



PERSONNEL MANUAL

MANASSAS PRESBYTERIAN CHURCH

ADOPTED BY SESSION

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Table of Contents

DOCUMENT REVISION HISTORY.....	3
SECTION I – GOVERNING POLICIES	4
EMPLOYEE STATUS.....	4
CONDITIONS OF EMPLOYMENT.....	5
1. REGULAR WORKWEEK	5
2. REPORTING AN ILLNESS OR ABSENCE.....	5
3. COMPENSATION	6
4. REIMBURSEMENT FOR EXPENSES.....	6
5. PERFORMANCE EVALUATION	6
6. RESIGNATION / TERMINATION	7
7. PERSONNEL FILES.....	7
8. SMOKING	7
SECTION II – HOLIDAYS AND LEAVE	7
1. HOLIDAYS	7
2. PAID TIME OFF POLICY	7
4. FAMILY LEAVE	9
5. BEREAVEMENT LEAVE.....	10
6. JURY DUTY.....	10
7. LEAVE WITHOUT PAY	10
SECTION III – GRIEVANCE POLICY	11
SECTION IV – ALCOHOL AND SUBSTANCE ABUSE POLICY	11
SECTION V – HARASSMENT POLICY	11
SECTION VI – CHILD PROTECTION POLICY	12
SECTION VII – TERMINATION and SEPARATION	12
SECTION VIII - CONDUCT.....	16
SECTION IX – SUSPENSION POLICY	17
SECTION X - MANAGEMENT POLICIES	17
ATTACHMENT A – MPC SEXUAL MISCONDUCT POLICY.....	20
ATTACHMENT B – MPC CHILD PROTECTION POLICY	20
ATTACHMENT C – MPC ACCEPTABLE USE POLICY	20

Manassas Presbyterian Church Personnel Policies

EQUAL EMPLOYMENT OPPORTUNITY

Manassas Presbyterian Church (MPC) will recruit, hire, call, train, and promote all persons in all job classifications without regard to race, color, national origin, gender, age, marital status, veteran status, or religious affiliation except when after careful study, religious affiliation is determined to be a bona fide occupational qualification. This personnel manual is not part of an agreement or contract with any of the MPC staff, and MPC reserves the right in its sole discretion to alter, amend, waive or withdraw any of these policies, procedures, and benefits at any time without notice.

Each staff person, except for installed clergy, should remember that he or she is an employee at will. That is, both MPC and the employee have the freedom to choose to end the employment at any time with or without cause.

All new staff members will be subject to criminal background and reference checks

All staff members are expected to be familiar with and to conform to and follow all MPC policies, procedures, and rules and regulations. Employees should read this manual. If you have questions, please review them with your supervisor.

SECTION I – GOVERNING POLICIES

EMPLOYEE STATUS

An exempt employee is not subject to the Fair Labor Standards Act (FLSA) and therefore is not entitled to overtime pay. A non-exempt employee is subject to FLSA and entitled to overtime pay. Criteria established by the FLSA define exempt or non-exempt as follows:

- a. Exempt (compensated on the basis of an annual salary) - Persons employed in exempt positions are not required to be paid overtime for work performed beyond 40 hours in a workweek.
- b. Non-exempt (compensated on the basis of an hourly wage) – Persons employed in non-exempt positions who are required to be paid for overtime at the rate of time and one-half their regular rate of pay for all hours worked beyond 40 hours in a workweek.

MPC may employ staff members in full-time, part-time, or temporary positions. Each employee will receive a letter of employment or a written contract which clearly identifies the position, the salary, the starting date, the staff person's supervisor(s), and other pertinent conditions of employment. Employment will not become effective until the individual returns a signed copy to the Head of Staff (MPC Pastor).

- a. Full-Time Staff Persons are those who are hired to work 35 hours or more per week.
- b. Part-Time Staff Persons are those who are employed to work less than 35 hours per week. If they are not temporary and are employed at least 20 hours per week, they are eligible for Paid Time Off (PTO) benefits contained in this manual.
- c. Temporary Staff Persons are those who are hired to work full or part-time with the understanding that their employment is for a specific limited period of time with the further understanding that even during this period of time, their employment may be terminated at any time with or without cause. These staff persons are not eligible for staff benefits, regardless of the number of hours they work per week.

CONDITIONS OF EMPLOYMENT

Each employee shall complete and sign an Application for Employment, included in which is authorization by the applicant for MPC to conduct reference and background checks. Falsification or misrepresentation of any information on the Application for Employment is grounds for immediate dismissal.

All paid employees and volunteer staff shall be required to read and acknowledge by signature their acceptance of all policies applicable to the nature of their position to include the Child Protection Policy and Sexual Misconduct Policy of Manassas Presbyterian Church. All policies are included in the Appendix to this manual. Failure or unwillingness to do so shall result in immediate dismissal from any role on the MPC staff.

1. REGULAR WORKWEEK

A regular workweek will be established in each employee's letter of employment. Non-exempt staff members will be compensated at the employee's regular rate up to forty (40) hours. If a non-exempt employee is to work in excess of their regular work hours specified in their letter of employment in a workweek, she / he must have the prior approval of Head of Staff or Designee. Once approved, each hour in excess of forty worked by the non-exempt employee will be compensated at one and a half (1 ½) times the regular hourly rate.

2. REPORTING AN ILLNESS OR ABSENCE

When an employee is unable to report to work due to illness, accident, or for any other reason, the employee shall notify the Head of Staff or Designee (normally the Office Manager) unless

otherwise designated by the Head of Staff no later than one hour after the start of the business day.

3. COMPENSATION

Terms of employment, including compensation, will be determined by the Personnel Ministry Team and are subject to approval by the Session. All employees are covered by Social Security. Manassas Presbyterian Church, as a non-profit religious organization, does not participate in unemployment insurance programs.

4. REIMBURSEMENT FOR EXPENSES

All employees are entitled to reimbursement for expenses incurred in the performance of their duties on behalf of MPC. Such expenses must be approved in advance and receipts are required for reimbursements. Mileage for official business will be paid at the rate established by the current IRS guidelines. Employees who use their personal vehicles for MPC business are expected to maintain minimum levels of auto insurance as required by the Commonwealth of Virginia.

5. PERFORMANCE EVALUATION

MPC and its staff are in a partnership to achieve the goals and facilitate the programs of the congregation. In order to do so in a workable and mutually accountable manner, each employee will receive a formal annual performance review. The annual reviews are the responsibility of the Personnel Ministry Team on behalf of the Session. In addition to a representative(s) from the Personnel Ministry Team, the review meeting shall include other appropriate person or persons for each employee, be they his / her immediate supervisor, the Head of Staff, or representative(s) of the appropriate Ministry Team(s). Best efforts will be made to complete all reviews before October 15th of each year.

Prior to the review, each employee will be asked to complete the MPC Staff Self Appraisal Form and submit it to the Personnel Ministry Team. The evaluation will be based on the job description governing the employee's positions, previously agreed upon performance standards and goals, and work habits and behaviors.

Employees will sign the evaluation form to acknowledge that they have read it and concur it agrees with the items discussed at the annual performance review meeting. Each employee will have an opportunity to provide a written response if they so desire. The self-appraisal forms, performance evaluation forms and any written responses will become a permanent and confidential part of the employee's personnel records.

The Personnel Ministry Team will review the performance evaluations of each employee when considering recommendations to Session regarding salary adjustments.

6. RESIGNATION / TERMINATION

In cases where a non-exempt employee chooses to leave the employment of MPC, at least two (2) weeks' notice is requested. Exempt employees should give four (4) weeks written notice.

Should MPC, through the Session, find it necessary to reorganize the duties / assignments of the staff, change the terms of employment, or reduce the size of the staff, every effort will be made to provide adequate notice to all staff involved.

7. PERSONNEL FILES

A personnel file is to be maintained for each employee. These files will contain the employment agreement and all records relating to compensation, payroll, job descriptions, performance evaluation forms and responses, and requests from the employee. These records are considered to be confidential and are maintained in the Personnel Ministry Team files.

8. SMOKING

No smoking is allowed in the building.

SECTION II – HOLIDAYS AND LEAVE

1. HOLIDAYS

The following days will be recognized as holidays and normal business hours will be suspended:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Veterans Day
Presidents Day	Thanksgiving Day
Good Friday (noon closing)	Friday after Thanksgiving
The Monday following Easter	Christmas Day
Memorial Day	Day after Christmas
Independence Day	New Years Eve Day

If an employee is scheduled to work on a designated holiday, the employee, with the approval of the immediate supervisor, may take an alternate day of compensatory leave during the following thirty (30) days. Holidays falling on a Saturday or Sunday will be observed in accordance with National Capital Presbytery practices.

2. PAID TIME OFF POLICY

a. Purpose of Paid Time Off (PTO):

MPC understands the importance for employees to have a healthy balance between work and personal time. PTO can be used for such needs as vacation, personal or family illness, doctor

appointments, school, volunteerism, and other activities of the employee's choice. All employees are eligible for Paid Time Off (PTO). PTO is prorated based on the number of hours worked on an employee's regular schedule for part-time employees. PTO is accrued pro-rata on a semi-monthly basis, but the full year's PTO balance will be added to the employee's account on January 1st each year for ease in administration. Employees accrue PTO immediately upon hire.

Temporary employees, contract employees, and interns are not eligible to accrue PTO.

The PTO days you accrue, or have earned by service prior to the effective date of this policy, replace all existing vacation, sick time, and personal business days that you have been allotted under prior policies. The vacation time you accrued in the past will carry over, in excess of the PTO policy, per MPC's guidelines at the time.

b. Guidelines for PTO Use

Full-time employees (those employees contracted to work at least 35 hours per week) will be allocated PTO based on their length of service as defined in the table (paragraph d) below. Employees that work less than 35 hours per week will be granted PTO on a pro-rated basis based on the average number of hours expected to work.

PTO taken will be subtracted from the employee's accrued time bank in one-hour increments.

Employees should submit PTO requests, in writing, at least two weeks in advance to their supervisor or the MPC Head of Staff, unless the PTO is used for legitimate, unexpected illness or emergencies. In the event of an unscheduled PTO request, this written request should be submitted immediately upon returning to work. PTO requests are granted after taking into account MPC operating requirements. Length of employment may determine priority in scheduling PTO.

c. Paid Time Off (PTO) Exceptions

You are responsible for managing your PTO account. It is important that you plan ahead for how you will use it. This means developing a plan for taking your vacations, as well as doctor's appointments and personal business. It also means holding some time in "reserve" for the unexpected, such as emergencies and illnesses.

Employees who miss more than three consecutive unscheduled days may be required to present a doctor's release to the MPC Head of Staff that permits them to return to work.

Employees may be subject to disciplinary action for misuse of earned PTO if they are engaging in fraud or abuse of benefits available under this policy.

PTO taken in excess of the PTO allocated, unless approved in advance by the Head of Staff, can result in progressive disciplinary action up to and including employment termination. This time off will be unpaid.

PTO allocated, but not taken, prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave.

Any employee who misses two consecutive days of work without notice to their supervisor may be considered to have voluntarily quit their job.

d. Specific Eligibility for Paid Time Off (PTO)

PTO is allocated on the following schedule based on a 35 hour workweek. Please note that PTO is prorated based on the number of hours worked on an employee's regular schedule, therefore, employee contracted for less than a 35 hour work week, will have their PTO calculated to reflect their normal hours worked.

Year of Service	Annual PTO Hours	Hours Earned Per Pay Period
1-4	140	5.38
5-9	175	6.73
10+	210	8.08

PTO is not paid out in lieu of taking actual time off. However, employees may carry 35 hours of PTO over into a new calendar year. Employees are responsible for monitoring and taking their PTO over the course of a year so that they do not lose time when the current calendar year ends. If extenuating circumstances prevented the employee from taking scheduled PTO, this PTO may be carried over and taken in the first half of the next calendar year with the approval of the Head of Staff.

Upon termination, employees who have provided at least two weeks' advance notice of their resignation are paid for the PTO they have accrued at employment end but have not used. If an employee has used PTO time in excess of PTO accrued, and employment terminates, the excess PTO taken is deducted from the final paycheck.

4. FAMILY LEAVE

Family / Medical leave without pay is provided to employees with one or more years of continuous employment who, because of serious medical or family related reasons, will be absent from work for an extended period of time. Family / Medical leave may be made available to employees for the following reasons:

- a. Birth of a child;
- b. Adoption or placement of a foster child;
- c. Care for an immediate family member who has a serious health condition; or,
- d. Inability of the employee to perform their job due to a serious health condition.

An employee requesting Family / Medical leave must provide MPC with 30 days advance written notice if the necessity for leave is foreseeable, or prior notice as soon as practicable.

Employees may be granted up to 12 weeks of Family / Medical leave in any 12-month period. That one-year period commences on the day the employee starts taking Family / Medical leave. Employees may take the 12 weeks or portion thereof at one time or it may be taken intermittently.

Appropriate medical documentation is required for requested Family / Medical leave based upon a serious medical condition. Further, MPC will require a fitness for duty report from the employee's attending physician prior to the employee's return to work.

Employees requesting Family / Medical leave will be required to use any accrued paid leave (i.e., sick leave and vacation) before leave without pay will be granted. The employee's position will be held for him / her provided the combined period of paid and unpaid leave does not exceed 12 weeks.

Benefit coverage (except PTO accrual) will continue during the entire leave. Non-contributory health insurance will continue to be provided by MPC. Contributory coverage's will only continue provided the employee makes direct payments.

5. BEREAVEMENT LEAVE

In the event of the death of an immediate family member (spouse, grandparent, parent, sibling, child, grandchild, including in-laws of these relationships), up to three (3) days of leave at full pay may be granted per incident. Approval must be requested from the Head of Staff prior to the absence. Such leave shall not be charged against paid time off (PTO).

6. JURY DUTY

Leave of absence for jury duty shall be granted at full pay and will be based on the normal working hours of the employee. Employees called to jury duty must request approval from the Head of Staff prior to the absence. Such leave shall not be charged against paid time off (PTO).

7. LEAVE WITHOUT PAY

Under extenuating circumstances or personal hardship, leave without pay of up to one (1) month may be granted to requesting employees by the Head of Staff and the Personnel Ministry Team. PTO benefits will not be accrued during leave without pay. Any accrued compensatory time or leave must be used before any leave without pay is granted.

SECTION III – GRIEVANCE POLICY

This policy covers all matters of complaint, concern, grievance, or dissatisfaction of an employee. Grievances must be addressed promptly and equitably in order to maintain a healthy work environment and preserve positive employee attitudes necessary for efficient work performance. Each employee shall have the right to make known his / her dissatisfaction or complaint without fear, coercion, reprisal, interference, or discrimination.

An employee with a grievance shall first present it in writing to and discuss it with the Head of Staff with the objective of resolving the matter informally. Such discussion shall commence within seven (7) calendar days of the alleged occurrence of the grievance. The Head of Staff shall indicate the disposition of the grievance in writing within seven (7) calendar days of the discussion with the employee of the grievance. If the aggrieved employee is not satisfied with the disposition of the grievance, or if no disposition is received within the seven (7) calendar day period, the employee may appeal to the Personnel Ministry Team who shall meet with the employee within ten (10) calendar days of the receipt of the appeal. The decision of the Personnel Ministry Team shall be submitted to the Head of Staff and the employee in writing within thirty (30) calendar days of the meeting and shall be final and binding on all parties.

By mutual consent, the parties may extend the time limits listed above.

SECTION IV – ALCOHOL AND SUBSTANCE ABUSE POLICY

The use of alcohol and / or other prohibited substances on Church property is strictly forbidden. Employees who use these substances, or are under the influence of these substances, on Church property may be terminated without notice and with forfeiture of any termination benefits.

SECTION V – HARASSMENT POLICY

All employees of MPC must sign and agree to abide by the terms of the Manassas Presbyterian Church Sexual Misconduct Policy.

Harassment on the basis of any of the items specified in the MPC Sexual Misconduct Policy will not be permitted or condoned. Racial, sexual, age-related, or ethnic slurs are wholly inappropriate and violate the MPC's equal employment opportunity policy.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature on the part of supervisors, employees, and non-employees. Sexual harassment also encompasses conduct of a sexual nature where submission is either expressly or implicitly a term or condition of employment or submission or rejection is

used as a basis for evaluating an individual's work performance. Sexual harassment includes creating an intimidating, hostile or offensive working environment. Conditions that might even be perceived as being of a sexual nature must be strictly avoided.

The complete MPC Sexual Misconduct Policy is separately adopted and approved by MPC Session and is inserted as **Attachment A** to this document.

SECTION VI – CHILD PROTECTION POLICY

All employees of MPC must sign and agree to abide by the terms of the Manassas Presbyterian Church Child Protection Policy.

Manassas Presbyterian Church and its members are committed to the safety, welfare, and protection of all children and youth participating in the activities and programs of the Church. During each baptism of an infant, child or adult, the congregation pledges to uphold that person in the household of God. To these ends, the Session hereby adopts reasonable policies and procedures designed to preclude the possibility that any child or youth (meaning all those 17 years of age and younger) will be subjected to physical or emotional abuse or neglect by Church staff, paid childcare workers, teachers or volunteers while engaged in Church programs or activities. The policies and procedures adopted seek to balance the security, protection, and welfare of the children without unduly intruding on the privacy of staff and volunteers.

The complete MPC Child Protection Policy is separately adopted and approved by MPC Session and is inserted as **Attachment B** to this document.

SECTION VII – TERMINATION and SEPARATION

All conditions for separation for installed clergy shall be compatible with the provisions of the Book of Order. All matters regarding staff separation shall be documented in writing with copies to the Personnel Committee. The reasons for termination shall be furnished in detail. All records regarding the proposed discharge of a MPC staff person shall be treated with strictest confidentiality.

Separation shall be without discrimination based on race, color, sex, national origin, age, disability, marital status, sexual orientation, ordination status, or appearance.

An employee's relationship with MPC is a result of the employee's voluntary decision to seek employment with MPC. The Personnel Ministry Team of MPC is authorized to make binding decisions on matters involving non-exempt staff on behalf of the Session. No employee is employed for any specific term or duration or pursuant to any contract of employment. The

employee has the right to sever the employment relationship with MPC at any time and for any reason. Similarly, the employment of an employee can be terminated at the discretion of MPC with or without cause at any time. MPC has established certain rules and regulations for the guidance of employees. To prevent any misunderstanding, please remember that the following violations of MPC's rules listed below and other actions may, at the exclusive discretion of MPC, result in disciplinary action ranging from a warning to employment termination. MPC recognizes the following forms of termination.

A. Staff Separation

1. Resignation

Voluntary separation (resignation) may take place after written notice to the Head of Staff with copies to the Personnel Ministry Team. The exempt staff person is requested to give at least four weeks' notice in writing. Non-exempt staff is requested to give at least two weeks' notice in writing. Resigning staff persons will be paid the cash equivalent of their unused earned PTO as of the official date of separation. No payment will be made for unused study or sabbatical leave.

2. Reorganization or Reduction in Force

Separation because of the discontinuance of a project, reorganization reduction in budget or personnel, or for other circumstances arising out of no fault of the staff person, is at the sole discretion of MPC. The Personnel Ministry Team is authorized to act on the Session's behalf for exempt and non-exempt staff. Written notice of such separation will come from the Personnel Ministry Team after consultation with Session.

3. Discharge for Unsatisfactory Performance

Whenever the Personnel Ministry Team determines that a staff person is not performing in a satisfactory manner, the Personnel Ministry Team shall meet with the staff person and the Head of Staff to discuss ways to improve performance. If it is deemed appropriate, the Personnel Ministry Team shall send a letter to the staff person, specifying the dates of a probationary period not to exceed three months, with copies to the Head of Staff indicating what was communicated to the staff person at the meeting.

At the end of the probationary period, the Personnel Ministry Team shall conduct an interview with the staff person and the Head of Staff. If the performance is still at an unsatisfactory level, the Personnel Ministry Team may recommend separation. For

installed staff, this recommendation shall be conveyed to the Session for final decision subject to concurrence.

4. Discharge for Other Causes

Discharge is a termination initiated by the Personnel Ministry Team in which the employee is not eligible for rehire. An employee may be discharged for any one or more of numerous offenses without prior notice or warning. Separation for other causes shall include, but is not limited to:

- a. Reporting to work or carrying out any of the duties of employment with illegal drugs in your body, under the influence of alcohol or under influences of prescription drugs that have been abused.
- b. Theft, misappropriation, or unauthorized removal of MPC's or another employee's property.
- c. Willful misconduct or conduct which might endanger any other person.
- d. Immoral or indecent conduct.
- e. Physical violence, threats of violence or provocation of violence, including assault or battery, or insulting, abusive, obscene or intimidating language.
- f. Unauthorized possession of firearms or other dangerous weapons during working hours or on the MPC's premises.
- g. Violation of the MPC's harassment policies.
- h. Failure to cooperate with or giving false or misleading information in an official investigation.
- i. Gambling during working hours or on the MPC's premises.
- j. Falsification of employment information, academic records or other credentials upon which the decision to employ was based, or of time records, including falsification of the employee's own or another employee's time records or any record upon which an action of MPC was based.
- k. Willful misuse, damage, or destruction of MPC property, supplies, computer and other equipment or violation of the guidelines of the MPC Acceptable Use Policy (See Attachment C).
- l. Malicious gossip, interfering with another employee on the job or willfully restricting work production or encouraging others to do the same.
- m. Willful or reckless violation of the MPC's confidentiality rules or other rules governing the Covenant business.
- n. Habitual or excessive absenteeism or tardiness.
- o. Insubordination.
- p. Loafing or sleeping on the job.
- q. Use of MPC time for personal business.

- r. Failure to adhere to the rules of operation and conduct established by MPC, including, but not limited to those employment policies that may be established from time to time.
- s. Any other conduct that may be inconsistent with the best interests of MPC or any of its employees.

The above list is not intended to be all-inclusive. MPC reserves the right to discharge any employee without notice on other grounds, if, in the judgment of the Head of Staff or Personnel Ministry Team, the quality or efficiency of the MPC's business is being impaired.

Separation may be effected by the Head of Staff with concurrence of the Personnel Ministry Team and the Session. Presbytery's concurrence through the Committee on Ministry is required when the person is installed clergy. No severance pay or payment for unused study leave or sabbatical leave will be allowed. In all instances, such cause must be clearly documented.

B. Separation Clearance Procedures

It is necessary to complete the entire separation clearance procedure which has been established to ensure all MPC property has been returned and all obligations are fulfilled before an employee's final paycheck is released.

On the employee's last day, the Head of Staff will conduct an exit interview. At that time the employee may make any comments regarding their job or their supervisor or MPC in general. The employee's comments, based on their first hand experience, can be extremely helpful and to the extent possible will be kept confidential. During the exit interview, the employee is required to return all keys and MPC property.

All employees are entitled to payment for hours worked and any accrued and unused PTO.

C. Release of Employee Information

Absent specific written authorization, MPC will release only information concerning an employee's dates of employment and job title. Requests for other information will be honored only if accompanied by the employee's written authorization to release such information that also releases MPC from liability. All requests for employee information should be referred to the Head of Staff to assure that the appropriate releases are signed and only documented information is released.

SECTION VIII - CONDUCT

MPC is a professional office. MPC staff persons represent MPC and are expected to reflect this in their personal dress and behavior within the office.

In the course of performing their job duties, the MPC's employees may have access to highly sensitive and confidential or proprietary information. All employees must pledge their best efforts and diligence to protect such information.

At no time will an employee disclose, directly or indirectly, confidential or proprietary information regarding the business of MPC. This shall include but not be limited to business and personnel policies, compensation and benefits, data, financial information, mailing lists, telephone directories, rosters, information pertaining to MPC members or former members, or biographical employee information.

In addition, much information of a personal and confidential nature relating to clergy is necessarily on file in the offices. All such information is strictly confidential; no staff person is to confirm, deny, or discuss anything pertaining to these confidential records. Failure to comply could involve MPC in civil court and is grounds for dismissal of the staff person(s) responsible.

An employee who terminates his or her employment with MPC may not copy or subsequently use or disclose, directly or indirectly, any confidential or proprietary information acquired during his or her employment. All documents and other materials relating, directly or indirectly, to any confidential or proprietary information that is used, prepared, or learned by employees during their employment with MPC are, and shall remain, the sole and exclusive property of MPC, and must be returned (together with any copies that may have been made) at the termination of employment.

1. Subpoenas or other formal requests for information about the business or activities of MPC must immediately be directed to the Head of Staff. Except as otherwise provided by law, employees may not respond to any such subpoenas or requests without the express written authorization of the Head of Staff. An employee who discloses confidential and proprietary information in violation of the policy will be subject to disciplinary action, up to and including termination of employment, even if the employee does not actually benefit from the disclosure.
2. Privacy Guidelines

All personnel and employment information shall be kept secure and access thereto shall be controlled. Data in an individual's personnel file shall be released outside MPC only under court order or subpoena or when the person has given written

consent. When such information is released as a result of a court order or subpoena, the staff person shall be notified prior to the release of the information.

SECTION IX – SUSPENSION POLICY

The Head of Staff may order suspension of a staff person (with pay). As soon as feasible following the notice of suspension, an investigation of the facts that led to the suspension shall be conducted under the aegis of the Personnel Ministry Team. The Personnel Ministry Team shall notify the suspended person of the right to appear before the Session, or representatives thereof, in order to provide the Session with facts and to defend his/her position. Within three weeks of the original date of suspension, the Session shall issue a decision either extending the suspension, reinstating the suspended person, or taking disciplinary action up to and including terminating the suspended person.

SECTION X - MANAGEMENT POLICIES

Non-exempt staff persons are generally responsible to the Head of Staff through the Session. At any time an individual may ask to see the Head of Staff as well as request an opportunity to meet with the Personnel Ministry Team.

A. Safety

MPC staff persons are directed to alert the Head of Staff to any situations that present safety hazards. Should an accident occur during working hours, please report it immediately. Minimum first aid supplies are available. All possible precautions should be taken to avoid creating dangerous work situations.

Staff persons are reminded to learn where the fire extinguishers are located as well as to become familiar with the closest exits in case of emergency.

B. Personal Use of Office Equipment

Use of MPC office equipment for personal needs is permitted within reasonable limits. Use of the postage metering machine for personal mail is not authorized.

C. Personal Telephone Calls

MPC is a business office. It is understood that employees may sometimes need to conduct personal business during working hours. Every effort should be made to conduct such business during lunch or breaks.

D. Computer Security

MPC operates a networked computer system that contains virtually all the information necessary to the business of MPC.

It is vitally important that this computer system be “up and running” at all times. Since media (CD’s, Thumb Drives, etc.) from outside sources may contain computer viruses that have the capability of destroying all or a significant part of the information stored in the computer, only those media that have been screened in advance by the Technical Ministry Team may be placed on the system.

E. Reproduction of Software

According to U.S. copyright law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. MPC does not condone the illegal duplication, acquisition, or use of software. Staff persons who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include discharge from employment.

F. Internet Access

Internet access is provided as a business tool to enhance communication with churches and individuals. Access to the world-wide-web (www) and e-mail should not be used excessively for personal or other non-church related communication or activities. MPC has the right to monitor email and computer files.

G. Computer games are not permitted during working hours.

H. E-mail and Voice Mail

The contents of any employee’s computer as well as messages on voice mail are the sole property of MPC. MPC may override any individual passwords and/or codes or require employees to disclose any passwords and/or codes to facilitate access. E-mail and voice mail are intended to be used for business purposes only and any other use by any employee may subject the employee to discipline up to and including termination. Additionally, downloading, distributing, or sending obscene materials is strictly prohibited and will result in disciplinary action, up to and including termination. Policies regarding courtesy, solicitation, and harassment all apply to use of e-mail and voice mail. Any communication via e-mail or voice mail that may constitute verbal abuse, slander, or defamation or may be considered offensive, harassing, vulgar, obscene, or threatening is prohibited. Employees should not expect that e-mail or voice mail is confidential or private; however, employees

should not attempt to use another employee's e-mail or voice mail without their permission.

I. Policy for Snow and/or Inclement Weather

In general, delayed arrivals and closing will be at the direction of the Head of Staff with provisions for liberal leave. Sunday closings will be determined by the head of staff in consultation with the Clerk of Session and the Property Team Chair.

J. Smoking Policy

MPC is a smoke free environment. Smoking is not permitted anywhere in the building.

K. Substance Free Workplace

MPC has a responsibility to provide a safe environment for its staff members of the general public and to promote the safe performance of duties by its staff. MPC is committed to establishing and maintaining a substance free workplace. The abuse of alcohol or prescription drugs and the use of illegal drugs on MPC property or while carrying out the work of MPC will not be tolerated. MPC reserves the right to conduct random drug testing as a condition of employment.

Under no circumstances shall any employee report for duty or carry out any of the responsibilities of his or her employment with MPC while he or she has any illegal drug in his or her system or is impaired by any prescription drug or alcohol. Employees are prohibited from the unauthorized manufacture, use, possession, transfer distribution, or sale of alcohol or controlled substances at any time on the MPC's premises or while carrying out the duties of their employment with MPC. Employees are similarly prohibited from the misuse or abuse of prescription drugs. Except as may otherwise be required by applicable local or federal law concerning persons with an illness, disability, or handicap, violation of this policy will result in disciplinary action up to and including immediate discharge from employment.

L. Speaking Engagements

Employees may not accept an invitation to speak before any group or engage in teaching activity as an official representative of MPC without first obtaining the approval of the Head of Staff. The Head of Staff may determine that approval from Session is required based on the nature of the request.

ATTACHMENT A – MPC SEXUAL MISCONDUCT POLICY

To be inserted after updated document is approved and adopted by MPC Session.

ATTACHMENT B – MPC CHILD PROTECTION POLICY

Please refer to the current MPC Child Protection Policy as adopted by MPC Session.

The current policy is available on the MPC website at:

<https://mpc-va.org/images/PDF/MPC-Child-Protection-Policy-Adopted-09182018.pdf>

ATTACHMENT C – MPC ACCEPTABLE USE POLICY

To be inserted after approved and adopted by MPC Session.