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# PERSONNEL POLICIES FOR THE STAFF OF MEDIA PRESBYTERIAN CHURCH

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## TABLE OF CONTENTS

<b>SECTION</b>	<b>PAGE</b>
MISSION STATEMENT	4
VISION STATEMENT	4
1.00 GENERAL PROVISIONS	5
1.01 Purpose	5
1.02 Responsibility	5
1.03 Communication of Policy	5
1.04 Definitions	5
1.05 Employment at Will	5
1.06 Job Responsibilities	6
1.07 Annual Review	6
1.08 Hours of Work	6
1.09 Communications	7
1.10 Equal Employment Opportunity	7
1.11 Filling of Vacancies	7
1.12 Pre-Employment Screenings	7
2.00 COMPENSATION AND BENEFITS	8
2.01 Compensation	8
2.02 Overtime Pay	8
2.03 Reimbursement of Expenses	8
2.04 Career Development	8
2.05 Medical Insurance	9
2.06 Attendance/Punctuality	9
2.07 Workers' Compensation	9
2.08 Holidays	9
2.09 Paid Time Off (PTO)	9
2.10 Leave of Absence	11
2.11 Jury Duty	13
2.12 Bereavement Leave	13
2.13 Retirement Savings Plan	13
3.00 SEPARATION FROM EMPLOYMENT	13
3.01 Voluntary Resignation	13
3.02 Reduction in Staff	13
3.03 Ordained Staff	13
4.00 DISPUTES AND DISCIPLINE	13
4.01 Staff Disputes	13
4.02 Sexual Harassment	14

Approved: April 12, 2016

Revised: June 9, 2020

Revised and Approved: February 9, 2022

Revised and Approved: October 18, 2022

4.03	Church Policies	15
4.04	Discipline	15
4.05	Grievance Procedure	15
5.00	WORKPLACE	16
5.01	Electronic Devices/Cell Phones	16
5.02	MPC Vehicles	16
5.03	Relatives of Employees	16
5.04	Potential Conflict of Interest	17
5.05	Professional Standards of Ethics and Morality	17
5.06	Appearance and Demeanor	17
5.07	Confidentiality	17
5.08	Staff Meetings	18
5.09	Scheduling	18
5.10	Use of Social Media	18
	Receipt of Personnel Policies	19

Approved: April 12, 2016

Revised: June 9, 2020

Revised and Approved: February 9, 2022

Revised and Approved: October 18, 2022

## MISSION STATEMENT

To Love God and Love Our Neighbor

## VISION STATEMENT

To be a Christian Community that Worships Together,  
Serves Together, and Grows Together in Faith

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The staff of the Church should reflect Media Presbyterian Church's (MPC's) ideal of Christian brothers and sisters working together as a team to further the work and love of Jesus Christ. As such, it is the expectation that staff will strive to create a harmonious and constructive environment.

## 1.0 General Provisions

### 1.01 PURPOSE

This statement of policy is aimed at building understanding and effective administration of all staff of the Media Presbyterian Church (MPC). Any relevant policy of Presbytery supersedes these policies.

### 1.02 RESPONSIBILITY

The Administration Committee is responsible for the development, maintenance, and interpretation of this policy. The Administration Committee and Senior Pastor, serving as Head of Staff, shall handle all matters relating to the church staff. The Administration Committee shall review this policy at least every two (2) years. Session has final approval of all policies and policy revisions.

### 1.03 COMMUNICATION OF POLICY

This policy and any approved changes shall be considered communicated to all staff covered by its provisions following electronic communication to the employee's email address on file and posting on MPC website. A copy of this policy shall be available to any communicant member of the congregation via the website.

### 1.04 DEFINITIONS

1.04.1 "Full time" employee: A full-time employee is one who regularly works a minimum of thirty-five (35) hours per week, plus are employed to work twelve (12) months per year.

1.04.2 "Part-Time" employee: A part-time employee is one who regularly works fewer than thirty-five (35) hours per week and/or fewer than twelve (12) months per year.

1.04.3 "Temporary/Seasonal": Temporary or seasonal employees are defined as employees hired for only a specified period of time to temporarily fill certain needs of MPC. They may be scheduled to work any number of hours, including a full-time schedule; however, any such scheduling will not change their status as a temporary, seasonal or leased employee. These employees do not receive any benefits.

1.04.4 "Exempt employee": All persons employed by MPC who meet the requirements for exempt status under the U.S. Department of Labor regulations. An exempt employee is one serving principally in an executive, managerial, supervisory, professional, programmatic or administrative role. Exempt employees are not entitled to overtime pay.

1.04.5 "Non-exempt employee": All persons employed by MPC who are not employed principally in executive, managerial, supervisory, or programmatic staff positions and

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not otherwise classified as “exempt” employees. Non-exempt employees are eligible to receive overtime pay for all hours worked in excess of forty (40) hours per week.

1.04.6 “Program Staff”: Those employees who are responsible for programmatic activity and who, by virtue of their training and responsibilities, largely direct their own work and/or that of others under their supervision. These employees are considered to be professionals operating under a particular job description and with the authority delegated to them by the Head of Staff.

1.04.7 “Support Staff”: All employees who are not part of the executive, management, or program staff and who perform administration, clerical, or maintenance responsibilities under management direction.

#### 1.05 EMPLOYMENT AT WILL

With the exception of Teaching Elders, employment of non-ordained staff is at-will, which means either employer or employee can terminate the employment relationship at any time or for any reason. No representative of MPC has the authority to make any promise of employment or specific treatment in specific situations unless approved in writing by the Administration Committee after approval of Session.

#### 1.06 JOB RESPONSIBILITIES

The Head of Staff or designee shall be responsible for assuring that job descriptions are updated on a regular basis, relative to the positions covered by this policy, and with approval of the Administration Committee of Session. Each employee shall be expected to perform all assigned duties and tasks. Employee may suggest changes in the position description for consideration during the annual evaluation with his/her supervisor. Position descriptions will include those duties regularly assigned to employees and are not intended to limit the ability of supervisors to assign additional tasks as needed to accomplish the work of the church.

#### 1.07 ANNUAL REVIEW

The performance of each employee will be reviewed annually by his/her supervisor. See Performance Review Policy

1.07.1 All new employees will be considered to be in an evaluation period for 90 days—after which time a performance review will be conducted by the immediate supervisor. These reviews are to be shared with the Administration Committee and placed in the employee’s file. Employment may be terminated at any time during the evaluation period by decision of Session based on recommendation of the Administration Committee.

#### 1.08 HOURS OF WORK

Normal church office hours are 9:00 a.m. to 4:30 p.m., Mondays through Fridays. Staff members should ordinarily be present at work during their regular scheduled hours; however, some flexibility may be given, when possible, in the management of individual work schedules providing the office is adequately covered and prior approval is received. Time worked shall be accurately recorded in the approved manner. The opportunity for a non-duty lunch of thirty (30)

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minutes per workday will be provided. Normal hours to be worked per pay period will be specified in the letter offering employment and affirmed or revised during the employee's annual performance review. Responsibility for completing work, punctuality, absence, and personal conduct rests with each employee, subject to appropriate counsel and oversight by the supervisor designated for that individual.

1.09 COMMUNICATIONS

At the time of employment, the Administration Committee and/or Head of Staff shall communicate to each employee the personnel policies and procedures pertinent to his/her employment, including identification of the offices, persons, or committees involved in the administration and oversight of the system, along with the employee's designated liaison. Changes to these policies also will be communicated to all employees.

1.10 EQUAL EMPLOYMENT OPPORTUNITY

Media Presbyterian Church is committed to fair employment practices and equal employment opportunity in accordance with all pertinent requirements of Presbytery, and local, state and federal governments. To this end the church will establish and administer employment practices that do not discriminate on the basis of race, color, age, gender, national origin, marital status, veteran status, or disability.

1.11 FILLING OF VACANCIES

The filling of a position first requires a current job description and salary range be approved by Session. To be considered for employment, applicants must submit an application and written resume detailing personal qualifications, job experiences, and the names and addresses of a minimum of three (3) personal references. Resumes received by the church office for open positions will be kept on file for a period of one (1) year. Upon approval by Session to fill a position, the final selection for employment is vested in the Administration Committee and Head of Staff. Each offer of employment will be confirmed in a letter specifying the starting salary or hourly rate, the normal hours of work scheduled per pay period and be accompanied by the job specifications. This letter is to be signed by the Head of Staff and incumbent

1.12 PRE-EMPLOYMENT SCREENING

1.12.1 Appropriate Background Checks.

All applicants for employment will be required to sign a written consent and release form authorizing MPC to conduct background checks to include a credit history and all other screenings that may be deemed appropriate by MPC.

Screening of prospective staff may include specific questions related to previous complaints of sexual misconduct.

1.12.2 The Director of Operations or designee is responsible for ensuring that all appropriate background checks are completed for all prospective employees and shall report findings to the Chair of the Administration Committee.

1.12. 3 The Director of Operations or designee shall safeguard the confidentiality of all information collected for purposes of pre-employment screenings and maintain these records for five (5) years following staff separation of employment from the church.

## 2.00 COMPENSATION AND BENEFITS

2.01 Compensation – The Administration Committee will establish and administer salary and wage rates consistent with local area standards and position requirements. Salary and hourly rates may be reviewed annually and may be adjusted at the first of each year by Session. The cost-of-living adjustment recommended by the Presbytery for ordained staff will be considered. Hourly employees shall submit time sheets to be approved by their immediate supervisor and forwarded to the Director of Operations. It is recognized that hours worked may vary from week to week due to workload and unexpected needs. It is expected that all variations will be balanced within the 40-hour work week and overtime will not be required. The timing and amount of rates of pay adjustments for individual employees is subject to the approval of the Session upon recommendation of the Administration Committee in consultation with the Finance Committee.

2.02 Overtime Pay – The Federal Fair Labor Standards Act governs overtime pay with respect to non-exempt positions.

Although overtime is neither encouraged nor normally required, persons employed in non-exempt hourly positions shall be paid overtime wages for hours worked in excess of forty (40) hours per week. A week will be measured from Monday to Sunday. Overtime pay is at the rate of one-and-a-half times the regular hourly rates. All overtime work must be approved in advance by a supervisor and by the Director of Operations. If the normal work week is less than forty (40) hours, all hours worked up to 40 hours per week will be paid at the regular hourly rate. Exempt employees are not eligible for overtime pay. Compensatory time off may be granted to exempt employees. Compensatory time off for exempt employees must be pre-approved by the supervisor and taken at the convenience of the employer.

2.03 Reimbursement of Expenses – Media Presbyterian Church will establish and administer a process wherein authorized expenses incurred by employees in the performance of their work assignments are reimbursed through an adequate, uniform, voucher-based system, consistent with IRS regulations.

2.04 Career Development – The Church encourages career and educational development which afford non-ordained employees the opportunity to acquire new skills/knowledge, and/or refresh current skills/knowledge consistent with the missions and needs of MPC, and as defined and approved by Session. Each employee seeking to utilize this benefit must submit a written proposal detailing the course, program, or training desired, and including the expense involved, time required away from work, if any, and a statement of the purpose and benefit to be derived. The proposal shall be submitted to the Senior Pastor, and then to the Administration Committee for consideration, review and approval prior to any funds being expended.

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2.05 Medical Insurance – All employees regularly scheduled to work at least 30 hours per week and who have worked a minimum of 60 days of continuous employment shall be eligible for health benefits. For eligible employees who select to be covered, cost sharing (Copays, Deductibles, Coinsurance) will be determined by the Administration Committee on an annual basis. For covered employees, if employees choose to cover dependents, employees are responsible for 100% of the dependent premium by payroll deduction.

2.05.1 Teaching Elders who are ordained receive health plan coverage through the Board of Pensions of the Presbyterian Church (U.S.A.). Such coverage for Teaching Elders and their dependents is paid for by the Church as part of its pension payments specified by the General Assembly as a percentage of the pastor’s salary and housing allowance. Claim payments are paid by the Board of Pensions according to policy set by the General Assembly. Coverage is effective at date of employment.

2.06 Attendance/Punctuality –Regular attendance is important to the efficient operation of each area of MPC. Unscheduled absences, late arrivals, and early departures must be kept to a minimum. Employees must personally, unless incapacitated, call their supervisor, or his/her designee, prior to the employee’s normal start time, if they are going to be absent without prior approval. Available PTO must be used for the absence. Failure to report to work, excessive absences, including the use of sick leave in an abusive manner, tardiness, and excessive rest breaks are unacceptable and may be subject to disciplinary action unless the absence is protected by state or federal law. In the event of excessive absences, MPC may require certification of the absence from the employee’s health care provider.

2.07 Workers’ Compensation – If an employee sustains an injury while on the job, he/she is required to notify the nearest available supervisor, Head of Staff or Chair of Administration Committee as soon as possible. The employee will be required to fill out paperwork unless he/she needs immediate medical attention. The employee will be required to see a provider listed by MPC for the first 90 days, after which he/she may see a doctor of his/her choice.

2.08 Holidays – Ten paid holidays, which are designated below, will be granted to employees scheduled to work those days. If a holiday happens to occur on a weekend, the weekday closest to the holiday will be the observed day off. The ten holidays observed are:

- New Years’ Day
- Presidents Day
- Easter Monday
- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Thanksgiving Day and the day after
- Christmas Day and the day after

2.09 Paid Time Off (PTO) – Paid time off (PTO) from work on scheduled workdays is provided to eligible full and part time non-ordained employees to use for vacation, illness or injury, educational leave, personal business, personal days, and bereavement (beyond what is provided

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under paragraph 2.12, below). Requests for PTO must be submitted to the supervisor and approved in advance, and absences reported according to MPC’s attendance guidelines. Approval of PTO shall not be unreasonably withheld. All staff are encouraged to consider the Church’s peak days and timeframes when requesting time off. Such peak times include, but are not limited to: Holy Week, Easter, VBS and Christmas.

2.09.1 Eligibility: PTO is determined by an employee’s classification (Exempt or Non-Exempt).

2.09.2 Pay Rate: PTO is paid at the employee’s base rate of pay at the time of utilization. It does not include overtime, or other special pay arrangements. Upon separation or termination from MPC any unused, but accrued, PTO will be paid to the employee after the last day of their employment.

2.09.3 Accumulating PTO:

2.09.3.1 PTO begins to accrue during the first full pay period following the employee’s date of hire but may not be used until the employee successfully completes his/her 90-day introductory period. It is based on a full-time, 35 hour work week, and is pro-rated for eligible employees working less than 35 hours. The pro-rata rate for part-time accrual rate shall be based on the average number of hours worked per week. PTO accrual and use will be tracked by the employee and the employee’s immediate supervisor.

2.09.3.2 The maximum amount of PTO that an employee can accumulate annually is based on years of service, as follows:

Years of Service	Annual PTO	Monthly Accrual
0 to 4 Years	20 days	1.66 days
5 to 9 years	24 days	2 days
10 plus years	28 days	2.33 days

2.09.3.2a Examples of Part-Time Application:

Years of Service @ 20 hrs/wk.	Annual PTO	Monthly Accrual
0-4 yrs@20hrs/week	$20/35 \times 140 = 80$ hours	$20/35 \times 11.67 = 6.67$ hours
5-9 yrs @20 hrs/week	$20/35 \times 168 = 96$ hours	$20/35 \times 14 = 8$ hours
10+ yrs @20 hrs/week	$20/35 \times 196 = 112$ hours	$20/35 \times 16.33 = 9.33$ hours

Years of Service @15 hrs/wk	Annual PTO	Monthly Accrual
0-4 yrs@15hrs/week	$15/35 \times 140 = 60$ hours	$15/35 \times 11.67 = 5$ hours
5-9 yrs@15hrs/week	$15/35 \times 168 = 72$ hours	$15/35 \times 14 = 6$ hours
10+ yrs@15hrs/week	$15/35 \times 196 = 84$ hours	$15/35 \times 16.33 = 7$ hours

If an employee wishes to request time off that has not yet accrued (“borrow against future time off allowance”), the request may be granted by the Administration Committee for unusual or extraordinary circumstances. In the event employment is severed prior to the employee earning the PTO, the respective benefit allowance amount will be deducted from the

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employee's final compensation. MPC recognizes the value of earned time off. Therefore, carrying over unused time off will be discouraged but may be considered on an individual basis by the Head of Staff.

2.09.3.3 Full-time and part-time employees accumulate PTO on a monthly basis. When the maximum is reached, no additional PTO is accumulated. When PTO falls below the maximum, the accumulation of time will begin again. PTO does not accrue during an unpaid leave of absence.

2.09.3.4 "Years of Service" is measured from the employee's anniversary date. In the event an employee separates from employment for more than 30 days and is rehired, they will have a new hire date upon rehire; therefore, a new anniversary date.

2.09.3.5 PTO must be used in half-day or whole-day increments. Except as provided herein, employees are not normally permitted to utilize PTO which has not yet been accrued. If an employee has accrued PTO time available, PTO must be used before taking unpaid time off.

2.09.3.6 In situations where the Church would normally be scheduled to be open but is closed due to weather conditions, emergency, or other unusual circumstances, the determination of whether staff will be charged with PTO time will be decided by the Head of Staff in consultation with the Administration Committee on a case-by-case basis and depending on the circumstances presented.

2.10 Leave of Absence – It is the policy of MPC to grant Leaves of Absence to members of the non-ordained staff in special circumstances. Time off outside the established work schedules shall be subject to the approval of the Director of Operations in consultation with the Administration Committee. Written requests for leave with justification and documentation, if appropriate, shall be submitted at least a month in advance.

2.10.1 **With Pay** – may be granted to a member of the staff by the Session upon recommendation of the Head of Staff with approval of the Administration Committee for periods of two (2) weeks or less. For longer periods, Session may grant such leave upon the recommendation of the Administration Committee.

2.10.2 **Without Pay** – may be granted to a member of the staff upon recommendation of the Head of Staff and with the approval of the Administration Committee for periods of two (2) weeks or less. For longer periods, Session may grant such leave upon the recommendation of the Administration Committee. Approval shall be based on the urgency of the request and if the vacancy caused by such leave will not itself cause undue hardship to the welfare of the Church. Such leaves shall not be for a term of more than six (6) months.

2.10.2.1 Upon return from leave, every effort will be made to place the employee in a position of similar responsibility and pay status. In general, benefits do not accrue, and health insurance premiums are payable in full by the employee while on approved leave of absence without pay.

2.10.3 If any full-time employee wishes to extend vacation time (without pay) beyond the approved vacation granted, this may requested under the same terms as a leave of absence.

2.10.4 **Military leave** - Employees requesting a military leave of absence, which includes Reserves, National Guard or induction into the military service, are asked to submit their request in writing to the Head of Staff at least thirty (30) days prior to the leave or as soon as orders are received. Leaves and reemployment rights are afforded such employees in accordance with the Uniformed Service Employment and Reemployment Rights Act, and other applicable federal and state laws. Military leave is unpaid.

#### 2.10.5 **Childcare / Disability Leaves**

2.10.5.1 **Childcare** - If a staff member wishes to take a leave of absence to care for their child(ren) upon birth or adoption, they may take up to four weeks of paid time off at their regular pay or average weekly pay. After the four weeks of paid leave is exhausted, the employee may take an additional four weeks of unpaid leave. The staff member wishing to take such leave shall give the Head of Staff and Administration Committee at least thirty (30) days notice of his/her desire to take this leave so that necessary planning for his/her absence can be made. The employee shall present a note from a medical provider indicating when the leave is expected to commence.

2.10.5.2 **Disability** – A staff member needing to take a leave for his or her own serious health condition (as defined by Federal FMLA regulations), may take up to four weeks of paid time off at their regular pay or average weekly pay. After the four weeks of paid leave is exhausted, the employee may take an additional four weeks of unpaid leave. He/she shall submit a written request to the Administration Committee and Head of Staff, and shall include a doctor’s note indicating a need for the leave. The staff member shall give thirty (30) days advance notice, if possible, and if not possible, then he/she shall provide notice as soon as possible. The staff member is expected to communicate with the Administration Committee and Head of Staff as to his/her status and ability to return to work at the end of the paid leave period, and the unpaid leave period, if applicable. The staff member will be required to provide medical clearance that the staff member is fit to return to work.

2.10.5.3 **General** – A staff member needing to take a leave for other reasons (e.g., to care for a sick parent, child, spouse), may take up to four weeks of paid time off at their regular pay or average weekly pay. After the four weeks of paid leave is exhausted, the employee may take an additional four weeks of unpaid leave. The leave available in this part is in addition to, and is not concurrent with, any paid leave he/she may have accumulated. The employee is not required to exhaust his/her accumulated paid time off before using this benefit. The eight weeks of leave available under this section may be used within a 12 month period which begins on the first day of the leave. The eight weeks need not be taken consecutively, but can be taken as needed throughout the 12 month period. If the leave is taken intermittently, the employee must submit a new request for leave each time the leave is required. Leave is granted at the discretion of the Session consistent with the provisions of this section 2. Church

staff members shall be eligible for this benefit once they have completed 6 months of employment with the Church.

- 2.11 Jury Duty – When any full-time employee has been summoned for jury duty, the employee shall be granted time off for such duty at normal pay and will be required to pay to the Church any income received for jury duty time and/or service.
- 2.12 Bereavement Leave – In the event of the death of a family member, an employee shall notify the Director of Operations and/or Head of Staff. The Administration Committee should be notified promptly. The employee may be granted up to five (5) workdays at full-pay during a calendar year due to the loss of a close relative (parent, spouse, child, relative in the household). The employee may be granted up to three (3) days with pay due to the loss of family members not listed above. Bereavement leave is in addition to PTO.
- 2.13 Retirement Savings Plan – All staff are eligible under a salary reduction agreement to set aside contributions in the 403(b) Retirement Savings Plan of the Presbyterian Church (U.S.A.) as administered by the Board of Pensions. This is a defined contribution retirement program that staff may participate in on a voluntary basis. There is no MPC contribution toward this plan.

### 3.00 SEPARATION FROM EMPLOYMENT

General - All property of MPC will be returned to the Director of Operations prior to leaving. Final payroll obligations will be fulfilled upon full satisfaction of separation from employment.

- 3.01 Voluntary Resignation – Non-ordained employees desiring to resign should provide at least two (2) weeks prior notice. The employee is further expected to work during the period between the date the notice is given and the resignation effective date to assist in transitioning the job to a new employee. This allows management to plan for staffing needs and facilitate the transition of job duties to another. Upon receipt, the Head of Staff will forward the notice to the Chairperson of Administration. PTO will be paid out with proper notice and cannot be used during the transition time period (date notice is given and the resignation effective date).
- 3.02 Reduction in Staff – The Church may be required to make a reduction in staff after review and action by Session. Written notice of this reduction in the work force shall be issued by the Chairperson of the Administration Committee. Such notice will include the reasons for the reduction.
- 3.03 Ordained Staff – An individual’s employment with the Church may be terminated as outlined in the Rules of Discipline in the Book of Order.

### 4.00 DISPUTES AND DISCIPLINE

- 4.01 Staff Disputes - This procedure is consistent with MPC’s Resolution of Conflicts policy but is specifically addressed to inter-staff disputes.

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4.01.1 When a staff member has a conflict with another staff member, ordinarily it should be taken directly to the staff member with whom there is a concern so that resolution can occur.

4.01.2 If resolution is not achieved directly, the next step is to go to the supervisor of the employee about whom there is a complaint or, if the disagreement is with the supervisor, to the Head of Staff.

4.01.3 If the concern is with the Head of Staff or resolution cannot be reached after step 4.01.2, the staff member can seek the counsel of the Church's Administration Committee. The Administration Committee will not agree to hear such concerns unless steps 4.01.1 and 4.01.2 have been attempted first.

4.01.4 Any personnel problem not able to be resolved by the supervisor should be taken to the Head of Staff, and finally to Session through the Administration Committee.

4.01.5 If the matter is still not resolved, the employee may appeal to the Session in writing. Session may hear the matter in executive session and will issue a decision. The decision of Session shall be the final ruling on the matter and shall be binding on the staff members involved in the conflict.

4.02 Sexual Harassment - It is the policy of MPC to maintain a workplace free of any form of sexual harassment or sexual intimidation from any Church employee, including supervisors, or from non-employee contacts. Any form of sexual harassment is unacceptable behavior within the workplace and is subject to appropriate disciplinary action.

4.02.1 Definition: As defined in the Sexual Misconduct Policy.

4.02.2 Administration: Any employee of MPC who believes in good faith that there has been a violation of this policy should report the perceived violation as soon as possible, to his/her supervisor, or to the Head of Staff. If the Head of Staff is his/her supervisor, then to the Director of Operations. Any complaint received must be reported to the Chairperson of the Administration Committee within three (3) days. A person of the same gender should be available to meet with the complainant. If the matter cannot be resolved between the parties involved, the Head of Staff and the Chairperson will investigate all allegations promptly and confidentially and the employee alleging harassment will be advised of the findings and conclusion. While the investigation is in process, the two employees shall be separated in the workplace, where possible. If not possible, the offending party will be suspended from his/her duties while the investigation continues. Disciplinary action, including dismissal when appropriate, will be taken where it is determined that sexual harassment did occur.

4.02.3 There shall be no retaliation against any employee for making a legitimate complaint concerning sexual harassment. Retaliation against any employee for reporting sexual harassment is subject to disciplinary action up to and including dismissal.

4.02.4 False accusation of sexual harassment is a violation of this policy subject to disciplinary action up to and including dismissal.

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4.02.5 Any violation which after initial investigation appears as though it may be a violation of the law, shall be immediately reported to law enforcement and other proper authorities (e.g., Presbytery).

4.03 Church Policies - All staff are expected to know and abide by the policies established by the Church, at all times. The policies are posted on the Church's website.

4.04 Discipline – The usual course of discipline for repeated or multiple infractions should be progressive in nature and should be imposed by the Head of Staff. Ordinarily, the progression should be:

Verbal warning  
Written warning  
Suspension  
Termination

In cases of major infractions, as determined by the Head of Staff in consultation with the Administration Committee, the steps of discipline may be skipped and suspension or termination imposed, including, but not limited to:

- Breaking state, local or federal laws
- Stealing
- Lying
- Violating Church Policies
- Committing sexual harassment, or sexual or physical assault
- Being under the influence of illegal drugs and/or intoxicated
- Intentionally damaging or misusing Church property

4.05 Grievance Procedure – Whenever a staff member has a grievance about his/her work conditions, terms of employment or congregants, he/she shall follow this grievance procedure:

Level 1: Put the grievance in writing, specifying date, time, offense/condition and present same to his/her immediate supervisor. The supervisor, grievant and any other party shall follow MPC's Resolving Conflicts Policy.

Level 2: If the matter cannot be resolved at Level 1, the supervisor shall refer the written grievance to the Administration Committee, with written notation of measures attempted at resolution. The Administration Committee may make a determination or may request additional meetings with the grievant and any others involved. The Administration Committee, in consultation with the Head of Staff, shall make a written determination and will communicate the determination to the grievant.

Level 3: If the grievant is not satisfied with the determination of the Administration Committee, he/she may submit the grievance to the Session. The grievant must be present and may be accompanied by one supporter. If there is an opposing party, that party must be present and may be accompanied by one supporter. The goal of the mediation will be to agree upon specific actions that one or more parties will take to resolve the conflict.

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## 5.00 WORKPLACE

### 5.01 Electronic Devices – Cell Phones

This outlines the use of personal cell phones at work and the safe use of cell phones by employees while driving. All employees must abide by MPC's policies regarding responsible use and Internet use while using their devices at work.

#### 5.01.1 Personal Cell Phones

While at work, employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of MPC phones. Excessive personal calls or texting, or use of social media during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others. Personal cell phones are to be turned off, on vibrate or silent mode during work hours. Employees are encouraged to make any personal calls on non-work time and to ensure that friends, family, and congregants are aware of MPC's policy.

5.01.2 Cell phones are to be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal work flow.

#### 5.01.3 Safety Issues for Cell Phone Use

All employees are expected to follow applicable state or federal laws or regulations regarding the use of cell phones at all times.

Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their phone while driving. Safety must come before all other concerns.

5.02 MPC Vehicles - Employees driving a MPC vehicle must provide proof of his/her valid driver's license. Employees will be expected to follow all of the applicable state laws regarding the operation of a motor vehicle. Employees must report any accident, theft, or damage involving an MPC vehicle used on MPC business to their supervisor regardless of the extent of the damage or injuries (or lack thereof). Such reports must be documented and accompanied by a police report, if occurrence is off of MPC's premises. These occurrences must be reported within 24 hours. Employees are expected to cooperate fully with authorities in the event of an accident. Failure to report an accident will result in disciplinary action up to and including termination. Employee responsible for any moving violations, parking tickets, etc., while in possession of motor vehicle. The employee must notify the Director of Operations if his/her driver's license is ever suspended or revoked. The Director of Operations shall keep a copy of the current valid driver's licenses of all drivers on file and shall require annual verification from drivers that his/her license remains valid.

5.03 Relatives of Employees – MPC does not have a general prohibition against hiring or employing spouses or other relatives of current employees. Nevertheless, some restrictions may be imposed in such situations to help assure fair treatment of all employees. In general, persons may not be hired or moved into positions where they:

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1. Supervise or are supervised by, or audit, check or review the work of a spouse, other relative, or person with whom the employee has a close relationship;
2. Would be in direct or potential competition with a spouse, other relative, or person with whom the person has a close relationship.
3. Work with or would have access to sensitive or confidential information regarding a spouse, other relative or person with whom the employee has a close relationship.

5.04 Potential Conflict of Interest – Close relatives and/or household members of staff members should recuse themselves from decisions directly impacting the pecuniary interest or discipline status of the staff member to limit any perception of bias.

5.05 Professional Standards of Ethics and Morality – Those who act in the name of the church have special influence in the lives of the people with whom they interact. It is the responsibility of the employee or church volunteer to maintain appropriate emotional and sexual boundaries with those with whom they work or serve. MPC's Sexual Misconduct Policy must be followed. All church employees and volunteers are expected to maintain professional standards and ethics and morality and to act in ways which do not give the appearance of impropriety. Religious leadership involves a covenant relationship that presumes the trustworthy exercise of power on behalf of those in our care.

5.06 Appearance and Demeanor – Employees will come into contact with members of the congregation and visitors to the church. All employees are expected to be neat, clean and covered, and to maintain an appropriate appearance every day as determined by the requirements of the area in which they work and the job they perform. Clothing that is ripped, scant, dirty, or revealing, is inappropriate.

Work area should be free from logos, propaganda, buttons, etc. Employees are expected to speak charitably and gently to everyone with whom they have contact. MPC employee conduct, in general, is held to a higher standard than in secular workplaces.

5.07 Confidentiality –

5.07.1 **Staff and MPC Members:** The relationship between the Church and its members is a very personal one. Employees may at times have access to privileged information. Employees are expected to hold in confidence private information about members. This includes information about member pledges, contributions, health and family problems, personal problems, counseling, and similar matters. This information may not be shared with other employees, staff, family members, church members or others in casual conversation, and shall be disclosed only on a strict need-to-know basis. Staff members agree to maintain confidentiality following separation.

5.07.2 **Within Staff:** In addition, conflicts within the staff or issues related to employment are not to be shared with other staff or MPC members. Circumventing the chain-of-command by communicating staff issues directly with the congregation, church leaders or officers is a serious violation of policy. The Grievance Procedure contained herein outlines the appropriate process to follow concerning complaints.

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5.08 Staff Meetings – Attendance at regularly scheduled Staff Meetings is expected. When a staff member is unable to attend, they are to notify their immediate supervisor and be responsible for gathering the information shared at the meeting.

5.09 Scheduling – In order to sustain operations that are fundamentally sound, all staff are expected to maintain an accurate identified shared calendar that reflects their whereabouts and availability during the Church’s peak hours of operation.

5.10 Use of Social Media – Staff members are expected to abide by the Church’s Acceptable Use Policy at all times when using social media, Internet sites, and the like. While employed by the Church, the staff member is identified by the community as connected to the Church, therefore, it is expected that postings, interactions, viewpoints, support for various opinions and groups, or lack thereof, will not be contrary to or adverse to the Church. It is recommended that staff members maintain separate accounts when using social media in connection with their position and/or duties with the Church. Use that is contrary to Church policy could result in discipline, up to and including dismissal.

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RECEIPT OF PERSONNEL POLICIES

I have received a copy of the Personnel Policies of the Media Presbyterian Church. I have read the policies, understand and agree to comply with them during my employment with MPC. I further understand that such policies may be amended by the action of the Session from time to time and that I will be responsible for complying with future changes in such policies, practices and regulations. Finally, I understand that I can be disciplined and/or terminated in the event I am found to have violated any policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name