

Employee Handbook

Policies & Procedures

January, 2016



"For there is a proper time and procedure for every matter..."

Ecclesiastes 8:6

**First United Methodist Church
950 7th Street
Clermont, Florida**

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EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

Welcome to
First United Methodist Church
Clermont, Florida

Dear Ministry Team Member,

Welcome! We are delighted that you are a part of the Ministry Team of First United Methodist Church of Clermont. Whether you have just joined our staff or have been here for a while, we are confident that you will find our church to be a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of First United Methodist Church of Clermont to be one of its most valuable resources.

Our team is a group of professional, dedicated persons grounded in the teachings, traditions and doctrine of the Christian faith. You have been selected for your particular position because of the God-given gifts and skills you will bring to our team. We know that you will help our church to achieve amazing successes in reaching persons for Christ. We hope that this is the beginning of a long, productive and spiritually fulfilling relationship.

May the Lord bless you and keep you!

The Pastoral Leadership Team
The Staff-Parish Relations Committee

"The Lord bless you and keep you; the Lord make His face shine on you and be gracious to you; the Lord turn His face toward you and give you peace." Number 6:24-26 (Aarons Blessing)

EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM

The Employee Handbook describes important information about First United Methodist Church of Clermont and I understand that I should consult my supervisor or Business Administrator regarding any questions not answered in the Handbook. I have entered into my employment relationship with First United Methodist Church of Clermont voluntarily and acknowledge that there is no specified length of employment.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at First United Methodist Church of Clermont is employment at will, which may be terminated at the will of either First United Methodist Church of Clermont or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. Accordingly, either I or First United Methodist Church of Clermont can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

I acknowledge that this Handbook is not a contract of employment or a legal document. I recognize that this Handbook does not create any obligation on the part of the Church to have any reason to continue the employment relationship, to handle certain matters in a certain manner, or to provide certain benefits or programs to me.

This Handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with First United Methodist Church of Clermont. By distributing this handbook, the church expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein. I acknowledge that revisions to the Handbook may occur at any time, with or without reason, and with or without notice. I understand that revised information supersedes, modifies, or eliminates the existing policies.

I further acknowledge that I have carefully reviewed the Church's policies prohibiting harassment and discrimination in the workplace, and understand that I am bound to comply with these policies and to report any violations to the Senior Pastor or Business Administrator.

Finally, I acknowledge that I have received a copy of the Handbook. Although certain sections may have been highlighted with me during my orientation, I understand that it is my responsibility to read, understand and comply with all of the policies contained in this Handbook and any revisions or amendment made to it.

By signing this receipt, I agree that I have received a copy of the Handbook that I will read and understand the policies contained in the Handbook, and that I am fully aware of my obligation at all times to comply with the responsibilities set forth in the Handbook.

Employee's Signature

Date

Employee's Name (Print)

This is a sample copy, as the original copy will be returned to the Business Administrator for inclusion in the employee's file.

The Mission:

First United Methodist Church Vision and Mission Statements

Vision: Encountering Christ, Growing in Christ, Sharing Christ, Wherever We Are

Mission: Making Disciples of Jesus Christ for the Transformation of the World

Child Development Center (CDC Preschool) Statements

Mission: The mission of First United Methodist Church Child Development Center is to provide a loving, nurturing, and safe environment where preschoolers have the opportunity to develop cognitively, emotionally, physically, socially and spiritually to the best of his or her ability.

Goal: Our goal is to provide creative, developmentally appropriate curriculum that will address each child's individual needs.

Philosophy Statement: We believe all children are a unique creation of God, who can make choices, believe in themselves, share with others and respect the world around them.

Delegation of Authority

All authority governing the employees of the First United Methodist Church of Clermont comes from the Leadership Council, which receives it, authority from the United Methodist Church's Book of Discipline. The Staff/Parish Relations Committee is charged to administer the policies of the Church. Additionally, the CDC Preschool Staff is governed by the CDC Preschool Board, which is elected annually by the Charge Conference.

Ministry Protection Policy

In order to provide a safe and secure environment for all children, youth and seniors who participate in church programs and use the FUMC facilities, all employees and volunteers working in any capacity with children, youth and seniors are required to follow the Ministry Protection Policy. A copy of these policies and procedures can be found in the church office.

Introductory Employment Statements

100 INTRODUCTORY STATEMENT

This Handbook is designed to acquaint you with the Church and to provide you with important information about your working condition, employee benefits, and policies and procedures affecting your employment. This Handbook also describes many of your responsibilities as an employee and outlines various programs we have developed to benefit you as an employee. It is our goal to provide a work environment that is conducive to personal, professional and spiritual growth. It is very important that you read, understand and comply with all of the provisions in this Handbook.

No Handbook or statement of policies can anticipate every circumstance or question about our policies and procedures. As the need may arise, we anticipate there will be changes to the information contained in this Handbook. We reserve the right to revise, supplement or rescind any portion of this Handbook, as we deem appropriate, in our sole and absolute discretion. Employees will be notified of changes to this Handbook as they occur or to the extent practicable under the circumstances. Lack of notice however, does not mean the policy, procedure or benefit changed, added or removed is not effective immediately.

Certain provisions of this Handbook are based upon or summarize governing state and federal laws and regulations, and accordingly should be interpreted as being consistent with those governing laws. If there is any change in those laws the policies in this Handbook should be considered automatically revised to the extent required by the change in law, as it is the policy of the Church to comply fully with all applicable legal requirements.

Some subjects described in this Handbook are covered in detail in official policy documents. Refer to these documents for specific information because this Handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents

101 EMPLOYMENT "AT-WILL"

As an employee of First United Methodist Church of Clermont, the employment relationship is one of mutual consent. The employment relationship is terminable at the will of the employee or First United Methodist Church of Clermont, that is, either you or First United Methodist Church of Clermont may end this relationship at any time, with or without cause.

This employment at will relationship may be changed only by a written document entitled '*Contract for Employment.*' To be valid, the contract must be formally signed by you, the Senior Pastor, and every voting member of the Staff-Parish Relations Committee. In addition, to be valid, the contract must specifically include the names of the parties to the agreement, the title of the position at issue, the duties of the position, the wage rate to be paid, the exact duration of the contract, and the method for ending the contract. Absolutely no other written or verbal communication is effective for changing the at will employment relationship.

102 **EQUAL EMPLOYMENT OPPORTUNITY**

We are committed to recruiting, employing, utilizing, compensating, training, coaching, assigning jobs or job duties, disciplining, providing benefits to, and promoting our staff in a manner consistent with our commitment to the inclusion and acceptance of individuals without regard to ethnicity, race, age, marital status, gender, or physical or mental disability. All employment decisions will be made without regard to race, color, sex, national origin, age, marital status, pregnancy, or physical or mental disability, except as required or allowed by law. Nor will the Church discriminate against anyone in any employment decision on account of military service or veteran status.

In order to provide equal employment opportunities to all individuals, employment decisions are based on the needs of the position, the needs of the Church, merit, qualifications, skill set, and other legitimate factors that indicate whether a person is likely to succeed in the position. We reserve our rights under the Constitution and 42 U.S.C. 2000e-1 to assure that an applicant or employee's religious beliefs and personal conduct are consistent with the beliefs of the United Methodist Church. We also reserve the right to consider an applicant or employee's religious beliefs and personal conduct when making employment decisions.

Consistent with our equal opportunity commitment, we will make reasonable accommodations for qualified individuals with known disabilities as required by law. Please refer to Section 208 for more information about accommodations.

Also consistent with our equal opportunity commitment, we prohibit all types of unlawful harassment and retaliation against employees for engaging in protected conduct. Please refer to Section 502 for more information about unlawful harassment and retaliation.

If you ever have any question, comment, concern, or suggestion about inclusiveness, diversity, discrimination, harassment, retaliation, or wrongful accusation in the work place, you should bring your issue to the attention of the Senior Pastor, the Business Administrator, or to any member of the Staff Parish Relations Committee as soon as possible. You may ask questions, raise concerns, make suggestions, and make reports without fear of reprisal, reprimand or retaliation. Anyone found to be engaging in any type of unlawful discrimination, harassment, retaliation or wrongful accusation will be subject to disciplinary action, up to and including termination of employment.

103 **EMPLOYEE RELATIONS**

We believe the working conditions, wages, and benefits offered to our employees are competitive with those offered by similar employers. If you have questions, comments, concerns, or suggestions about your working conditions, compensation, or benefits, you are strongly encouraged to communicate openly and directly with your supervisor or the Business Administrator. Experience has shown that when employees deal openly and directly with supervisors, the work environment is excellent, communications are clear, and attitudes are cooperative and positive. It is our goal to accept and to respond effectively to employee questions, comments, concerns, and suggestions.

104 STAFF-PARISH RELATIONS COMMITTEE

Our Staff-Parish Relations Committee works directly with the Senior Pastor to help our employees fulfill their duties and responsibilities. The Committee normally:

- Reviews our employment policies and procedures as well as our compensation and employee benefits plans to ensure our ability to competitively attract and retain employees.
- Works to create a climate that secures and retains the confidence and trust of employees at all levels in the organization.
- Answers employment-related questions, accepts employment-related comments and suggestions, and addresses employment-related concerns.
- Drafts, reviews, and administers our employment policies and procedures, consistent with federal, state, and local law, as well as the needs of the Church and our employees.
- Maintains the Employee Handbook, interpreting and applying the policies and procedures in the Handbook, including disciplinary actions.
- Assists Departments with employment recruiting, interviewing, reference checking, and job offers.

105 INTRODUCTORY PERIOD

The first ninety (90) calendar days on the job, for all new and re-hired employees are considered the introductory period.

The introductory period is intended to give you the opportunity to demonstrate your basic ability to perform the job for which you were selected and to determine if the new position meets your expectations. We use the introductory period to evaluate your skills; work habits, overall performance, and “fit” for the position.

Either you or the Church may decide that the new relationship is not beneficial. Of course, either you or the Church may end the at-will employment relationship at any time during or after the introductory period, with or without reason, and with or without notice.

Any significant absence during the introductory period will automatically extend the introductory period for an additional amount of time, equal to the length of the absence. If you, or we, determine that the designated introductory period does not allow sufficient time to thoroughly evaluate your basic performance and potential fit for the job, the Business Administrator or Senior Pastor may extend the introductory period by thirty (30) day increments. A maximum of two (2) extensions are permitted.

During the introductory period, you are eligible for workers' compensation insurance coverage, and other legally mandated benefits. Additional benefits if eligible are accruing during this 90 day process but cannot be used during the introductory period nor paid out if you end the employment relationship during this period.

Employees are considered "regular" employees after the introductory period is completed, and continue employment on an at-will basis. “Regular” employees may be eligible for additional benefits, subject to the terms and conditions of each benefit program. You should read the plan information for each specific benefit program for details about the plan and the eligibility requirements. If you have questions, you should consult the Business Administrator.

106 **EMPLOYMENT INFORMATION AND REPRESENTATIONS**

We rely on the accuracy of information provided in the employment application, presented throughout the hiring process, as well as stated during your employment. Any misrepresentations, falsifications, or material omissions (in our sole and complete discretion) in any of this information or data may result in the exclusion of an applicant from further consideration for employment or, if the person has been hired, immediate termination of the employment relationship.

107 **“MINISTRY DESCRIPTIONS”**

Program Directors, the Business Administrator, Facility Manager, and the Director of Food Services should have an up-to-date “ministry description” for all job positions within their department. A copy of the “ministry description” should be provided to current and new employees. Supervisors are expected to explain the “ministry description” in detail to each employee when the employee is hired and at appropriate times during the employment relationship.

A copy of all current “ministry descriptions” will be maintained in the office of the Business Administrator. “Ministry descriptions” should contain, as a minimum, the following information:

- Job title
- Department name
- Supervisory duties
- Job summary
- Job duties
- Education, training, certification and experience requirements
- Professional affiliations, if applicable
- Essential and non-essential job functions
- Physical requirements

General Employment Policies

200 BASIC STAFF MEMBER QUALIFICATIONS

All staff members must:

- Be supportive of the Christian faith, the purposes of the United Methodist Church, and the mission and goals of First United Methodist Church of Clermont, Florida.
- Be willing to submit to the spiritual leadership of the Pastoral Team and to pursue the vision and path they set for our Church with excitement and enthusiasm.
- Possess special aptitudes, skills, and capabilities required for their work.
- Be able to win and hold the cooperation and goodwill of the people they serve, their co-workers, and our members.
- Strictly maintain confidences at all times.
- Be committed to cooperation, respect for others, open communications, and all other behaviors consistent with being a positive and productive team player.
- Have satisfactory employment references, drug screening results, criminal background check results, and other screening results, as required.

201 GENERAL ORIENTATION (NEW EMPLOYEES)

All new employees will attend an Orientation Session that is generally held on or as soon after your hire date as possible. The Senior Pastor or Business Administrator along with your immediate supervisor will normally conduct the Orientation Session. It is our goal to quickly and efficiently acquaint you with the information all of our employees should know as well as information you may need in that particular position. Orientation will typically cover: the Church's organizational structure; policies and procedures; administrative and management details; buildings; computers; licensed software; an introduction to 'The City software'; telephone operations; purchasing procedures; finance procedures; and office locations.

202 HIRING OF RELATIVES

The employment of relatives in the same area of an organization may cause conflicts and/or problems with favoritism and employee morale. In addition to claims of partiality, conflicts from outside the work environment may be carried into day-to-day working relationships.

Although we have no blanket prohibition against hiring relatives of existing employees, we will monitor situations when relatives work in the same area, or are involved in joint or related projects. Each situation will be evaluated on a case-by-case basis by the employee's supervisor and the Business Administrator. In the event of actual or potential problems, we will take prompt action. This action may include reassignment or, if necessary, termination of employment for one or both of the individuals involved in the situation.

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 (e.g. step-son, step-daughter) to that of persons who are related by blood or marriage.

203 EMPLOYEE MEDICAL EXAMINATIONS AND DRUG TESTING

We want you to be able to perform your duties safely. Accordingly, medical examinations may be required before or during employment.

Job applicants who are selected for employment will be given a conditional job offer. The offer is conditioned on the completion of a drug screening test and medical examination (if required) and the satisfactory results of each. Drug screening tests are performed at our expense at a certified laboratory immediately following the job offer. We will use and rely on the laboratory's "pass/fail" results to finalize our hiring decision.

204 IMMIGRATION LAW COMPLIANCE

We are committed to employing only United States citizens and aliens who are authorized to work in the United States. We do not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, all new employees must complete the "*Employment Eligibility Verification Form*" (I-9) and present documentation establishing your identity and employment eligibility.

205 CONFLICTS OF INTEREST

As employees, we all have an obligation to conduct Church business within guidelines that prohibit actual or potential conflicts of interest. Even the appearance of a conflict of interest may harm our ministries.

An actual or potential conflict of interest occurs when you are in a position to influence a decision that may result in your own personal gain or personal gain for a relative or business associate, as a result of Church business. For the purposes of this policy, a relative is any person who is related to you by blood or marriage, or whose relationship with you is similar (e.g. step-son, step-daughter, etc.) to that of persons who are related to you by blood or marriage.

No "presumption of guilt" is created by the mere existence of some relationship with outside firms. If you have any influence on transactions involving purchases, contracts, or leases, it is imperative that you disclose the relationship to the Senior Pastor as soon as possible so that appropriate safeguards may be established to protect all parties.

Personal gain may result not only when you or one of your relatives or business associates has a significant ownership interest in a firm with which we do business, but also when you or your relative or associate could receive any kickback, substantial gift or special consideration as a result of any transaction or business dealings involving the Church.

This policy establishes only the basic framework for evaluating, considering, and avoiding actual or potential conflicts of interest. The purpose of these guidelines is to provide general direction so you may seek further clarification on issues related to the subject of acceptable standards of operation. You should contact the Senior Pastor with questions regarding actual or potential conflicts of interest.

206 OUTSIDE EMPLOYMENT

Upon the approval of your supervisor and the Senior Pastor, you may hold a job with another organization as long as you satisfactorily perform your job responsibilities with the Church. All employees are judged by the same performance standards and subject to the Church's scheduling demands, regardless of any outside work requirements. If we determine that your outside work interferes with your performance or the requirements of the Church, you may be asked to end the outside employment to remain employed with the Church.

207 NON-DISCLOSURE (CONFIDENTIALITY)

The protection of confidential information provided to the Church and its staff is vital to the interests and mission of the Church. It is expected that employees will keep such information confidential. The Church's confidential information includes, but is not limited to:

- Compensation data.
- Financial information. (i.e., member contribution records etc.)
- Personal information concerning those who have sought the advice and counsel of the Church and its staff.
- References obtained when screening for those engaged in ministry with children and youth.
- Medical and other personal information.
- Password and/or security codes to computer workstations, email accounts, sound systems, security systems, etc.
- Employment performance, counseling, disciplinary and/or termination information.
- Minutes of board meetings at which sensitive issues are discussed.

Any misuse or unauthorized release of such information, either during employment at the Church, or subsequent to the conclusion of your employment at the Church, may be grounds for discipline, dismissal, and/or the initiation of legal action. All staff members must sign an "*Employee Confidentiality Statement*" each calendar year (as determined by the Florida Annual Conference). The signed statement will be maintained in the Human Resource office. This does not prevent an employee from disclosing information about that employee, but is to protect confidential information an employee receives in confidence concerning the Church, its members, or other employees. If you have any question about whether certain information is confidential, you should consult with the Business Administrator immediately.

208 DISABILITIES ACCOMMODATION

We are committed to complying with the Americans with Disabilities Act (ADA) as well as all other federal, state, and local laws regarding individuals with disabilities.

We want to provide equal employment opportunities for qualified persons with disabilities. Accordingly, as set forth in Section 102, all of our employment practices and activities are conducted on a non-discriminatory basis. In addition, reasonable accommodations will be provided for qualified individuals with mental or physical disabilities.

Reasonable accommodations will be made during the job application process as well as regarding hiring, advancement, termination of employment, compensation, job training, job transfers, continuation of

employment, and all other conditions or privileges of employment. All employment decisions and the evaluation of proposed accommodations are based on the merits of the situation in accordance with appropriate criteria.

REQUESTS FOR ACCOMMODATIONS

1. The applicant or employee with a disability is responsible for informing us that an accommodation is needed to enable the applicant or employee to apply for a position or to perform the functions of a job.
 - We may ask an applicant or employee with a known disability if the applicant or employee needs an accommodation.
 - It is anticipated that the applicant or employee will cooperate fully with us as well as communicate openly and honestly to determine whether an accommodation is needed and whether a suggested accommodation is reasonable.
2. When an applicant or employee requests an accommodation, the Business Administrator and supervisor for the position will:
 - Identify potential accommodations in consultation with the applicant or employee, including but not limited to asking the applicant or employee's health care provider to provide information based on the job description at issue, asking the employee to complete an examination with a health care provider of our choice, etc.
 - Assess the effectiveness of each potential accommodation identified.
 - Consider the applicant or employee's preferences and select the accommodation most appropriate for the employer and the applicant or employee. *If more than one accommodation is feasible, we will exercise our discretion in selecting which accommodation will be provided. The most readily available, least expensive, and easiest accommodation to implement normally will be selected as long as the accommodation will allow the applicant or employee to perform the job.*
 - Determine if an accommodation is possible without undue burden to the Church.
3. The hiring supervisor and the Business Administrator must approve all accommodations.
4. Regardless of disability, applicants or employees selected for positions should be the best-qualified person with or without reasonable accommodation. Applicants and employees must be qualified for the position and must be able to perform the essential functions of the job with or without reasonable accommodation.

This policy is neither exhaustive nor exclusive. We are committed to taking all actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

209 EMPLOYMENT CATEGORIES

Each position of employment with the Church is classified as either exempt or non-exempt. This classification is not effective unless approved by the Staff Parish Relations Committee.

Employees in non-exempt positions are paid on an hourly basis. Employees in exempt positions are paid on a salary basis.

Non-exempt employees must complete time sheets accurately documenting their hours worked, and will be entitled to overtime compensation for hours worked in excess of forty hours in a work week. However, no non-exempt employee is authorized to work in excess of forty hours in a work week unless specifically instructed to do so by his or her supervisor or the Business Administrator.

Exempt employees are not entitled to overtime compensation and are not required to complete time sheets.

INTRODUCTORY EMPLOYEES are employees who:

- Are completing the initial ninety (90) day introductory period following date of hire.

REGULAR, FULL-TIME SALARIED EMPLOYEES are employees who:

- Have completed the introductory period;
- Are not in a temporary position;
- Are paid a salary; and
- Are regularly scheduled to work thirty (30) or more hours per week.

Regular, full-time salaried employees are exempt from overtime wages. Regular, full-time salaried employees are eligible for all benefits, subject to the terms, conditions, and limitations of each benefit program.

REGULAR, FULL-TIME HOURLY EMPLOYEES are employees who:

- Have completed the introductory period;
- Are not in a temporary position;
- Are paid an hourly wage for each hour worked; and
- Are regularly scheduled to work thirty (30) or more hours per week.

Regular, full-time hourly employees are non-exempt. They are eligible for overtime pay. Regular, full-time hourly employees are eligible for all benefits, subject to the terms, conditions, and limitations of each benefit program.

REGULAR, PART-TIME SALARIED EMPLOYEES are employees who:

- Have completed the introductory period;
- Are not in a temporary position;
- Are paid a salary; and
- Are regularly scheduled to work less than thirty (30) hours per week.

Regular, part-time salaried employees are exempt from overtime wages. Regular, part-time salaried employees are eligible to receive all legally mandated benefits; they are not eligible for many of the other benefit programs offered by the Church unless they satisfy the terms and conditions of the program.

Regular, part-time salaried employees might be eligible to participate in the United Methodist Pension Benefit Fund. Employees should consult with the Business Administrator to determine their eligibility and the participation requirements.

REGULAR, PART-TIME HOURLY EMPLOYEES are employees who:

- Have completed the introductory period;
- Are not in a temporary position;
- Are paid an hourly wage for each hour worked; and
- Are regularly scheduled to work less than thirty (30) hours per week.

Regular, part-time hourly employees are non-exempt and are eligible for overtime wages.

Regular, part-time hourly employees are eligible to receive all legally mandated benefits. They are not eligible for many of the other benefit programs offered by the Church unless they satisfy the terms and conditions of the program.

Regular, part-time hourly employees might be eligible to participate in the United Methodist Pension and Benefit Fund. Employees should consult with the Business Administrator to determine their eligibility and the participation requirements.

TEMPORARY, INTERN OR SEASONAL EMPLOYEES are employees who are hired as interim replacements to temporarily supplement the work force or to assist in the completion of a specific project.

Temporary, Intern or Seasonal positions are created, continued and terminated at the discretion of the Business Administrator, Senior Pastor and the Staff Parish Relations Committee. The maximum number of weekly hours allocated for each Temporary, Intern or Seasonal position will be determined by the Business Administrator, Senior Pastor and the Staff Parish Relations Committee. A director or supervisor is free to provide a written request to the Business Administrator requesting a change to the maximum number of hours assigned to each position. No director or supervisor may change the allocated number of hours, or the basic duties assigned to a Temporary, Intern or Seasonal employee under their supervision without written authorization from the Business Administrator, Senior Pastor or the Staff Parish Relations Committee.

Temporary, Intern or Seasonal employees are eligible for all legally mandated benefits. They are not eligible for other employee benefits unless they satisfy the terms and conditions of the program.

Temporary, Intern or Seasonal employees change employment status only when the Business Administrator, Senior Pastor and the Staff Parish Relations Committee verifies that a change in the status is warranted for that position and then notifies the employee of the change in writing.

210 **ACCESS TO PERSONNEL FILES**

We maintain a personnel file on each employee. Your personnel file includes such information as your job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the Church and are maintained in the office of the Business Administrator. Access to employee personnel files is restricted. Generally, only the Senior Pastor, Business Administrator, the Staff Parish Relations Committee, and the employee's supervisor are allowed to review an employee's personnel file.

If you want to review your personnel file, you should contact the Business Administrator or your supervisor. With reasonable advance notice, you may review your personnel file in the presence of the Business Administrator. You may review all documents in your personnel file except reference information, attorney client privileged or attorney work product documents, legal claim information, ongoing investigation information or other information the Business Administrator, Senior Pastor and Staff Parish Relations Committee deem inappropriate for review.

211 EMPLOYMENT REFERENCE CHECKS

It is important that our employees are well qualified for their jobs and have a strong potential to be productive and successful. Accordingly, we check each applicant's employment references and criminal records. The Church reserves the right to ask applicants to provide additional information which might be required to obtain a Security Bond, up to, and inclusive of, examination of a Credit Report. All employees and applicants are required, as a condition of employment, to provide written consent for the reference checks and other background investigations that may be required by the Church.

Additional checks or searches may be conducted for all individuals who work with infants, children, youth, young adults or developmentally disabled adults.

The Business Administrator or HR Representative will confirm only an employee's dates of employment and position(s) held. Additional employment data may be released (in our sole discretion) if we receive a written authorization and release signed by the individual who is the subject of the inquiry. The Senior Pastor will respond to all reference or employment inquiries received from other employers or organizations in addition to those listed above.

212 PROTECTION OF CHILDREN AND YOUTH

We are committed to taking reasonable safety measures to protect the physical and emotional welfare of children and youth who participate in our ministries. We will follow the stringent guidelines established by the Florida Annual Conference as well as all requirements of law. Sexual abuse and other inappropriate behaviors must not occur. These behaviors are devastating to all the individuals involved and to our ministries.

DEFINITIONS

Sexual Abuse - The sexual exploitation or use of anyone under eighteen (18) years of age or developmentally disabled adults through any contact or interaction in which the minor is used for the satisfaction of the older person, with or without the minor's consent. This includes both touching and non-touching behaviors.

Touching Behaviors - Behaviors that include, but are not limited to, kissing, private touching, and any sexual overtures.

Non-Touching Behaviors - Behaviors that include, but are not limited to, verbal sexual comments, displaying pornography, obscene telephone calls, exhibitionism, and allowing or coercing minors to witness sexual activity.

Minor - Any person under the age of eighteen (18).

Paid Staff - Compensated employees of First United Methodist Church of Clermont, Florida.

Volunteer - Any person who has direct or indirect contact with any minor, including High School students who have direct or indirect contact with any minor.

High School Student - Students in grades nine through twelve.

SELECTION AND SCREENING

We are committed to carefully screening employees and volunteers who will work with children and youth. All screening results are confidential.

1. Before being employed as a paid staff person, or prior to volunteering to work with our children and youth may be invited to observe ministry programs. The applicant must remain in the presence of a screened employee or Program Director.
2. We ask each applicant to complete a "Background Investigation Consent" form. This allows us to contact references and perform investigations, including contacting appropriate law enforcement agencies and references.
3. We may refuse employment for any reason, including information provided on the application, obtained from references, or impressions formed during the evaluation process. Persons convicted of sexual or physical abuse are not eligible for work with children and youth.
4. We will closely and carefully monitor compliance of our guidelines and policies. The Senior Pastor and the Business Administrator have the responsibility and the duty to ensure that the provisions of the Master Policy are maintained at all times. Further, the Senior Pastor, Business Administrator and the Facility Manager have the responsibility and the duty to ensure that all classrooms and public spaces comply with the building requirements under the Master Policy for lighting, visibility and availability at all times. There is no time, place, or space that is beyond the bounds of observation and evaluation.
5. Any person who suspects that abuse is taking place or has taken place must immediately report the activity or suspicion to the Senior Pastor, or Church Administrator and document the incident. The Senior Pastor or his/her designee will speak with all parties concerned and file a written report containing the accounts of those contacted.
6. All media contacts must be referred to the Senior Pastor or Business Administrator. We want to protect the privacy and confidentiality of all individuals involved in a situation to the extent practicable under the circumstances.
7. The Senior Pastor and the Staff Parish Relations Committee must be informed of and involved in the investigation of any incident that involves a staff member or an ordained Pastor.
8. All individuals working with children and youth must annually review and sign the "*Child and Youth Protection Policy*" document.

We welcome all comments, suggestions, questions, and concerns regarding these procedures and any activities observed or discovered. We cannot over-emphasize the importance of protecting those individuals who may not be able to protect themselves.

213 PERSONNEL DATA CHANGES

It is your responsibility to promptly notify your supervisor and the Business Administrator of any changes in your personnel data by completing an “Employee Emergency Contact Information” form as needed. Your personal mailing address, telephone numbers, number and names of dependents, changes in marital status and name, individuals to be contacted in the event of an emergency, and other personnel information must be accurate and current at all times.

214 LIFE-THREATENING ILLNESSES IN THE WORKPLACE

Employees with life threatening illnesses (e.g. cancer, heart disease, AIDS, etc.) often wish to continue their normal pursuits, including work, to the extent their condition allows. We support these endeavors as long as employees are able to meet acceptable performance standards.

The Church will make reasonable accommodations available for employees with life-threatening illnesses, consistent with all legal requirements.

Medical information on individual employees is treated confidentially. We will take reasonable precautions to protect medical information from inappropriate disclosure. Directors and all other employees who have knowledge of an individual’s medical information have a responsibility to respect and maintain the confidentiality of that information. Anyone inappropriately disclosing medical information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about the continuation of the employment relationship in the midst of life threatening illnesses are encouraged to contact the Senior Pastor and Business Administrator.

215 INTELLECTUAL PROPERTY

Intellectual Property also known as creations of the mind (i.e., inventions, literary and artistic works, symbols, names, music, images and designs) used or unused for any reason that are created at church remain the property of First United Methodist Church of Clermont and should not be deleted or removed from the church.

216 CHILDREN IN THE WORKPLACE

As a parent, you are expected to have adequate childcare during business working hours in order to provide for the safety and supervision of your children, to allow you to perform your work without undue distraction, to allow other employees to perform their work without undue distraction, and to avoid liability to yourself and to the Church for accidents which might result from bringing children into the workplace.

Should you need to visit the work place on off-hours or on days when you are not normally working; your visits should be brief. You should not visit the workplace when your children are not feeling well or may be disruptive to other staff. It is your responsibility to exercise parental authority and oversight of your children while in the workplace.

Employment Compensation Policies

300 TIME RECORDING

Non-exempt Employees

Accurately recording time worked is an important responsibility of every non-exempt employee. Federal and state laws require that we keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties or certain other activities for the benefit of the Church.

Non-exempt employees must accurately record the time they begin and end their work. Non-exempt employees must also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be reported. Overtime work also must be approved by your supervisor and the Business Administrator before it is performed.

Altering, falsifying, or tampering with time records, working unauthorized time, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. If corrections or modifications are made to a time record, both the employee and supervisor must initial the time record to verify the accuracy of the changes.

Exempt Employees

Exempt employees have the freedom and flexibility to adjust their work schedules based upon the duties and demands of their ministry responsibilities. Though the amount of time spent on campus may be different each day, it is understood that the sum total of hours spent fulfilling those responsibilities will rarely be less than forty (40) hours per week.

Exempt employees who have Sunday programming/ministry responsibilities are provided a day off during the week to tend to personal business and relaxation. Your particular day off will be selected in consultation with your supervisor. If for any reason you need to change your scheduled day off, you must notify your supervisor of the change. If for any reason you need to make significant modifications to your work schedule for a given week, you must notify your supervisor of the change. If you are absent from your duties without the consent and/or knowledge of your supervisor, or without having requested personal or vacation leave, your supervisor, with the authorization of the Business Administrator may submit a "*Staff Leave Request*" form on your behalf. A day of leave will be deducted from the balance of your remaining personal leave time, or, if depleted, will result in the loss of a vacation day.

It is your responsibility to keep your supervisor notified of changes to your weekly schedule. Excessive or unauthorized absenteeism may result in disciplinary action, up to the termination of the employment relationship.

From time-to-time, the Business Administrator, Senior Pastor, or the Staff Parish Relations Committee may request that an employee complete a "*Time Analysis Survey*" for all, or a particular component of their ministry area, inclusive of the use of the employee's time spent in the completion of his/her duties and responsibilities. The information from the survey will be used to evaluate the overall needs of the department, to anticipate areas of future staffing needs, and/or to modify current ministry descriptions. The request to complete a "*Time*

Analysis Survey” is non-negotiable. The completed survey will be presented to the Business Administrator on or before the required due date.

301 PAYDAYS

You will be paid on an every other week basis. Each paycheck includes earnings for all work performed through the end of the current payroll period

Paychecks will be distributed by supervisors, placed in employee mail boxes, sent electronically via direct deposit, or mailed via U. S. Mail to an address you have provided to the Business Administrator.

302 ENDING THE EMPLOYMENT RELATIONSHIP

The end of the employment relationship is an inevitable part of personnel activity within any organization. Many of the reasons for ending the relationship are routine. Below are examples of some of the most common circumstances when employment is discontinued:

RESIGNATION – the voluntary end of the employment relationship, initiated by the employee.

DISCHARGE – the involuntary end of the employment relationship, initiated by the employer.

POSITION ELIMINATION – the involuntary end of the employment relationship, initiated by the employer due to the reduction of staff positions or a change in circumstances dictating a lack of need for the position.

303 TERMINATION CHECKS

Termination checks shall be released upon return of all building keys and other property belonging to the Church which may have been entrusted to the care of the employee.

304 ADMINISTRATIVE PAY CORRECTIONS

We take all reasonable steps to ensure that you receive the correct amount of pay in each paycheck and that you are paid promptly on the scheduled payday.

In the event there is an error in the amount of your pay, you should promptly and professionally bring the discrepancy to the attention of the Business Administrator. The situation will be evaluated and appropriate corrections will be made as quickly as possible.

305 PAY DEDUCTIONS

Typical pay deductions may be divided into two categories – deductions required by law and deductions authorized in writing by you for your benefit.

The law requires that we make certain deductions from your compensation. Among these are applicable federal income taxes; Social Security taxes up to a specified limit called the Social Security "wage base;" garnishments; and child support payments.

We offer various programs and benefits beyond those required by law. If eligible to participate, you may voluntarily authorize deductions in writing from your paycheck to cover the cost of your participation in these programs. Eligible programs may include, but are not limited to, the payment of your group medical and dental insurance premiums, and pension contributions.

If you ever have questions about any deductions from your paycheck, please ask your supervisor or the Church Business Administrator for assistance. Any correction will be made promptly.

306 OVERTIME WAGES

Exempt employees are not eligible for overtime pay.

Non-exempt employees are eligible for overtime pay consistent with federal and state wage and hour laws. Overtime pay is based on actual hours worked. Paid time off for holidays, personal leave, vacation leave, or any other leave of absence is not considered hours worked for purposes of overtime.

Non-exempt employees must not work more than forty (40) hours in any workweek unless the immediate supervisor and the Business Administrator approve the work in advance. Employees will be paid overtime at the rate of 1 and ½ times their regular rate for anything over forty (40) hours in a week.

Overtime is extremely costly to the Church and should be kept at a minimum. Program directors and/or supervisors should be prepared to provide written justification for all overtime expenditures incurred during a pay period.

307 WAGE AND SALARY REVIEWS

The wage and salary structure for employees of the church are reviewed and proposed by the Staff-Parish Relations Committee and approved by the Finance Committee.

Individual wage and salary reviews may occur at least once each year for every employee. Salary increases may or may not result from such salary reviews. Employee salary review may be held in conjunction with performance reviews.

Employee Benefits

400 EMPLOYEE BENEFIT PROGRAMS

We are pleased to provide eligible employees a wide range of employee benefits. Several of our programs are available to all employees as required by law (e.g., Workers' Compensation, Social Security). Some benefit programs require contributions from the employee. Your eligibility for benefits depends on a variety of factors, including your employee classification.

The Business Administrator can help you identify the benefits programs for which you are eligible. You may review some of the details of the employee benefits programs in this Handbook. You should always refer to the official plan document for the specific benefits plan, however, to get the most accurate information. Any inconsistencies between the formal plan document and any other document or representation are controlled by the official plan document.

401 VACATION TIME OFF

Vacation time off with pay is available to provide opportunities for rest, relaxation, and personal pursuits. Vacation is not an earned benefit. It is granted as a fringe benefit to be used in accordance with this policy.

Regular full-time salaried and regular full-time hourly employees are eligible to accrue and use vacation time. If eligible, you will accrue a pro-rated amount of vacation each year based on your years of service and number of hours normally scheduled for work each week. Your vacation is accrued and tracked on a calendar year of service.

For those in a position eligible for vacation, only after completing ninety (90) days of employment are you eligible to receive an allotment. See the chart for your initial year allotment rates (chart based on 40 hour work week). Vacation allotted during first calendar year of employment must be taken after ninety (90) days of employment, and prior to December 31 of the calendar year of employment. **{Use it or lose it}** Example: Hire date of April 15, ninety (90) day period is complete on July 14, at which time 40 hours vacation are available to be taken between July 15 and December 31 of that same calendar year. Beginning January 1 of the next year the allotment resets and 80 hours of vacation will be available.

Your length of service is calculated on the basis of when your benefits started following your hire date. Anyone hired January to September will have their 2nd year of service start the following year. Example: Hire date of March 15, 2016 would start their 2nd year of service on January 2017. Anyone hired October to December will have their 2nd year start on January after the first full year of service. Example: Hire date of October 15, 2016 would start their 2nd year of service on January 2018. *Your benefit year may be extended for any significant leave of absence except a military leave of absence. Military leave has no effect on this calculation.*

<u>Hired in</u>	<u>Vacation</u>	<u>After 90 days</u>
January	60 hrs	April
February	53 hrs	May
March	47 hrs	June
April	40 hrs	July
May	34 hrs	Aug
June	27 hrs	Sep
July	20 hrs	Oct
August	13 hrs	Nov
September	7 hrs	Dec
October	80 hrs	Jan
November	73 hrs	Feb
December	67 hrs	Mar
Thru 4 th full yr	80 hrs	(2 weeks)
5 th thru 9 th yr	120 hrs	(3 weeks)
10 th year plus	160 hrs	(4 weeks)

When interested in using your accrued vacation time, you must request approval at least ten (10) business days in advance. A “Staff Leave Request” form is available for you to use for your request. A request is reviewed based on a number of factors, including staffing requirements and ministry needs of the Church. The completed and signed form is to be submitted to employee’s supervisor for final approval then forwarded to the Church Administrator for payroll and benefits calculations.

Vacations exceeding two consecutive work weeks cannot be taken except by special arrangement as approved in writing by your supervisor and the Business Administrator. Employees shall be given their choice of vacation periods whenever possible, and in case of conflicts, the employee who has been with the church the longest shall have first choice.

Vacation time off is paid at your base pay rate, for the number of hours you normally would be scheduled to work, at the time of your vacation. Overtime and other forms of compensation are not included.

Vacation Buy-Out: Employees may request a buy-out of up to 40 hours of vacation time provided that it will be used in conjunction with an equal amount of vacation time taken. Approval of vacation buy-out is subject to budget constraints and must be approved by the Senior Pastor and Business Administrator. It is our express desire that the employee use the time cashed in towards vacation expenses and relaxation as a reward for faithful service.

Vacation time is not cumulative. In case of illness, your vacation time will be used to pay you for your time away from work as needed following your use of personal leave days.

Part-time employees and Temporary, Interim or Seasonal employees are exempt from paid vacation leaves. Such employees may request unpaid vacation time subject to the approval of their supervisor and according to the process described above.

Clergy vacation time is granted according to the guidelines established by the Resident Bishop and the Cabinet of the Florida Annual Conference.

402 MEDICAL INSURANCE

The church provides medical insurance benefits to eligible employees. Further information regarding these benefits will be provided to you by the Business Administrator or HR representative, and are subject to change on an annual basis.

Should an employee decline participation in the medical insurance benefits program, they must sign a waiver. The signed waiver will be placed in the employee’s personnel file.

404 DEDUCTIONS FOR MEDICAL AND DENTAL INSURANCE PREMIUMS

Premiums you must pay for medical and dental insurance will be deducted automatically from your regular paychecks every other week, following eligibility.

405 BENEFITS CONTINUATION COVERAGE (COBRA)

You, your spouse, and your dependent children may be eligible for continuation of coverage of medical, dental, and medical reimbursement plan benefits when your coverage would otherwise end. Please consult the Business Administrator for more information.

406 UNEMPLOYMENT INSURANCE

Unemployment Insurance is not offered through the Church.

407 PENSION BENEFITS

The Church provides a pension program to eligible employees. Further information regarding these benefits will be provided to you by the Business Administrator or HR representative.

Should an employee decline participation in the retirement program, they must sign a waiver on a form provided by the General Board of Pension and Health Benefits. The signed form will be placed in the employee's personnel file.

408 LEAVES OF ABSENCE

FAMILY MEDICAL LEAVE ACT (FMLA)

Consistent with the Family and Medical Leave Act of 1993 (FMLA), we provide FMLA leaves of absence to eligible employees. To be eligible, you must have worked at least twelve (12) months and at least 1,250 hours during the twelve (12) months before taking the leave.

You may take FMLA leave: (1) to care for your child after the child's birth, adoption or placement for foster care; (2) to care for your spouse, son or daughter, or parent, who has a serious health condition; and (3) for your own serious health condition when you are unable to perform the essential functions of your job.

You may take up to twelve (12) weeks of leave in any twelve (12) month period, measured by looking back at the twelve (12) month period immediately before your leave.

Leave taken to care for your child after the child's birth, adoption or foster care placement must be completed within twelve (12) months of the birth, adoption or placement.

FMLA leave is available for immediate family of members of the U.S. Armed Forces Reserves or National Guard to assist with qualifying exigencies (such as arranging personal and financial matters) associated with a call-up for a national contingency operation. Certain family members also qualify for up to twenty six (26) weeks of leave to care for service members injured during active duty. Please see the Business Administrator if you think you may qualify for military-related FMLA leave.

When both you and your spouse work for the Church, your maximum combined leave to care for a child following birth, adoption or placement for foster care is twelve (12) weeks. This combined limit also applies to your care for a parent with a serious health condition.

Some leaves are "continuous," meaning you are absent from work for a continuous period of time, normally exceeding three (3) days. Leave may be "intermittent," meaning you will be absent for periods of time on a

recurring basis (for chemotherapy, physical therapy, etc.). Finally, leave may be taken through a reduced schedule – with a reduction of the number of hours you may work for a period of time.

Intermittent and reduced schedule leaves are available only when medically necessary for your own or your family member's serious health condition.

Intermittent leave to care for a child following birth, adoption or placement for foster care is available only at the Church's discretion.

During intermittent or reduced schedule leave, the Church may temporarily transfer you to another job of equivalent pay and benefits to better accommodate your leave.

You must provide thirty (30) days advance written notice of your need for an FMLA leave, unless an emergency prevents such notice. In an emergency situation, notice must be given to the Business Administrator as soon as practicable. When leave is requested or taken for a serious health condition, you must provide the Church with a health care provider's certification of the need for leave. You must return the fully completed certification form to the Business Administrator within fifteen (15) days after you request leave. In some cases, the Church may ask that you obtain a second or third medical opinion at our expense.

While you are on an FMLA leave, you must use your accrued paid time off days and any unused vacation days during the FMLA leave. Once those paid time off and paid vacation days are exhausted, additional leave required by the FMLA, if any, will be unpaid. The use of paid time off or vacation days during the FMLA leave does not increase the total length of your right to leave beyond the maximum of twelve weeks guaranteed by the FMLA.

Health and dental insurance benefits in effect when your leave begins will continue during your leave. We will continue to pay the normal premiums paid for an active employee. You must pay any premiums you would normally owe as an active employee, as those charges become due. If you choose not to return from leave, you may be required to repay any portion of the premiums advanced by the Church. Any repayment due shall be recovered through payroll deduction.

For safety reasons, you must provide the Church with a release from your health care provider to return to work (with or without restrictions). If you are released to return to work without restrictions, you will be returned to the same position you held before your leave, or to a position that is equivalent in pay, benefits, and other employment terms. If you are released to return to work with restrictions, we will review your situation with you and determine how the situation will be handled on an individual basis.

It is our policy to fully comply with our obligations under FMLA. We will not terminate your employment or discriminate against you for exercising your rights under the FMLA.

STATE LEAVE

The State of Florida allows protected leave for regular and reserve military duty, jury duty, and victims of domestic and sexual violence. Under Florida law, victims of domestic and sexual violence are afforded up to three (3) days in a twelve month period to make themselves safe, seek legal assistance, and obtain medical treatment and/or psychological counseling. Please inform the Business Administrator if you believe you are entitled to leave for any of these reasons.

409 HOLIDAYS

The Church recognizes eleven (11) holidays per calendar year. The holidays include the following:

- | | |
|------------------------|---|
| New Year's Day | Labor Day |
| Martin Luther King Day | Thanksgiving Day |
| President's Day | The day after Thanksgiving |
| Easter Monday | Christmas Day |
| Memorial Day | 1 st working day after Christmas |
| Independence Day | |

Holiday pay is calculated based on the employee's hourly pay rate and at 8 hours. All full time employees are eligible for holiday pay. **Part-time employees working more than 20 hours a week are only eligible for Thanksgiving Day and Christmas Day based on the employee's hourly pay rate and at 8 hours.** Exempt and Non exempt employees within the first ninety (90) days of service are exempt from receiving holiday pay.

Generally a recognized holiday that falls on a Saturday will be observed on the preceding Friday. If the holiday falls on a Sunday, the following Monday will be observed. If a recognized holiday falls during your paid absence (e.g., vacation, personal leave), you will receive use of a holiday in place of a day of vacation or personal leave.

When Christmas falls on Saturday, Friday and Monday are paid holidays. When Christmas falls on Sunday, Monday and Tuesday are paid holidays.

Exempt employees who work on a holiday, or if the holiday falls on a normal day off, will receive another day off in place of the holiday.

Paid time off will not be counted as hours worked for any purpose.

A "paid" holiday is the day that is observed by the church, not necessarily the actual holiday.

410 WORKERS' COMPENSATION INSURANCE

We provide a comprehensive Workers' Compensation insurance program at no cost to employees. If you are injured or become ill at work, you must notify your supervisor and the Church. Full time salaried and hourly employees are eligible immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately.

411 PAID TIME OFF BENEFITS

We provide paid time off benefits to all eligible employees for periods of temporary absence due to personal illness, illness in the employee's family, personal appointments, death of a family member, or other events that cannot be scheduled outside the regular work day. Salaried full-time and salaried part-time employees as well as hourly full-time and hourly part-time employees over 20 hours a week are eligible.

Full-time employees receive eight (8) hour of paid time off for every month worked. Paid time off is accruable up to 96 hours. Only 40 hours can be carried over to the following calendar year. After five (5) full years of employment, provided the church does not initiate the termination, and provided the employee has been in full compliance with the Supervision/Disciplinary Guidelines of Section 500 through 512, employees who retire or voluntarily resign with at least two weeks written notice will be paid unused accrued paid time off.

Part-time employees who work over 20 hours a week receive one (1) hour of paid time off for every twenty-five (25) hours worked. Paid time off is accruable up to 52 hours. Only 20 hours can be carried over to the following calendar year. After five (5) full years of employment, provided the church does not initiate the termination and provided the employee has been in full compliance with the Supervision/Disciplinary Guidelines of Section 500 through 512, PTE who retire or voluntarily resign with at least two weeks written notice may be paid unused accrued paid time off.

If you are unable to report to work due to illness or injury, you must notify your supervisor before the start of your workday if possible. Your supervisor must be contacted on each day of absence unless otherwise instructed.

Any other requests for paid time off must be made in advance on the "Staff Leave Request" form. The completed and signed form is to be submitted to employee's supervisor for final approval then forwarded to the Business Administrator for payroll and benefits calculations. Paid time off leave can be used in minimum increments of one half day.

412 JURY DUTY

We encourage you to fulfill your civic responsibilities by serving Jury Duty when required. Requests for Jury Duty must be made in advance on a "Staff Leave Request" form. This form, along with a copy of your Jury Duty summon, must be submitted to the Business Administrator and will in turn be submitted to your supervisor for final approval. Upon completion of your Jury Duty, it is important to discuss the amount spent serving on Jury Duty, etc., with the Business Administrator to determine if any adjustment in base salary is required. Normally, employees will receive the difference between compensation received for Jury Duty and the employee's base salary. Should the employee fulfill his/her duties by working evenings and/or weekends, the entire base salary shall be paid. Upon early release from Jury Duty (before noon), staff members are expected to report to work.

413 CONTINUING EDUCATION LEAVE

We recognize that the skills and knowledge of our employees are critical to the success of the organization. Employees have the opportunity to continue to grow in their ministries through continuing education events.

Attendance at conferences, seminars, and other educational events as approved in advance by the Church is encouraged. Where it can be demonstrated that the Church will benefit from an employee's participation in events or professional memberships, the related expenses may be considered for reimbursement. Request need to be made in advance with supervisors. Approval will be subject to budget constraints and must be approved by the Senior Pastor and Business Administrator. If non-exempt Employee, hours are not counted as work hours unless prior approval from supervisor is obtained.

414 DUTY LEAVE

Lay employees and Clergy are encouraged to fulfill their responsibilities on the District, Annual Conference, and General Church levels. Lay employees and Clergy are required to discuss with the Senior Pastor any long term commitment to the greater church (District, Conference, General Church), outlining the type, length, and amount of time in the commitment. The Senior Pastor is to share his or her commitments to the greater church with SPRC in the same manner.

Duty leave is understood to be in addition to, not in place of, regular earned vacation leave. Lay employees are to communicate with their ministry department and his or supervisor when they will be off campus for greater church duties.

415 MISSION LEAVE

After three years of employment, exempt employees may take up to five (5) days every three years to work on a mission project sponsored by the *Missions Ministry of First UMC*. Time spent on mission leave is not considered as vacation leave or personal time off. Requests for mission leave must be made on a "Staff Leave Request" form and should be submitted at least 60 days in advance of the event. The form must be submitted to the Business Administrator for processing and authorized by the Senior Pastor.

416 CLASSES DURING WORK HOURS

We encourage staff to participate in Church-sponsored studies and classes, as these provide opportunities for personal and spiritual growth. Preferably, staff will be able to attend classes on non-work scheduled time. On certain occasions, an employee may be granted the opportunity to attend a job-related class during work hours. Please speak to your supervisor, Business Administrator or Senior Pastor, to see if your participation in a class qualifies for this benefit.

417 SABBATICAL / EDUCATIONAL LEAVE

The Church may authorize unpaid sabbatical/educational leaves of absence to eligible employees who wish to take time off from work duties to pursue educational course work or for a period of spiritual enrichment through travel and research that is applicable to department needs. Please see the Senior Pastor for information about Sabbatical / Educational leave requirements.

418 MILITARY LEAVE

Military leaves of absence will be granted consistent with Federal and State laws and requirements in effect at the time the request for Military Leave is presented. Please see the Business Administrator for more information.

419 Child Development Center

The Church offers quality education in the Church's Child Development Center by offering employees a discount for enrollment. Please see the Child Development Center to receive more information about this benefit, or to make arrangements to enroll your child in the program.

420 MINISTRY LEADERSHIP PARTICIPATION

The church encourages employees to participate in leadership in all aspect of ministry at First UMC; however, this must be done strategically and in a way that does not interfere with the performance of assigned job responsibilities.

When desiring or asked to take on a leadership role in a day time, on-going program - beyond that for which the employee is responsible including, but not limited to such ministries/programs as Bible studies, VBS, Youth Week, Music Camp, etc., it is important that employees outline how it will affect his or her work load and departmental work flow and submit to the Senior Pastor and Business Administrator for final approval.

Supervision / Disciplinary Guidelines

500 EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, we expect employees to follow rules of conduct that further the mission of our Church, glorify God, and protect the interests and safety of our Church, congregation, employees, volunteers, and visitors.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. We expect that each employee will be responsible for his or her own behavior and make smart choices.

In addition, all employees are required to read and sign the “Employee Conduct Policy form of The Florida Annual Conference of The United Methodist Church.”

The following are examples of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property.
- Breach of confidentiality, gossip, rumor, or defamation of another’s character.
- Misrepresentations or the falsification of records or other information (verbal or written).
- Working under the influence of alcohol, illegal drugs, or legal drugs used illegally.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty or representing the Church, or while operating Church owned vehicles or equipment.
- Illegal possession, distribution, sale, transfer, or use of legal drugs in the workplace, while on duty or representing the Church, or while operating Church owned vehicles or equipment.
- Verbalized or written threats, fighting, bullying, or threatening behavior.
- Sexual or other unlawful harassment, unlawful discrimination, or unlawful retaliation.
- Negligence or improper conduct leading to the damage of property or persons.
- Insubordination towards the Pastors and/or immediate supervisors, or other disrespectful conduct towards others.
- Unsatisfactory employment performance.
- Violation of safety or health rules.
- Excessive absenteeism or any absence without notice.
- Unauthorized absence from workstation during the workday.
- Unauthorized use of telephones, computers, or other Church-owned equipment.
- Violation of personnel, volunteer, children, youth, or other protection/safety policies.
- Misrepresenting the Church or a Church-sponsored event.
- Smoking in prohibited areas.
- Conduct that is inconsistent with the individual’s job description and all actions listed in this section.

501 DRUG AND ALCOHOL USE

It is the Church's / CDC Preschools desire to provide a drug-free, healthy, 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 our premises or while conducting employment activities, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. Such conduct is also prohibited during non-working time to the extent that in the opinion of the Senior Pastor and the Business Administrator it impairs an employee's ability to perform on the job or threatens the reputation or integrity of this church. The legal use of prescribed drugs is permitted on the job, only if it does not impair the employee's ability to perform the essential functions of the job effectively and in a safe manner without danger to other individuals in the workplace. The illegal use, distribution, sale (etc.) of legal drugs is prohibited.

To help ensure a safe work environment, employees are subject to drug testing in a certified laboratory whenever the immediate supervisor, the Senior Pastor, Business Administrator, and the Staff Parish Relations Committee concur that an employee should submit to testing. If the test results are negative, the employee may return to work immediately and all compensation will be paid. If the test results are positive, the Senior Pastor, Business Administrator, in consultation with the Staff Parish Relations Committee, will consider the appropriate disciplinary action to be applied to the employee.

Violations of this policy shall lead to disciplinary action, up to and including the immediate termination of employment, the required participation in a substance abuse rehabilitation or treatment program at the employee's expense before returning to work, required periodic testing, etc. Violations of this policy may have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with the Business Administrator or the Senior Pastor without fear of reprisal, reprimand or retaliation. Assistance and referrals to appropriate resources in the community may be made available to the employee. An employee with a drug or alcohol problem may request approval to take unpaid time off to participate in a rehabilitation or treatment program.

502 SEXUAL AND OTHER UNLAWFUL HARASSMENT

We are committed to providing a safe, healthy, and productive workplace for our employees. Harassment, including sexual harassment, is disrespectful, degrading, and detracts from our mission and ministries. Our workplace must be free from unlawful harassment, including but not limited to sexual, racial, age, disability, color, national origin, pregnancy, gender, and religious harassment as well as all other types of harassment prohibited by federal, state, or local law.

We strongly disapprove of and will not tolerate the unlawful harassment of our employees. Pastors, Directors, supervisors, co-workers, vendors, and all other individuals with whom our employees have contact must not engage in any harassing activities.

Harassment includes verbal, nonverbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Some examples include: racial slurs; ethnic jokes; posting of offensive statements, posters, or cartoons; or other similar conduct.

Sexual harassment refers to behavior of a sexual nature that is unwelcome and offensive. Sexual harassment is a form of employee misconduct that is demeaning to another person and undermines the integrity of the employment relationship. According to the United States Equal Employment Opportunity Commission, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute “sexual harassment” when:

- Submission to such conduct is made explicitly or implicitly a condition of an individual’s employment;
- Submission to or rejection of such conduct is used as a basis for an employment decision affecting the employee; or
- The harassment has the purpose or effect of unreasonably interfering with the employee’s work performance or creating an environment that is intimidating, offensive, or hostile to the employee.

Unwanted physical contact, foul language, sexually oriented propositions, sexual jokes or remarks, obscene gestures, or the display of sexually explicit pictures, cartoons, or other materials may be unwelcome and offensive and must not occur.

You must report any incident of discrimination, harassment, or suspected discrimination or harassment immediately to the Senior Pastor, the Business Administrator or any member of the Staff Parish Relations Committee. Anyone who observes discrimination or harassing conduct or suspects discrimination or harassing conduct has occurred, even if directed at another employee, must inform the Senior Pastor, Business Administrator or any member of the Staff Parish Relations Committee immediately.

We will not tolerate retaliation against any employee for asking questions, making a complaint, or cooperating in an investigation. Any employee who experiences or suspects retaliation must report it to the Senior Pastor, Business Administrator or any member of the Staff Parish Relations Committee immediately.

Every complaint or report of harassment, discrimination, and/or retaliation will be taken seriously and investigated promptly. We will take action to stop harassing activities and correct inappropriate situations. Employees who engage in discrimination, harassment, or retaliation will be disciplined, up to and including termination of employment. Vendors, customers, members, and other third-party harassers may be prohibited from working with our Church or interacting with our personnel and may be banned from our property.

It is important that your message when reporting harassment, discrimination, and/or retaliation is absolutely clear. We ask that you speak candidly. It is important that you make a report or ask a question about any conduct that in any way concerns you. If you are more comfortable making your complaint or asking your question in writing, you may do so. We may ask that you write a statement about your complaint as part of our investigation to make sure we understand everything clearly. Complaints, investigations, and information will be handled confidentially to the extent practicable under the circumstances.

Finally, it is critical that all employees making complaints, responding to complaints, or participating in an investigation act only in good faith. We can only respond to the information we receive, and the quality of our response is based in large part on the quality of the information received. Withholding information will interfere with our ability to handle a situation properly.

Please see the Senior Pastor, Business Administrator, or any member of the Staff-Parish Relations Committee if you have any questions about equal employment issues, discrimination, retaliation, harassment, defamation of character, or false accusations made in the workplace. We appreciate your cooperation in these matters.

Remember: If you have any question about whether an activity or behavior is acceptable at work, the best practice is to NOT engage in that behavior or activity and to report questionable activities when you observe them.

Ministerial Sexual Abuse

Sexual abuse within the ministerial relationship can occur when a person within a ministerial role of leadership (pastor, educator, counselor, youth leader, or other position of leadership) engages in sexual contact or sexualized behavior with a pastor, congregant, visitor, client, student, staff member, or volunteer.

Sexual abuse within the ministerial relationship involves a huge betrayal of sacred trust, a violation of the ministerial role, and the exploitation of those who are vulnerable.

Any information as to ministerial abuse must be reported to the Senior Pastor, Business Administrator, or Staff Parish Relations Committee. Misconduct of a sexual nature within the life of the Church interferes with its moral mission. Our Church stands in opposition to misconduct of a sexual nature in the Church and society.

The Church adopts the conference policy on clergy/diaconal ministerial ethics relating to sexual misconduct and makes it a part of the policy by reference. If any sexually abusive, sexually harassing, or other harassing situation involves a clergy person, the Staff Parish Relations Committee, District Superintendent, and/or Presiding Bishop, will be notified.

503 PROHIBITED VIOLENCE OR WEAPONS

It is the policy of the church that there will be zero tolerance for violence. This includes joking and talking violence. If violence in the workplace is displayed or threatened, the person responsible for such conduct will be subject to immediate disciplinary action. In addition to the appropriate disciplinary action, the employee and/or other parties involved may be subject to criminal proceedings as appropriate. For the purpose of this policy, violence includes physically harming another, shoving, pushing, intimidation or coercion; however, the Church reserves the right to review incidents and expand on what may be considered violence.

To ensure a safe and non-threatening environment for our employees, congregation and visitors, weapons are prohibited on Church property except when properly secured in a locked personal motor vehicle or when kept within a residence provided to an employee for living quarters. A weapon includes a firearm, whether or not loaded, an explosive device, electric stunning device, switchblade knife, pocket knife with a blade longer than three inches, metal knuckles or any other device the primary purpose of which is to inflict bodily harm. A weapon will be considered properly secured in a locked personal motor vehicle if the motor vehicle is fully locked and the weapon is securely encased in a glove compartment, whether or not locked, snapped in a holster, in a gun case, whether or not locked, in a zippered gun case, or in a closed box or container which requires a lid or cover to be opened for access and the weapon is out of sight and not otherwise readily

accessible for immediate use. Church property includes all property, vehicles and equipment owned or leased by the Church, whether or not located on the main Church campus.

504 ATTENDANCE AND PUNCTUALITY

Your job is very important to our success as a Church. We need you to be present at work during your scheduled work hours. The volume of work each department must produce determines staff levels for each department. We cannot accomplish our mission or goals without depending on each and every employee to carry out their responsibilities.

It is very important that you establish and maintain a good attendance record and you communicate honestly and openly with your supervisor about attendance issues. When you are unable to come to work, or when you will arrive late, you must notify your supervisor immediately so that others may be assigned to cover your duties. When absent due to illness if requested you must present a physician's statement setting forth the illness and your ability to return to work. Upon return to the Church, a completed and signed "Staff Leave Request" form is to be submitted to your supervisor for approval before going to the Business Administrator for payroll and benefits calculation. Absences for reasons other than sickness or emergencies must have prior approval from your supervisor.

An employee, who fails to call in or report to work for 2 consecutive days, will be considered to have abandoned their job and is reason for termination.

Poor and unexpected absenteeism and excessive tardiness puts undue stress on your co-workers, supervisor, department, and the Church. Either may lead to disciplinary action, up to and including termination of employment. The Business Administrator, in consultation with the supervisor and the Staff Parish Relations Committee, will recommend appropriate corrective measures.

505 PERSONAL APPEARANCE / DRESS CODE

Your dress, grooming, and personal cleanliness contribute to the morale of all employees and impact the business image we present to the community.

Business casual attire is to be worn while on duty. This type of dress would include: suits, dresses, skirts, dress pants, khaki-type pants, dress shoes, blazers, dress shirts, golf shirts, turtle necks and sweaters. When dressing in business casual attire, employees should keep in mind all appointments, services, and interactions with Church members, suppliers, and vendors and dress accordingly. During various activities, events, and trips, jeans (without holes, splits, dyes, etc.) and shorts of appropriate length are acceptable business casual attire for employees. Shirts containing offensive language, short shorts, bare midribs or tank tops are not considered acceptable attire.

We expect that you have sufficient pride in your work and association with the Church to exercise mature discretion regarding your appearance and demeanor at all times. When in doubt, you should choose the more conservative option.

506 **RETURN OF PROPERTY**

You are responsible for all the property, materials, keys, and written information we issued to you as well as Church property in your possession or control.

You must return all Church property immediately upon request or upon termination of employment. When permitted by applicable laws, the Church may withhold from your check or final paycheck the cost of any items that are not returned when requested/required. We also may take legal action, when deemed appropriate, to recover or protect our property.

507 **RESIGNATION**

Resignation is a voluntary act you initiate to end your employment with the Church. We ask that you give at least two weeks written notice of your resignation. This will help us make a smoother transition and may cause less disruption. Written notice should include the reason for leaving, the last day of work, an address where the employee can be reached in the future, and be signed and dated by the employee.

Before you leave employment with us, the Business Administrator may schedule an exit interview to discuss your reason for resigning and the impact of your resignation on your benefits.

If you do not provide advance notice as requested, you may be considered ineligible for re-hire. If your supervisor, the Senior Pastor, the Business Administrator and the Staff Parish Relations Committee determine that it is in the best interest of the Church that you be released immediately after you provide notice of your resignation, you will be released from your duties.

508 **TERMINATION**

Termination is a deliberate action of the Church to end the employer/employee relationship for a variety of reasons. Upon termination, employees may receive as termination pay their accrued time off and vacation time. There is no termination pay (accrued paid time off or vacation time) during the first ninety (90) days of employment. Termination pay will not be provided if termination is for moral, ethical, or legal cause, which shall be determined in the sole and unreviewable discretion of the Senior Pastor or Business Administrator in consultation with the Staff Parish Relations Committee.

509 **SECURITY INSPECTIONS**

We wish to maintain a work environment that is free of illegal drugs, alcohol, and other improper materials. To this end, we prohibit the possession, transfer, sale, or use of such materials on our premises and when conducting Church business. We require the cooperation of all employees in administering this policy.

Desks, file cabinets, and other storage areas may be provided for your convenience. However, these items and anything on our property is subject to search at any time, for any or no reason, with or without notice, and with or without permission. If you have something you wish to keep private and personal, you should not bring it to the workplace or with you when conducting Church business.

E-mail, computer files, hard drives, voice mail, text messages, and all other information storage devices are subject to inspection at any time, for any or no reason, with or without notice, and with or without permission.

If you do not want anyone to read your e-mail, access a computer file, view URL addresses, view call logs, etc., you should use your personal equipment in the privacy of your home -- do not use our business equipment. (See section 608 for additional information.) To ensure a safe environment for all, you should anticipate that nothing you have or do is private in our workplace or with regard to our business.

The Senior Pastor, Business Administrator and the Facilities Manager will conduct random security inspections throughout the campus and with the consent of the Staff Parish Relations Committee, reserves the right and the duty to conduct security inspections on all Church-supplied equipment and properties as deemed necessary to maintain a secure workplace for all employees.

510 SOLICITATION

In an effort to assure a productive and harmonious work environment, persons not employed by or who are not members of the Church may not solicit, distribute, or post literature in our workplace at any time for any purpose without prior permission of the Senior Pastor or the Business Administrator.

The Church recognizes that employees may have interests in events and organizations outside the workplace. Employees may not solicit, distribute, or post literature concerning these activities during working time. Working time does not include lunch periods, work breaks, or any other periods when employees are not on duty.

The posting of written solicitations on company bulletin boards and solicitations sent by e-mail are restricted. Our bulletin boards and e-mail system should be used only to display or communicate important, business-related information. You should consult the bulletin boards and your e-mail frequently for information about:

- Equal Employment Opportunity
- Workers' Compensation
- State Disability Insurance
- The Family Medical Leave Act
- Employee Announcements
- Internal Memoranda
- Internal Employment Opportunities
- Church-wide Announcements
- Payday and Benefit Information

511 PROGRESSIVE DISCIPLINE

Because of our desire to provide the best workplace possible, we are committed to the administration of appropriate and consistent discipline for unsatisfactory performance or conduct in the workplace. Our collective best interests lie in ensuring the appropriate treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The primary purpose of any disciplinary action is to improve performance, correct a problem, continue improved performance, prevent recurrence of a problem, and prepare the employee for satisfactory service in the future.

When we deem appropriate, in our complete discretion, we will use a progressive discipline system to address employee performance and conduct issues. Our system generally includes four steps: (1) verbal warning, (2) written warning, (3) suspension with or without pay, or (4) termination of employment -- depending on the severity of the problem and the number of occurrences. Steps may be varied, combined, or bypassed all

together as the Church deems appropriate at any time, for any reason or no reason, with or without notice, in our full and complete discretion.

During the first and second steps (verbal or written warning), the employee may participate in the design and implementation of a written "Self Improvement Program." This plan will be used for counseling and to measure progress.

Employee Self Improvement Plan

The employee, in cooperation with the supervisor and the Business Administrator, is encouraged to design a self-improvement plan of action and make the needed commitments toward improved job performance. Both the supervisor and employee contribute improvement suggestions with the supervisor providing final approval of the plan. The plan should include a clear written indication with verbal counseling that repetition of the substandard behavior may call for additional discipline, including but not limited to immediate dismissal. A signed and dated copy of the plan will be presented to the Business Administrator for inclusion in the employee's personnel file.

512 GOSSIP

The Church encourages a supportive culture of open communication and positive relationships between all representatives of the Church. Gossip and spreading rumors is disrespectful and can be damaging to individuals, the Church and/or the work environment. Gossip is any language used outside the presence of another for whom it is intended or whom it affects that can cause harm, pain and/or confusion.

Before engaging in any gossip, ask yourself: Is it true? Is it harmless? Is it necessary? Is it productive? If you answer "no" to any of these questions don't engage in the conversation. Engaging in gossip is not tolerated and may be subject to corrective action up to and including termination.

513 PROBLEM RESOLUTION

We are committed to providing the best possible working conditions for our employees. Part of this commitment is our encouragement of an open atmosphere where problems, complaints, suggestions, and questions receive a timely response from supervisors, the Senior Pastor, the Business Administrator, and/or the Staff Parish Relations Committee.

We strive to ensure fair and honest treatment of all employees. All individuals are expected to treat others with mutual respect and Christ-like compassion in every instance. You are encouraged to offer positive and constructive criticism.

If you disagree with established rules of conduct, policies, or practices, you may express your concern to your supervisor or the Business Administrator. You will not be penalized, formally or informally, for voicing a concern, suggestion, or question in a reasonable, business-like manner.

We expect that you will attempt to resolve interpersonal problems in the workplace in the most informal manner possible. Generally, you should:

- Speak directly with your co-worker(s) about the problem/issue.
- Present your problem/issue to your supervisor.
- If your supervisor is unavailable, or you believe it would be inappropriate to contact your supervisor, you may present your problem/issue to the Business Administrator.
- Your supervisor or the Business Administrator will respond to your problem/issue after interviewing appropriate persons, reviewing documents associated with the issue, and consulting with the Staff Parish Relations Committee.

The Business Administrator will inform you and your supervisor of the final decision or action in writing. Your supervisor or the Business Administrator will carry out the decision. If the problem/issue has not been adequately addressed and/or resolved within twenty (20) work days after the written action plan has been presented, the employee should contact the Chair of the Staff Parish Relations Committee to request a review of the original concern and the actions taken to date. Following its review, the Staff Parish Relations Committee may initiate further action for the supervisor, the Business Administrator, the Senior Pastor or the employee to perform to reconcile the problem/issue. The Staff-Parish Relations Committee is the final arbiter of the problem resolution process.

Not every problem will be resolved to every person's total and complete satisfaction. Only through understanding and open discussion of mutual problems can we develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure the fulfillment of the Church's mission.

Rules and Regulations

600 SAFETY

In a large facility such as ours, it takes a lot of time and effort to provide a safe and healthful work environment for our employees, congregation, customers, and visitors. The Facilities Manager, the Senior Pastor, the Business Administrator, and the Board of Trustees share the responsibility for implementing, administering, monitoring, and correcting safety-related issues throughout our campus. However, our success to keep our campus hazard-free depends on the alertness and personal commitment of every staff member to notice potential problems and dangers and to report them in a timely manner.

You and all of your co-workers are expected to obey safety rules and to exercise caution in all work activities. You must immediately report any unsafe condition to your supervisor or the Facilities Manager. Any employee who violates safety standards, causes hazardous or dangerous situations, or fails to report (or when appropriate, remedy such situations), may be subject to disciplinary action, up to and including termination of employment.

If you or any individual on our premises or working for us is involved in an accident that results in injury, regardless of how insignificant the injury may appear, you must notify the Business Administrator immediately. You will be asked to complete an "Incident Report Form." It is our responsibility to keep track of workplace safety issues. We want to comply with all of the laws applicable to safety issues as well as initiate insurance and Workers' Compensation benefits procedures on behalf of an injured person or employee as soon as possible. Workplace safety is everyone's responsibility.

601 WORK SCHEDULES

Our work schedules for employees vary throughout our organization. Your supervisor will advise you of your individual work schedule. Staffing needs and operational demands may necessitate variations in your starting and ending times, as well as variations in the total hours for which you may be scheduled each day and week.

602 OFFICE HOURS

The Church Office operating hours are from 8:30AM until 4:30PM, Monday through Thursday and 8:30AM until 2:00PM Friday. The Church Office may be closed temporarily during the day to allow the staff to participate in staff meetings, Chapel services or funeral services. Changes in Church Office hours will be determined by the Senior Pastor and the Business Administrator.

603 TELEPHONE USE

Our telephones are provided for church-related business. Personal long distance or toll calls are discouraged during working hours. You are responsible for all charges associated with any personal long-distance, toll, or other fee-based calls.

604 SMOKING

Consistent with our goal of providing a safe and healthful work environment for all employees, smoking is prohibited on campus in all Church-owned buildings and vehicles.

605 REST AND MEAL PERIODS

Employees who work at least 5 hours a day will receive an unpaid meal period of at least thirty (30) minutes and up to one (1) hour. Your supervisor will schedule your meal period to accommodate operating requirements. You are free to use your one hour meal period however you like. However, you should take care to return on time at the end of the assigned meal period.

606 USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using Church property, you are expected to exercise care and to follow all operating instructions, safety standards, and guidelines.

Please notify your supervisor if any equipment, machines, tools or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damage, defects, and the need for repair could prevent the deterioration of equipment as well as the possible injury to employees or others. Your supervisor or the Facility Manager can answer any questions about your responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in the loss of privilege to use Church equipment, and/or disciplinary action, up to and including termination of employment.

Please consult the “Guidelines for Church Vehicles” established by the Board of Trustees for more information about duties and responsibilities regarding Church vehicles.

607 EMERGENCY CLOSINGS

At times, emergencies such as severe weather or power failures may disrupt company operations. In extreme cases, these circumstances may require the immediate closing of our work facilities. The Senior Pastor in consultation with the Facilities Manager and/or Business Administrator will determine if the work facility should be closed. You will be notified by telephone, e-mail or a personal visit to your department. If ordered to evacuate, you must do so immediately and retreat to a designated safe location. The Senior Pastor in consultation with the Facilities Manager and/or Business Administrator will determine when the facilities will reopen and when you should return to your work station.

In the event of an approaching hurricane or tropical storm system, the Senior Pastor in consultation with the Facilities Manager and/or Business Administrator will carefully monitor projected changes in the weather in our area. The Senior Pastor will exercise due diligence to protect our people and property from harm. When the call to prepare the building for an approaching storm is issued, each employee will do what is necessary / required to secure and protect their areas from potential water and wind damage. The Senior Pastor in consultation with the Facilities Manager and/or Business Administrator will determine when the work facility will be closed and when employees should return to the workplace. As a general “rule of thumb,” the Church Offices will be closed, and all scheduled programs will be suspended, if the Lake County School Board issues a District-wide school closing order for teachers and students. The Church reserves the right to resume business operations when the Senior Pastor deems the property safe and ready for Church-related business and functions.

608 **COMPUTER AND E-MAIL USAGE**

It is our intent and hope that this policy will minimize the potential risks associated with using our computers and connecting to the internet, without unduly limiting the potential benefits offered by speedy access to global information.

Computer equipment, systems, networks, etc., are considered Church resources and should be used only by employees authorized to do so. All computer problems are to be reported to the front desk of the office. No outside consultant should be called without the authorization of the Business Administrator or designated person. No software may be loaded on Church owned computers without prior approval by the Church Business Administrator or Supervisor. The Business Administrator and Supervisor must pre-approve all computer hardware or software purchases.

Computers, tablets, phones and other electronics purchased by the church remain the property of First United Methodist Church of Clermont. Upon termination of employment, all items must be turned over to the employee's Supervisor or Business Administrator.

You are representing the Church whenever you are using the Church's e-mail or Internet connection. You are responsible for using our resources in a professional, ethical, and lawful manner, and you must exercise good judgment in all e-mail and internet transmissions. We will not be responsible for any damages, direct or indirect, arising out of the use of our internet or computer resources.

Business Purposes

We provide you with access to e-mail and the Internet through our network to assist you with the performance of your job. Access to the Internet is provided for business purposes. Use of e-mail and the Internet for viewing, downloading, copying, sending, printing, accessing, or processing personal information is strictly prohibited when used for purposes inconsistent with our mission, ministries, policies, and procedures.

When using our e-mail or the internet, you must understand that you have no privacy. Your computer and internet access belongs to the Church. The Church has the right of access to all accounts. The Senior Pastor and Business Administrator, with the consent of the Staff Parish Relations Committee, reserves the right and the duty to access, examine, disclose, and monitor all aspects of our system and all contents of e-mail, internet communication and activity. You waive any expectation of privacy in internet communications, including privacy in anything you create, store, send, post, transmit, or receive on e-mail or the internet. You consent to access, examination, and disclosure of all electronic communications and activities when you use our system.

Violations of this Policy

All violations of this policy will be handled in accordance with our disciplinary procedures and in the best interests of the Church.

The internet is a worldwide network of computers containing millions of pages of information and many diverse points of view. Because of its global nature, users of the Internet may encounter material that is inappropriate, offensive, and, in many instances, illegal.

We cannot control the availability of this information. You are therefore notified that you are responsible for the material you review, receive, and download from the internet. When inappropriate, offensive, or harassing material is received from others inside the Church or from third parties outside the Church, you must insure that your e-mail is not viewed by others and you must stop the receipt of such inappropriate, offensive, or harassing material to the extent possible (including blocking messages from certain addresses).

Prohibited Activities

1. We prohibit the use or display of inappropriate language and inappropriate, offensive, or harassing material. You are specifically prohibited from sending or posting messages that may contain inappropriate language or may be considered inappropriate material, including, but not limited to, abusive or objectionable language or material, language or material that could defame or libel others, or language or material that could infringe the rights of others.

Further, when inappropriate, offensive, or harassing material is received from others inside the Church or from third parties outside the Church, you must take steps to insure that your e-mail is not viewed by others and insure that the receipt of such inappropriate, offensive, or harassing material ceases. E-mail of this nature received from any employee of the Church must be reported to the Business Administrator in a manner consistent with our unlawful harassment policy.

Restrictions against inappropriate language and inappropriate, offensive, or harassing material apply to all public messages, private messages (whether sent or received), and material posted on Web pages. You must not use, view, download, copy, transmit, display, print, send, search for, post, access, or otherwise disseminate material that is, or could be, considered obscene, profane, lewd, vulgar, fraudulent, harassing, embarrassing, sexually explicit, intimidating, defamatory, false, discriminatory, violent, pornographic, rude, inflammatory, threatening, illegal, or disrespectful. Additionally, you must not post information that, if acted upon, could cause damage, embarrassment, or danger of disruption to the Church. You also must not engage in personal attacks, including prejudicial or discriminatory attacks, and you must not harass, distress, libel, slander, defame, or annoy any other person when using the Church's system.

2. You must not attempt to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are prohibited under this policy as well as illegal. You may not use the Church's system to engage in or arrange for any illegal act, including, but not limited to, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of any person, or gambling.

3. You must not congest the network or interfere with the work of others when accessing the Internet, including the transmission or posting of messages that are intended or are likely to result in loss of the recipient's work or privileges. As with personal phone calls, good judgment should be exercised in the use of the Internet, e-mail, and the World Wide Web so as to not interfere with the performance with any employee's job duties. Any abuse of these privileges will result in discipline, up to and including the end of the employment relationship.

4. When you place information on the Internet, you are, in effect, publishing such information on the Church's behalf. You must observe all existing standards, policies, and regulations regarding materials published on the Church's behalf. You are accountable for all information regarding Church business or publications posted on the Internet for public access using the internet or other Internet information access functions.

5. We have established a website and a webpage to present information about the Church. You should not post anything on the Church's website or webpage without the approval / consent of our Senior Pastor, Church Business Administrator or Webmaster and following our normal procedures.
6. You should not download large computer files unless absolutely necessary. If necessary, you may download the file at a time when the system is not being heavily used. You should consider immediately removing the file from the system computer to your personal computer. You must not post chain letters or engage in "spamming" -- sending an annoying or unnecessary message to a large number of people. You should check your e-mail frequently, and delete unwanted messages promptly.
7. You must not plagiarize work found on the internet. Generally, plagiarism is taking the ideas or writings of others and presenting them as if they were original to you. You must refrain from illegally copying protected works or making available copies of such works.
8. You are responsible for observing copyright and licensing agreements that may apply when downloading files, documents, and software. You must obtain approval from your supervisor before downloading or using any protected materials or materials for which a registration fee is requested.
9. Although personal use of our computers, e-mail, fax, and voice mail is not absolutely prohibited, you must use good judgment in your use of our systems both as to access and time. Any use, even if personal, that is inappropriate, unlawful, or offensive is prohibited. Use of our systems for personal gain is prohibited. If any doubt exists regarding the appropriateness of usage, your doubt should result in non-usage or you should consult with the Business Administrator for clarification.
10. Computer programs, e-mail, fax, and voice mail on the Church's systems are considered confidential and proprietary to the Church and are not to be disclosed to persons outside the Church without the permission of the responsible person. In the absence of such permission, such communications are assumed to be confidential and/or proprietary.
11. All passwords, authentication codes, or other rights of access to the Church's computer and email system issued to you for the conduct of your job, remain the property of the Church. They are not to be shared, loaned, or conveyed to others at any time. The employee is always responsible for all Internet and e-mail activity accessed under their account information. Wrongful use of a Church-owned account may result in the retraction of Internet and/or email privileges, or may result in disciplinary action, up to and inclusive of termination of employment.

Personal Web Sites / Social Media

Personal web sites, blogs, and social media (hereafter referred to collectively as social media) have become a prevalent method of self expression and community interaction in our culture. Employees should not use work time or Church equipment to access social media for personal use.

Church authorized social networking and blogging is used to convey information about the Church and raise awareness of activities and events, communicate with members, and otherwise work toward our mission to make disciples of Jesus Christ. When communicating through social media, the Church must ensure the content and style used maintains our identity, integrity, and reputation. Only authorized employees may create sites that represent the church or any of its ministries. "Sites" include Groups or Pages within social media. Authorized employees are the Business Administrator or designated employee.

609 EMPLOYEE TRAVEL AND REIMBURSEMENT

The Church provides reimbursement for travel expenses when a staff member is traveling on church business. It is our policy to reimburse staff members for actual, reasonable, necessary and proper expenditures incurred while conducting church business. A Purchase Approval Form must be submitted along with the appropriate receipts within 7 days of the completion of the business trip.

1. *Meals.* When traveling on church business, FUMC will reimburse actual expenses for a staff member's personal meals. If staying in a hotel, select an establishment that provides breakfast with the room rate. Meals will be reimbursed at the rate of \$8.00 for breakfast, \$10 for lunch and \$20 for dinner. Receipts should be submitted for **ALL** meals and the following information must be included on the back of the receipt: 1) type of meal (i.e., breakfast, lunch, dinner); 2) who was present at the meal; 3) purpose of the meal (i.e., Conference, discussion matter, etc.)

2. *Use of Personal Vehicle.* The Church reimburses staff members for the use of their personal vehicles on church business. The current mileage rate is determined by the Federal IRS mileage allowance. For tax purposes, we recommend you keep a personal travel log of the miles you have submitted for reimbursement. If audited, you will be asked to provide beginning and ending odometer readings.

3. *Rental Car.* Should a rental car be necessary, The Church will reimburse staff members for the use of a rental car during their stay. Staff members should take advantage of advance purchase discounts offered by the rental car agencies. Rental car charges cannot exceed \$50/day without prior approval. The Business Administrator will be able to provide you with the preferred rental company information.

4. *Air Travel.* Staff members should fly coach or economy class. It is expected that staff members take advantage of any advance purchase discounts offered by the airlines. The lower costs of non-refundable tickets should be carefully weighed against refundable full fare tickets. Airfares should be reviewed in advance with the Business Administrator.

5. *Trip Extensions.* If a staff member decides to extend his or her stay in a location beyond the time required for church business, the costs of that extension (the sum of hotel, car, meal, and phone) will be paid by the staff member. However, if airfare is substantially reduced when the staff members leave home earlier or return later, and the savings achieved exceed the actual extended stay (hotel, car, meal, and phone), The Church will reimburse the staff members for the actual costs incurred up to 100% of the savings differential of the airfare. Full documentation must be supplied concerning the realized airline savings and the expenses associated with the extended stay. Furthermore, this arrangement must be approved by the Business Administrator prior to the trip.

The Church will not pay for travel costs (including the difference between a double and single occupancy rate, plus tax, at a hotel) associated with members of a staff member's family or guests traveling with him/her, except when the guest or family member is on church business.

6. Non-Reimbursable Travel Expenses

Below is a partial list of items generally considered to be of a personal nature and therefore are NOT reimbursable:

- Shoeshine, laundry, barber, hairdresser, massage and similar items.
- Movies (in-room, in-flight/headsets, movie theaters).
- Theater and sporting events.
- Purchase of magazines, newspapers & similar items of personal use.
- Travel insurance.
- Loss of cash advance money, personal funds or tickets.
- Room Service.

Examples of items that would be reimbursable include:

- Tips – Maid - \$2/day, Bellman - \$1/per bag.
- Shuttles, taxis – when available, use hotel free shuttle.
- Tolls. Parking (no valet parking).

7. Cell Phones

The Senior Pastor and/or Business Administrator will evaluate the request for reimbursement of cell phone usage for church business. The employee will then be reimbursed an appropriate amount.

Drug Free Workplace Policy

700 **First United Methodist Church** maintains a firm commitment in providing a safe and healthy work environment for its employees and quality services to its clients. The success of this commitment depends largely upon the physical and psychological health of our employees. **First United Methodist Church** recognizes that substance abuse has an adverse impact on employee health and impairs our ability to maintain a safe environment free from the effects of alcohol and illegal drugs. **First United Methodist Church**, and its employees, working together, can establish and maintain a work environment free from illegal drug usage, the effects of drug and alcohol abuse, and together firmly take the position of "**NOT IN OUR Organization**". This policy is implemented pursuant to the drug-free workplace program requirements under Florida Statute 440.102 and administrative rule 59A-274 of the State of Florida Agency for Health Care Administrations.

A. Reporting to work or performing work for the church while impaired by or under the influence of illegal drugs or alcohol is prohibited, and is just cause for termination of employment. For the purpose of this policy, an employee is presumed to be under the influence of drugs or alcohol if a urine and/or blood test shows a forensically acceptable positive quantum of proof of drug and/or alcohol usage.

B. Employees are responsible for promptly reporting to their respective Supervisor the use of prescribed medication, which may affect judgment, performance or behavior, and any temporary job task limitations recommended by the treating physician.

C. The illegal use, possession, dispensation, distribution, manufacture or sale of a controlled substance or alcohol by an employee at the worksite, during work hours, or while the employee is on duty, official church business or stand-by duty is prohibited. Employees found in violation of this prohibition will be subject to termination. To ensure illegal drugs and alcohol do not enter or affect the workplace, the Church reserves the right to search all vehicles, containers, lockers, or other items on the Churches property in furtherance of this policy. Individuals may be requested to display personal property for visual inspection upon **First United Methodist Church** request. Searches will be conducted only when the Church has reason to believe that the employee has violated the Churches Substance Abuse Policy.

D. Employees are required to notify their immediate supervisor within five (5) days of any criminal drug statute conviction where such conviction was due to an occurrence at the worksite, during work hours, or while on duty, official business or stand-by duty. Failure to report a drug or alcohol related conviction involving the workplace within five (5) days will result in disciplinary action, up to and including termination.

E. DRUGS FOR WHICH FIRST UNITED METHODIST CHURCH SHALL TEST: All drug tests routinely conducted for prospective and/or current employees shall screen for the presence of:

<u>DRUG</u>	<u>TRADE OR STREET NAME</u>
Cannabinoids	Marinol, Dronabinol, THC,(Marijuana, Pot, Acapulco Gold, Grass, Reefer, Hash, Panama Red, Mary Jane)
Cocaine	Cocaine HCl Topical Solution (Roxanne),(Coke, Flake, Snow, Crack, Nose Candy)
Amphetamines	Obetrol, Biphетamine, Desoxyn, Dexedrine, Didrex, (Speed, Uppers, Bennies, Crystal, Meth, Ice, Crank, Black Beauties)
Opiates	Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, (Heroin, Horse, Smack)
Phencyclidine	(PCP, Angel Dust, Hog)

However, First United Methodist Church reserves the right, at its discretion, to screen for additional substances including, but not limited to the following:

<u>DRUG</u>	<u>TRADE OR STREET NAME</u>
Methaqualone	(Qualude, Ludes, Sopors)
Barbiturates	Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Butabital, Phrenilin, Triad, (barbs, rainbows, downers, goofballs, reds,)
Benzodiazepines	Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax.
Methadone	Dolophine, Methadose
Propoxyphene	Darvocet, Darvocet N, Dolene
Alcohol	(Booze, hootch, drink, beer, liquor, wine, spirits, moonshine), all Liquid medications containing ethyl alcohol (ethanol) such as Vick's Nyquil, Comtrex, Contact Severe Cold Formula Night Strength, Listerine

All testing will be conducted utilizing the threshold levels prescribed by the State of Florida. All drug testing required by the church will be performed by medical personnel, clinics or laboratories qualified to do the necessary work and the cost of such testing or related physical examination will be paid by **First United Methodist Church**.

F. WHEN TESTING WILL BE REQUIRED: Testing will be required under the following circumstances:

(a) **JOB APPLICANT TESTING: PRE-EMPLOYMENT** drug testing will be conducted on all applicants considered final candidates for a position when requested. Any applicant failing the drug test or refusing to submit to the drug test will be disqualified for further consideration of employment with **First United Methodist Church**.

(b) **POST-ACCIDENT TESTING:** **First United Methodist Church** shall require any employee involved in a work-related accident to submit to drug testing upon treatment of any injuries sustained. Employees must submit to testing promptly. Any employee involved in an accident that test positive for the presence of controlled substances or alcohol or fails to submit to the drug screen shall be subject to disciplinary action up to and including termination of employment

(c) **REASONABLE SUSPICION TESTING:** If an employee reports to work in a condition giving a supervisor reasonable cause to suspect the influence of drugs or alcohol, the employee will be required to submit to a blood and/or urine examination. Reasonable Cause testing will be based upon specific objective and articulate facts. Such facts and inferences may be based upon, but not limited to the following:

- (1) Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.
- (2) Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- (3) A report of drug use, provided by a reliable and credible source, which has been independently corroborated.
- (4) Evidence that an individual has tampered with a drug test during his employment with the Company.

- (5) Information that an employee has caused, contributed to or been involved in an accident at work.
- (6) Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.

If the reasonable cause test results reveal the employee has such substances in his/her system, the employee will be subject to termination.

(d) **FOLLOW-UP TESTING:** Follow-up drug testing.--If the employee in the course of employment enters an employee assistance program for drug-related problems, or a drug rehabilitation program, the employer must require the employee to submit to a drug test as a follow-up to such program, unless the employee voluntarily entered the program. In those cases, the employer has the option to not require follow-up testing. If follow-up testing is required, it must be conducted at least once a year for a 2-year period after completion of the program. Advance notice of a follow-up testing date will not be given to the employee to be tested.

(e) **RANDOM TESTING:** **First United Methodist Church** will maintain random screening practices to identify employees who use illegal drugs or abuse alcohol. It shall be a condition of continued employment. If the test reveals a positive result the employee will be subject to termination.

G. PROCEDURES TO CONFIDENTIALLY REPORT USE OF MEDICATION:

Employees and job applicants will be afforded the opportunity to confidentially report the use of prescription or nonprescription medications, both before and after being tested. The information provided shall be reviewed by the Church Business Administrator in interpreting any positive confirmed results. A form will be provided for this purpose and shall provide notice of the most common medications by brand name or common name, as applicable, as well as by chemical name, which may alter or affect a drug test.

H. NOTIFICATION OF AND RIGHT TO CONTEST A POSITIVE CONFIRMED DRUG TEST: An employee or job applicant, who receives a positive confirmed test result, may submit information to **First United Methodist Church** offering further explanation or contesting the confirmed test result within five (5) working days after receipt of written notification of a positive test result. **First United Methodist Church** within fifteen (15) days of receipt of this additional information; shall respond in writing to the tested individual regarding its assessment of the information provided and final determination. In the event an employee/applicant undertakes a legal challenge to a drug test result, the tested individual is responsible for notifying the testing laboratory to ensure that the test specimen is retained by the laboratory until the litigation is finalized. An employee or job applicant may also request a retest of the original specimen within one hundred and eighty days (180) of notice of the positive test result by another qualified laboratory, selected by the employee or job applicant. The employee or job applicant requesting the retest shall be responsible for all fees associated with the retesting request.

I. CONFIDENTIALITY: All information, interviews, reports, statements, memoranda, and drug test results, written or otherwise received by **First United Methodist Church** through its drug testing program, are confidential communications. Unless authorized by state or federal laws, rules or regulations, the Company will not release such information without a written consent form signed voluntarily by the individual tested.

J. EMPLOYEE ASSISTANCE PROGRAMS, REHABILITATION PROGRAMS AND FOLLOW-UP TESTING: Employees are encouraged to **voluntarily** seek rehabilitative treatment. It is the responsibility of each employee to seek assistance before substance abuse problems lead to disciplinary action. Once a violation of this policy occurs, subsequently seeking treatment on a voluntary basis will not necessarily lessen disciplinary action and may, in fact, have no bearing on the determination of appropriate disciplinary action. The employee's decision to seek assistance prior to a known violation of this policy will not be used as the basis for disciplinary action and will not be used against the employee in any disciplinary proceeding. Payment of all treatment services shall be the responsibility of the employee. Such employees may be granted leave with a conditional return to work depending on a successful completion of the agreed upon appropriate treatment regimen and availability of a job position. Such employees shall be subject to unannounced **follow-up substance abuse testing**. If follow-

up drug or alcohol testing reveals substance abuse, the employee will be terminated from employment.

K. GROUNDS FOR TERMINATION: Refusing to take a company's drug test is considered a violation of the company's drug-free workplace policy and is subject to discipline, including discharge or suspension from employment without pay and loss of Workers' Compensation benefits, even for the first offense.

THIS POLICY SUPERSEDES ANY INFORMATION PROVIDED TO APPLICANTS AND/OR EMPLOYEES, EITHER WRITTEN OR ORAL PERTAINING TO SUBSTANCE ABUSE. FIRST UNITED METHODIST CHURCH CLERMONT RESERVES THE RIGHT TO AMEND THE PROVISIONS OF THIS POLICY AND TESTING PROGRAM AT ANY TIME BASED UPON ITS NEEDS IN THE CONDUCT OF ITS BUSINESS OR TO ENSURE COMPLIANCE WITH STATE AND FEDERAL REQUIREMENTS. SUCH MODIFICATIONS OR AMENDMENTS SHALL IMMEDIATELY BECOME APPLICABLE TO ALL EMPLOYEES AND COMPLIANCE SHALL CONTINUE TO BE A CONDITION OF EMPLOYMENT. THIS POLICY HANDOUT IS INTENDED FOR INFORMATIONAL PURPOSES ONLY.

DRUG-FREE WORKPLACE POLICY ACKNOWLEDGEMENT

I hereby acknowledge that I have received and read **First United Methodist Church** Drug-Free Workplace Policy, a summary of the drugs, which may alter or affect a drug test. I have had an opportunity to have all aspects of this material fully explained. I also understand that I must abide by the policy as a condition of employment, and any violation may result in disciplinary action up to and including discharge.

Further, I understand that during my employment I may be required to submit to testing for the presence of drugs or alcohol. I understand that submission to such testing is a condition of employment with the **First United Methodist Church** and disciplinary action up to and including discharge may result if: 1) I refuse to consent to such testing, 2) I refuse to execute all forms of consent and release of liability as are usually and reasonably attendant to such examinations, 3) I refuse to authorize release of the test results to the Churches, 4) the tests establish a violation of the Churches Drug-Free Workplace Policy, 5) I otherwise violate the policy. I also understand that **if I am injured in the course and scope of my employment and test positive, I forfeit my eligibility for medical and indemnity benefits under the Workers' Compensation Act upon exhaustion of the remedies provided in Florida Statute 440.102(5).**

I ALSO UNDERSTAND THAT THE DRUG-FREE WORKPLACE POLICY AND RELATED DOCUMENTS ARE NOT INTENDED TO CONSTITUTE A CONTRACT BETWEEN FIRST UNITED METHODIST CHURCH OF CLERMONT AND ME.

THE UNDERSIGNED FURTHER STATES THAT HE OR SHE HAS READ THE FOREGOING ACKNOWLEDGMENT AND KNOWS THE CONTENTS THEREOF AND SIGNS THE SAME OF HIS OR HER OWN FREE WILL.

SIGNATURE

DATE

WITNESS

DATE

EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM

The employee handbook describes important information about First United Methodist Church of Clermont and I understand that I should consult my supervisor or Business Administrator regarding any questions not answered in the handbook. I have entered into my employment relationship with First United Methodist Church of Clermont voluntarily and acknowledge that there is no specified length of employment.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at First United Methodist Church of Clermont is employment at will, which may be terminated at the will of either First United Methodist Church of Clermont or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. Accordingly, either I or First United Methodist Church of Clermont can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

I acknowledge that this Handbook is not a contract of employment or a legal document. I recognize that this Handbook does not create any obligation on the part of the Church to have any reason to continue the employment relationship, to handle certain matters in a certain manner, or to provide certain benefits or programs to me.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with First United Methodist Church of Clermont. By distributing this handbook, the church expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein. I acknowledge that revisions to the Handbook may occur at any time, with or without reason, and with or without notice. I understand that revised information supersedes, modifies, or eliminates the existing policies.

I further acknowledge that I have carefully reviewed the Church's policies prohibiting harassment and discrimination in the workplace, and understand that I am bound to comply with these policies and to report any violations to the Senior Pastor or Business Administrator.

Finally, I acknowledge that I have received a copy of the Handbook. Although certain sections may have been highlighted with me during my orientation, I understand that it is my responsibility to read, understand and comply with all of the policies contained in this Handbook and any revisions or amendment made to it.

By signing this receipt, I agree that I have received a copy of the Handbook that I will read and understand the policies contained in the Handbook, and that I am fully aware of my obligation at all times to comply with the responsibilities set forth in the Handbook.

Employee's Signature

Date

Employee's Name (Print)