



PLYMOUTH PERSONNEL POLICIES AND EMPLOYEE HANDBOOK

As Approved by Council on September 22, 2020

Amended through December 19, 2023

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Personnel Policies and Employee Handbook

The purpose of this handbook is to define the personnel administration provisions of Plymouth Congregational Church of the United Church of Christ, Lawrence, Kansas (“Plymouth Church” or “Plymouth”).

Plymouth Church has prepared this handbook as a statement of our Personnel Policies and as a guide for general information that should assist an employee during employment.

This employee handbook does not constitute a contract for employment with Plymouth Church either expressed or implied. The statements contained in this handbook do not limit the right of either Plymouth Church or the employee to terminate the employee’s employment or compensation, with or without cause or notice, at any time. Further, Plymouth Church reserves the right at any time to change, delete, or add to any of the provisions or benefits in its sole discretion.

This employee handbook supersedes all prior verbal or written policies and guidelines.

If an employee has executed an employment contract with Plymouth Church, this handbook is intended to accompany and complement that contract. However, if a discrepancy exists between this employee handbook and the employment contract, the language of the employment contract controls.

I. Personnel Policies

The Personnel Policies of Plymouth Church are established, and may be amended, by the Church Council upon recommendation by the Personnel Committee.

The Plymouth Personnel Committee is established by Article VI, Section 4A of the Bylaws of Plymouth. It is given responsibility and authority to:

1. Adopt and revise personnel policies subject to the approval of Council,
2. Assure that appropriate boards participate in the search and review of applicants,
3. Ensure that the Senior Pastor or designated staff maintains adequate personnel files, including current position descriptions,
4. Ensure background checks are conducted on all applicants for church employment before employment begins,
5. Review all salary and benefit proposals in consultation with the Senior Pastor and Stewardship Board subject to approval of Council,
6. Conduct an annual review of the Senior Pastor, recommending to Council any adjustments in salary and benefits.

Personnel shall use discretion and flexibility in interpreting and administering these policies to maintain a spirit of fairness and equity.

II. Definitions

The following definitions have been established to standardize terminology and provide common understanding in our references to employees.

A. Church Council

The Church Council (Council) functions as the trustees of the Church, and shall implement the decisions of the membership. The membership may delegate responsibilities other than responsibilities of the membership to the Council. All acts of the Council are subject to the will of the membership.

B. Head of Staff

The Senior Pastor is Head of Staff. Pursuant to Article V, Section 7A2 of the Plymouth Bylaws, "All staff personnel, including other pastors employed by the Church, are responsible to the Senior Pastor in the execution of their duties." The Head of Staff or designee is responsible for all administrative requirements of personnel policies.

C. Employee

An employee is a person who receives wages or salary from Plymouth Church and whose work this organization controls and directs.

D. Full-time Employee

Full-time employees are employees who regularly work forty (40) hours weekly and who maintain continuous regular employment status.

E. Part-time Employees

Part-time employees are employees who regularly work less than 40 hours weekly and who maintain continuous regular part-time employee status.

F. Per Performance Employees

Per performance employees are a subset of part-time employees who are not paid by the hour but are paid by each occurrence of an activity.

G. Exempt Employees

Exempt employees are employees who are paid on a salary basis and meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act (FLSA).

The Personnel Committee shall regularly review FLSA requirements to determine which employees are currently exempt.

H. Non-exempt Employees

Non-exempt employees are employees who are not exempt from the provisions of the Fair Labor Standards Act. Non-exempt employees are eligible for overtime pay.

I. Called Staff

Called Staff are employees who are called into their positions by a vote of the congregation. A "Call" is a formal written agreement (employment contract) that defines the employment relationship between the employee and Plymouth Church. These currently include the Senior Pastor and the Associate Pastor.

J. Pastor

Pastor refers to either the Senior Pastor or the Associate Pastor.

K. Program Staff

Program Staff are employees who are not Called Staff but are head of a fundamental part of Plymouth's mission. These currently include the Director of Christian Education and the Minister of Music and Fine Arts.

L. Support Staff

Support Staff are employees who are hired directly by other staff and who are directed by other staff in their job functions. This includes custodial staff and special function staff. Special function staff are support staff hired to perform a specific function. Special function staff include, but are not limited to, musicians, choir directors, and childcare providers.

III. Hiring

The following items must be completed as part of the hiring of any new employee before that employee's employment begins:

A. Position Description

A written position description for a new position shall be completed and approved by the Personnel Committee before applications are sought. Position descriptions will be updated as needed but at least annually. Any changes will be approved by the Personnel Committee.

All position descriptions shall include the following:

1. Essential functions of the position. These are the "what" of the position and include central tasks that must be completed by the employee.
2. Core competencies of the position. These are the "how" of a position and include the basic character attributes, skills, and abilities of the employee.
3. Goals of the position. These are the "direction" of a position and include where an employee should focus their energy. These will change with each annual performance review
4. Supervisor. Names who the employee's direct supervisor will be.
5. Exempt or Non-Exempt. Whether the position is considered exempt or non-exempt under the Fair Labor Standards Act.
6. Start Date. The effective date of employment.
7. Anniversary Date. The anniversary date will be the 10th of the month in which an employee starts.

B. Background Check

Background checks shall be conducted on all applicants for church employment before an applicant's employment begins.

C. Employment Eligibility Verification

Plymouth and new hires must comply with all applicable federal laws requiring proof of employment eligibility. This may include proof of citizenship or other eligibility to work in the United States. Currently this includes filling out form I-9 from the U.S. Citizenship and Immigration Services.

D. Employee Handbook and Personnel Policies

The Senior Pastor or the Senior Pastor's designee shall ensure that all new employees will be given this employee handbook, either in printed or digital format. The employee must sign the "Verification of Receipt and Acknowledgement of Responsibilities" found at the end of this employee handbook acknowledging both its receipt and understanding the importance of the handbook and policies. The Chair of the Personnel Committee will be given a copy of the signed verification.

All employees will be provided with updated versions when changes are approved by Council.

E. Preliminary Performance Review Form

A draft performance review form will be created by the designated supervisor for the new employee. The performance review form is described at Section IV of this handbook. The purpose of providing a preliminary form at the start of employment is to clarify the expectations for the employee and to introduce the performance review process to the employee. The preliminary form may change before the first annual review.

F. Letter of Employment

The Personnel Committee will issue a letter confirming the terms of employment after consultation with the Senior Pastor. This letter will include information as to job title, starting salary, and effective date of employment. Since this letter is an information notice confirming the employment and not a contract, it need neither be signed by the staff member nor renewed annually.

G. Personnel Record Keeping

All employee and job applicant records shall be securely maintained with limited access. Unless otherwise specified in policy, access shall be limited to the Senior Pastor or designee and the Personnel Committee meeting as a whole committee.

1. Job Applicant Records

Two files shall be established and maintained for all candidates for a position at Plymouth by the Senior Pastor or designee. These include the following:

a) Hiring Records

(1) These records should include any job requisitions and job postings, interview notes from interviewers, reference checks, applications, resumes, etc.

(2) These records can be accessed by the hiring supervisor as well as the Senior Pastor or the Personnel Committee as a whole committee.

b) *Drug Tests and Background Checks/Credit Check File*

(1) Includes copies of signed permission for checks. These records shall be kept separately from any records a supervisor has access to reviewing on the candidate.

(2) The hiring supervisor shall be told whether an applicant or employee passes these tests, but the applicant or employee shall not be provided a copy of the record. Reports often include irrelevant or protected information.

2. Employee Records

There are several files that shall be established and maintained for all employees at Plymouth by the Senior Pastor or designee. These include the following:

a) *I-9 File*

(1) Plymouth and new hires must comply with all applicable federal laws requiring proof of employment eligibility. This may include proof of citizenship or other eligibility to work in the United States. Currently this includes filling out form I-9 form from the U.S. Citizenship and Immigration Services.

(2) The I-9 form and any relevant information shall be kept in a separate I-9 file. If Plymouth is selected for an immigration audit or investigation, the investigator will ask to inspect these forms. Keeping them separate helps to protect the privacy of employees. Access is highly restricted. Keep in locked cabinet or secure digital database. Hiring supervisors do not have access to the I-9 information.

b) *Personnel File*

(1) These records include letters of employment, job descriptions, employment history, records of contribution and achievement, disciplinary notices, promotions, performance reviews, development plans, policy sign-offs, training records, separation of employment documents, etc.

(2) All non-medical requests for personal leave (e.g., jury duty, bereavement, etc.) are kept in the Personnel File.

(3) Under Kansas law, Plymouth is not under any obligation to share employee personnel files with an employee. An employee may request to inspect certain content of their personnel file at reasonable

times at a reasonable place and with reasonable notice. In addition, employees have the right to request copies of all employment-related documents which they have signed. An employee may inspect only their own personnel file and only in the presence of the Senior Pastor or designee appointed by the Senior Pastor.

c) *Payroll File*

(1) Contents include W-2 and W-4 forms, direct-deposit information, wage deduction, garnishments, and time-keeping records.

(2) Access is highly restricted. Keep in a locked cabinet or secure digital database. Hiring supervisors shall not have access.

d) *Medical File*

(1) Contents include application forms for health, life insurance and other employee benefits. Other possible medical records include requests for reasonable accommodation under the Americans with Disabilities Act (ADA), injury reports required by the Occupational Safety and Health Administration (OSHA) and paperwork concerning employee leave. information on any employee benefit plans, pension plans, health insurance plans, retirement plans, contracts and agreements, participant notices, and compliance documents. Any employee medical exams, notes from doctors, results of drug/alcohol tests, and any documentation about past or present health, medical condition or disability would be maintained confidentially in this file

(2) Access is highly restricted. Keep in a locked cabinet or secure digital database. Hiring supervisors shall not have access.

(3) All records related to personal or medical leave shall be treated as confidential and maintained in the medical file.

e) *Complaints/Investigation File*

(1) All documents related to complaints and investigations shall be kept in a separate file – not a Personnel file – until the claim or litigation is fully resolved.

(2) Access is highly restricted. Keep in a locked cabinet or secure digital database. Only the investigators shall have access since it often contains sensitive information and interview notes with multiple people.

H. Training Plan

Plymouth Church shall encourage and assist all full-time employees and appropriate part-time employees with the development and implementation of a program and plan for their professional and personal growth, in their current duties or expected future duties.

Plymouth Church shall provide time off and shall pay fees and expenses for specific job-related growth experiences, including continuing education, upon the recommendation and approval of the employee's supervisor, subject to the availability of budget funds.

IV. Performance Management and Appraisal

A. Purpose and Overview

Plymouth is committed to a practical and regular performance management system. The purpose of such a system is to:

1. Ensure that the Church's staff resources flow toward its mission and goals and
2. ensure that each employee knows their role, is fairly compensated, and experiences personal growth.

B. Overview

The basic elements of our performance management system include:

1. A comprehensive and updated employment policy handbook.
2. Every employee has one clearly identified supervisor.
3. Every employee has a current position description.
4. Every employee has performance goals that are linked to the overall strategy of the congregation.
5. Clarifying that the Senior Pastor is the head of staff and is accountable to the Church Council.
6. All supervisors are staff members, not lay members. The Senior Pastor's supervisor is the Church Council.
7. Every supervisor has sufficient time to meet one on one, in a scheduled meeting, with each supervised employee:
 - a) **Regularly**, at least once a month for check-in, feedback, and prioritization of tasks. This is to keep small issues from becoming big issues. Align issues with the employee's position description, particularly essential functions and core competencies.

b) **Quarterly**, for goals review update. These will be less than an hour. The first third will be a review of the past three months. The remaining time will focus on priorities and goals for the next three months.

c) **Annually**, for an overall performance appraisal. Plymouth Church views the annual performance appraisal to be a critical element of our operations. This is an extensive session following procedures established by the Senior Pastor working with the Personnel Committee. A written version of each appraisal shall be maintained in each employee's personnel folder.

Each annual performance appraisal should:

- (1) Clarify both the job to be done and the expectations of goals.**
- (2) Measure and evaluate performance.**
- (3) Serve as the basis for decisions about salary and promotion.**
- (4) Relate the employee's performance to our Church's goals.**
- (5) Foster the growth and competence of each employee.**

C. Senior Pastor Review

Plymouth Bylaws require the Personnel Committee to conduct an annual performance review of the Senior Pastor. In carrying out this directive, the Personnel Committee shall work with The Pastor Parish Relations Committee in developing and amending the review document and process.

The Personnel Committee shall work with the Senior Pastor to develop an appropriate position description. This position description shall be presented to the Church Council for approval. The annual performance appraisal will include updating the position description, which, if modified, will again be presented to the Church Council for approval.

The Personnel Committee shall work with the Senior Pastor to develop an evaluation form and process. The process shall include feedback from selected lay leaders (including Pastor Parish Relations Committee members). The process shall also include a representative selection of general lay members and church staff. All selected to provide feedback will be provided with the same evaluation form for their feedback. The process may also include interviews. The process shall not make a general request for feedback from the entire congregation.

The Personnel Committee shall utilize any Church Council annual assessment of the Church's ministry and mission as part of its annual performance review of the Senior Pastor. The Personnel Committee shall also utilize any Church Council annual goals for the Church in developing consistent and supporting goals for the Senior Pastor for the next year.

V. Compensation of Employees

A. Compensation

Compensation shall be determined by mutual agreement at the commencement of employment, subject to subsequent adjustment, in keeping with Plymouth Church's compensation policies.

Compensation and benefits adjustments for Called Staff shall be recommended by the Personnel Committee to the Council consistent with the terms of the Called Staff's Call Letter. Compensation will be determined by the Council in consultation with the Stewardship Board.

Compensation and benefits adjustments for all Program and Support Staff shall be recommended by the Senior Pastor to the Council through the Personnel Committee. The Personnel Committee may consult with any relevant Board that works closely with an employee. Compensation will be determined by the Council in consultation with the Stewardship Board.

B. Overtime Pay

Occasionally an excessive volume of work accumulates, or an emergency arises that requires a non-exempt employee to work overtime. Non-exempt employees who work more than 40 hours per week are eligible for overtime pay. Overtime will be paid at a rate of one and one-half times their regular rate of pay.

Overtime will be required only when necessary, but employees are expected to work overtime when asked to do so. Non-exempt employees are not to work overtime without prior permission of their supervisor and the Senior Pastor. Overtime for working more than 40 hours in a week must be paid even if without prior permission. However, unauthorized overtime may lead to disciplinary action up to and including dismissal.

Exempt employees are not eligible for overtime.

C. Flexible or "Flex" time

1. Non-Exempt Employees. If a non-exempt employee has reached, or is expected to reach, their 40-hour limit in a week, they may be given time off before the end of the current week as long as they do not exceed 40 hours in any week. Such flexible time does not accumulate.

2. Exempt Employees. Flex time may be given at the discretion of the employee's supervisor. Flex time is not required. It must be used before the end of the following pay period. Flex time for exempt employees cannot accumulate beyond the following pay period.

D. Pay Periods

There are 24 paydays each year. Payday is twice a month, generally on the 15th and 30th. If a payday falls on a weekend or a holiday, employees will receive their pay on the preceding work day. Salaried employees working less than a full pay period will have their pay rate calculated on a daily rate based on 260 working days per year as related to the annual salary.

E. Payroll Timesheets

All employees are responsible for tracking their work hours and leave.

1. **Non-exempt Employees.** All non-exempt employees are responsible for completing timesheets. Timesheets will be submitted on a on a schedule determined by the Senior Pastor. Timesheets should be completed accurately and submitted to a supervisor for approval.

Non-exempt employees should report all time actually worked. Timesheets should also indicate all vacation, sick, personal or other time away from the office.

2. **Exempt employees.** Exempt employees should record only absences from work, not actual number of hours worked in a pay period.

F. Payroll Deductions

Plymouth Church is required by law to make regular deductions for taxes imposed by governmental units. These deductions must be made from all paychecks, and the amounts deducted are turned over directly to the applicable governmental units. Additionally, Plymouth Church may make certain deductions from an employee's paycheck as the employee requests.

Plymouth Church will provide, by January 31 of each year, a W-2 statement showing the total amount of each employee's taxable earnings in addition to all deductions taken from each employee's pay during the previous year.

VI. Benefits

A. Retirement

All employees who work 20 or more hours a week are eligible to be enrolled in a qualifying pension plan. Plymouth Church will make contributions to participating employees' plans who work 20 hours or more a week starting on their third work anniversary. Such contributions will be at a rate to be determined from time to time by the Church Council upon recommendation by the Personnel Committee and the Senior Pastor.

Called Staff contributions are at the rate agreed to in their Call Letter. Full-me staff receive a contribution of 6% for their first 10 years of service, 14% after 10 years of service.

[amended by Council December 19th, 2023, adding a different rate for full-time staff after 10 years of service.]

B. Housing Allowance

The Church Council will annually designate at the request of each Pastor and in accordance with generally accepted accounting principles, a portion of the Pastor's total compensation as housing allowance in lieu of parsonage, in accordance with Section 107 of the Internal Revenue Code.

C. Group Health, Dental Insurance, and Disability

Plymouth Church may make available health, dental, and disability insurance to all full-time employees. These benefits and the percentage paid by Plymouth may be modified or terminated with appropriate

notice to affected employees at any time by the Church Council upon recommendation of the Personnel Committee and the Senior Pastor.

Plymouth currently offers:

Individual Health and Dental Insurance: Individual coverage under the Church’s group plan shall be provided at a rate of 100% for full-time lay employees. If a full-time employee does not accept health insurance, that employee will be provided a monthly health stipend of \$300.

Family Health and Dental Insurance: Full-time employees are eligible for family health plan coverage and will be responsible for the entire premium cost less any amount Plymouth would pay for that employee for an individual health policy.

[amended by Council June 27th, 2023, eliminating the availability of health, dental, and disability insurance to part-time employees, including those working more than 30 hours per week.]

[amended by Council November 28th, 2023, creating a monthly stipend of \$300 for full-time employees not accepting health insurance]

VII. Leave

All time off shall be requested in advance whenever possible and must be approved by the employee’s supervisor. While time away from work is important, it is also critical that the employee discuss scheduling of leave in advance with the employee’s supervisor. Requests for absence may be approved or denied in whole or in part. Time of year, church activities, events or projects as well as the schedules of others in the office all may play a role in determining if the request is approved. All employees should expect to work on Christmas Eve.

Part-time employees regularly scheduled to work 10 or fewer hours a week and per performance employees are not eligible for any paid leave.

A. Paid Time Off (PTO)

Taking time off is an important part of self-care. PTO is used to take time away from work for vacation or refreshment. In addition, PTO may be used for periods of temporary absence due to illness or injury. Employees are required to exhaust all PTO time before unpaid time will be granted.

PTO is granted on an employee’s anniversary date based on years of employment as shown below. A “day” is defined as eight hours.

1. Called Staff and Program Staff shall be given thirty (30) days (or 240 hours) of PTO on each anniversary date. In their first year of employment, they will receive sixty (60) hours for each quarter of year they work. Part-time employees in this position shall be given leave pro rata based on their average daily scheduled hours.

2. Full-Time Support Staff:

Length of service	Full time number of hours	Hours accrued/pay period	Max Carryover hours
0-2 years	120	5	40

3-5 years	160	6.67	80
6-9 years	200	8.33	120
10 years +	240	10	160

PTO may only be accumulated until the end of the calendar year, and then employees may only carry over the maximum carryover for their length of service according to the chart above, regardless of when it was earned. Unused PTO that exceeds the maximum carryover is forfeited at the end of the year.

- 3.** Part-Time Support Staff: Leave shall be pro rata of full-time support staff based on their regularly weekly scheduled hours.

[amended by Council December 19th, 2023, combining Annual Leave and Sick Leave into a new Paid Time Off (PTO) category.]

B. Bereavement

An employee may take up to three paid days upon the death of an immediate family member. Immediate family is usually interpreted as parents, spouse, domestic partner, child, step-child, sister, brother, grandparents, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law.

Pay will not be granted for any day in which the employee is otherwise compensated (such as a paid holiday) or for any day the employee would otherwise not have been at work.

If additional time is needed, employees may use, at their supervisor's discretion, any available vacation days. Vacation time may be used to attend funeral services of persons not included in this funeral leave provision.

C. Jury Duty

It is the employee's responsibility to notify their supervisor as soon as a formal notice regarding jury duty is received. While serving, full-time employees are excused for jury duty and will receive normal compensation while serving. Employees scheduled to work while serving on jury duty should return to work after being excused from jury duty. Employees are expected to report for work if the jury duty does not require their full-time services. Work schedules and compensation for part-time employees will be negotiated with the Senior Pastor but not to exceed typical work schedule.

D. Court Subpoenas

It is the employee's responsibility to notify their supervisor as soon as a subpoena is received. Appearances in court under subpoenas or out of civic responsibility (such as an eyewitness) will normally be considered excused time with pay for all full-time employees. Time for appearance in court for personal business will be the individual employee's responsibility. Normally, vacation leave days will be used for this purpose.

E. Military

Plymouth will comply with all federal and state laws concerning military leave. Unless it is impossible or impracticable to do so, the employee shall provide copies of appropriate orders to his or her supervisor.

F. Personal Leave

1. *After six months of employment, an employee will be granted two weeks of paid time for one or more of the following reasons:*
 - a) *Birth of son/daughter*
 - b) *Placement of son/daughter for adoption or foster care*
 - c) *Serious health condition of spouse, partner, child, or parent of employee*
 - d) *Serious health condition of employee (unable to perform the functions of his or her position).*
2. If Personal Leave is approved for the qualifying events described above, employees are entitled to twelve weeks of leave during a twelve-month period that starts with the first day of the leave. That leave may be a combination of leave with or without pay. All forms of paid leave must be exhausted before leave without pay under Personal Leave provision is authorized. Leave may also be granted on an irregular or reduced work schedule basis.
3. Immediate supervisors should notify the Senior Pastor and/or the Personnel Committee when absences of three consecutive days have occurred in order to determine if an employee may need to be granted Personal Leave.
4. When leave is foreseeable, employee shall give written notice thirty days in advance. If leave is not foreseeable, notice will be given as soon as practicable. The Personnel Committee will review all requests for Personal Leave.
5. During an approved Personal Leave, Plymouth shall continue to pay the employer's share of that employee's health insurance.

G. Holiday

1. Plymouth Church observes ten holidays per year with time off with pay for its full-time employees. The dates of recognized holidays are determined by the Senior Pastor in consultation with the Personnel Committee. A person must be employed on the day before and the day after the holiday to be eligible for holiday pay. If an employee intends to terminate employment and uses vacation or sick time during his or her final workweek, holiday pay will only be paid if the employee was physically present and working on both the day preceding and the day following the holiday.
2. Generally, any holiday which falls on a Sunday will be observed on the following Monday. Any holiday which falls on a Saturday will be observed on the preceding Friday.
3. Any holiday that falls on a full-time employee's regular day off shall be observed with a day off on the next available day.
4. Part-time employees receive holiday pay if a holiday falls on a day they were scheduled to work.

5. If work is required of a non-exempt employee on a holiday, the employee shall be compensated at the rate of one and half times the employee's regular hourly wage.

6. Plymouth Church generally recognizes the following holidays: New Year's Day, Martin Luther King Day, the Monday after Easter, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, and Christmas Day.

7. All staff are expected to work Christmas Eve.

[amended by Council, January 24th, 2023, adding Juneteenth as a 10th holiday.]

VIII. General Employment Policies

A. Work Schedule

Office hours are 8:30 a.m. – 4:30 p.m. with a 30-minute paid lunch period. The normal workweek will be Monday through Friday unless otherwise stipulated. These are the hours expected to be worked by full-time employees under normal conditions but are not a guarantee of hours to be worked or paid.

The Senior Pastor has the discretion, based on the needs of Plymouth Church and its employees, to alter these general hours to fit the specific needs of a department or an employee. These may include ministry needs, business reasons, economic conditions, or other conditions with respect to Plymouth Church, family, or the individual.

B. Inclement weather

Should inclement weather make travel unsafe, the Senior Pastor may close the church office for part or all of the day. Part-time employees scheduled to work less than 20 hours a week are not entitled to compensation for hours missed when the church office is closed unless an employee is able to work off-site. Available flex time may be used for paid hours for hours missed because of inclement weather closures.

C. Attendance

Regular attendance and punctuality are considered essential functions of every employee's job. Therefore, all employees are expected to arrive on time, ready to work, every day. Occasionally, absence from work will be necessary due to illness, injury or other personal reasons, however all employees should strive to maintain an acceptable attendance record.

We define an absence as failure to report for and remain at work as scheduled. This includes arriving late for work and leaving early without prior supervisory approval. Additionally, absences that exceed the permitted number of hours under the vacation and sick plan may be considered unexcused absences.

If an employee is unable to arrive at work on time or must be absent for any portion of the day, the employee must contact their supervisor or the church office as soon as possible. If possible, the employee should speak directly with their supervisor. If that is not possible, then the employee must contact the church office and leave a message for their supervisor.

Excessive absenteeism or tardiness will result in disciplinary action up to and including termination. The standard of what is excessive is determined by the Senior Pastor based on the needs of each department. Absence for three consecutively scheduled work days without notifying the supervisor may be treated as a voluntary resignation.

D. Church-Related Travel by Non-Exempt Employees

The following rules apply for a non-exempt employee who is authorized to travel for church-related work (including mission trips and retreats):

1. If the employee returns home the same day, all travel time spent traveling to and from the event site, except for the time the employee would normally spend commuting, is treated as work hours.
2. If the employee stays overnight away from home, all travel time that takes place within normal work hours, regardless of the day of the week, will be treated as work hours. When a non-exempt employee travels between time zones, the time zone associated with the point of departure should be used to determine whether the travel falls within normal work hours.
3. If the employee is the driver of an automobile, all travel time spent driving is treated as work hours, regardless of whether the travel takes place within normal work hours or outside normal work hours.
4. If the employee is a passenger in an automobile, the travel time is not automatically treated as work hours unless the employee does church-related work as a passenger. Travel as a passenger in an automobile is treated the same as all other forms of travel.
5. A non-exempt employee cannot volunteer their time to perform the same or similar functions for which they are paid.
6. A non-exempt employee who travels on any church-related travel may not work more than 40 hours a week without prior permission from the employee's supervisor to pay overtime. Regular meal breaks during regular work hours are not counted. Time not spent on church-related work outside of regular work hours is not counted.
7. A non-exempt employee can take vacation time and pay their expenses to attend church-related trips without violating this policy.

E. Outside Employment

1. Employees may engage in outside employment if it does not conflict with their job at Plymouth, negatively affect their performance, or is prohibited by this policy.
2. Full-time employees and part-time salaried employees shall not engage in any outside employment, contractual commitment, or self-employment without notifying

their supervisor. No such position may conflict with the best interests of Plymouth or interfere with the employee's ability to perform their assigned job.

3. Examples of prohibited positions include, but are not limited to, outside employment which:

- a) *Prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job.*
- b) *Is conducted during the employee's work hours.*
- c) *Utilizes church telephones, computers, supplies or any other resources, facilities or equipment.*
- d) *Is employment with a firm which has contracts with or does business with Plymouth.*
- e) *May reasonably be perceived by members of Plymouth as a conflict of interest or otherwise discredit Plymouth's mission.*

F. Dress & Personal Appearance

Dress and personal appearance are important for quality performance of ministry functions. Employee dress should reflect a professional attitude, consciously projecting high quality service to our members, coworkers, and community. Employees are expected to maintain a neat, well-groomed, and professional personal appearance at all times.

G. Updating Personal Information

In order to properly communicate employment information and administer employee benefits, Plymouth Church must maintain current and accurate records on all employees. Consequently, it is important that an employee notify their supervisor whenever changes occur to any of the following personal information:

- Name
- Address
- Telephone number
- Marital status
- Dependent status
- Person to notify in case of accident or illness
- Physician or hospital preference
- Insurance beneficiary (for Plymouth Church provided life insurance)
- Military status
- Planned resignation
- Planned retirement
- Personal injury or illness sustained while on the job
- Accommodations for temporary or permanent disability

H. Workplace Safety

It is important that a safe, secure environment be maintained for the benefit of Plymouth Church's employees, members and visitors. Accordingly, any actual or potential threat to safety within the workplace will be promptly addressed. Any violence in the workplace or threatened violence in the workplace by an employee will result in disciplinary action up to and including immediate termination. No talk of violence or any communication involving threats of violence will be tolerated.

"Violence" includes physically harming another, shoving, pushing, harassing, intimidating, coercing, displaying weapons, or threatening or talking of engaging in those activities. It's the intent of this policy to ensure that everyone associated with Plymouth Church, including employees, members and visitors can feel as secure as possible in this environment.

Desks, telephones, computers and work areas are the property of Plymouth Church. Accordingly, Plymouth Church reserves the right to enter and inspect all work areas, classrooms, storage areas, computers or desks with or without notice.

If an employee notices a suspicious person or activity on Plymouth Church's premises, the employee should immediately report the incident to the Senior Pastor or designee.

I. Drug and Alcohol Use

It is Plymouth Church's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Plymouth Church premises and while conducting business-related activities off Plymouth Church premises, no employee may use, possess, distribute, sell illegal drugs or be under the influence of alcohol. Employees may drink responsibly and moderately at church events where alcohol is available to all attendees. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Violations of this policy may also include required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all Plymouth Congregational Church policies, rules and prohibitions relating to conduct in the workplace; and if granting the leave will not unreasonably interfere with operations of Plymouth Congregational Church.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Personnel Committee without fear of reprisal.

J. Discrimination and Harassment

1. Discrimination

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

In order to keep this commitment, Plymouth Church shall grant equal employment opportunity to all qualified persons without regard to race, color, national origin or ancestry, age, gender, gender identity or expression, sexual orientation, marital status, genetic information, veteran status, disability – if such disability may be accommodated without undue hardship, or any other characteristic protected by state, federal or local laws. Recruitment, selection, promotion, compensation, and termination will be based on job-related, objective qualifications, in accordance with the job requirements of the position. All employees must be able to perform the essential functions of their jobs as set forth in the employee's individual position description. Reasonable accommodations will be made, in accordance with applicable state and federal laws, to assist employees with disabilities in performing the essential functions of their jobs.

Plymouth Church is organized for religious purposes and is substantially supported by a religious body, the United Church of Christ. Consequently, Plymouth Church is exempt from the prohibitions contained in Title VII of the Civil Rights Act of 1964 concerning religious discrimination in employment.

2. Harassment

Plymouth Church maintains a strict policy of prohibiting unlawful harassment of any kind, including sexual harassment and harassment based on race, color, religion or creed, national origin or ancestry, age, gender, gender identity or expression, sexual orientation, physical or mental disability or any other characteristic protected by federal, state, or local laws. This policy applies to all employer agents and employees, including supervisors and non-supervisory employees, and to nonemployees who engage in unlawful harassment in the church workplace.

3. Definitions

a) ***Discrimination.*** *Discrimination as used in this policy includes unlawful bias in employment practices including recruitment, selection, promotion, compensation, and termination. Discrimination also includes various types of unlawful harassment as described below.*

b) ***Harassment.*** *Harassment is a form of discrimination and is unwelcome conduct, verbal or physical, including intimidation, ridicule, insult, comments, or physical conduct, that is based on an individual's protected status or protected activities listed in this policy, when the behavior can reasonably be considered to*

adversely affect the work environment, or an employment decision affecting the employee is based upon the employee's acceptance or rejection of such conduct.

Harassment becomes unlawful where enduring the offensive conduct becomes a condition of continued employment or the conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Examples of unlawful harassment include, but are not limited to:

- (1) Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.**
- (2) Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, e-mail and faxes or gestures.**
- (3) Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work directed at an employee because of the employee's sex or other protected characteristic.**
- (4) Threats and demands to submit to sexual requests in order keep one's job or avoid some other loss, and offers of employment benefits in return for sexual favors.**
- (5) Retaliation for having reported or threatened to report unlawful harassment.**

*c) **Sexual Harassment.** Sexual harassment is a particular type of harassment that includes unwelcome conduct such as sexual advances, requests for sexual favors or dates, remarks about an individual's appearance, discussions, remarks or jokes of a sexual nature, and/or other verbal or physical harassment of a sexual nature.*

4. Reporting

a) A person's concerns about possible discrimination or harassment should be reported to the employee's supervisor, the Senior Pastor or, if the Pastor is suspected by an employee, to the chair of the Personnel Committee.

b) If, for any reason, a person finds it difficult to report their concerns as directed by the foregoing paragraph, the person may report such concerns to any member of the Personnel Committee, who shall have an affirmative obligation to assure that such concerns are handled in a manner consistent with this Policy.

c) Reports may be submitted either orally or in writing.

d) *It shall be the responsibility of the Personnel Committee chair to act on any such report in accordance with the investigation practices listed in this policy.*

5. Investigation

a) *After receipt of a complaint pursuant to this policy, the Personnel Committee chair shall appoint a Response Team of no fewer than three people, including at least one male and one female. The Response Team will familiarize itself with the terms of this policy.*

b) *If the allegation was given orally, before an investigation begins a statement will be taken and the person bringing the allegation will be asked to read the statement and sign the printed document if it accurately reflects the allegation being made.*

c) *The Response Team shall conduct an investigation including gathering statements or other information from the individuals involved, and from others who may have pertinent information.*

d) *In determining whether alleged conduct constitutes discrimination, including harassment, consideration shall be given to the record of the alleged incident(s) as a whole and to the totality of the circumstances, including the context in which the alleged incident(s) occurred.*

e) *The Response Team shall conduct an investigation including gathering statements or other information from the individuals involved, and from others who may have pertinent information. Where appropriate to assure objectivity or confidentiality, or because of other appropriate considerations, Plymouth Church may engage an independent person (such as an attorney, auditor, or private investigator) to conduct the investigation.*

f) *If the Response Team desires assistance in cases of sexual harassment, it may contact the Kansas Oklahoma Conference Minister directly and request assistance from the Conference's harassment discrimination response team. If the accused is an authorized (i.e. ordained) minister, the Conference Minister shall always be notified, and a response team from the Conference requested. Plymouth shall cooperate fully in any procedures of the United Church of Christ related to the person's ministerial authorization while retaining the right and responsibility to employ or designate leadership within Plymouth as it determines best.*

g) *At the conclusion of its investigation, the Response Team shall write a report of its investigation and findings and present its recommendations to the Personnel Committee.*

- h) The Personnel Committee shall make a determination of appropriate action based upon its findings. Appropriate corrective action will be taken, if necessary, and a response will be communicated back to the complainant(s) and accused person(s), and to the extent applicable, the Senior Pastor.*
- i) If Plymouth Church determines that discrimination, including harassment, has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any individual determined by Plymouth to be responsible for discrimination, including harassment, will be subject to appropriate disciplinary action, up to and including termination.*
- j) A written summary of actions by the Response Team and Personnel Committee will be maintained and kept confidential except for those with authorization from the Church Council to access the summary.*
- k) If the complainant(s) or accused person(s) is not satisfied with the disposition of the matter by the Personnel Committee, the person has the right to appeal to the Moderator of the congregation, who shall refer the matter to the Church Council for resolution. The Church Council shall meet in executive session when considering an appeal. The decision of the Church Council shall be final.*
- l) Employees will not be retaliated against for filing a complaint and/or assisting in a complaint or investigation process. Further, Plymouth Church will not tolerate or permit retaliation by supervisors or co-workers against any complainant or anyone assisting in a discrimination, including harassment, investigation.*
- m) Notwithstanding the above, a false and malicious complaint which is known to be false or made with reckless disregard for its truth or falsity, of discrimination, harassment, or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action, up to and including termination.*

K. Whistleblower

All employees must observe high standards of business and personal ethics in the conduct of their duties and responsibilities. To that end, Plymouth Church will investigate any suspected illegal, fraudulent, or dishonest conduct, or use or misuse of Plymouth Church's resources or property by employees or consultants.

Employees and consultants are encouraged to report suspected illegal, fraudulent, or dishonest conduct (*i.e.*, to be a "whistleblower"), pursuant to the procedures set forth below.

1. Definitions

a) Illegal, Fraudulent or Dishonest Conduct: *“Illegal, Fraudulent or Dishonest Conduct” is any deliberate act or failure to act which is contrary to applicable law or which is made with the intention of obtaining an unauthorized benefit. Examples of such conduct include, but are not limited to:*

- (1) **forgery or unauthorized alteration of documents;**
- (2) **unauthorized alteration or manipulation of computer files;**
- (3) **fraudulent financial reporting;**
- (4) **misappropriation or misuse of Plymouth Church’s resources, such as funds, supplies, or other assets;**
- (5) **authorizing or receiving compensation for goods not received or services not performed;**
- (6) **authorizing or receiving compensation for hours not worked;**
- (7) **intentionally providing false information to or withholding material information from Plymouth’s Church Council, Boards, or auditors;**
- (8) **intentionally disclosing privileged or confidential employee, volunteer, donor or Plymouth member information to unauthorized parties.**

b) Whistleblower: *A “Whistleblower” is an employee, volunteer, or consultant who informs the Moderator, or the Senior Pastor about an activity relating to Plymouth Church which that person reasonably believes to be Illegal, Fraudulent or Dishonest Conduct.*

2. Reporting

a) *A person’s concerns about possible Illegal, Fraudulent, or Dishonest Conduct, or use or misuse of Plymouth Church’s resources or property, should be reported to the Moderator or, if suspected by an employee, to the Senior Pastor.*

b) *If, for any reason, a person finds it difficult to report his or her concerns as directed by the foregoing paragraph, the person may report such concerns to any member of the Council, who shall have an affirmative obligation to assure that such concerns are handled in a manner consistent with this Policy.*

c) *Reports may be submitted either orally or in writing.*

3. Rights and Responsibilities

a) *Senior Pastor*

The Senior Pastor is required to promptly report suspected Illegal, Fraudulent or Dishonest Conduct to the Moderator. Reasonable care should be taken in dealing with suspected misconduct to avoid:

- (1) premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation; and**
- (2) violation of any person's rights under applicable law.**

b) Investigation

All relevant matters, including suspected but unproved matters, will be reviewed and analyzed, with documentation of the receipt, retention, investigation and treatment of the report. If the report was given orally, before an investigation begins a statement will be taken and the person bringing the report will be asked to read the statement and sign the printed document if it accurately reflects the allegation being made. Appropriate corrective action will be taken, if necessary, and a response will be communicated back to the Whistleblower and, to the extent applicable, the Senior Pastor. Where appropriate to assure objectivity or confidentiality, or because of other appropriate considerations, Plymouth Church may engage an independent person (such as an attorney, auditor, or private investigator) to conduct the investigation.

c) Whistleblower Protection

Plymouth Church will protect Whistleblowers as defined below.

- (1) Plymouth Church will use reasonable efforts to protect Whistleblowers against retaliation. In particular, but without limiting the generality of the foregoing, each Whistleblower's report will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and by applicable law. Generally, this means that a Whistleblower's report will only be shared with those who have a need to know so that Plymouth Church can conduct an effective investigation, determine what action to take based on the results of any such investigation, and, in appropriate cases, with law enforcement personnel. Should disciplinary or legal action be taken against a person or persons as a result of a Whistleblower's report, such persons may also have right to know the identity of the Whistleblower.**
- (2) No employee or consultant of Plymouth Church may retaliate against a Whistleblower for reporting any conduct which that person believes to be illegal, fraudulent, or dishonest with the intent or effect of adversely affecting the terms or conditions of the Whistleblower's**

employment, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or effect on salary or fees.

(3) Any Whistleblower who believes that he or she has been retaliated against may file a written complaint with the Moderator. Any such complaint of retaliation will be promptly investigated, and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit any Plymouth Church official from taking action, including disciplinary action, in the usual scope of such official's duties and based on valid performance-related factors.

(4) Anyone reporting conduct as described under this policy must act in good faith and have reasonable grounds for believing the allegations. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false (as opposed to allegations that, even if erroneous, are made in good faith), may be viewed as a disciplinary offense and may, among other things, result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

L. General Employee Grievance Procedures

For employee grievances regarding matters not covered by either "Discrimination and Harassment" or "Whistleblower" policies, such grievances should initially be discussed with the immediate supervisor. Every effort should be made to settle the matter through such discussion. If it cannot be resolved in this manner, the employee should discuss the grievance with the Senior Pastor. If the grievance is not resolved, either may refer the grievance in writing to the Personnel Committee. The employee may direct whether the Senior Pastor will be present at the Personnel Committee meeting when the employee's grievance is discussed. Should the grievance still remain unresolved, it may be presented to the Church Council, through the Moderator, for resolution. Upon receipt of the grievance, the Church Council will investigate and render its decision. The process will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and by applicable law.

M. Electronic Communication and Social Media

The purpose of this policy is to ensure the appropriate, responsible, and safe use of electronic communications and social media by employees. Electronic communications means are any electronic program, access, or services, including but not limited to, any computer hardware or software, electronic mail, and the Internet.

Abuse of any electronic communications or media or violation of this policy will be subject to immediate review and may result in corrective action up to and including immediate termination of employment and/or legal action.

1. General Guidelines

a) *Electronic media and services are provided to facilitate the effective and efficient conduct of Plymouth Church ministry and business.*

b) *These systems, including the equipment and the data stored in the systems, are the property of Plymouth Church and all electronic data or documents created, sent, received or stored in the systems are the property of Plymouth Church.*

c) *Users are permitted access to the Internet and electronic communications tools to assist in the performance of their jobs. Some users may also be permitted to access and use social media to conduct church business.*

d) *In general, incidental and occasional personal use of Plymouth Church's electronic communications tools, including the internet, is permitted as long as the personal use does not interfere with the user's productivity or work performance, does not interfere with any other employee's productivity or work performance, and does not adversely affect the efficient operation of Plymouth Church's systems and networks. Personal use of social media that refers to any aspect of the work environment should be done in a responsible and professional manner.*

e) *Employee communications transmitted by the company systems are not considered private. Plymouth Church has the right to access, monitor, inventory, review, audit, delete, and disclose, with or without notice, for any reason, including time and content, all information sent, communicated or stored on company systems, whether or not they are communications. Additionally, routine system maintenance or troubleshooting by system administrators may result in electronic messages being accessed.*

f) *Plymouth Church is not responsible for any privately-owned equipment used for ministry purposes.*

g) *When using electronic communications tools and social media, users should:*

(1) Follow all applicable Plymouth Church policies. Users may not violate any local, State or Federal regulation or law. This may include but is not limited to copyright laws, trademark laws, and other legislated requirements.

(2) Be responsible and professional in their activities. Employees should conduct themselves in a manner that supports the ministry of Plymouth Church and the performance of their duties.

(3) Exercise the appropriate care to protect Plymouth Church's electronic communications tools against the introduction of viruses, spyware, malware, or other harmful attacks.

(4) Maintain the conditions of security (including safeguarding of passwords) under which they are granted access to such media.

(5) Be respectful of Plymouth Church, other employees, members, and others when posting and communicating information. Users should be sensitive to referring to or including others in their communications and posts and should be aware of any associated potential liabilities.

(6) When using electronic communications or social media for personal use, users should be clear that their communication or posting is personal and is not a communication of Plymouth Church, including personal use of social media outside of the work environment.

h) Users should use their personal email addresses and not those related to their position with Plymouth Church when communicating or posting information for personal use.

Users may use a disclaimer when posting opinions or views for personal use such as, "The views expressed on this (website, blog, social media site) are my own and do not reflect the views of Plymouth Church." when appropriate to ensure these views are not viewed as official communications from Plymouth Church.

2. Unacceptable Uses

Unacceptable uses of electronic communications include, but are not limited to, the following:

a) Any use that is in violation of applicable local, state, and federal law.

b) Accessing, uploading, downloading, transmitting, printing, posting, or storing information and/or images that is illicit, unsavory, abusive, threatening, defamatory, pornographic, discriminatory, harassing, disrespectful, or otherwise unlawful.

c) Use to transmit or access information that disrupts the operation of this organization.

d) Use to falsify the sender's or author's identity or to misrepresent another person.

e) Use to transmit or access confidential information to individuals who are not authorized to receive such information.

3. Software Use

- a) *Plymouth Church will provide necessary software for use on Plymouth owned computers in accordance with federal copyright law and applicable licensing agreements.*
- b) *Unauthorized reproduction of copyrighted computer software or documentation is not permitted.*
- c) *Employees are not permitted to install, execute, run or load personal software on church-owned equipment or computers without permission from the Senior Pastor or designee.*
- d) *Plymouth Church reserves the right to remove software, licensed or unlicensed, from any church-owned equipment or computer at any time.*

N. Media Inquiries

Occasionally, a representative from the media might contact an employee regarding a ministry issue. No employee should give media interviews without prior approval from the Senior Pastor or designee. If contacted by a representative of the media, employees should forward any inquiries to the Director of Communications. This policy will ensure that accurate information will be given for those matters that are appropriate for public knowledge.

O. Work-Related Injury & Illness

Plymouth Church carries workers' compensation insurance on all employees for on-the-job accidents. Accidents include all work-related injuries or illnesses that occur while working for Plymouth Church. Plymouth Church will comply with applicable worker's compensation laws and regulations and will provide information to the workers' compensation carrier, who will make benefit payments to injured or ill employees as provided by applicable workers' compensation laws.

If a work-related injury or illness appears life threatening, the 911 emergency number should be called immediately, and directions should be followed. Otherwise, any employee who sustains an injury or illness that is job-related should report this immediately to their supervisor or the Senior Pastor. Non-emergency, work-related accidents require authorization forms, available from the Business Administrator. Accidents that are not reported promptly may result in the claim being denied. First aid supplies are available in the church office.

Employees who need medical treatment while on company travel should proceed to the nearest medical facility and upon return report it to their supervisor or the Senior Pastor.

IX. Separation

A. Resignation

1. Program Staff and Support Staff

Written notice should be given at least two (2) weeks in advance of the effective date.

2. Called Staff

Written notice shall be given at least sixty (60) days prior to the effective date of resignation unless a different period was agreed upon at the time of the call or resignation.

B. Dismissal

1. Program Staff and Support Staff

a) Without Cause. In the event the Church terminates the services of a staff member, it will give at least two (2) weeks notice of that release.

b) With Cause. An employee guilty of insubordination, dishonesty or other comparable cause may be dismissed without notice, and paid up to and including the date of dismissal.

2. Called Staff

In the event the Church terminates the services of a pastor, sixty (60) days written notice shall be given unless a different period was agreed upon, in writing, at the time of call or dismissal.

3. Final Paycheck

The final paycheck will be given at the regular pay period. This check will include the earned vacation not used according to the policy on vacation leave. No payment will be made for a holiday which occurs after the last day of work. If the leave has been taken in excess of the amount earned, this shall be deducted from the release from employment check.

X. Verification of Receipt and Acknowledgement of Responsibilities

I hereby acknowledge and verify that I have received the Plymouth Congregational Church of the United Church of Christ (Plymouth) Personnel Policies and Employee Handbook (Handbook). I have read and I understand the contents. I understand my responsibility to read the contents and to seek clarification from my supervisor if I have any questions.

This Handbook is issued to better inform employees of Plymouth employee policies. I understand that from time to time Plymouth may change these policies, and that it is my responsibility to read them, to seek clarification from my supervisor if I have any questions, and to maintain them in the Handbook I have been issued.

Kansas is an “employment-at-will” state. This means that either the employer or the employee may end the employment relationship at any time, for any reason, or for no reason, subject to state and federal law, unless an agreement exists to the contrary. Plymouth has modified this relationship only by what explicitly appears in the Handbook.

This Handbook is not an employee contract. Further, the Handbook is not to be considered an express or implied contract between Plymouth and the employee. No employee has authority to create an employment contract by modification of this Acknowledgment or of the Handbook.

Employee Signature

Date