpose, scope and responsibility of the position; the experience, knowledge, and skill required; the challenge of the work to be done and its impact on the effectiveness with which the church achieves its mission.
- A periodic compensation review should be conducted by each employer, and individual terms of compensation for all employees should be available to the membership of the church, the employing governing body, or the church-related organization, and also to the Presbytery.
- Salary changes should be based on an annual performance review. The level of salaries should be adjusted to recognize changes in living costs, especially as they impact lower paid employees. Employers should be alert to changes in the responsibilities of positions, of skills and knowledge of employees, of the technology of the work place, and should make appropriate changes in position titles, job descriptions, and compensation. Increases related to performance provide opportunity for financial recognition to employees over their career. Cost-of-living adjustments should not be confused with increases based on performance.

SECTION VIII: PERFORMANCE REVIEW

All employees shall be granted a performance review once a year with the Head of Staff/Personnel Committee. The review will be based upon the position description and goals established the previous year. All reviews will be conducted in September to facilitate a common process. Evaluations will be jointly made by the employee and the Head of Staff/Personnel Committee considering but not limited to: 1) items of

celebration, goals met, skills achieved, 2) areas of concern, disappointment, etc., and 3) goals and aims for the future. The discussion should consider staff relationships, quantity and quality of work, and job knowledge. The evaluation will be in writing and both interviewer and employee will contribute. A record of the performance review will be filed with the employee's records. The evaluation will consider job clarification, review of hours, benefits, salary, and leave time. An increase in salary will not be automatic with job reviews. It will be dependent upon merit, salary range of such positions, employee's last salary increase date, and approval of the Session. A performance review may be scheduled at any time by the Head of Staff to address performance concerns.

SECTION IX: GRIEVANCES

All problems arising from employment, conditions of employment, or conduct of employees are to be directed to the Session Personnel Committee. If the matter remains unresolved for more than one month after that, the employee may appeal to the Session in writing. If these steps fail to provide an acceptable remedy after four weeks following appeal to the Session, the employee may file a written complaint with the appropriate Presbytery Committee. That committee will mediate among the disputants. Allegations of pastoral misconduct must be referred to the Presbytery's Committee on Ministry immediately. The Committee on Ministry will advise the Personnel Committee on how to proceed.

SECTION X: TERMINATION

AT-WILL EMPLOYMENT: Employment by the Mt. Pleasant Presbyterian Church is at will for an indefinite period of time. That means either party may end the relationship at any time without cause. This manual is not a contract of employment and is intended only as an explanation of the Presbytery's employment practices, policies, benefits, and a general guide to working here. The Presbytery reserves the right to make changes to this document at any time.

- Dismissal for cause may take place by written notice from the Session, giving reasons for termination. No severance allowance will be paid. Employees who are dismissed may receive the cash equivalent of their unused earned vacation at the discretion of the Head of Staff/Personnel Committee (See vacation guidelines in Section VI of this policy). Reasons for dismissal may include: unsatisfactory performance, refusal to perform duties published in their position description, repeated absences, repeated tardiness, incompetence, or conduct that is illegal, dishonest, unethical or involving moral turpitude. Termination for cause should be, but is not required to be preceded by a documented performance review.
- For voluntary termination, two week's written notice is requested. The cash equivalent of any accrued unused vacation will be paid.
- For dissolution of a pastoral relation, procedures must follow the guidance of the Presbytery.

APPENDIX A: SEXUAL HARASSMENT POLICY

MT. PLEASANT PRESBYTERIAN CHURCH

SEXUAL EXPLOITATION AND HARASSMENT POLICY

A. Prohibition of Sexual Exploitation and Harassment

Mt. Pleasant Presbyterian Church is committed to creating and maintaining a worship and work community in which members, friends, staff, and volunteers can worship and work together in an atmosphere free of all forms of discrimination, harassment, exploitation, or intimidation. Specifically, all persons associated with Mt. Pleasant Presbyterian Church should be aware that the church is strongly opposed to sexual exploitation and harassment and that such behavior is prohibited by church policy. It is the intention and responsibility of the church to take whatever action may be needed to prevent and correct behavior that is contrary to this policy and, if necessary, to discipline those persons who violate this policy.

B. Ministerial Conduct

All persons engaged in the ministry of Mt. Pleasant Presbyterian Church (including elected or appointed elders, employees, volunteers, and minister of Word and Sacraments of word and sacrament) are responsible for knowing the possible impact of their words and actions in ministering to the emotional, mental, and spiritual needs of persons who come to them for help or over whom they have any kind of authority. Sexual harassment or sexual exploitation of parishioner(s) or other individual(s) by anyone engaged in the ministry of Mt. Pleasant Presbyterian Church is unethical and unprofessional behavior and will not be tolerated within this congregation.

Because ministers (including elected or appointed elders, employees, volunteers, and ministers of Word and Sacraments) often deal with individuals who are emotionally and psychologically fragile or otherwise personally vulnerable, it is imperative that those engaged in the ministry of this church maintain their own psychological, emotional, and spiritual health and that they have adequate preparation and education for helping those individuals they seek to serve in ministry. It is the policy of Mt. Pleasant Presbyterian Church to encourage its elders, ministers of Word and Sacraments, employees, and volunteers to nurture safety within ministerial relationships by being attentive to self-care, education, and the importance of referring those in need to supportive and helpful resources. It is expected that active elders, staff and seminary students will complete and submit a disclosure document in a form substantially similar to that of the one accompanying this policy.

Mt. Pleasant Presbyterian Church is committed to creating a safe and healthy environment in which young people can learn about and experience God's love. In order

to ensure this, we expect that all people applying to be volunteers who work with minors will have been members or friends of Mt. Pleasant Presbyterian Church for at least six months. It is the policy of the church to provide adequate supervision for all youth activities with an emphasis in maintaining at least two adults in the presence of minors. While this may not be always possible, the members of Mt. Pleasant Presbyterian Church expect that all ministers, employees or volunteers who work with minors will endeavor to provide safe places for the children and youth including striving to avoid instances where an individual minor is alone with an individual adult or older youth. We expect all ministers, employees or volunteers who work with minors to complete and submit a disclosure document in a form substantially similar to that of the one accompanying this policy, to agree to a screening procedure defined by the session designed to identify those persons with a history of civil allegations and/or convictions of sexual exploitation and harassment attached hereto, and participate in training on Sexual Exploitation and Harassment.

C. Reporting Allegations

Mt. Pleasant Presbyterian Church will publicize a procedure for reporting any prohibited actions and have copies available at all times in a public place. Anyone suspecting or having knowledge of a violation of Sexual Exploitation or Harassment shall report such violation to any Minister, the clerk of session or to one of the elders. Any child or youth who suspects or has knowledge of a violation of sexual exploitation or harassment is invited to share the knowledge with any Minister, elder, adult or volunteer. Anyone who has shared knowledge or suspicion of child abuse should be aware that state law requires the immediate reporting of such abuse to the civil authorities.

D. Definitions

Minister: a person engaged by the church to carry out its ministry. Minister includes elected or appointed elders of the church, employees, and volunteers, as well as ministers of the Word and sacrament.

Minister of the Word and Sacrament: a person who holds ordained ministerial standing or has been commissioned or licensed by the Presbyterian Church (U.S.A.).

Ministerial relationship: the relationship between one who carries out the ministry of the church and the one being served by that ministry.

Sexual exploitation: sexual activity or contact (not limited to sexual intercourse) in which a person engaged in the ministry of the church takes advantage of the vulnerability of a participant by causing or allowing the participant to engage in sexual behavior with the person.

Sexual harassment: repeated or coercive sexual advances toward another person contrary to his or her wishes. It includes behavior directed at another person's sexuality or sexual orientation with the intent of intimidating, humiliating, or embarrassing the other person, or subjecting the person to public discrimination. Unwelcome sexual advances,

requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition or circumstance of instruction, employment, or participation in any church activity;
- Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making personnel or church-related decisions affecting an individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or participation in church activities or creating an intimidating, hostile, or offensive work or church environment.

Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones, particularly:

- Written contact, such as sexually suggestive or obscene letters, notes, or invitations
- Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits or sexual orientation, sexual propositions
- Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse; and
- Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines.

Sexual harassment also includes continuing to express sexual interest after being informed directly that the interest is unwelcome and using sexual behavior to control, influence, or affect the career, salary, work, learning, or worship environment of another. It is impermissible to suggest, threaten, or imply that failure to accept a request for a date or sexual intimacy will affect a person's job prospects, church leadership, or comfortable participation in the life of the church. For example, it is forbidden either to imply or actually withhold support for an appointment, promotion, or change of assignment, to suggest that a poor performance report will be given because a person has declined a personal proposition; or to hint that benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications, will be forthcoming in exchange for sexual favors.

APPENDIX B: VOLUNTEER POLICY

- **All** volunteers of the church are expected to maintain the highest levels of personal and professional ethics. They are expected to demonstrate truthfulness, honesty, and a self-generated work ethic.
- In light of the church's values and expectations of ethical and appropriate behavior and professionalism, **all** volunteers are expected to conduct themselves in a positive and helpful manner both in the church and away from the church site on church business.
- **All** volunteers working at the church will be required to read, sign and comply with Mt. Pleasant's Sexual Harassment Policy located in Appendix "A" and the Volunteer Policy in Appendix "B" of this policy manual. A Policy Acceptance Certificate must be signed and kept on file in the church office to verify this.
- **Any** volunteer working at the church that has contact in any manner with children (daycare, nursery, youth groups, etc.) will be required to submit to a background check and conform to whatever standards are in effect at the time. The church will pay for any expenses incurred for this clearance. Volunteer work shall not begin until the results of that report are received.
- Exception: If the scope of the volunteer's work with children is on a temporary, short term, one time basis (i.e. Vacation Bible School volunteer), said volunteer will not be required to obtain a background clearance but shall, when with children, remain in the presence of another person who has an approved background clearance at all times. **At no time** will it be acceptable for said volunteer to be alone with any child.
- **All volunteer leaders** working with volunteers (e.g. Vacation Bible School, Little Star Sunday, etc) are required to read and enforce this volunteer policy. They should verify each volunteer has a background check, and if not, enforce the "exception" clause. A list of volunteer clearances should be posted in the church office and updated as needed.

PERSONNEL POLICY REVISIONS

REV. 4: Original document adopted by the Personnel Committee. (Feb., 2009)

REV. 5: Appendix “B” Volunteer Policy added – (page 15). (Dec., 2009)

REV. 6: Non-ordained mission/study leave clause added - page 9. Changed wording on 4th bullet item (page 15) to state that church would pay all costs for clearance. Added Exception clause to the Volunteer Policy (page 15). Added “All volunteer leader” paragraph - (Page 15). Added revisions list – (page 16). (Jan., 2010)

REV. 7: Personnel Policy Manual was formally approved by Session at its February 9, 2010 meeting. Session requested clarification on the drug testing policy in the manual and the words “on a random basis” were removed from Section III, page 5 and Section IV, page 6.