



EMPLOYEE HANDBOOK

EFFECTIVE DATE: August 1, 2005
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DISCLAIMER

THIS EMPLOYEE HANDBOOK IS FOR INFORMATIONAL PURPOSES ONLY. IT IS NOT INTENDED TO CREATE, AND IT DOES NOT CREATE, A CONTRACT OF EMPLOYMENT, EXPRESS, IMPLIED, UNILATERAL, OR OTHERWISE, BETWEEN YOU AND ST. ANDREW'S ~ MT PLEASANT CHURCH ("ST. ANDREW'S").

THE CONTENTS OF THIS EMPLOYEE HANDBOOK SERVE AS GUIDELINES OF THE CURRENT POLICIES AND PROCEDURES OF ST. ANDREW'S. THESE POLICIES AND PROCEDURES SUPERSEDE AND REPLACE ALL PRIOR POLICIES AND PROCEDURES, WRITTEN AND ORAL. ANY PRIOR HANDBOOK IS HEREBY WITHDRAWN AND RESCINDED.

THE EMPLOYMENT RELATIONSHIP BETWEEN YOU AND ST. ANDREW'S CHURCH IS AT-WILL AND CAN BE TERMINATED BY EITHER YOU OR ST. ANDREW'S, AT ANY TIME, FOR ANY REASON. IN OTHER WORDS, YOU ARE COMPLETELY FREE TO LEAVE ST. ANDREW'S AT ANY TIME AND FOR ANY REASON YOU CHOOSE, AND ST. ANDREW'S HAS THE SAME RIGHT TO END THE EMPLOYMENT RELATIONSHIP. NEITHER THIS HANDBOOK, NOR ANY ORAL OR WRITTEN POLICY OR PROCEDURE, NOR ANY REPRESENTATION BY ANY ST. ANDREW'S EMPLOYEE, SUPERVISOR, OR OFFICER CAN OR WILL CHANGE THE AT-WILL NATURE OF YOUR EMPLOYMENT.

Signed: _____ Date: _____
Employee Original: Employee Copy: Personnel File

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Signed: _____ Date: _____
Employee Original: Employee Copy: Personnel File

St. Andrew's ~ Mt Pleasant

Personnel
Employee Handbook
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1.00 GENERAL

1.01 EMPLOYMENT RELATIONSHIP

Your employment with St. Andrew's ~ Mt Pleasant Church (St. Andrew's) is voluntary on your part, as well as on the part of St. Andrew's. You are free to resign or terminate your employment with St. Andrew's at any time for any reason. Likewise, St. Andrew's may terminate your employment at any time for any reason. It is expressly understood that all persons employed by St. Andrew's are employed "at will." It is also understood that personnel policies and other terms and conditions of employment may change without notice within the discretion of St. Andrew's, and that nothing contained in this booklet should be construed as a promise of employment and/or contract of employment, whether express or implied. In addition, nothing herein should be construed as a promise and/or contract of employment for any specific period of time, and St. Andrew's has the discretion to terminate employment at any time, for any reason, with or without cause.

1.02 EQUAL EMPLOYMENT OPPORTUNITY

St. Andrew's is an equal employment opportunity employer, and makes all employment decisions without regard to race, color, sex, age, national origin, disability, or veteran status.

The church's policy of equal employment opportunity applies to all phases of the employment relationship including recruitment, hiring, upgrading, demotion, layoff, termination, rates of pay, other forms of selection, training and compensation.

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2.00 EMPLOYMENT

2.01 EMPLOYEE STATUS

2.01.1 Employees-Definitions

FULL TIME EMPLOYEE

A full time employee is an employee who averages at least 37 ½ or more hours of work each work week.

PART TIME EMPLOYEE

A part time employee is an employee who averages less than 37 ½ hours of work each work week. Part time employees may or may not qualify for certain employee benefits depending on the particular eligibility requirements for each benefit.

EXEMPT EMPLOYEES:

The following definitions generally describe what is considered an exempt employee and federal rules concerning overtime hours do not apply.

Executive Exemption:

In order to meet the executive exemption, an employee must:

- Have a salary of at least \$455 per week
- Manage, as a primary duty, the enterprise or a department or subdivision thereof, in which the employee is employed
- Customarily and regularly direct the work of two or more other employees
- Have authority to hire, fire or promote other employees OR provide recommendations on employment decisions that are given particular weight

Administrative Exemption:

In order to meet the administrative exemption, an employee must

- Have a salary of at least \$455 per week
- Perform, as a primary duty, office or non-manual work directly related to the management or general business operations of the employer or customers
- Exercise discretion and independent judgment with respect to matters of significance

Professional Exemption:

In order to meet the professional exemption, an employee must:

- Have a salary of at least \$455 per week
- Perform, as a primary duty, work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized instruction OR
- Perform, as a primary duty, work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor

Computer Employee Exemption:

In order to meet the computer professional exemption, an employee must:

- Have a salary of at least \$455 per week

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- Computer systems analysts, computer programmers, software engineers or other similarly skilled workers may be exempt, but only if the employee's primary duty consists of (1) application of systems analysis; (2) design, development, documentation, analysis, creation, testing or modification of computer systems or programs based on and related to user or system design; (3) design, documentation, testing, creation or modification of computer programs related to machine operating systems or (4) a combination of these duties

Examples of exempt positions include, but are not limited to: Rector, parish administrator, ministry team leaders and music leaders.

NON-EXEMPT EMPLOYEE

An employee who is paid hourly or is salaried and is not described above generally is considered a non-exempt employee and federal rules concerning overtime hours do apply. Examples of non-exempt employees include, but are not limited to: sextons, nursery workers. Overtime is paid at a rate of 1.5 times the regular rate of pay for all productive hours worked in excess of 40 in a week.

2.01.2 Independent Contractor-Definition

An independent contractor is an individual who is retained to perform a service for the church and is generally paid a specific amount for such service. Independent contractors are not employees of the church, and, therefore, are not eligible for benefits available to full time employees. Further, an independent contractor is responsible for any necessary federal and state tax reporting and compliance. Independent contractors are required to show evidence of workman compensation and liability insurance since independent contractors are not covered under the church's policy.

2.01.3 Casual Labor-Definition

Individuals who perform short-term assignments for the church are regarded as casual labor and therefore not eligible for benefits available to full time employees. An example of casual labor is a musician retained occasionally to perform for the church. Individuals performing casual labor are treated as part time employees for any necessary federal and state tax reporting and compliance.

Church employees may, from time to time, perform casual labor or serve as independent contractors for the church. Compensation for such services is treated in the same manner as wages arising from employment based on current federal reporting requirements.

2.01.4 Anniversary Date

An employee's anniversary date is the first day of employment.

2.01.5 Relatives

Relatives of employees are not accorded preferential treatment in employment matters and receive the same consideration as other applicants for a job opening. Relatives of current employees are not hired without the prior written approval of the Rector. Relatives of ministerial staff are not hired without a recommendation from the Rector and approval from the Vestry. Recommendation and approval are issued in writing before an offer of employment is extended.

Related employees may not be permitted to work in the same department or under the direct supervision of each other because of employee morale, security, or other legitimate reasons. In addition, the church may require a related employee to transfer or resign if there is a conflict of interest or management problem of supervision that cannot be resolved. Should two employees become related during the course of their employment, the Rector may ask one or both of the employees to voluntarily transfer or resign if there is a conflict of interest or management problem of supervision that cannot be resolved.

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2.01.6 Background Checks

The Church requires background checks on *all* staff, volunteers, and independent contractors. A background check includes investigating and examining criminal history (arrests and convictions) and may include investigating and examining credit information, driving records, education reports, complaints of unlawful or sexual harassment, child maltreatment and drug screening.

The Church also requires references and follow-up with contacts before hiring staff or contractors who work with children and youth.

All prospective employees are required, as a condition of employment, to execute valid releases of information providing St Andrew's and its administrative staff access to the records listed above. The information acquired by St Andrew's in this process is used only for the purpose of employment screening. Applicants are not considered for employment without these required releases.

2.02 WORK STRUCTURE

2.02.1 Work Sites

Employees are required to perform their job responsibilities on the church campus in their designated work spaces unless specified otherwise. Off campus work is limited to those employees whose ministry positions require and whose job descriptions specifically outline duties requiring those employees to work off campus. Off campus work times and locations are scheduled with supervisors and approved by the Rector. These work times and locations are also shown on the employee's Work Schedule filed in the Parish Receptionist's Employee Work Schedule notebook.

2.02.2 Week/Hours

The work week of the church is midnight Friday through midnight the following Friday.

The church's normal office hours are 8:30 a.m. to 5:00 p.m. on weekdays. Employees are provided one hour for lunch which should be taken between 11:30 a.m. and 1:30 p.m.

Upon the approval of your supervisor temporary changes to your schedule can be made. Any permanent changes must be in writing and approved by both supervisor and the Rector. Any forced change from the standard hours of work should be communicated in writing to the employee by his supervisor.

For positions requiring atypical work hours on a regular on-going basis, the employee's supervisor is to confirm in writing the employee's schedule with a copy posted with the Parish Receptionist's Employee Work Schedule notebook.

2.02.3 Pay Period & Pay Day

Employees are paid bi-weekly. Pay is by direct deposit.

Pay is posted to an employee's bank account the Friday following the end of the pay period. Pay check copies are placed in each employee's mailbox. Where direct deposit is not activated yet, printed pay checks may be picked up after 12pm in the church mail room.

If a bank holiday falls on a scheduled pay day, St. Andrews will make every effort to pay the day before the scheduled pay date.

2.02.4 Break and Meal Periods

Non-exempt employees who work at least 3 1/2 hours in a workday receive a 10 minute paid break period for each four hours of work, or major fraction thereof. Break periods are scheduled as close to the middle of each four hour work period as possible.

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Non-exempt employees who work more than five hours in a workday receive an unpaid meal period of one hour. However, employees who do not work more than six hours in a workday may voluntarily agree to waive their right to a meal period. This election should be communicated to the employee's direct supervisor and should be included in his or her personnel file.

2.03 COMPENSATION, PAYROLL AND REPORTING

Regular employees of the church are classified into one of the following categories in accordance with the Federal Fair Labor Standards Act:

Exempt Salaried

Non-Exempt Salaried

Non-Exempt Hourly

Provisions and reporting procedures for each category are as follows:

2.03.1 Exempt Salaried Employees

TIME RECORDS

Exempt employees are not required to maintain or submit records for daily hours worked. An exempt employee may, however, be asked by the Rector to maintain such a record and should comply with the request. Time clock software is installed on all computers for this purpose. Employees should, however, report any full day absences prior to the end of the pay period in which the employee missed work.

2.03.2 Non-Exempt Salaried Employees

TIME RECORDS

Each non-exempt salaried employee is required to clock in on any available computer showing starting and stopping time of each work period during the day as well as time out and time in from lunch. Absences over ¼ hour and reasons for such absences should be indicated on the Bi-Weekly Time Report as well as overtime hours worked. The Bi-Weekly Time Report is signed by the employee's supervisor.

CALCULATION OF COMPENSATION

Non-exempt salaried employees' basic salary is for a 40 hour work week. Any productive time worked in excess of 40 hours during the work week is paid at one and one-half times the hourly rate. Paid leave is not considered as hours worked for computing overtime pay.

2.03.3 Non-Exempt Hourly Employees

TIME RECORDS

Each non-exempt hourly employee is required to clock in on any available computer showing starting and stopping time of each work period during the day as well as time out and time in from lunch and break periods. Absences over ¼ hour and reasons for such absences should be indicated on the Bi-Weekly Time Report as well as overtime hours worked. The Bi-Weekly Time Report is signed by the employee's supervisor.

Employees may not clock in until ready to report directly to their work station, and should not clock in for other employees or knowingly allow someone else to clock in their time record other than the Controller or the HR coordinator.

If a change or correction is made on a time record, it should be initialed by both the employee and his or her supervisor.

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CALCULATION OF COMPENSATION

Non-Exempt hourly employees are paid for hours worked and are generally scheduled to work 20 to 40 hours per week. Any productive hours worked in excess of 40 hours during the work week are paid at one and one-half times the hourly rate. Paid leave is not considered as hours worked for computing overtime pay.

2.03.4 Overtime

From time to time, non-exempt employees may be asked to work beyond their normally scheduled hours or on a regularly scheduled day off. However, non-exempt employees are not allowed to work overtime unless it has been approved in advance by the Controller, HR Coordinator and supervisor. When non-exempt employees are asked to work more than 40 productive hours in a work week, they receive 1 ½ times their regular pay rate, in accordance with applicable laws.

2.03.5 Flex Time

In the event that non-exempt hourly employees are required to work outside normal hours, an employee may be eligible for flex time off when working hours could exceed 40 hours in a week. This is approved in advance by the employee's supervisor, HR Coordinator, Controller or Rector. **Flex time off must be used within the same work week.**

2.03.6 Leave Reporting

All employees, exempt as well as non exempt, must submit a written "Leave Request" for any leave to their supervisor in advance of the requested leave date as follows:

Leave of absence exceeding 3 days:	30 days
Leave of absence exceeding 10 days:	60 days
All other leave except sick leave:	2 days
Sick Leave:	ASAP by personal contact to supervisor or HR Coordinator

No leave is authorized until an employee has received a copy of his or her "Leave Request" signed by his or her supervisor and given to the HR coordinator. All employees must notify their supervisor or HR coordinator (if supervisor is out of office) by phone if they will not be reporting to work due to illness. A time off request should be completed and signed upon the employees return to work.

Employees should submit time off requests to their supervisor for approval. The supervisor will send to the HR Coordinator, who will follow up with employee.

There will be no time off granted 1 week prior to Christmas, 2 weeks prior to Easter or 1 week prior to New Wine.

ATTENDANCE REPORTS

Each quarter the Controller prepares an Employee Leave Report. This report includes, by employee, vacation, sick and personal leave.

All Leave other than vacation in excess of 15 days in a 12-month period is reviewed by the Rector.

2.03.7 Change in Employment Data

All employees are responsible for reporting in writing any change of data such as marriage, change of address, telephone number, number of dependents, etc. to the Controller and insurance provider (if applicable) within 30 days of the change.

2.03.8 Termination

Employees terminating their employment with the church are required to attend an exit interview as well as complete an exit checklist with their supervisor. Employees are asked to give an appropriate notice, taking into consideration ministry needs, church operations and alternate staffing.

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2.04 JOB DESCRIPTIONS AND PERFORMANCE REVIEWS

2.04.1 Job Descriptions

Employees are generally given a job description when they begin work. Job descriptions summarize employee duties and responsibilities and give them important information about their jobs. Each employee should read and study his or her job description carefully and discuss it with his or her supervisor to answer any questions. The Church reserves the right to revise and update any job description from time to time, as it deems necessary and appropriate. Job descriptions are not exhaustive lists of every duty an employee is expected to perform. As with all positions in the church, employees are sometimes assigned other duties that are not documented in a job description. Further, a job description does not in any way imply a contractual relationship with St. Andrews.

2.04.2 Performance Reviews

Employees generally receive a performance review after approximately 6 months of service, and approximately every year thereafter. The purpose of performance reviews is to let employees know how well they are meeting expectations, following church policies and fulfilling their job descriptions. Performance reviews may include commendation for good work, as well as specific recommendations for improvement.

An employee has the opportunity to discuss his or her performance review with his or her supervisor. This is a good time to ask questions and clarify important points. A satisfactory performance review does not imply a salary increase nor does it alter, modify, or amend the at will employment relationship between an employee and the church.

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3.00 BENEFITS

Eligible employees at St. Andrew's are provided a wide range of benefits. A number of the programs (such as Social Security and workers' compensation) cover all employees in the manner prescribed by law. Not all benefits are available to all employee classifications.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to regular full time employees:

- Holiday Leave
- Vacation Leave
- Sick Leave
- Health & Dental Insurance
- Personal Leave
- Bereavement Leave
- Jury Duty Leave
- Retirement Benefits

Some benefit programs require contributions from an employee.

3.01 LEAVE BENEFITS

3.01.1 Holiday Leave

St. Andrew's~Mt Pleasant full time employees are eligible to observe the following holidays:

- New Year's Day
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve ½ day
- Christmas Day
- Day after Christmas
- New Year's Eve ½ day

When a holiday falls on a Saturday, it is observed the previous Friday. When a holiday falls on a Sunday, it is observed the following Monday.

Compensation is equivalent to normal hours worked in a normal work day.

Non-exempt employees required to work on a scheduled holiday are compensated at one and one-half times their basic hourly rate in lieu of holiday pay.

If a holiday falls during an employee's approved vacation period, he or she receives holiday pay, and is not charged vacation pay on the day the holiday is observed.

Hours allowed for paid holidays are not considered as hours worked for purposes of computing overtime pay.

Employees on leave of absence for any reason are not eligible for holiday pay on holidays that are observed during the period they are on leave.

There will be no time off granted 1 week prior to Christmas, 2 weeks prior to Easter or 1 week prior to New Wine.

3.01.2 Vacation Leave

Vacation leave is authorized each year for all full-time employees of St. Andrew's~Mt Pleasant.

To take vacation, employees should request advance approval from their supervisors. Requests are reviewed based on a number of factors, including ministry needs and staffing requirements.

Paid vacation per week equals normal hours worked per week.

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Full-time employees are eligible for paid vacation days as follows:

Completed Service	Vacation Days Earned
1 yr	5 (prorated over months 7-12)
2 -4 yrs	10
5 -9 yrs	15
Greater	20

An employee earns annual vacation with pay when he has completed the service requirements listed above by December 31. An employee takes his vacation earned in one year during the next calendar year. Vacation not taken may accrue up to a maximum 50% of days earned the previous year. Total earned and carried over vacation cannot exceed 150% of the previous year's earned vacation. Any accrued leave more than the maximum allowed any employee is deleted as of December 31 of each year.

Employees must complete 6 months of service before vacation will be granted.

Paychecks covering vacation time are issued on normal payroll cycles.

Pay in lieu of vacation is not available.

Employees are paid for unused vacation leave upon termination of employment.

Vacation for clergy is based on individual call letters.

Earned vacation hours not taken may accrue up to a maximum 50% of days earned the previous year. Total earned and carried over vacation cannot exceed 150% of the previous year's earned vacation. Any accrued leave more than the maximum allowed any employee is deleted as of December 31 of each year.

3.01.3 Sick Leave

St. Andrew's provides paid sick leave benefits to full time employees for periods of temporary absence due to illnesses or injuries. Sick leave accrues as follows:

- 80 hours of sick leave per year starting on January 1st prorated at the rate of 4 hours for each month in the first year of employment up to a maximum of 240 hours.

Sick leave is to be used when an employee is medically unable to perform his duties. A doctor's excuse may be required for any period of extended sick leave.

Sick leave cannot be taken as personal or vacation leave time.

No employee may be paid more than 15 consecutive days for an illness without the approval of the Rector. Absence in excess of 15 days in a 12 month period is reviewed by the Rector or Controller and may be considered as a leave of absence.

An employee must report by telephone in person to his or her supervisor as early as reasonably possible on the first day of each period of absence due to illness.

After sick leave is exhausted, an employee may utilize unused vacation leave until depleted.

Pay in lieu of sick leave is not available.

Unused sick leave is not paid upon termination of employment.

Pay in lieu of sick leave is not available.

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3.01.4 Personal Leave

The Church recognizes its full-time employees' need for leave unrelated to illness or vacation for the conduct of personal affairs that can not be attended to outside of ordinary business hours.

Such leave includes routine doctor's appointments or exams, personal business, court appearances, etc. but not leave that would normally be considered as vacation leave.

Employees receive personal leave as follows:

- 24 hours of personal leave per year starting on January 1st prorated at the rate of 2 hours for each month in the first year of employment.

Personal leave time requires supervisor approval at least 2 business days prior to leave being taken, except in emergency situations.

Under emergency situations, the supervisor is to be contacted ASAP but no later than 9:00am of the day the leave begins.

Pay covering personal leave time is issued within the normal payroll cycle.

Personal leave is not accumulated from year to year.

Pay in lieu of personal leave is not available.

Unused personal leave is not paid upon termination of employment.

3.01.5 Bereavement Leave

St. Andrew's allows leave to any full time employee upon the death of an immediate family member (spouse, child, parent, sibling, and grandparent). Up to 5 days of paid time off may be granted with the approval of the employee's supervisor. If more than 5 days are required, the employee must use personal and/or vacation leave.

3.01.6 Jury Duty

The Church urges employees to serve when summoned to jury duty.

The employee should present the jury summons to the Controller within 24 hours after it is received.

The employee is paid his regular rate of pay for up to 10 days per year for time spent in jury service unless it is voluntary service on a Grand Jury. An employee may use accrued vacation or personal leave hours for any jury time off exceeding 10 days or any time spent in voluntary Grand Jury service.

When jurors or jury panels are released from service during the business day, the employee is expected to return to work.

3.01.7 Voting

The Church urges its employees to exercise their rights and fulfill their responsibilities as voters.

Voting polls are open several hours before and after working hours and this generally provides employees with ample time to vote outside their working hours.

In the event unusual circumstances make it impossible for an employee to vote outside his working hours, up to 2 hours of time off with pay may be granted for the employee to vote with approval of the supervisor.

3.01.8 Inclement Weather

Employees are expected to make every effort to arrive at work at the normal starting time. However, sometimes it is difficult or impossible to do so due to weather conditions. In the event of inclement weather, the employee is notified if the church office is closed by the Rector.

If an employee is not notified, he should assume that the office is open.

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If an employee is unable to arrive at the normal starting time, his pay is not adjusted for arriving late as long as the lateness is reasonable under the circumstances and the employee has called in as soon as possible.

3.01.9 Conference and Seminar Attendance

Leave from work may be given for attendance at conferences and seminars. Attendance at conferences and seminars must be directly related to the employee's position and is approved in advance by the supervisor and the Rector. Non-exempt hourly employees are paid for hours normally worked while attending a conference.

3.01.10 Military Leave of Absence

Employees who require time off from work to fulfill military duties will be treated in accordance with applicable requirements of state and federal laws. An employee is expected to notify St. Andrew's of upcoming military duty by providing his or her supervisor with a copy of the orders as soon as possible.

Employees are paid their regular salary for the first ten work days of military leave. During that time, all accruals and benefits shall be maintained as if the employee had not missed work.

Should an employee's military leave exceed 10 days, the employee may then utilize unused vacation leave or take the time as an unpaid military leave. At this time, vacation and sick accruals cease and holidays will no longer be paid.

After 30 days of military leave an employee's group health benefits will cease unless he/she decides to extend the insurance via COBRA.

An employee returning from military leave is expected to inform St. Andrews when he/she plans to return to work. An employee, who completes his /her military leave and does not return to work, will be considered to have resigned from employment at St. Andrews.

3.01.11 Family and Medical Leave Act

In accordance with the Family and Medical Leave Act (FMLA), employees who have been at St. Andrew's for at least twelve months, and who have worked at least 1250 hours during the preceding twelve months, are eligible to take leave under the FMLA for the following qualified reasons:

- The birth or adoption of a child;
- The care of a child, spouse or parent who has a serious health condition;
- The serious health condition of the employee which makes the employee unable to perform any one or more of the essential functions of his or her job.

Eligible employees are granted up to twelve weeks of unpaid FMLA leave per twelve month period.

Employees desiring to utilize FMLA leave should provide the Controller with at least 30 days advance notice. If 30 day's notice is not possible, notice must be given as soon as practical.

The employee is required to provide the Controller with either a medical certification from the employee's health care provider certifying that the employee is suffering from a serious medical condition (which makes the employee unable to perform any one or more of the essential functions of his or her job), or from the health care provider treating the employee's child, spouse, or parent verifying that the employee's child, spouse or parent is suffering from a serious medical condition. Recertification by the health care provider on a regular basis (generally once every 30 days) may also be required.

While on FMLA leave employees are also required to report periodically on their status and intent to return to work. When an employee is able to return to work, he or she must notify the Controller in advance and provide certification from the employee's health care provider confirming that he or she is able to resume work. Failure to return to work as soon as the employee is able is deemed a voluntary resignation.

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Upon return from FMLA leave, an employee is generally entitled to be returned to the same position held when the leave commenced, or to an equivalent position with the equivalent benefits, pay, and other terms and conditions of employment.

St. Andrew's normally require employees who are granted FMLA leave to use any accrued, unused paid leave, such as vacation or sick leave, as part of their FMLA leave.

3.01.12 Family Military Leave Entitlements

Military Caregiver Leave: In accordance with the Family and Medical Leave Act (FMLA), employees who have been at St. Andrew's for at least twelve months, and who have worked at least 1250 hours during the preceding twelve months, are eligible to take leave under the FMLA to care for a covered service member with a serious injury or illness for up to a total of **26 workweeks of unpaid** leave during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating.

Qualifying Exigency Leave: In accordance with the Family and Medical Leave Act (FMLA), employees who have been at St. Andrew's for at least twelve months, and who have worked at least 1250 hours during the preceding twelve months, are eligible to take leave under the FMLA for up to 12 unpaid weeks to address qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. Under the terms of the statute, **qualifying exigency leave is available to a family member of a military member in the National Guard or Reserves; it does not extend to family members of military members in the Regular Armed Forces.**

Qualifying exigencies include issues arising from short term deployment (less than 7 days notice), certain issues related to childcare, counseling related to a service member's deployment, financial and legal concerns, post deployment activities, and certain activities mutually agreed upon by the employer and the employee.

Employees desiring to utilize FMLA family military leave entitlements should provide the Controller with at least 30 days advance notice. If 30 day's notice is not possible, notice must be given as soon as practical.

The employee is required to provide appropriate documentation identifying and certifying the need for any family military leave entitlements, including, but not limited to deployment orders, medical certifications, etc.

While on leave employees are also required to report periodically on their status and intent to return to work. When an employee is able to return to work, he or she must notify the Controller in advance and provide certification from the employee's health care provider confirming that he or she is able to resume work. Failure to return to work as soon as the employee is able is deemed a voluntary resignation.

Upon return from leave, an employee is generally entitled to be returned to the same position held when the leave commenced, or to an equivalent position with the equivalent benefits, pay, and other terms and conditions of employment.

St. Andrew's normally require employees who are granted any FMLA leave to use any accrued, unused paid leave, such as vacation or sick leave, as part of their FMLA leave.

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3.01.13 Other Leave

St. Andrew's recognizes that employees may sometimes have special need for time off which would not be covered by any other type of leave. In such a case, an employee must exhaust all other available leave and then may apply for a leave of absence without pay, which may be granted in the sole discretion of St. Andrew's. Any such leave, if granted, is subject to the terms and conditions deemed appropriate by St. Andrew's. In deciding whether to grant an unpaid leave of absence, St. Andrew's considers such factors as workload, length of employment, nature of job duties, church priorities, etc. St. Andrew's reserves the right to make decisions regarding adjustments of employee benefits, including vacation accrual related to any such leave of absence.

3.02 HEALTH, EDUCATION & RETIREMENT BENEFITS

3.02.1 Group Insurance

Full time employees may elect group health, life, and long term disability benefits through the church's group insurance programs. Some coverage may be mandatory due to requirements for group coverage. Provisions of the master policy prevail. See the Controller for a current summary of health, dental and disability benefits.

An employee should complete application for medical coverage within 30 days of employment to be enrolled automatically without medical qualification. After 30 days the employee is required by the insurance carrier to qualify medically for coverage and the employee runs the risk of being medically unqualified for coverage.

It is the employee's responsibility to notify the insurance company in writing within 30 days of any changes required in coverage such as the birth of a child or a change in marital status.

In the event an employee waives coverage through the church master policy, he or she is not eligible for any subsidy of the cost incurred for an outside policy. Employees are notified of future opportunities for enrollment.

3.02.2 Worker's Compensation

All employees are covered by insurance for on the job injuries subject to the terms of the South Carolina Worker's Compensation Act and the specific terms and provisions of the insurance policy covering the church.

The principal benefits under Worker's Compensation are medical, disability, dismemberment, and death benefits. Benefits payable under the Worker's Compensation laws are limited in amount and/or duration.

Employees are required to report any job related injury in writing on a "Workers Compensation-First Report of Injury or Illness" form to their supervisor *immediately*. All injuries should be reported regardless of how minor they may seem at the time. The forms are available in the Controller's office.

3.02.3 Unemployment Benefits

Churches are exempt from federal and state unemployment regulations and therefore any employee no longer working for the church does not receive any unemployment compensation benefits.

3.02.4 Educational Assistance and Professional Memberships

Full-time employees considered as program staff, as well as certain administrative staff, may be eligible for continuing education benefits as outlined in the "Staff Continuing Education" line item of the church's annual budget. See the Controller for further information.

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Where it can be demonstrated that the church benefits from an employee's participation in an educational program or professional organization, the related expenses may be paid by the church. Requests for payment of expenses related to educational programs and professional organizations should be approved in advance by the Rector based on the provisions for such expenses in the church budget.

3.02.5 Retirement Benefits

The Church makes available a retirement plan through programs established by the Vestry and Rector. A summary of these plans are below

CLERGY RETIREMENT PLAN

Benefit: St. Andrew's contributes up to 18% of all salary and housing allowance annually as required by the Plan. (Starting with the month that the priest assumes responsibilities at the church.)

FULL TIME LAY EMPLOYEE RETIREMENT PLAN

Type: Individual, Self-Directed 401K account.

After accumulating a minimum balance of \$1,000, an employee can begin to invest in a number of mutual funds or in stocks and bonds. (Minimum balances to begin investing in other than a money market can change at the discretion of Charles Schwab & Co.)

Benefit: St. Andrew's may contribute 5% of eligible employees' salary annually to the plan. *In addition*, the church may match up to 4% of what the employee contributes. This makes the maximum that the church may contribute a total of 9%.

Eligibility: All employees who work more than 1,800 hours a year, are over 21 years old, and have worked at the church for more than one year. (Employees can enter the plan in January or July.)

As with all voluntary benefit plans, St. Andrews reserves the right to change or amend these plans at any time based on budgetary and/or other concerns. Employees should contact the Controller or Human Resources for the most current details of these plans.

3.02.6 Social Security Insurance

The employee and employer contribute an equal percentage of each employee's earnings as required by the Federal Insurance Contributions Act. Benefits under the Act include: retirement, disability, death benefits, survivor's benefits, and health insurance benefits (Medicare).

Clergy who feel they are exempt from obligation to pay social security insurance should contact the Controller.

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4.00 CONDUCT

Each employee of the church is expected to live in such a manner that his Christian conduct cannot be questioned. It is a fact that the activities of church employees are subject to critical and close scrutiny by church members and the public.

The Church's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of St. Andrew's is dependent upon church members' trust, and the church is dedicated to preserving that trust. Employees owe a duty to St. Andrew's, and its members, to act in a way that merits the continued trust and confidence of the public.

St. Andrew's expects its clergy, officers, employees and contractors to conduct themselves in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, should guide employees with respect to acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with an employee's immediate supervisor and, if necessary, with the Rector.

4.01 PERSONAL CONDUCT

4.01.1 Employee Dress

The church desires to maintain a professional image and recognizes that the personal appearance of employees can affect this image. Appropriate attire is determined by the supervisor under whom the employee works. All employees are expected to be neat and well groomed.

4.01.2 Tardiness

A tardy or absence is considered "*excused*" only when an employee calls ahead of time when running late or requests permission to leave early and the tardy or absence is for a compelling reason. The church reserves the right, in its sole discretion, to determine what constitutes a compelling reason. A tardy or absence for a non-compelling reason, or failing to call in or securing permission to leave according to church policy, is considered "*unexcused*."

The church considers "*unexcused*" tardiness and absences to be a serious problem.

4.01.3 Employee Children

CHILDREN

The church recognizes there are rare times when an employee has no alternative to bringing a child to work. It is occasionally acceptable to bring a child to work as long as the following guidelines are followed:

- The child's conduct is not a disruption to the employee, others working, other children or members of the church;
- The child is not contagious to others;
- The child is supervised by the employee and not left unattended;
- The bringing of the child is occasional, out of necessity and does not become a routine habit.

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4.01.4 Financial Responsibility

It is expected that church employees manage their financial affairs in a manner which becomes Christian character, since, in some circumstances, poor financial management may reflect adversely upon the Church. It is, however, recognized that from time to time difficult circumstances may arise which may prompt an employee to request a loan from the church. In such unusual circumstances, the Rector may approve any loan in writing up to \$1,000. Any request of funds in excess of \$1,000 requires written approval by the Vestry. This is not intended to prevent the short-term advance payment of a portion of an employee's regular salary check, and occasional requests of this nature may be granted at the discretion of the Church Operations Team Leader.

Any requests for any church Restricted Funds that are normally intended to provide temporary and emergency aid to the community or parish for the benefit an employee must be approved by the Rector.

4.01.5 Outside Employment

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with St. Andrew's. All employees are judged by the same performance standards and are subject to St. Andrew's scheduling demands, regardless of any existing outside work requirements.

If St. Andrew's determines that an employee's outside work interferes with performance or the ability to meet the requirements of St. Andrew's as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with St. Andrew's.

Outside employment presents a conflict of interest if it has an adverse impact on St. Andrew's.

4.01.6 Conflicts of Interest

All employees are prohibited from engaging in outside employment, private business, or other activity, which might have an adverse effect on, or create a conflict of interest with the church.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of St. Andrew's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Rector as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

4.01.7 Confidential Information

Any non-public information regarding the Church, its members, its methods, policies, practices, personnel or organization is considered confidential. Confidential information may not be disclosed to unauthorized persons without the prior written approval of the Rector or Church Operations Team Leader. Such confidential information includes, but is not limited to, the following examples:

- membership lists
- compensation data
- financial information
- contribution information
- contract details
- employee data
- purchasing
- non public congregational matters

The Church does not allow its membership data such as phone and address lists to be used by any company or for any outside use, and is only used by staff and members of St Andrew's for church related business or ministry.

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All salary and wage information is strictly confidential and is not to be discussed with anyone other than the Rector as employee and employer. All salaries and wages are set by the authority of the Vestry through the budget process and are therefore confidential within that governing body.

4.01.8 Alcohol, Drugs, and Controlled Substances

The unauthorized use, sale, transfer, possession, or being *"under the influence"* of alcohol, drugs, or controlled substances when on duty, on church property, or in church vehicles is prohibited. In addition, off duty conduct which may adversely affect the reputation or interests of the church is prohibited. *"Under the influence"* for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well being of the affected employee, other co-workers, the public, church property and/or church reputation. St. Andrews, in its sole discretion, reserves the right to perform a drug or alcohol test on an employee if there is reasonable suspicion that the employee has reported to work under the influence of alcohol or drugs. Employees who violate this policy this policy are subject to disciplinary action, up to and including termination.

4.01.9 Sexual and Other Unlawful Harassment

St. Andrew's is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic, is not tolerated.

In accordance with St. Andrew's commitment to provide equal employment opportunities, the church prohibits all forms of unlawful harassment of any employee including, specifically, any form of sexual harassment. At St. Andrew's, sexual or other unlawful harassment, whether verbal, physical or environmental, is unacceptable and is not tolerated.

For the purposes of this policy, sexual harassment is defined as unwelcome or unwanted advances, requests for sexual favors and any other verbal, visual, or physical conduct of a sexual nature when:

1. Submission to, or rejection of, this conduct by the individual is used as a factor in decisions affecting hiring, evaluation, retention, promotion or other aspects of employment; or
2. This conduct substantially interferes with an individual's employment or creates an intimidating, hostile or offensive environment.

Examples of sexual harassment may include, but are not limited to:

- Unwanted sexual advances
- Demands for sexual favors in exchange for favorable treatment or continued employment
- Threats or demands to submit to sexual requests in order to obtain or retain any employment benefit
- Verbal conduct such as epithets, derogatory or obscene comments, slurs or sexual invitation, sexual jokes, propositions, suggestive, insulting, obscene comments or gestures or other verbal abuse of a sexual nature
- Graphic, verbal commentary about an individual's body, sexual prowess or sexual deficiencies
- Flirtations, advances, leering, whistling, touching, pinching, assault, coerced sexual acts, blocking normal movements
- Visual conduct such as derogatory or sexual posters, photographs, cartoons, drawings or gestures or other displays in the work place of sexually suggestive objects or pictures.

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This policy covers all individuals in the work place. St. Andrew's does not tolerate, condone, or allow sexual or other unlawful harassment, whether engaged in by fellow employees, supervisors, or by others associated with St. Andrew's. The church encourages reporting of all incidents of sexual or other unlawful harassment, regardless of who the offender may be, or of the offender's relationship to St. Andrew's.

REPORTING A COMPLAINT

St. Andrew's has established a procedure for reporting any instance of sexual or other unlawful harassment. If any employee feels that he or she has been subjected to sexual or other unlawful harassment, these steps should be followed in reporting the matter:

1. *Notification to the Church:* Individuals who believe they have been subjected to sexual or other unlawful harassment should report the incident to the Rector, the Church Operations Team Leader, Human Resources, or the wardens of the Vestry.
2. *Description of Misconduct:* An accurate record of objectionable behavior or misconduct is needed to resolve a formal complaint of harassment. Verbal reports of sexual or other unlawful harassment should be reduced to writing by either the complainant or the individual(s) designated to receive complaints, and should be signed by the complainant.
3. *Timeframe for Reporting Complaint:* St. Andrew's encourages a prompt reporting of complaints so that rapid response and appropriate action may be taken. This policy not only aids the complainant, but also helps to maintain an environment free from harassment for all employees.

INVESTIGATING THE COMPLAINT/CONFIDENTIALITY

Any allegation of sexual or other unlawful harassment brought to the attention of the church is promptly investigated. Confidentiality is maintained throughout the investigation process to the extent practical and appropriate under the circumstances.

RESOLVING THE COMPLAINT

After the church completes the investigation of a sexual or other unlawful harassment complaint, it communicates its findings and intended actions to the complainant and the alleged harasser as expeditiously as possible.

SANCTIONS

Individuals found to have engaged in misconduct constituting sexual or other unlawful harassment are subject to discipline up to and including immediate discharge. Appropriate sanctions are determined by the church, depending on the circumstances of each case.

PROTECTION AGAINST RETALIATION

St. Andrew's does not retaliate in any way against any individual who makes a complaint of sexual or other unlawful harassment or against any participant in the investigation, nor permit any employee to do so. Any retaliation is serious and should be reported immediately. Any person found to have retaliated against another individual for reporting sexual or other unlawful harassment is subject to the same disciplinary action provided for sexual or other unlawful harassment offenders.

SAFEGUARDS

For each employee's protection, when in the company of the opposite sex, visibility should be maintained with others and door glass that allows such visibility into closed offices may not be blocked.

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4.01.10 Prevention of Child Maltreatment

The church recognizes the need to have formal, written policies and guidelines to help prevent the opportunity for children to be abused, neglected, or otherwise maltreated while in the care of St. Andrews. The following procedures are for the protection of the children, staff members, and volunteers as well as the entire church family:

- All employees working with children must complete a Release of Information form, provided by St. Andrews, allowing the church access to criminal arrest and conviction records and to the DSS Central Registry of Child Abuse.
- All prospective staff members are interviewed by supervisors and have references verified.
- Any individual who appears as a perpetrator of child abuse, neglect, or other maltreatment in an indicated case, in the Central Registry of Child Abuse maintained by the South Carolina Department of Social Services, or a similar registry maintained by any other state, territory or sovereign nation cannot be employed for work or engaged in volunteer services in Children's or Youth ministries.
- Physical punishment of any kind is forbidden.
- Staff or volunteers helping a child in the restroom must remain in full view of other adults with the door partially opened at all times. Staff and volunteers must not enter the bathroom with a child ages K5 and up. If there is an urgent need, two adults must enter.
- All children must be in the presence of no fewer than 2 adults at all times.
- Staff members must inform another staff member when going to another location in the church with a child.
- Men should not take girls to the restroom.
- There are separate adult bathrooms available for adult use.
- Inappropriate and excessive touching of a child is prohibited. Staff and volunteer's hands must remain in full view at all times.
- Parental consent must be in writing before a SAMP staff member or volunteer chaperones or supervises an activity away from the Church. Written consent to transport, both between church and home AND on "field trips" must also be given.
- All activities and programs should be conducted in an open area or room.
- Any and all adult chaperones supervising overnight stays of Church youth MUST have been cleared to do so by a member of the Pastoral Staff. A signed parental consent form is required which names the advisors/chaperones present. Two adult males should dorm with the boys and two adult females should dorm with the girls. All outside doors will be locked and will remain locked until parents arrive for pick-up in the morning.
- Members of SAMP must pay close attention to adults who spend considerable "off duty" time with the same child or children. If such practices are observed, this should be brought to the attention of the SAMP pastoral staff who should consider discussing the matter with the adult and, if necessary, with the child. Any inappropriate conduct or relationship(s) MUST be reported to Pastoral Staff, who will make the determination regarding reporting such behavior.

DEFINITION OF CHILD MALTREATMENT

As defined by the National Committee for Prevention of Child Abuse:

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- *Physical Abuse:* Non-accidental injury, which may include beatings, violent shaking, human bites, strangulation, suffocation, poisoning or burns. The results may be bruises and welts, broken bones, scars, permanent disfigurement, long-lasting psychological damage, serious internal injuries, brain damage or death.
- *Neglect:* The failure to provide a child with basic needs, including food, clothing, education, shelter and medical care; also, abandonment and inadequate supervision.
- *Sexual Abuse:* The sexual exploitation of a child by an older person, as in rape, incest, fondling of the genitals, exhibitionism or exposure to pornography. It may be done for the sexual gratification of the older person, out of a need for power or for economic reasons.

REPORTING SUSPECTED CHILD MALTREATMENT

1. Certain workers are required by South Carolina law, as mandated reporters, to report the suspicion of child abuse or neglect to the appropriate authorities. These workers are teachers, child care workers, principals, assistant principals, school counselors, counselors, members of clergy, mental health professionals, computer technicians, and/or medical and other health care providers. All employees of St. Andrews, regardless of mandated reporter status, should report the suspicion of child abuse or neglect. If there is a reason to believe that a child has been maltreated, an employee must report the suspicion to DSS or to law enforcement. The DSS intake number is 953-9422.
2. In addition to reporting the suspected maltreatment to DSS or to law enforcement, report the suspected maltreatment also to the Nursery Team Leader or Children's Ministry Team Leader immediately.
3. *Do not interview the child regarding the suspected maltreatment or otherwise discuss it with the child.* A trained professional conducts this interview. Multiple amateur interviews of children in the early stages of abuse disclosure can cause the child to suffer emotional harm and may hinder the ability to prosecute the person responsible.
4. *Do not discuss the suspected child abuse with anyone except the Nursery Team Leader, the Children's Ministry Team Leader and the DSS/law enforcement personnel who respond to your report.* This process is confidential as to both the victim and the alleged perpetrator until the investigation has been completed.

4.01.11 Sexual Harassment & Child Abuse Training

All employees are required to attend sexual harassment and child abuse training provided by St. Andrews or its designated training body. Employees may provide certification of satisfactory completion of such training if the training meets requirements set forth by St. Andrews.

4.02 WORK PLACE CONDUCT

4.02.1 Conduct in the Context of a Non Profit Charitable Organization

St. Andrew's~Mt Pleasant is a charitable organization exempt from taxation under Section 501 (c) (3) of the Internal Revenue Code. As such, no part of the net earnings of the church may inure to the benefit of any private individual, no substantial part of the activities of the church may attempt to influence legislation and the church may not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office. No employee of the church should engage in any conduct on behalf of the church which is prohibited by Section 501 (c) (3) of the Internal Revenue Code. 26 USCA Section 501

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4.02.2 Telephone

PROFESSIONAL USE

Every employee answering the phone should in a warm, personable and professional manner:

- Use a greeting such as: "Good Morning St. Andrew's, this John Doe, How may I help you?"
- Answer within 3 rings;
- Assist the Parish Receptionist answering the telephone within 3 rings.
- Insure a caller talks to the person desired or is willing to be put through to voice mail. A caller should never be left hanging or lost in voice mail.

PERSONAL USE

From time to time it may be necessary for employees to make and receive personal calls on church phones. However, these calls should be limited to no more than 5 minutes in length, and should be made, whenever possible, during scheduled break and meal periods. Employees are expected to use good judgment and common sense when it comes to personal phone calls.

4.02.3 Computers

IN GENERAL

Computers are provided to enhance the mission and ministry of the church and should be used accordingly. Employees are expected to use computers in a responsible, appropriate and professional manner knowing that they are representatives of the church when using them. Any information created, retrieved, stored or transmitted on a St. Andrews issued computer is the property of the church and may be subject to review or access at any time by the appropriate staff member.

HARDWARE

No hardware may be added, changed or removed from any computer. No external devices may be changed, swapped or added among church computers without Church Operations Team Leader's permission. Computer settings and configurations may not be changed by anyone other than the Church Operations Team Leader.

SOFTWARE

Only authorized, licensed software purchased, owned and installed by the church is permitted. Church employees may not install, download or remove software without the approval of the Church Operations Team Leader. Unauthorized software may be removed without warning.

All purchasing of church software is centralized with the Church Operations Team Leader to ensure that all applications conform to church software standards and are purchased at the best possible price. All requests for software should be submitted to the Church Operations Team Leader.

DATA

All data should be saved to the employee's file folder on the server. No files may be stored on a local computer's drives. All data created on church computers and servers are the property of St. Andrew's~Mt Pleasant and the Rector or the Church Operations Team Leader may inspect and/or open any files without notice.

VIRUS PROTECTION

All computers have virus protection software installed with scheduled scans. Scans should not be aborted. Employees should insure that scans occur daily. When an employee is finished with his computer for the day, he should log off his computer and leave it turned on so scans can take place after hours.

Employees are cautioned to be diligent when using e-mail where most viruses are picked up. Any e-mail from unknown sources with or without attachments should be deleted without opening.

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Any data from a disk should be scanned by the church anti-virus software before saving it to the church server.

SECURITY

Employees are expected to respect password protected information, not gain access or attempt to gain access to information protected in this way or share passwords with anyone except the Church Operations Team Leader.

Employees are expected to take reasonable measures to protect computers, data and the network from unauthorized use and theft.

All computers should be logged off or protected by screensaver password when unattended.

Laptop computers should be secured with security cable to desk or other object not easily moved during the day. At night they should be stored in a locking drawer out of sight with the security cable attached.

E-MAIL

Every communication employees of St. Andrew's~Mt Pleasant have with the public or with other employees should be of the highest possible quality. Employees are expected to pay close attention to any electronic mail (e-mail) message sent internally or externally. These should receive the same attention to detail as does hard copy. An e-mail message should never contain sexually explicit images, messages or cartoons, or any slurs, epithets, family status or any other derogatory transmissions based on race, national origin, gender, age, disability, religious or political beliefs.

Employees also should remember that the purpose of e-mail is to further the church's mission and goals and not to provide a communication facility for personal business. Consequently, e-mail should not be used for non-job related reasons. Employees should avoid chain letters, jokes or any other types of forwarded e-mails that could be harmful and are distractions to their work.

All e-mail messages, documents, and information are the property of the church and as such may be reviewed or inspected by the Rector or the Church Operations Team Leader at any time.

INTERNET

The internet is provided for the enhancement of church business, ministry and educational research. Employees should observe the following when using the internet:

- Web surfing for personal reasons is not allowed during normal work periods.
- Downloading and installing programs are strictly prohibited.
- Viewing or downloading material that would not be glorifying to God or edifying to others is strictly prohibited.
- Caution should be exercised when web sites require registration. E-mail addresses should not be provided when possible to avoid receiving future unwanted spam e-mail.

Employee internet activity may be monitored by software and examined by the Rector or the Church Operations Team Leader without notice.

SOCIAL NETWORKS (CHURCH SPONSORED)

St. Andrews recognizes that many employees subscribe to various social networking sites, write blogs, and/or participate in a variety of online activities that are a defined part of their work or ministry. Employees should be cognizant of the fact that as employees, they represent St. Andrews. All posts should be appropriate and in line with the teachings of the church. Photos, comments, etc...should always be tasteful and of the highest possible quality. A blog or post should never contain sexually explicit images, messages or cartoons, or any slurs, epithets, family status or any other derogatory transmissions based on race, national origin, gender, age, disability, religious or political beliefs.

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Employees also should remember that the purpose of church sponsored social network sites is to further the church's mission and goals and not to provide a communication facility for personal business. Consequently, all posts should not be used for non-job related reasons. Employees should avoid any posts that could be harmful or are present distractions to their work.

SOCIAL NETWORKS (PERSONAL)

St. Andrews recognizes that many employees subscribe to various social networking sites, write blogs, and/or participate in a variety of online activities that are personal and outside of work.

Employees are reminded that all personal social network activity falls within the parameters of St. Andrews conduct policies. Photos, comments, etc...should always be tasteful and of the highest possible quality. A blog or post should never contain sexually explicit images, messages or cartoons, or any slurs, epithets, or any other derogatory transmissions based on race, national origin, gender, age, disability, religious or political beliefs. Further, employees are specifically prohibited from disparaging the church, its policies, employees, vendors, or leadership as part of a personal post

MAINTENANCE

Employees should request maintenance needs from the Church Operations Team Leader. An employee should not allow unauthorized persons to attempt to fix any problems or tamper with his or her computer or any other office equipment.

4.02.4 Custody and Use of Church Property

From time to time an employee may have custody of documents, supplies, equipment, a vehicle and/or other church property. It is understood that this custody is temporary and for use in discharging responsibilities in connection with church business. Personal use of church property is not authorized. No church property should be removed from church premises or loaned out without written authorization from the Church Operations Team Leader. Generally church property is **not** loaned out. Only employees whose job responsibilities include the oversight of repairs and maintenance of church property may engage help to carry out any repairs and maintenance needed.

4.02.5 Access to Church Property

It is important that the church have access at all times to church property, as well as other records, documents, and files. As a result, the church reserves the right to access employee offices, work stations, lockers, filing cabinets, desks, computers, computer files, voice mail, e-mail, and any other church property at its discretion, with or without advance notice or consent.

4.02.6 Safety & Security

SAFETY

Accident prevention and safety awareness are important to all employees. The Church makes every effort to provide safe working conditions for its employees. In spite of precautions, however, accidents may happen. Employees should protect themselves and others, by practicing safe working habits and by notifying their supervisor of potential health or safety hazards.

It is expected that all employees are proactive in preventing accidents and injuries to themselves and members of the church by:

- Removing tripping hazards;
- Keeping all fire egresses, stairways and hallways clear and unobstructed;
- Removing any fire hazards, flammable material and chemicals from church premises;
- Using appropriate electrical power strips to avoid overloaded circuits;
- Keeping all equipment in safe working condition;

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- Not leaving any cleaning supplies or equipment unattended or in locations that are a hazard for people.

If an employee has an accident, no matter how slight, or is injured while at work, the accident or injury should be reported to his supervisor immediately. Arrangements are made for the employee to receive prompt medical attention if necessary. It is imperative that the supervisor relay any incident to the Controller immediately for mandatory reporting purposes.

SECURITY

All employees are expected to follow the security policy outlined in the church handbook and help insure the security and protection of the church.

4.02.7 Intellectual Property

Pursuant to law and without an express agreement specifying otherwise, any (whether a technical work or a creative work) prepared by church personnel within the scope of their employment is work for hire owned by the church.

4.02.8 Copyrights

Any employee involved in the use of copyrighted materials such as music, video, audio recordings, printed material, etc, should know and understand the legal uses of such materials and abide by the copyright laws governing such materials.

4.02.9 Publicity and Contact with News Media

All requests from the news media for interviews or information concerning the Church are to be referred to the Rector.

4.03 GUIDELINES FOR DISCIPLINE & DISCHARGE

ALL DISCIPLINE IS HANDLED ON A CASE-BY-CASE BASIS. THESE GUIDELINES ARE IN NO WAY INTENDED TO CREATE A CONTRACT, EXPRESS OR IMPLIED, UNILATERAL OR OTHERWISE, BETWEEN ST. ANDREW'S ~ MT PLEASANT AND ANY EMPLOYEE.

PLEASE NOTE THAT THE CHURCH MAKES NO PROMISES OR REPRESENTATIONS WITH REGARD TO THESE GUIDELINES. ST. ANDREW'S RESERVES THE RIGHT TO INITIATE DISCIPLINARY ACTION AT ANY LEVEL, AT ANY TIME, IN ITS SOLE DISCRETION. DISCIPLINARY ACTION, THEREFORE, MAY INCLUDE IMMEDIATE DISCHARGE FOR ANY REASON.

NOTHING IN THIS OR ANY OTHER SECTION OF THIS HANDBOOK ALTERS THE EMPLOYMENT AT WILL RELATIONSHIP BETWEEN THE CHURCH AND ITS EMPLOYEES.

The following is a list of some of the types of conduct that may lead to discipline, up to and including immediate discharge. This list is for informational purposes only and is not intended to be all-inclusive. It would be impossible for the church to list all of the types of conduct for which discipline, up to and including immediate discharge, may result.

1. Unsatisfactory performance.
2. Insubordination.
3. Poor attitude, including rudeness, or lack of cooperation.
4. Abuse, misuse, theft, or the unauthorized possession or removal of church property or the personal property of others.
5. Violation of safety and health rules or other policies.
6. Unreported and/or unexcused absences, tardiness, and leaving early.
7. Misuse of church property.
8. The unauthorized handling of personal affairs during working time.

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9. Falsifying or making a material omission on church records, reports, or other documents, including payroll, personnel, and employment records.
10. Deliberate or unnecessary waste of or damage to materials, supplies, products, property or equipment of the church, fellow employees, or guests of the church.
11. Divulging confidential church information to unauthorized persons.
12. Fighting on church property.
13. Reporting to work or working under the influence of alcohol or drugs; possessing, selling, or consuming any alcoholic beverages while on church property or on church business; or possessing, selling, or using drugs of any kind while on church property or on church business.
14. Falsifying employment applications, resumes, etc.
15. Leaving work area during working hours without permission from a supervisor or authorized church representative.
16. Possession of weapons, ammunition, firearms, firecrackers, or other similar items on church premises.
17. Gambling in any way on church property.
18. Sleeping while on duty.
19. Using abusive language or threats.
20. Deliberate misrepresentation of facts to a supervisor or any other church representative concerning any work related matters.
21. Engaging in horseplay or any physical activity that would cause inattention to duties.
22. Intentional or negligent acts resulting in risk of or actual injury to another employee or resulting in risk of or actual damage to church property.
23. Any form of harassment of fellow employees.
24. Displaying offensive sexual material.
25. Any form of sexual harassment.
26. Excessive use of telephones during working hours. Telephones are for church use only.
27. Failure to properly clock in or out for work.
28. Entering another employee's time clock information.
29. Conflict of interest. It is church policy to forbid employees to deal in any other business that conflicts with the Church.
30. Accepting gifts or gratuities. It is a violation of church policy for any employee to request or accept any gift or gratuity of any kind, without the express authorization of the Church.
31. Violation of any law adversely affecting the church, or conviction in court of any crime which may cause an employee to be regarded as unsuitable for continued employment.
32. Failure to follow instructions or church policies and procedures.

ST. ANDREW'S ~ MT PLEASANT, IN ITS' SOLE DISCRETION, DETERMINES THE FORM OF DISCIPLINE, UP TO AND INCLUDING IMMEDIATE DISCHARGE, THAT ANY EMPLOYEE CAN RECEIVE FOR ANY OFFENSE.

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5.00 CHURCH FINANCE RESPONSIBILITIES

5.01 BUDGETS

All employees who have budgets as part of their ministry should seek to be faithful in preparing and implementing their budgets. Budgets are an expression of how the church seeks to fulfill the will of God and should be managed responsibly with prayer, professionalism and attention to detail.

5.02 PURCHASES

5.02.1 Petty Cash

The Controller keeps petty cash on hand to accommodate requests for small amounts and emergencies. The cash should be signed for when received. After the money has been spent, receipts and any excess cash should be turned into the Controller.

5.02.2 Credit Cards

Church Operations Team Leader, Controller and the Rector's Administrative Assistant have credit cards that can be used to place orders over the phone or through the internet.

Under no circumstances should the credit card be copied, scanned or mechanically reproduced, nor should the credit card# be retained or recorded. The credit card should be physically present when placing an order.

5.02.3 Check Requests

The church writes checks twice a month. Check requests should be received no later than 3 days before the semi-monthly check runs are printed. Check request forms are outside the Controller's office.

5.02.4 Placing Orders

Employees should prepare and forward copies of items ordered to the Controller so the Controller can verify quantities and prices on invoices for those items.

5.02.5 Receiving Orders

When an order is received, the packing slip should be reviewed to determine that every item ordered has arrived, and no items were damaged in shipment. The employee signs and dates the packing slip indicating any discrepancies or damage to the order and turns it in to the Controller. The packing list is matched to the invoice. The Controller then verifies quantities and prices are correct on the invoice, and that the invoice is approved for payment.

5.03 FINANCIAL REPORTS

The Monthly Detailed Ledger Report listing is a summary of the activity in an employee's budget accounts. It also shows spending in the account compared to the budget. It is the employee's responsibility to read this information and insure they follow the budget plan they formulated and that was approved by the Vestry. The Controller may review this report with an employee periodically during the budget year to insure that spending is in line with the budget.

5.04 EXPENSES & REIMBURSEMENTS

It is the church's policy to provide for fair and consistent reimbursement of expenses incurred on church business.

The church reimburses employees for business expenses paid by them for the benefit of the church if the following conditions are met:

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1. The expenses are paid or incurred by the employee in connection with the performance of services as an employee (i.e. they benefit the church and are necessary for an employee to perform his or her responsibilities as an employee of St. Andrew's.)
2. The reimbursement request is written documentation as to the amount, date, place, and business purpose or nature of the expense. Receipts are required to support all expenses as indicated in the following sections.

The reimbursement should be requested no later than one month after the expense has been incurred.

5.04.1 Automobile

MILEAGE

When an employee's personal automobile is used, reimbursement is made for actual mileage for identified distances. (This does not include travel to and from work or other personal business). The amount per mile reimbursed is the amount authorized for employee travel by IRS regulations at the time of the automobile use. A completed auto mileage travel log is required for reimbursement.

PARKING

Parking fees while engaged in authorized church business are reimbursed for the actual parking fee expense. (Receipt required when more than \$5.00).

AUTOMOBILE RENTAL

When an automobile is rented, reimbursement is made for actual rental of a mid-size automobile. (Receipt required).

5.04.2 Meals & Entertainment

All expenditures for business meals and entertainment in excess of \$15.00 must be supported by receipts and an expense report. A per diem of \$25 is allowed for meals (and entertainment) when on church business. Actual expenses up to a maximum of \$35 per day are reimbursed upon submission of expense report and receipts. The expense report should include the date of meal or entertainment, person or persons entertained or in attendance, restaurant, or location of meal or entertainment and business discussed. Amounts spent overall should not exceed the amounts allowed in the church budget.

Lunch with other staff members is not considered reimbursable because of an employee's ability to handle business outside of a luncheon meeting, (even though it may be more convenient to have a luncheon meeting.)

5.04.3 Travel

HOTEL

When a hotel/motel is used while traveling on authorized church business, reimbursement is made subject to the following:

Hotel/motel selection should be mid-priced and in safe respectable locations.

Reimbursement is for base room cost only. A receipt is required.

PUBLIC TRANSPORTATION

When air travel is conducted for church business coach fare is reimbursed. A receipt is required.

TRAVEL ADVANCE

A travel advance for authorized purposes may be issued and approved by the Rector or Controller.

5.04.4 Expense Reports

PREPARATION OF EXPENSE REPORTS IS REQUIRED FOR ALL REIMBURSEMENTS

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All pertinent sections of the Expense Report should be completed in detail, including the signature of the employee and the Rector or Church Operations Team Leader.

Appropriate receipts should be attached to the Expense Report.

Expense Reports should be submitted for reimbursement to the Controller, no later than the fifth business day of the month following the expense for other than out of town travel. In the event an employee travels out of town on behalf of the church, the Expense Report covering the out of town travel expense should be submitted within five business days following return from the trip.

5.05 EMPLOYEE GIFTS

Employees should report to the Rector or the Controller any gifts a giver would like to make to an employee. Employees may not accept gifts where a giver is expecting a charitable deduction. Any gift intended for an employee, whether in the form of cash or other material items (such as a car, computer, etc), should be approved by the Rector or the Controller, should follow IRS regulations governing donations to the church and becomes property of the church. If and when the donation is passed on to an employee by Rector or Vestry action, its fair market value is taxable income to the employee and reported as income to the IRS unless the employee meets the IRS criteria for being "needy".

Equipment donated to the church for use by employees to carry out their job responsibilities, a computer for example, is the property of the church.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I, _____, HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED AND READ A COPY OF ST. ANDREW'S~MT PLEASANT CHURCH'S EMPLOYEE HANDBOOK WHICH CONTAINS THE FOLLOWING CONSPICUOUS DISCLAIMER ON THE FIRST PAGE, AND WHICH I HAVE SIGNED:

DISCLAIMER

THIS EMPLOYEE HANDBOOK IS FOR INFORMATIONAL PURPOSES ONLY. IT IS NOT INTENDED TO CREATE, AND IT DOES NOT CREATE, A CONTRACT OF EMPLOYMENT, EXPRESS, IMPLIED, UNILATERAL, OR OTHERWISE, BETWEEN YOU AND ST. ANDREW'S ~ MT PLEASANT CHURCH ("ST ANDREW'S").

THE CONTENTS OF THIS EMPLOYEE HANDBOOK SERVE AS GUIDELINES OF THE CURRENT POLICIES AND PROCEDURES OF ST. ANDREW'S. THESE POLICIES AND PROCEDURES SUPERSEDE AND REPLACE ALL PRIOR POLICIES AND PROCEDURES, WRITTEN AND ORAL. ANY PRIOR HANDBOOK IS HEREBY WITHDRAWN AND RESCINDED.

THE EMPLOYMENT RELATIONSHIP BETWEEN YOU AND ST. ANDREW'S CHURCH IS AT-WILL AND CAN BE TERMINATED BY EITHER YOU OR ST. ANDREW'S, AT ANY TIME, FOR ANY REASON. IN OTHER WORDS, YOU ARE COMPLETELY FREE TO LEAVE ST. ANDREW'S AT ANY TIME AND FOR ANY REASON YOU CHOOSE, AND ST. ANDREW'S HAS THE SAME RIGHT TO END THE EMPLOYMENT RELATIONSHIP. NEITHER THIS HANDBOOK, NOR ANY ORAL OR WRITTEN POLICY OR PROCEDURE, NOR ANY REPRESENTATION BY ANY ST. ANDREW'S EMPLOYEE, SUPERVISOR, OR OFFICER CAN OR WILL CHANGE THE AT-WILL NATURE OF YOUR EMPLOYMENT

Signed: _____ Date: _____

EMPLOYEE Original: Personnel File Copy: Employee