



EMPLOYEE HANDBOOK

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Welcome to Westminster Presbyterian Church!

All of us at Westminster extend a warm welcome to you as a new employee of this historic urban church located in the heart of downtown Minneapolis. We are pleased that you have chosen to be a part of this special community where there are opportunities to share your gifts and talents, learn new skills, and work toward achieving your potential. We look forward to working with you as an integral member of our ministry team.

Westminster encourages a workplace environment that is collaborative and mutually respectful. It is an atmosphere that values focused, creative, contributing employees in every church position. Working in partnership with others, staff help to express Westminster's overarching mission.

In response to the Grace of God through Jesus Christ, the mission of Westminster Presbyterian Church is:

- To proclaim and celebrate the Good News of Jesus Christ,
- To gather as an open community to worship God with dignity and joy, warmth and beauty,
- To nourish personal faith and commitment through study, prayer and fellowship,
- To work for love, peace and justice,
- To be a welcoming and caring Christian community witnessing to God's love day by day,
- To work locally and beyond with our denomination and the larger Christian Church, and
- To be a telling presence in the city.

Westminster, originally established in 1857, is one of the largest congregations of the Presbyterian Church

(U.S.A.). In addition to its national presence, Westminster is connected locally to the Presbytery of the Twin Cities and the Synod of Lakes and Prairies on a regional level. People tell us they are drawn to Westminster because of its diversity of membership, breadth of outreach and excellence in worship and music.

As a worshipping community, we gather in the beautiful sanctuary located at the corner of 12th Street and Nicollet Avenue, which was restored in 1998 to mark Westminster's 100th anniversary in this location. The first church structure was built in 1861 on Fourth Street between Nicollet and Hennepin Avenues. In the mid-1870's, plans were drawn for a larger church "uptown" at the corner of Nicollet Avenue and Seventh Street, just south of a burgeoning church district. This second church building, then standing just four blocks away from our present location, was destroyed by fire in 1895. The present building was built in 1896/97.

Three boards, the Session, the Board of Deacons and the Board of Trustees, manage the affairs of the Church. The Session oversees the life and mission of the congregation. The Deacons manage Westminster's local outreach program and the Trustees manage the Church's property and finances.

The administration of Westminster's personnel policies has been delegated by the Session to the Personnel Committee for Staff and Ministers working cooperatively with the Head of Staff, the Executive Associate Pastor and the Director of Finance. Together they oversee all personnel matters.

At Westminster, we believe employees and volunteers are our most valuable resources. It is our goal to maintain an environment of inclusiveness where the

contributions of all individuals are respected and celebrated.

We will strive to provide the tools and support that you need for a successful work experience. Again, we welcome you to Westminster.

Sincerely,

Rev. Tim Hart-Andersen
Senior Pastor and Head of Staff

Table of Contents

Section 1: The Way We Work

A Word About This Handbook	1
Equal Employment Opportunity	3
Pregnancy Accommodation.....	4
Americans with Disabilities Act	5
A Word About our Employee Relations Philosophy....	6
Talk to Us	7
No Harassment.....	7
Categories of Employment	11
Immigration Reform and Control Act.....	13
New Employee Orientation.....	13

Section 2: Your Pay and Progress

Recording Your Time	1
Payday	1
Paycheck Deductions.....	2
Garnishment/Child Support	4
Performance Reviews	4
Overtime.....	4

Section 3: Time Away From Work and Other Benefits

Staff and Clergy Benefits.....	1
Holidays.....	1
Vacation Policy	2
Sick Care/Safety Leave	3
Pregnancy and Parenting Leave	4
Voting Leave.....	5
Jury or Witness Duty	5

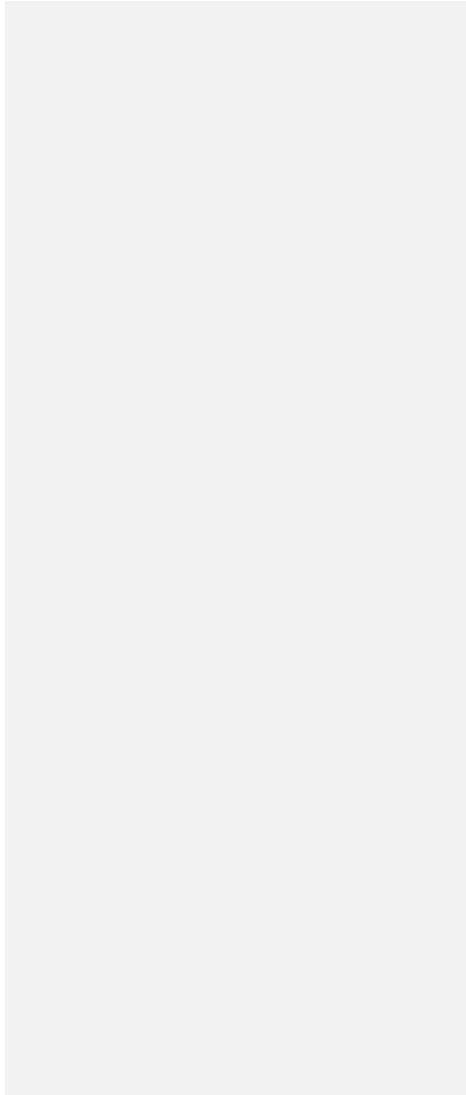
Bereavement Leave	6
School Visitation Leave	6
Leave of Absence	7
Clergy Sabbatical Leave	7
COBRA	9
Social Security	10
Unemployment Insurance	10
Workers' Compensation	10

Section 4: On the Job

Wage Disclosure Protection	1
Attendance and Punctuality	2
Hours of Operation.....	2
Breaks	3
Lactation Breaks	3
Contact with the Church	3
On The Job Training	4
Standards of Conduct	4
Child and Youth Safety Policy	6
Access to Personnel Files	6
Employee and Public Relations	7
Non-Solicitation	8
Changes in Personal Data	9
Care of Equipment	9
Personal Property	9
Severe Weather	10
Social Media	10
Dress Policy.....	14
Protecting Church Information	14
Conflict of Interest/Code of Ethics	15
Outside Employment.....	16
Parking	16
Cellular Telephones	16
Contact with the Media.....	17
If You Must Leave Us	17

Section 5: Safety in the Workplace

Each Employee's Responsibility 1
Bloodborne Pathogens Exposure Control 2
Workplace Violence 3
Workplace Searches 4
Smoking in the Workplace 5
No Weapons in the Workplace 5
In An Emergency 6
Substance Abuse 6



The Way We Work

1

A Word About This Handbook

This Employee Handbook (Handbook) contains information about the employment policies and practices of the church. We expect each employee to read this Handbook carefully, as it is a valuable reference for understanding your job and the church. The policies outlined in this Handbook should be regarded as management guidelines only, which in a developing organization will require changes from time to time. The church retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the church. This Handbook supersedes and replaces any and all prior Handbooks and any inconsistent verbal or written policy statements.

The church complies with federal and state law and this handbook generally reflects those laws. The church also complies with any applicable local laws, even though there may not be an express written policy contained in the handbook.

Except for the policy of at-will employment, the church reserves the right to revise, delete and add to the provisions of this Handbook at any time without further notice. All such revisions, deletions or additions to the Handbook must be in writing and must be signed by the Director of Finance of the church. No oral statements or representations can change the provisions of this Handbook.

The provisions of this Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Handbook intended to create a contract guaranteeing employment for any specific time period. Any agreement to employment for a specified period of time will be put into writing.



Nothing in this Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed them by Section 7 of the National Labor Relations Act, including but not limited to, the right to engage in concerted protected activity for the purposes of their mutual aid and/or protection. Nothing in this Handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of Section 7 rights.

WESTMINSTER IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE CHURCH MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE CHURCH IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT.

This Handbook refers to current benefit plans maintained by the church. Refer to the actual plan documents and summary plan descriptions if there are specific questions regarding the benefit plan. Those documents are controlling.

Likewise, if a written contract is inconsistent with the Handbook, the written contract is controlling.



Equal Employment Opportunity

Westminster is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: race; color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; age; disability; citizenship status; uniform servicemember status; or any other protected class under federal, state, or local law.

The Equal Employment Opportunity Commission (EEOC) specifically permits "religious organizations" to prefer to employ members of their own religion. In addition to providing an exemption for religious organizations, Title VII permits any employer to hire and employ employees on the basis of religion for certain positions if religion is "a bona fide occupational qualification" (BFOQ) reasonably necessary to the normal operation of that particular business or enterprise.

In Minnesota, the following also are a protected class: race; color; creed; religion; national origin; sex; pregnancy, childbirth, and related disabilities; marital status; status with regard to public assistance; disability; genetic information; sexual orientation, off duty usage of lawful products, such as tobacco and alcohol; familial status; status as a patient enrolled in the marijuana registry program; and age [over the age of majority]. In the City of Minneapolis, the following also are a protected class: ancestry and gender identity.

You may discuss equal employment opportunity related questions with your supervisor or the Director of Finance.

Pregnancy Accommodation

The church will provide reasonable accommodations to female employees related to pregnancy, childbirth, or related medical conditions, to the extent the accommodation can be made without imposing an undue hardship on the church.

When an employee requests a reasonable accommodation, the church will explore the possible means of providing the reasonable accommodation, which may include, but are not limited to:

- allowing more frequent breaks or periodic rest;
- assisting with manual labor;
- modifying job duties;
- modifying work hours/schedules;
- temporary transfer to a less strenuous or less hazardous position; or
- providing a leave of absence.

The church may require a certification in connection with a request for reasonable accommodation that includes the following:

- the date the reasonable accommodation became medically advisable;
- the probable duration of the reasonable accommodation; and
- an explanatory statement as to the medical advisability of the reasonable accommodation.

If leave is provided as a reasonable accommodation, such leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

For more information, or if you require an accommodation, please contact your supervisor.

Americans with Disabilities Act

Westminster is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify your supervisor of the need for accommodation. Upon doing so, your supervisor may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. Westminster will not seek genetic information in connection with requests for accommodation. All medical information received by Westminster in connection with a request for accommodation will be treated as confidential.



A Word About our Employee Relations Philosophy

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork among individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

Talk to Us

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to your supervisor so that the problem can be settled by examination and discussion of the facts. We hope that your supervisor will be able to satisfactorily resolve most matters.

If you still have questions after meeting with your supervisor or if you would like further clarification on the matter, request a meeting with the Director of Finance, Director of Operations, or the Executive Associate Pastor. (S)he will review the issues and meet with you to discuss possible solutions.

Finally, if you still believe that your problem has not been fairly or fully addressed, request a meeting with the Senior Pastor.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

No Harassment

We prohibit harassment of one employee by another employee, supervisor or third party for any reason based upon an individual's race; color; religion; genetic



information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability; or any other category protected under federal, state, or local law ("protected class").

In Minnesota, the following also are a protected class: race; color; creed; religion; national origin; sex; pregnancy, childbirth, and related disabilities; marital status; status with regard to public assistance; disability; genetic information; sexual orientation, off duty usage of lawful products, such as tobacco and alcohol; familial status; status as a patient enrolled in the marijuana registry program; membership or activity in a local commission; and age [over the age of majority]. In the City of Minneapolis, the following also are a protected class: ancestry and gender identity.

Violation of this policy will result in disciplinary action, up to and including immediate discharge.

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with your supervisor, a member of management, or one of the contacts listed in this policy. At a minimum, the term "harassment" as used in this policy includes any of the following activities:

- Offensive remarks, comments, jokes, slurs, threats, or verbal conduct.
- Offensive pictures, drawings, photographs, figurines, writings, or other graphic images, conduct, or communications, including text messages, instant messages, websites, voicemails, social media postings, e-mails, faxes, and copies.

- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved; and
- Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

We also absolutely prohibit retaliation, which includes: threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

All members of management are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with any member of management, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Even non-employees are covered by this policy. We prohibit harassment, discrimination, or retaliation of our employees in connection with their work by non-employees. Immediately report any harassing or discriminating behavior by non-employees, including vendors, church members, and employees of contractors or subcontractors. Any employee who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed below.

If you have any concern that our No Harassment policy may have been violated by anyone, you must immediately report the matter. Due to the very



serious nature of harassment, discrimination and retaliation, you must report your concerns to (one of) the individual(s) listed below:

1. Director of Finance.
2. Director of Operations.
3. Executive Associate Pastor.
4. Chair, Personnel Committee for Staff and Clergy.

If an employee makes a report to any person listed above and that person either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other persons on the list above to receive complaints.

You should report any actions that you believe may violate our policy no matter how slight the actions may seem.

We will investigate the report and then take prompt, appropriate remedial action. The church will protect the confidentiality of employees reporting suspected violations to the extent possible consistent with our investigation.

You will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy.

We are serious about enforcing our policy against harassment. Persons who violate this or any other church policy are subject to discipline, up to and including discharge. We cannot resolve a potential policy violation unless we know about it. You are responsible for reporting possible policy violations to us so that we can take appropriate actions to address your concerns.

Categories of Employment

INTRODUCTORY PERIOD: Full-time and part-time employees are on an introductory period during their first 90 days of employment.

During this time, you will be able to determine if your new job is suitable for you and your supervisor will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time since you are an at-will employee both during and after your introductory period.

FULL TIME REGULAR STAFF EMPLOYEES regularly work at least 30 hours per week.

PART TIME REGULAR STAFF EMPLOYEES work less than 30 hours and more than 20 hours each week.

PART-TIME STAFF EMPLOYEES work less than 20 hours each week.

EXEMPT AND NON-EXEMPT EMPLOYEES

In addition to the preceding categories, employees are also categorized as "exempt" or "non-exempt."

NON-EXEMPT STAFF EMPLOYEES are entitled to overtime pay as required by applicable federal and state law.

EXEMPT EMPLOYEES AND CLERGY EMPLOYEES are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.

Upon hire, your supervisor will notify you of your employment classification.

Immigration Reform and Control Act

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, Westminster is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by Westminster.

New Employee Orientation

Upon joining Westminster, you were given this copy of this Handbook. After reading this Handbook please sign the receipt page and return it to the Accounting Manager. You will also be asked to complete personnel, payroll, and benefit forms.

If you lose your Handbook or if it becomes damaged in any way, please notify your supervisor as soon as possible to obtain a replacement copy.

Your supervisor is responsible for the operations of your department. (S)he is a good source of information about the church and your job.

Your Pay and Progress

2

Recording Your Time

Non-exempt staff employees must report their hours each pay period. Your information should be complete and ready for supervisory approval at the end of each pay period.

Accurately recording all of your time is required in order to be sure that you are paid for all hours worked. You are expected to follow the established procedures in keeping an accurate record of your hours worked. Time must be recorded as follows:

- Immediately before starting your shift;
- Immediately after finishing work before your meal period;
- Immediately before resuming work after your meal period;
- Immediately after finishing work;
- Immediately before and after any other time away from work.

All staff employees subject to this policy are required to accurately record all time worked.

The workweek starts on Monday and ends on Sunday.

Payday

You will be paid semi-monthly on the 15th of the month and the last day of the month.

When the payday is a holiday, you normally will be paid on the last working day before the holiday. If the payday



is a Saturday or Sunday, you normally will be paid on Friday.

Please review your paycheck for errors. If you find a mistake, report it to the supervisor immediately. The supervisor will assist you in taking the steps necessary to correct the error.

Paycheck Deductions

Westminster is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

It is the policy of Westminster that exempt staff employees' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, Westminster may make deductions from staff employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt staff employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or disability; or
- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or
- Suspensions of one or more full days for violations of safety rules of major significance; or
- Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
- Any unpaid leave taken under the Family and Medical Leave Act; or
- Negative paid-time-off balances, in whole-day increments only.

Westminster will not make deductions which are prohibited by the Fair Labor Standards Act or state laws from its exempt staff employees' pay.

If questions or concerns about any pay deductions arise, discuss and resolve them with the Accounting Department. If an error is found, you will receive an immediate adjustment which will be paid no later than on the next regular payday.



Garnishment/Child Support

When an employee's wages are garnished by a court order, Westminster is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Westminster will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

Performance Reviews

Your performance is important to Westminster. Annually, at the completion of the program year, your supervisor will review your job progress and help you set new job performance plans.

New employees will generally be reviewed at the end of their introductory period or more frequently.

Our performance review program provides the basis for better understanding between you and your supervisor, with respect to your job performance, potential and development within the church.

Overtime

There may be times when you will need to work overtime so that we may meet the needs of our members. If you are a non-exempt staff employee, you must have all overtime approved in advance by your supervisor.

Non-exempt staff employees will be paid at a rate of time and one-half their regular rate of pay for hours worked in excess of 40 hours in a workweek, unless state law provides a greater benefit in which case, we will comply with the state law.

Only actual hours worked count toward computing weekly overtime.

If you have any questions concerning overtime pay, check with the supervisor.



Time Away From Work and Other Benefits

3

Staff and Clergy Benefits

This Employee Handbook does not describe the current benefit plans maintained by the church. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Clergy benefits are defined by their Terms of Call and are updated and approved by Session annually.

The church reserves the right to modify and/or terminate its benefits at any time. We will keep you informed of any changes.

Holidays

Westminster will be closed on the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- The Monday after Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Day after Thanksgiving
- Christmas Day



Vacation Policy

Westminster offers Paid Vacation to eligible Regular Full-time and Part-time employees (pro-rated based on weekly scheduled hours divided by 40; e.g. 30 hours regularly worked = 75% prorated amount). Vacation is intended for rest and refreshment; therefore, it is to be used and not replaced by additional compensation or carried over to another calendar year. Vacation is earned and accrued per pay period from January 1 each year or prorated for the initial year based on hire date if after January 1.

These days may be used for vacation and for personal leave, including personal business or specific obligations that cannot be arranged outside of work hours. Arrangements are ordinarily made in advance with the supervisor.

If an employee terminates employment before earned vacation in that calendar year is used, such earned vacation time will be paid to the employee upon termination provided two weeks' notice is given. Likewise, any vacation taken, but not yet earned, must be repaid upon separation with the monetary equivalent either added to or deducted from the employee's final paycheck. Forfeiture of unused vacation will result if an employee is terminated for cause.

Employees shall earn Vacation annually according to their length of service and qualifying experience, as defined at date of employment as follows:

<u>Length of Service</u>	<u>Days of Vacation</u>
At least 1 year, but less than 5 years	10
At least 5 years, but less than 10 years	15
10 or more years	20

Sick Care/Safety Leave

Employees working 20 hours weekly or more:

Westminster offers Paid Sick Leave at the rate of 12 days annually to eligible Regular Full-time and Part-time employees (pro-rated based on weekly scheduled hours divided by 40; e.g. 30 hours regularly worked = 75% prorated amount). Sick leave is earned and accrued per pay period.

You may use sick leave for illness or injury that prevents you from performing your job or for medical or dental appointments. You may also use sick leave to care for your sick or injured child, parent, spouse, or domestic partner or to take your child to a medical or dental appointment. The Church may require you to provide a report from a doctor in the event of an extended illness (more than 3 days).

Any unused sick leave at December 31 annually will roll into a "Sick Bank" that can be used for any Federal Medical Leave Act (FMLA) qualifying event. "Sick Bank" time may be accumulated up to 60 workdays (12 weeks). Accumulated sick leave has no cash value and is not paid at separation of employment.

Employees working fewer than 20 hours weekly:

Westminster offers Paid Sick Leave at the rate of 1 hour per each 30 hours worked annually, as estimated at date of employment. Sick leave is earned and accrued per pay period from January 1 each year.

You may use sick leave for illness or injury that prevents you from performing your job or for medical or dental appointments. You may also use sick leave to care for your sick or injured child, parent, spouse, or domestic partner or to take your child to a medical or dental appointment. The Church may require you to provide a



report from a doctor in the event of an extended illness (more than 3 days).

Any unused sick leave at December 31 annually will roll into a "Sick Bank" with accumulation up to 80 hours (10 days). Accumulated sick leave has no cash value and is not paid at separation of employment.

Pregnancy and Parenting Leave

Employees who have completed 12 months of employment, preceding the request for leave, are entitled to two months of paid leave. Beyond the paid two-month parental leave, an employee may use sick leave or unused vacation to a twelve-week leave. For an employee with less than 12 months of employment, paid sick leave and unused vacation are available for use in connection with a parenting leave.

This leave is provided to a biological or adoptive parent for the birth or adoption of a child, or to a female staff member for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions. Parental leave may be requested by an employee mother, father, or domestic partner; if both parents are employees only one can receive parental leave.

You are required to provide advance notice of the start of leave and your anticipated date of return. Leave may be taken at any time within 12 months of the birth or adoption of the child. However, the leave may begin at a later date if the child remains hospitalized longer than the mother. This leave must begin within 12 months of the child's release from the hospital.

Time spent on paid parental leave will count toward other accrued paid leave (sick, vacation, study, sabbatical).

Upon discharge of such leave, staff members will be placed in the position held when the leave commenced or in a position of equivalent seniority, duties, hours and pay. However, if during such leave the church experiences a layoff and the staff member would have lost his or her position had the staff member not been on leave, the staff member will not be reinstated. In this situation, you retain all rights under the church's layoff and recall system.

Voting Leave

Westminster believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Employees who are scheduled to work during an election or primary will be granted reasonable time off without loss of pay to appear at the employee's polling place, cast a ballot, and return to work on the date of the election. We reserve the right to select the hours you are excused to vote.

Jury or Witness Duty

If you are called to serve on a jury or are required to appear in court as a witness, you will be accorded the required time off with pay. If you are a party to an action, you will not be considered a witness. You must



submit to the church any check that you receive for a witness or juror fee.

Bereavement Leave

You are entitled to three days leave with pay to attend the funeral of your father, mother, husband, wife, domestic partner, son, daughter, brother, sister, grandparent, grandchild, or an in-law of the same degree. Leave arrangements or unusual situations should be discussed with your supervisor.

School Visitation Leave

Employees who work an average of at least one half the hours of full-time status are allowed up to 16 hours of leave without pay, during a 12 month period, to attend school conferences or school-related activities related to the employee's child, including foster child, that cannot be scheduled during non-work hours. This leave may also be used for child care, pre-kindergarten or special education program attendance. Employees may use any accrued PTO or other paid leave time available for any unpaid leave taken under this policy.

Exempt staff employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Leave of Absence

Under special circumstances, full-time employees who have completed one year of employment may be granted a leave of absence without pay. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of the supervisor.

Leaves may not exceed 30 days during which time no benefits will accrue. Leaves of absence are granted only after earned vacation and accumulated sick bank (if applicable) is exhausted.

We will make reasonable efforts to return you to the same or similar job you held prior to the leave of absence, subject to our staffing and church requirements.

Clergy Sabbatical Leave

Sabbatical Study Leave is a planned time of intensive focus while the pastor is disengaged from regular responsibilities. It is also a time for personal enrichment and renewal. Not a perk or vacation, the sabbatical study leave is an integral part of the total church program, bringing benefits to the entire body.

All ordained staff who have served satisfactorily in their current position for at least six consecutive years are eligible. Sabbatical study leave will be limited to one pastor per year. The sabbatical will normally be taken during the period following Easter and prior to Labor Day. Accepting a sabbatical leave requires a continuing commitment to Westminster Presbyterian Church amounting to a minimum of one year from the date of



return. All ordained staff will be eligible for additional sabbatical leave after satisfactorily serving in their current position for an additional six consecutive years. The length of the sabbatical leave is two months. It may be extended by using up to one month of accrued study leave and up to one month's vacation.

The detailed plan and cost estimate for each sabbatical leave will be submitted to the head of staff for approval at least nine months prior to the leave. The written plan will include the goals to be achieved and the expected end products, together with a statement as to why this sabbatical would be valuable for both the pastor and the church. The head of staff will present the plan and estimated costs to the Personnel Committee for Staff and Ministers (PCSM) and then to Session for approval. Arrangements will be made to cover the responsibilities of the pastor on leave. This includes weddings and funerals, which occur during the leave period. The pastor on sabbatical will not officiate at any church function during the sabbatical, except with the permission of PCSM and Head of Staff.

Full salary and benefits will continue in the sabbatical period. A designated Sabbatical Fund will be set up to provide additional resources to cover pastor's expenses related to his or her sabbatical program. An annual expense will be accrued in the personnel budget in order to establish a funding source in the Sabbatical Fund. Vouchered expenses, to a maximum of \$5,000, incurred by the pastor (travel, training, etc.) will be reimbursed. In addition, any cumulative or current year continuing education funds will be eligible for sabbatical cost coverage at the pastor's discretion, as outlined in the sabbatical proposal budget approved by the Personnel Committee. Any additional operating expenses incurred because of the sabbatical (e.g. staff coverage) will be funded from the personnel budget for that year.

Upon completion of sabbatical leave, the pastor will present to the Ministerial Relations-Personnel Committee and Session a written report of the activities and findings.

COBRA

You and/or your covered dependents will have the opportunity to continue medical benefits for a period of up to 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical coverage for you and/or your covered dependents would otherwise end due to your death or because:

- your employment terminates, for a reason other than gross misconduct; or
- your employment status changes due to a reduction in hours; or
- your child ceases to be a "dependent child" under the terms of the medical plan; or
- you become divorced or legally separated; or
- you become entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event.

The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

For more information regarding COBRA, you may contact the Accounting Manager.

Social Security

During your employment, you and Westminster both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

Unemployment Insurance

Upon separation from employment, you will not be eligible for state and federal unemployment insurance benefits, based on the church's religious organization exemption.

Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to the Director of Finance. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to an employee accident.

On the Job

4

Wage Disclosure Protection

Westminster, consistent with Minnesota law, does not prohibit an employee from disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily. Further, Westminster does not require nondisclosure of an employee's wages as a condition of employment, and will not require an employee to sign any document contrary to this policy. Employees are, however, under no obligation to disclose their wages.

You are encouraged to report violations of this policy to the supervisor. Westminster prohibits retaliation against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who engages in retaliation will be subject to disciplinary action, up to and including immediate discharge. In the event a violation has been determined, an employee may be afforded remedies in accordance with state law.

Nothing in this policy shall be construed to permit an employee to disclose, copy, use, or transfer trade secrets or proprietary materials of Westminster or others without appropriate authorization. Additionally, nothing in this policy shall be construed to permit an employee to disclose wage information of other employees to a competitor of Westminster. Violations may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution.

Nothing in this policy will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of their Section 7 rights under the National Labor Relations Act.



Attendance and Punctuality

Attendance and punctuality are important factors for your success within Westminster. We work as a team and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, notify the supervisor as far in advance as is feasible under the circumstances, but before the start of your workday.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your nonworking hours if possible.

If you are absent for three days without notifying Westminster, it is assumed that you have voluntarily abandoned your position with Westminster, and you will be removed from the payroll.

Hours of Operation

Westminster is open 7 days a week to meet the needs of our church members.

Church Office hours vary but are generally open:

Monday through Friday 8am to 4:30pm.

Breaks

Employees will receive one 15-minute paid break for every four hours worked. This time must be approved by the supervisor each day.

Lactation Breaks

Westminster will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child. The break time should, if possible, be taken concurrently with other break periods already provided. Westminster will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private.

Notify the supervisor to request time to express breast milk under this policy.

No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, or local law or regulation. If you have knowledge of such a conflict or a potential conflict you should contact the supervisor.

Contact with the Church

The church should know your location at all times during church business hours. The supervisor will keep a record of your assignments, and (s)he should be notified

of your whereabouts outside the church during working hours.

On The Job Training

The initiation of all on-the-job training for employees within your department is the responsibility of the supervisor. This may include safety training, participation in off-site training and continuing education when necessary for job safety and work performance. Training will be conducted during regular working hours whenever possible.

Westminster will pay for any required training programs. Employees may be tested from time to time to evaluate the effectiveness of the training program.

If you have any questions regarding training, please see the supervisor.

Standards of Conduct

Each employee has an obligation to observe and follow the church's policies and to maintain proper standards of conduct at all times. Failure to adhere to the church's policies will result in corrective disciplinary measures.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the church. The church does not

guarantee that one form of action will necessarily precede another.

Among other things, the following may result in disciplinary action, up to and including discharge: violation of the church's policies or safety rules; failing to work in a cooperative manner with co-workers, members and others who do business with the church; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in church activities or in church vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; inappropriate or violent physical contact; harassment; discrimination or retaliation in violation of the church's EEO and No Harassment policies; performing outside work or use of church property, equipment or facilities in connection with outside work while on church time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

Nothing in this policy is designed to modify our employment-at-will policy.



Child and Youth Safety Policy

All children and youth who participate in activities sponsored by Westminster Presbyterian Church are covered by this policy.

Please see the full text of the Child and Youth Safety Policy. The full policy includes specific forms and attachments that Westminster employees are required to use. All Westminster employees are required to read and understand our Child and Youth Safety Policy, and sign the Compliance Agreement form.

Access to Personnel Files

Employees have the opportunity to review their personnel file upon written request, once every six months, unless the employee is separated from the church. The church will comply with a request within seven working days. A former employee may review the record once each year after separation for as long as the personnel records are maintained. The personnel record subject to review shall include job applications, wage or salary history, warning or discharge notices, fringe benefits information, attendance records, and performance evaluations. Other information such as letters of reference, results of employer testing, written comments of a personal nature about another employee or written comments made by and kept in sole possession of the employee's supervisor do not form part of the personnel record that is subject to review.

The record will be made available during the church's normal hours of operation and at the employee's place

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of employment or other nearby location, in the presence of a church representative.

Consistent with applicable law, an employee may have the opportunity to provide a written response, not to exceed five pages, to any disputed information in his/her personnel record.

After reviewing their files, employees may receive a copy of their personnel file upon written request. For more information, contact the supervisor.

Employee and Public Relations

Westminster's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that members have toward Westminster may be determined for a long period of time by the actions of one employee. It is sometimes easy to take an employee for granted, but if we do we run the risk of losing not only that employee, but his or her associates, friends or family who may also be employees or prospective employees.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.



Non-Solicitation

The church believes employees should have a work environment free from interruptions of a non-work related nature, as work time is for work. When you are to be working you should focus on your duties and not engage in activities that would interfere with your own work or the work of others. For the purpose of this policy, solicitation includes, but is not limited to, for collection of any debt or obligation, for raffles of any kind or chance taking, or for the sale of merchandise or business services, the attempt to sell any product or service (e.g. selling or collecting for Tupperware®, Avon® products, churches, schools, Girl Scout cookies, etc.). Such interruptions can be both detrimental to the quality of work and efficiency, and may not be respectful of others job responsibilities and right not to be interrupted.

Employees may not engage in solicitation for any purpose during his/her work time, which includes the working time of the employee who seeks to solicit and the employee who is being solicited. Although solicitation is not encouraged, it is permitted as long as it is limited to the employee's break and lunch time and kept out of active working areas. Nothing in this policy is intended to restrict an employee's statutory rights.

Changes in Personal Data

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the supervisor promptly.

Care of Equipment

You are expected to demonstrate proper care when using Westminster's property and equipment. No property may be removed from the church premises without the proper authorization of management. If you lose, break or damage any property, report it to the supervisor at once.

Personal Property

Westminster is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

Severe Weather

Severe weather is to be expected during certain months of the year. Although driving may at times be difficult, the roads are normally passable when caution is exercised. Except in cases of severe storms, we are all expected to work our regular hours. Time taken off due to poor weather conditions while the church remains open is to be used as vacation or is unpaid.

If extreme weather conditions require closing of the building, you will be notified by the designated staff employee.

Social Media

The church has in place policies that govern use of its own electronic communication systems, equipment, and resources which employees must follow. We encourage you to use good judgment when communicating via social media.

“Social media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the church, as well as any other form of electronic communication.

The same principles and guidelines found in the church’s Handbook policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind

that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects members, vendors, suppliers, or people who work on behalf of the church or its legitimate church interests may result in disciplinary action up to and including immediate discharge.

The following is a general and non-exhaustive list of guidelines you should keep in mind:

1. Always be fair and courteous to fellow employees, members, vendors, suppliers or people who work on behalf of the church. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly to your co-workers or by utilizing our Talk To Us policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages members, employees, vendors, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, age, gender, national origin, color, disability, religion or any other status protected by federal, state or local law or company policy. Inappropriate postings that may include discriminatory remarks, harassment, retaliation, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including immediate discharge.



2. Make sure you are always truthful and accurate when posting information or news. If you make a mistake, correct it quickly. Be open about any previous posts you have altered. Use privacy settings when appropriate. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. The Internet is immediate. Nothing that is posted ever truly "expires." Never post any information or rumors that you know to be false about the church, fellow staff employees, members, vendors, suppliers, people working on behalf of the church, or competitors.
3. Maintain the confidentiality of church trade secrets and proprietary or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures or other internal church-related confidential communications.
4. Do not create a link from your blog, website, or other social networking site to the church's website without identifying yourself as a church employee.
5. Express only *your* personal opinions. Never represent yourself as a spokesperson for the church. If the church is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the church, fellow employees, members, vendors, suppliers or people working on behalf of the church. If you do publish a blog or post online related to the work you do or subjects associated with the church, make it clear that

you are not speaking on behalf of the church. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Westminster Presbyterian Church".

6. You must refrain from using social media while on working time or while using equipment we provide, unless it is work-related as authorized by a member of management.
7. Do not use any church email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Employees are encouraged to report violations of this policy. The church prohibits retaliation against any employee for reporting a possible deviation from this policy or for cooperating in an investigation.

Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including immediate discharge.

You should not speak to the media on the church's behalf without contacting the Senior Pastor or Associate Pastor for Congregational Life. All media inquiries should be directed to them.

Where applicable, the church complies with state laws concerning access to an employee's personal social networking account, including restrictions concerning employer requests for an employee's username and/or password.



Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

Dress Policy

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

Whether or not your job responsibilities place you in direct member contact, you represent the church with your appearance as well as your actions. The properly-attired individual helps to create a favorable image for the church, to the public and fellow employees.

The church maintains a casual environment. All employees should use discretion in wearing attire that is appropriate for the office and member interaction.

Protecting Church Information

Protecting Westminster's information is the responsibility of every employee. Do not discuss the church's confidential or proprietary church matters, or share confidential, personal employee information with anyone who does not work for us, such as friends, family members, members of the media, or other church entities. You may be required to sign a nondisclosure agreement as a condition of your employment, in accordance with state and federal law.

Confidential information does not include information pertaining to the terms and conditions of an employee's employment. Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

All telephone calls regarding a current or former employee's position/compensation with Westminster must be forwarded to the Director of Finance.

The church's address shall not be used for the receipt of personal mail.

Conflict of Interest/Code of Ethics

A church's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the church, or any of its members for private gain, to advance personal interests, or to obtain favors or benefits for themselves, members of their families, or any other individuals, corporations or church entities.

Westminster adheres to the highest legal and ethical standards applicable in our church. Westminster's activities are conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of the church shall conduct their personal affairs such that their duties and responsibilities to the church are not jeopardized and/or legal questions do not arise with respect to their association or work with the church.



Outside Employment

We hope that you will not find it necessary to seek additional outside employment. However, if you are planning to accept an outside position, you must notify the supervisor.

Employees may not conduct outside work or use church property, equipment or facilities in connection with outside work while on church time.

Parking

Free parking facilities are available to employees. You are required to park within the designated areas.

Westminster is not responsible for loss, damage or theft of your vehicle or its contents. Therefore, we suggest that you lock your vehicle doors.

Cellular Telephones

Employees in certain positions are issued church cellular telephones so they may maintain contact with members and co-workers.

Employees are expected to demonstrate proper care of their cellular telephones. If you lose, break, or damage a Westminster cellular telephone, report it to operations at once. All cellular telephones issued by Westminster must be returned upon leaving Westminster employment

or upon transferring to a position that does not require a church cellular telephone.

Contact with the Media

All media inquiries regarding Westminster and its operations must be referred to the Senior Pastor, the Executive Associate Pastor, or the Associate Pastor for Congregational Life. The authorization to make or approve public statements on behalf of Westminster rests solely with the Senior Pastor or Associate Pastor for Congregational Life. No employees, unless specifically designated by the Senior Pastor or Associate Pastor for Congregational Life, are authorized to make statements on behalf of or as a representative of Westminster.

If You Must Leave Us

Should you decide to leave your employment with us, we ask that you provide the supervisor with at least two weeks' advance notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the church.

Generally, we will confirm upon request our employees' dates of employment, salary history, and job title.

Additionally, all resigning employees should complete a brief exit interview prior to leaving. All church property, including this Handbook, must be returned at the end of employment. Otherwise, the church may take action to

recoup any replacement costs and/or seek the return of church property through appropriate legal recourse.

You should notify the church if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address.

Safety in the Workplace

Each Employee's Responsibility

Safety can only be achieved through teamwork at Westminster. Each employee, supervisor, and manager must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.
2. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on Westminster's property is forbidden.
3. Use, adjust and repair machines and equipment only if you are trained and qualified.
4. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess, just ask your supervisor.
6. Know the locations, contents, and use of first aid and fire-fighting equipment.
7. Wear personal protective equipment in accordance with the job you are performing.

8. Comply with OSHA standards and/or applicable state job safety and health standards as written in our safety procedures manual.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

Bloodborne Pathogens Exposure Control

To protect employees who may reasonably anticipate being occupationally exposed to blood and other potentially infectious materials during work tasks, Westminster has instituted a Bloodborne Pathogens Exposure Control Program.

Briefly, our program includes an employee exposure determination, information and training about bloodborne pathogens, the availability of hepatitis B vaccinations, Universal Precautions, engineering controls, safe work practices, personal protective equipment and housekeeping measures to help reduce the risks of occupational exposure. Procedures to be used following an exposure incident and necessary record keeping are also included. These matters are discussed in our written Infection Control Plan that is available to you in accordance with the plan.

Further information about our Bloodborne Pathogens Exposure Control Program will be provided to affected employees and may be obtained from your supervisor.

Workplace Violence

Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to church property in the event someone, for whatever reason, may be unhappy with a church decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to your supervisor at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated, and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in the church's investigation, will result in disciplinary action, up to and including discharge.

Workplace Searches

To protect the property and to ensure the safety of all employees, and church members, Westminster reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from Westminster's property. In addition, Westminster reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of Westminster, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of Westminster.

Persons entering the church premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge.

Smoking in the Workplace

Westminster is committed to providing a safe and healthy environment for employees, members, and visitors. Smoking, including the use of e-cigarettes, is not permitted in the building, garage, entrances, or in any other part of the site.

Violations of this policy may result in disciplinary action, up to and including discharge.

No Weapons in the Workplace

Possession, use or sale of weapons, firearms, or explosives on work premises, while operating Westminster machinery, equipment or vehicles for work-related purposes or while engaged in Westminster business off premises is forbidden except where expressly authorized by Westminster and permitted by state and local laws. This policy applies to all employees, including, but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee's locked motor vehicle.

If you are aware of violations or threats of violations of this policy, you are required to report such violations or threats of violations to your supervisor immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

In An Emergency

Our Facility's Manager should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke.

Should an emergency result in the need to communicate information to employees outside of business hours, the Director of Operations will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify the Accounting Manager when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of the Director of Operations or any other member of management. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you by the Director of Operations to await further instructions or information.

Please direct any questions you may have about the church's emergency procedures to the Director of Operations.

Substance Abuse

Westminster has vital interests in ensuring a safe, healthy, and efficient working environment for our employees, their co-workers, and the members we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and

continued employment with Westminster the following substance abuse policy.

Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale, or possession of illegal or unauthorized substances and alcohol in the workplace including: on Westminster paid time, on Westminster premises, in Westminster vehicles, or while engaged in Westminster activities. Our employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are further prohibited from consuming alcohol during working hours, including meal and break periods. This does not include the authorized use of alcohol at Westminster-sponsored functions or activities.

Your employment or continued employment with Westminster is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge. Furthermore, any employee who violates this policy who is subject to discharge, may be permitted in lieu of discharge, at Westminster's sole discretion, to participate in and successfully complete an appropriate treatment, counseling, or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal, state, and local laws.

Consistent with its fair employment policy, Westminster maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. Westminster will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with Westminster's policies and applicable federal, state or local laws.

When the church has reasonable suspicion to believe that the employee has violated this substance abuse policy, the church further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy. This includes, but is not limited to, the inspection of church-issued lockers, desks, or other suspected areas of concealment, as well as an employee's personal property.

This policy represents management guidelines. For more information, please speak to your supervisor.

Receipt of Employee Handbook and Employment-At-Will Statement

I acknowledge that I have received a copy of the Westminster Presbyterian Church Employee Handbook, and I understand that it contains information about the employment policies and practices of the church. I agree to read and comply with this Employee Handbook. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing church will require changes from time to time. I understand that the church retains the right to make decisions involving employment, as needed, in order to conduct its work in a manner that is beneficial to the employees and the church. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that, except for the policy of at-will employment, the church reserves the right to revise, delete, and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions, or additions to the Employee Handbook will be in writing and will be signed by Director of Finance of the church. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

THIS CHURCH IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS HANDBOOK, THE CHURCH OR I MAY

TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE CHURCH IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME. ANY AGREEMENT TO EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME WILL BE PUT INTO WRITING AND SIGNED BY DIRECTOR OF FINANCE OF THE CHURCH.

I understand that this Handbook refers to current benefit plans maintained by the church, and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I also understand that if a written contract is inconsistent with the Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this Handbook, I will ask my supervisor or a member of management.

NAME _____

DATE _____

EMPLOYEE
SIGNATURE _____

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I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

THIS CHURCH IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS HANDBOOK, THE CHURCH OR I MAY

TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE CHURCH IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME. ANY AGREEMENT TO EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME WILL BE PUT INTO WRITING AND SIGNED BY DIRECTOR OF FINANCE OF THE CHURCH.

I understand that this Handbook refers to current benefit plans maintained by the church, and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I also understand that if a written contract is inconsistent with the Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this Handbook, I will ask my supervisor or a member of management.

NAME _____

DATE _____

EMPLOYEE
SIGNATURE _____