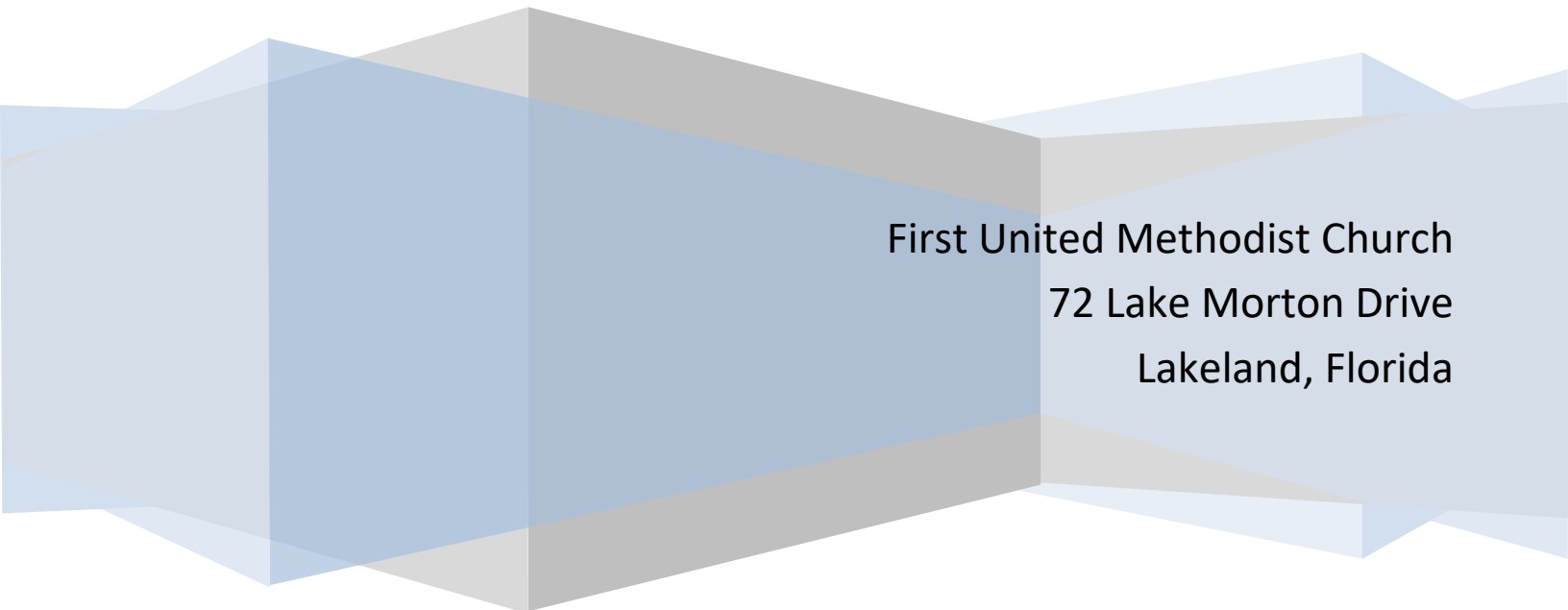


# Employee Handbook

## Policies & Procedures

January 1, 2023



First United Methodist Church  
72 Lake Morton Drive  
Lakeland, Florida



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## DRUG – FREE WORKPLACE POLICY



*Welcome to*  
*First United Methodist Church*  
*Lakeland, Florida*

Dear Ministry Team member,

Welcome! We are delighted that you are a part of the Ministry Team of First United Methodist Church of Lakeland, Florida.

Our Ministry Team is a group of professional, dedicated persons grounded in the teachings, traditions and doctrine of the Christian faith. The primary duty of the Ministry Team is to equip our congregation to fulfill its mission to “welcome, lead, equip, and send” disciples of Jesus Christ to serve others throughout our community, our nation, and our world.

You have been selected for your particular position because of the God-given gifts and skills you will bring to our Ministry Team. We know that you will help our Church to achieve amazing successes in reaching persons for Christ. We hope that this is the beginning of a long, productive and spiritually fulfilling relationship.

Again, welcome! May God’s rich blessings be on you and our Church in the years ahead!

The Pastoral Leadership Team

The Staff Parish Relations Committee

## EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM

I understand that the Employee Handbook (hereafter known as "Handbook") of The First United Methodist Church of Lakeland, Florida, Inc. (hereafter known as "Church" or "we") describes important information about the Church and my employment relationship with the Church. I understand that the Pastoral Team, Church Administrator, and the Staff Parish Relations Committee are responsible for implementing and interpreting the policies in the Handbook. I understand that I should consult with my Supervisor whenever I have any questions, comments, concerns, or suggestions about information in the Handbook. I also understand that I should consult with my Supervisor about any issues or concerns not addressed in the Handbook.

**I UNDERSTAND THAT I HAVE ENTERED INTO MY EMPLOYMENT RELATIONSHIP WITH THE CHURCH VOLUNTARILY. I ACKNOWLEDGE THAT THERE IS NO GUARANTEED, SPECIFIED LENGTH OF EMPLOYMENT. I UNDERSTAND THAT EITHER THE CHURCH OR I MAY END THE EMPLOYMENT RELATIONSHIP "AT-WILL" -- WITH OR WITHOUT REASON, AT ANY TIME, AND WITH OR WITHOUT NOTICE.**

I recognize that the information, policies, and benefits described in this Handbook are necessarily subject to change. I acknowledge that revisions to the Handbook may occur at any time, with or without reason, and with or without notice. I understand that revised information supersedes, modifies, or eliminates the existing policies.

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

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

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

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

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EMPLOYEE'S SIGNATURE

---

DATE

---

PRINTED NAME

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

# Introductory Employment Statements

## 100 **INTRODUCTORY STATEMENT**

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

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

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

## 101 **EMPLOYMENT “AT-WILL”**

You entered into an employment relationship with the Church voluntarily with no guaranteed, specified length of employment. Either you or the Church may end the employment relationship “at-will.” In other words, you or the Church may end the employment relationship at any time, with or without reason, with or without notice.

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

## **102     EQUAL EMPLOYMENT OPPORTUNITY**

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

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

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

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

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

## **103     EMPLOYEE RELATIONS**

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



cooperative and positive. It is our goal to accept and to respond effectively to employee questions, comments, concerns, and suggestions.

#### **104     STAFF PARISH RELATIONS COMMITTEE**

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

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

#### **105     INTRODUCTORY PERIOD**

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

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

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

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

During the introductory period, you are eligible for workers' compensation insurance coverage, and other legally mandated benefits.

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

## **106     EMPLOYMENT INFORMATION AND REPRESENTATIONS**

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

## **108     "MINISTRY DESCRIPTIONS"**

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

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

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

# General Employment Policies

## **200     BASIC STAFF MEMBER QUALIFICATIONS**

All staff members must:

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

## **201     GENERAL ORIENTATION (NEW EMPLOYEES)**

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

## **202     HIRING OF RELATIVES**

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

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

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar (e.g. step-son, step-daughter) to that of persons who are related by blood or marriage.

## **203     EMPLOYEE MEDICAL EXAMINATIONS AND DRUG TESTING**

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

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

When a conditional offer is made to an applicant entering a job category that requires licensure for child-care, a medical examination must be completed. We select and pay a health professional of our choice to conduct the examination. Child-care employees will be tested as required for licensure.

Information about your medical condition or medical history will be kept separate from other employee information. We will maintain all confidential medical information in the Human Resource office. Access to medical information will be limited in accordance with state and federal law.

## **204     IMMIGRATION LAW COMPLIANCE**

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

In compliance with the Immigration Reform and Control Act of 1986, all new employees must complete the "*Employment Eligibility Verification Form*" (I-9) and present documentation establishing your identity and employment eligibility. Former employees who are re-hired must also complete the form if they have not completed an "I-9" with the Church within the past two years, or if their previous "I-9" is no longer retained or valid.

If you have questions, or need more information about immigration law issues, you are encouraged to contact the Church Administrator or the Senior Pastor. You may raise questions or make comments, complaints, or suggestions about immigration law compliance without any fear of reprisal, reprimand or retaliation.

## **205     CONFLICTS OF INTEREST**

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

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

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

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

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

## **206     OUTSIDE EMPLOYMENT**

Upon the approval of your supervisor and the Senior Pastor, you may hold a job with another organization as long as you satisfactorily perform your job responsibilities with the Church. All employees are judged by the same performance standards and subject to the Church's scheduling demands, regardless of any outside work requirements.

If we determine that your outside work interferes with your performance or the requirements of the Church, you may be asked to end the outside employment to remain employed with the Church. Outside employment is a conflict of interest and is not allowed when the outside employment relationship could have an adverse impact on the Church.

## **207     NON-DISCLOSURE (CONFIDENTIALITY)**

The protection of confidential information provided to the Church and its staff is vital to the interests and mission of the Church. The Church's confidential information includes, but is not limited to:

- Compensation data.
- Financial information.
- Personal information concerning those who have sought the advice and counsel of the Church and its staff.
- Medical and other personal information.
- Password and/or security codes to computer workstations, email accounts, sound systems, security systems, etc.
- Employment performance, counseling, disciplinary and/or termination information.

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

## **208     DISABILITIES ACCOMMODATION**

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

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

Reasonable accommodations will be made during the job application process as well as regarding hiring, advancement, termination of employment, compensation, job training, job transfers, continuation of employment, and all other conditions or privileges of employment. All employment decisions and the evaluation of proposed accommodations are based on the merits of the situation in accordance with appropriate criteria.

We also prohibit discrimination against any qualified employee or applicant because of a relationship or association with a person with a disability.

### **REQUESTS FOR ACCOMMODATIONS**

1. The applicant or employee with a disability is responsible for informing us that an accommodation is needed to enable the applicant or employee to apply for a position or to

perform the functions of a job.

- We may ask an applicant or employee with a known disability if the applicant or employee needs an accommodation.
  - It is anticipated that the applicant or employee will cooperate fully with us as well as communicate openly and honestly to determine whether an accommodation is needed and whether a suggested accommodation is reasonable.
2. When an applicant or employee requests an accommodation, the Senior Pastor and supervisor for the position will:
- Analyze the job involved and determine its essential functions.
  - Consult with the employee or applicant to determine the individual's job-related limitations and how the limitations might be overcome through accommodation.
  - Identify potential accommodations in consultation with the applicant or employee, including but not limited to asking the applicant or employee's health care provider to provide information based on the job description at issue, asking the employee to complete an examination with a health care provider of our choice, etc.
  - Assess the effectiveness of each potential accommodation identified.
  - Consider the applicant or employee's preferences and select the accommodation most appropriate for the employer and the applicant or employee. *If more than one accommodation is feasible, we will exercise our discretion in selecting which accommodation will be provided. The most readily available, least expensive, and easiest accommodation to implement normally will be selected as long as the accommodation will allow the applicant or employee to perform the essential functions of the job.*
  - Determine if an accommodation is possible without undue burden to the Church.
3. The hiring supervisor and the Senior Pastor must approve all accommodations.
4. Documentation of requests for accommodations, discussions, considerations, approvals, and rejections will be kept separate from other employee or applicant information and will be maintained in the Human Resources office.
5. Regardless of disability, applicants or employees selected for positions should be the best-qualified person with or without reasonable accommodation. Applicants and employees must be qualified for the position and must be able to perform the essential functions of the job with or without reasonable accommodation.

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

## 209 **EMPLOYMENT CATEGORIES**

A person who is hired with the expectation of performing an ongoing, continual job with First UMC (in conformity with the First UMC job description), either on a full-time or part-time basis, and who is compensated by First UMC at regular intervals for the work the person has been hired to perform, is deemed an “employee” for purposes of federal and state labor law.

**INTRODUCTORY EMPLOYEES** are employees who are completing the initial ninety (90) day introductory period following date of hire.

**EMPLOYMENT CLASSIFICATIONS:** All positions are classified as either “exempt” or “nonexempt.” To be classified as “exempt”, position duties must meet the U.S. Department of Labor tests and also meet minimum salary requirements. Assigned classifications are reviewed and approved by the Staff Parish Relations Committee, and are stated in the job description.

Exempt employees are paid on a salary basis and are not required to complete “hours worked” documentation. Exempt employees are not entitled to overtime compensation and are expected to work the number of hours listed on the position job description.

Non-exempt employees are paid hourly, must document their hours worked, and are entitled to overtime compensation for hours worked in excess of forty hours in a work week. However, non-exempt employees are authorized to work in excess of forty hours in a work week *only* when specifically instructed to do so by his or her supervisor or the Church Administrator.

This classification would require recommendation from the senior pastor and approval from the Staff Parish Relations Committee.

**TEMPORARY, INTERN OR SEASONAL EMPLOYEES** are employees who are hired as interim replacements to temporarily supplement the work force or to assist in the completion of a specific project. These positions are created, continued and terminated at the discretion of the Senior Pastor and the Staff Parish Relations Committee, in consultation with the director or supervisor and are eligible for all legally mandated benefits. They are not eligible for other employee benefits unless they satisfy the terms and conditions of the program.

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



Change in employment status may occur only when the Senior Pastor and the Staff Parish Relations Committee verifies that a change in the status is warranted for that position and then notifies the employee of the change in writing.

**209A INDEPENDENT CONTRACTOR**

A person who is contracted by First UMC to perform consultative work and who is compensated for the specific task(s) for which the person has been contracted may be deemed an “independent contractor” for purposes of federal and state labor law. The contract will include the specific task(s) as well as how and when the compensation is to be made. This classification would require recommendation from the senior pastor and approval from the Staff Parish Relations Committee.

**210 ACCESS TO PERSONNEL FILES**

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

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

Medical and other sensitive information is not kept in the employee’s personnel file.

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

We will confirm wage information only upon receipt of employee written authorization.

**211 EMPLOYMENT REFERENCE CHECKS**

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

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

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

## **212     PROTECTION OF CHILDREN AND YOUTH**

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

### **DEFINITIONS**

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

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

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

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

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

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

*High School Student* - Students in grades nine through twelve.

### **SELECTION AND SCREENING**

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

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

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

**213     PERSONNEL DATA CHANGES**

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

**214     LIFE-THREATENING ILLNESSES IN THE WORKPLACE**

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

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

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

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

**215     INTELLECTUAL PROPERTY RIGHTS OF OTHERS**

During your employment, you will occasionally receive and use the proprietary information of others. You must use this proprietary information only in accordance with our agreement with the owner and all applicable laws. We honor copyrights and respect the propriety information of others. You should not engage in any unauthorized copying or unauthorized use of any propriety information in connection with your employment. This prohibition also applies after our employment relationship ends.

**216     CHILDREN IN THE WORKPLACE**

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

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

## **217    COVID 19 VACCINATIONS REQUIRED**

In accordance with the Church's duty to provide and maintain a workplace that is free of known hazards, all employees are required to be vaccinated. This policy is to safeguard the health of our employees, their families, our parishioners and visitors and the community at large from infectious diseases that may be reduced by vaccinations. Newly hired employees must produce evidence that the vaccination process is underway with eventual proof of full vaccination by presenting the original Covid vaccination card (digital copies are not acceptable). A copy of the card will be kept in the employee's permanent records. Individuals seeking an exemption from this requirement for medical reasons should complete a request for accommodation form and submit the form to the human resources department. *(effective 9/27/2021 by SPRC action)*

# Employment Compensation Policies

## 300 TIME RECORDING

### Non-exempt Employees

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

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

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

### Exempt Employees

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

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

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

From time-to-time, the Senior Pastor, or the Staff Parish Relations Committee may request that an employee complete a *“Time Analysis Survey”* for all, or a particular component of their ministry area, inclusive of the use of the employee’s time spent in the completion of his/her duties and responsibilities. The information from the survey will be used to evaluate the overall needs of the department, to anticipate areas of future staffing needs, and/or to modify current ministry descriptions. The request to complete a *“Time Analysis Survey”* is non-negotiable. The completed survey will be presented to the Senior Pastor on or before the required due date.

### **301     PAYDAYS**

You will be paid on an every other week basis.

Each paycheck includes earnings for all work performed through the end of the current payroll period

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

### **302     ENDING THE EMPLOYMENT RELATIONSHIP**

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

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

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

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

### **303     PAY ADVANCES**

If you experience a personal emergency, you may submit a written request for a pay advance to the Senior Pastor or Church Administrator. You must explain the nature of the emergency involved and the reason for the pay advance. The Senior Pastor or Church Administrator will evaluate the request and determine whether a pay advance may be granted.

Advances in pay may only be authorized up to an amount equal to one pay period of wages. No employee may request more than three advances in any calendar year.

A pay advance is a loan exclusively for your benefit. If you end your employment before earning the advanced wages, the amount of the loan that is not earned will be deducted from your final paycheck.

**304     ADMINISTRATIVE PAY CORRECTIONS**

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

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

**305     PAY DEDUCTIONS**

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

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

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

On rare occasion, we may make a voluntary pay deduction to help you pay off a debt or obligation to the Church or others. We will make these deductions only when you have authorized the deduction, named the payee, and noted the total amount in writing.

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

**306     OVERTIME WAGES**

Exempt employees are not eligible for overtime pay.

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

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



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

**307    EVENT PAY**

An occasion or activity extending or held beyond regular church hours is considered an "event" for purpose of special pay consideration. Support staffing levels are determined by church administration depending upon anticipated attendance, facility used, and type of activity. "Events" are beyond usual activities and ministries of the church both in frequency and size. Events such as funerals, cannot be scheduled in advance giving staff time adequate time to make arrangements in their person schedules. Also, many of these types of events are scheduled on Saturdays. Incentive pay is helpful to encourage staff to sign up voluntarily to work the event.

Event Pay Guidelines and pay schedule are approved annually by SPRC and will be distributed by the Church Administrator before Dec 31 of the prior year for the upcoming year. Please contact the Church Administrator for more information.

# Employee Benefits

## 400 **EMPLOYEE BENEFIT PROGRAMS**

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

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

## 401 **VACATION TIME OFF**

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

New employees will begin accrual of vacation time on the date of hire but may only use the vacation time after completing the first 90 days of employment. After completing the initial year of employment, vacation time will be granted on January 1st each subsequent year and must be used prior to December 31st of that same year. Vacation time can not be "rolled over" or "banked" and any remaining balance of vacation hours on December 31st will be forfeited and new vacation benefit hours will be credited on January 1st for the new calendar year.

**Non-Exempt (Hourly) Employees:** If eligible, employee will accrue a pro-rated amount of vacation each year based on years of service and number of hours normally scheduled for work each week.

An employee's length of service is calculated on the basis of their "benefit year" following initial hire date. A benefit year may be extended for any significant leave of absence except a military leave of absence. Military leave has no effect on this calculation.

**Exempt (Salary) Employees:** Directors receive 4 weeks of paid vacation and Associate Directors receive 3 weeks of paid vacation each calendar year.

From their 5th year of service on, Associate Directors will receive 4 weeks of paid vacation per calendar year. Directors and Associate Directors' vacation time will be prorated based on the date of hire in the 1st year.

# Vacation Time Chart

Vacation Time Chart for Non-Exempt Employees		
Hired in:	Vacation	After 90 Days
Jan	9 days	Apr
Feb	8 days	May
Mar	7 days	Jun
Apr	6 days	Jul
May	5 days	Aug
Jun	4 days	Sep
Jul	3 days	Oct
Aug	2 days	Nov
Sep	1 days	Dec
Oct	10 days	Jan
Nov	9 days	Feb
Dec	8 days	Mar
Thru 4th full Year	2 weeks	
5th-9th Year	3 weeks	
10th Year +	4 weeks	

Non-Exempt: (Example: Hire date of April 15, ninety (90) day period is complete on July 14, at which time 6 days vacation are available to be taken between July 15 and December 31 of that same calendar year. Beginning January 1 of the next year, 2 weeks vacation is available.

Vacation Time Chart for Directors		
Hired in:	Vacation	After 90 Days
Jan	19 days	Apr
Feb	18 days	May
Mar	17 days	Jun
Apr	16 days	Jul
May	15 days	Aug
Jun	14 days	Sep
Jul	13 days	Oct
Aug	12 days	Nov
Sep	11 days	Dec
Oct	4 weeks	Jan
Nov	19 days	Feb
Dec	18 days	Mar
After 1st Year	4 weeks	

Vacation Time Chart for Associate Directors		
Hired in:	Vacation	After 90 Days
Jan	14 days	Apr
Feb	13 days	May
Mar	12 days	Jun
Apr	11 days	Jul
May	10 days	Aug
Jun	9 days	Sep
Jul	8 days	Oct
Aug	7 days	Nov
Sep	6 days	Dec
Oct	3 weeks	Jan
Nov	14 days	Feb
Dec	13 days	Mar
Thru 4th full Year	3 weeks	
5th Year +	4 weeks	

Associate Directors: (Example: Hire date of April 15, ninety (90) day period is complete on July 14, at which time 11 days vacation are available to be taken between July 15 and December 31 of that same calendar year. Beginning January 1 of the next year, 3 weeks vacation is available.

Directors: (Example: Hire date of April 15, ninety (90) day period is complete on July 14, at which time 16 days vacation are available to be taken between July 15 and December 31 of that same calendar year. Beginning January 1 of the next year, 4 weeks vacation is available.

When requesting vacation time, you must request approval at least five (5) business days in advance. A “Time Away Request” form is available for you to use for your request. Time away requests are to be discussed with your supervisor to determine if time away is in line with the ministry needs of the church. The completed and signed “Time Away Request” form is to be signed by the supervisor, and then submitted to the Church Administrator for determination that the employee has adequate time that is requested and also to calculate payroll and benefits. Upon full approval, the signed request will be returned to employee for his or her records.

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

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

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

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

#### **402     MEDICAL INSURANCE**

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

#### **404     DEDUCTIONS FOR MEDICAL AND DENTAL INSURANCE PREMIUMS**

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

#### **405     BENEFITS CONTINUATION COVERAGE (COBRA)**

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

**406     UNEMPLOYMENT INSURANCE**

Unemployment Insurance is not offered through the Church.

**407     PENSION BENEFITS**

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

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

**408     LEAVES OF ABSENCE**

**FAMILY MEDICAL LEAVE ACT (FMLA)**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **STATE LEAVE**

The State of Florida allows protected leave for regular and reserve military duty, jury duty, and

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

#### **409     HOLIDAYS**

First Church recognizes twelve (12) paid holidays per calendar year. The holidays include the following:

New Year's Day	Labor Day
Dr Martin Luther King Day	Thanksgiving Day
President's Day	The day after Thanksgiving
Easter Monday	Christmas Day
Memorial Day	1 <sup>st</sup> working day after Christmas
Independence Day	Floating Holiday

Holiday pay is calculated based on the employee's hourly pay rate and the number of hours normally worked on the holiday. All full time employees are eligible for holiday pay. Exempt and Non exempt employees within the first ninety (90) days of service are exempt from receiving holiday pay.

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

The floating holiday may be used to observe your birthday, a religious or secular holiday not currently observed by the church or any other special day you choose. Approval from your immediate supervisor is required.

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

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

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

Employees will be notified of the official dates of holidays for the following year via a information included in the first payroll of December.

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

**410     WORKERS' COMPENSATION INSURANCE**

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

**411     PAID TIME OFF BENEFITS**

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

Full-time employees receive one (1) day per month and can accumulate up to 100 days over the term of employment. After five (5) full years of employment, provided the church does not initiate the termination, and provided the employee has been in full compliance with the Supervision/Disciplinary Guidelines of Section 500 through 511, employees who retire or voluntarily resign with at least two weeks written notice will be paid unused, accrued time at the pay rate received when time was accrued.

Part-time employees receive one (1) hour of paid time off for every twenty-five (25) hours worked. Paid time off is accruable up to 50 hours. After five (5) full years of employment, provided the church does not initiate the termination and provided the employee has been in full compliance with the Supervision/Disciplinary Guidelines of Section 500 through 511, PTE who retire or voluntarily resign with at least two weeks written notice may be paid unused, accrued time at the pay rate received when time was accrued.

Time away requests are to be discussed with your supervisor to determine if time away is in line with the ministry needs of the church. The completed and signed "Time Away Request" form is to be signed by the supervisor, and then submitted to the Church Administrator for determination that the employee has adequate time that is requested and also to calculate payroll and benefits. Upon full approval, the signed request will be returned to employee for his or her records. Paid time off leave can be used in minimum increments of one half day.

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

Should an employee be terminated by the church, accrued paid time off may be paid at the discretion of the Church, as provided in Section 507.

**412     JURY DUTY**

We encourage you to fulfill your civic responsibilities by serving Jury Duty when required. Requests for Jury Duty must be made in advance on a "Time Away Request" form. This form, along with a copy of your Jury Duty summon, must be submitted to the Church Administrator



and will in turn be submitted to your supervisor for final approval. Upon completion of your Jury Duty, it is important to discuss the amount spent serving on Jury Duty, etc., with the Church Administrator to determine if any adjustment in base salary is required. Normally, employees will receive the difference between compensation received for Jury Duty and the employee's base salary. Should the employee fulfill his/her duties by working evenings and/or weekends, the entire base salary shall be paid. Upon early release from Jury Duty (before noon), staff members are expected to report to work.

#### **413     CONTINUING EDUCATION LEAVE**

We recognize that the skills and knowledge of our employees are critical to the success of the organization. Employees have the opportunity to continue to grow in their ministries through continuing education events. Attendance at conferences, seminars, and other educational events as approved in advance by the Church is encouraged. Requests should be made well in advance of the event on the "Continuing Education Request" form. All requirements on the form must be submitted before approval of payment will be authorized. The "Continuing Education Request" form must be submitted to the Church Administrator for processing, and will in turn be submitted to your supervisor for final approval. Continuing education leave is understood to be in addition to, not in place of, regular earned vacation leave. Per diem rates are set annually and will be distributed by Dec 31 each year for the upcoming year.

#### **414     DUTY LEAVE**

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

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

#### **415     CLASSES DURING WORK HOURS**

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

#### **416     SABBATICAL / EDUCATIONAL LEAVE**

The Church may authorize unpaid sabbatical/educational leaves of absence to eligible employees who wish to take time off from work duties to pursue educational course work or for

a period of spiritual enrichment through travel and research that is applicable to department needs. Please see the Senior Pastor for information about Sabbatical / Educational leave requirements.

**417     MILITARY LEAVE**

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

**418     CHILD CARE**

The Church offers quality child care in the Church's Day Care Program to employees in order to help them to return to work following the birth of a child. The church supports quality child care by offering employees a discount for participation in the church's day care program. Please see the Church Administrator to receive more information about this benefit, or to make arrangements to enroll your child in the program.

**419     MINISTRY LEADERSHIP PARTICIPATION**

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

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

**420     WORKING FROM HOME / REMOTE WORK**

The church is relational and believes that staff presence and engagement at work is essential for team culture, productivity and accountability. On occasion a staff member may need to perform work related job duties remotely or from home.

Working from home (for exempt and non-exempt employees) should be discussed with your supervisor, the Church Administrator and the Pastors to determine if it is in line with the ministry needs of the church. Staff must submit a Time Away request form, in advance, detailing the tasks they intend to accomplish while working remotely. This form needs to be signed by the supervisor, then submitted to the Church Administrator and/or the Pastors for review and final approval. Upon full approval, the staff member will need to record their WFH status on the in/out calendar and submit a productivity/hours worked log for the time spent working remotely prior to the pay date following the WFH day.

Some staff are ineligible for remote work because the nature and/or scope of their duties requires their presence on campus.

# Supervision / Disciplinary Guidelines

## 500 EMPLOYEE CONDUCT AND WORK RULES

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

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

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

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

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

- Misrepresenting the Church or a Church-sponsored event.
- Smoking in prohibited areas.
- Conduct that is inconsistent with the individual's job description and all actions listed in this section.

#### **501 DRUG AND ALCOHOL USE**

It is the Church's desire to provide a drug-free, healthy, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. (Refer to attached Substance Abuse Policy, dated September, 2008)

While on our premises or while conducting employment activities, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job, only if it does not impair the employee's ability to perform the essential functions of the job effectively and in a safe manner without danger to other individuals in the workplace. The illegal use, distribution, sale (etc.) of legal drugs is prohibited.

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

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

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

#### **502 SEXUAL AND OTHER UNLAWFUL HARASSMENT**

We are committed to providing a safe, healthy, and productive workplace for our employees. Harassment, including sexual harassment, is disrespectful, degrading, and detracts from our mission and ministries. Our workplace must be free from unlawful harassment, including but not limited to sexual, racial, age, disability, color, national origin, pregnancy, sexual orientation,

and religious harassment as well as all other types of harassment prohibited by federal, state, or local law.

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

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

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

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

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

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

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

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

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

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

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

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

### **Ministerial Sexual Abuse**

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

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

Any information as to ministerial abuse must be reported to the Senior Pastor, Church Administrator, or Staff Parish Relations Committee. Misconduct of a sexual nature within the

life of the Church interferes with its moral mission. Our Church stands in opposition to misconduct of a sexual nature in the Church and society.

If any sexually abusive, sexually harassing, or other harassing situation involves a clergy person, the Staff Parish Relations Committee, District Superintendent, and/or Presiding Bishop, will be notified.

### **503     WEAPONS**

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

### **504     ATTENDANCE AND PUNCTUALITY**

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

It is very important that you establish and maintain a good attendance record and you communicate honestly and openly with your supervisor about attendance issues. When you are unable to come to work, or when you will arrive late, you must notify your supervisor immediately so that others may be assigned to cover your duties. Upon return to the Church, a completed and signed "Time Away Request" form is to be submitted to the Church Administrator for payroll and benefits calculations and will then be presented to employee's supervisor for final approval. Absences for reasons other than sickness or emergencies must have prior approval from your supervisor.

Poor and unexpected absenteeism and excessive tardiness puts undue stress on your co-workers, supervisor, department, and the Church. Either may lead to disciplinary action, up to and including termination of employment. The Senior Pastor, in consultation with the

supervisor and the Staff Parish Relations Committee, will recommend appropriate corrective measures.

**505     PERSONAL APPEARANCE / DRESS CODE**

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

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

Custodians and housekeepers are furnished with uniforms and must wear them at all times. Dress uniforms must be worn on Sunday mornings and during weddings and funerals.

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

**506     RETURN OF PROPERTY**

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

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

**507     RESIGNATION**

Resignation is a voluntary act you initiate to end your employment with the Church. Although advance notice is not required for you to resign, we ask that you give at least two weeks written notice of your resignation. This will help us make a smoother transition and may cause less disruption.

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



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

#### **508     TERMINATION**

Termination is a deliberate action of the Church to end the employer/employee relationship for a variety of reasons. Upon termination, employees may receive as termination pay their accrued time off and vacation time subject to the following limitations: Exempt employees may receive up to one (1) month of termination pay. Non-exempt employees may receive up to two (2) weeks of termination pay. There is no termination pay (accrued paid time off or vacation time) during the first ninety (90) days of employment. Termination pay will not be provided if termination is for moral, ethical, or legal cause, which shall be determined in the sole and unreviewable discretion of the Senior Pastor or Church Administrator in consultation with the Staff Parish Relations Committee.

#### **509     SECURITY INSPECTIONS**

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

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

E-mail, computer files, hard drives, voice mail, text messages, and all other information storage devices are subject to inspection at any time, for any or no reason, with or without notice, and with or without permission. If you do not want anyone to read your e-mail, access a computer file, view URL addresses, view call logs, etc., you should use your personal equipment in the privacy of your home -- do not use our business equipment. (See section 608 for additional information.)

To ensure a safe environment for all, you should anticipate that nothing you have or do is private in our workplace or with regard to our business.

The Senior Pastor, Church Administrator and the Facilities Manager will conduct random security inspections throughout the campus and with the consent of the Staff Parish Relations Committee,

reserves the right and the duty to conduct security inspections on all Church-supplied equipment and properties as deemed necessary to maintain a secure workplace for all employees.

#### **510 SOLICITATION**

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

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

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

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

#### **511 PROGRESSIVE DISCIPLINE**

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

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

occurrences. Steps may be varied, combined, or bypassed all together as the Church deems appropriate at any time, for any reason or no reason, with or without notice, in our full and complete discretion.

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

### **Employee Self Improvement Plan**

The employee, in cooperation with the supervisor and the Senior Pastor, is encouraged to design a self-improvement plan of action and make the needed commitments toward improved job performance. Both the supervisor and employee contribute improvement suggestions with the supervisor providing final approval of the plan.

The plan should include a clear written indication with verbal counseling that repetition of the substandard behavior may call for additional discipline, including but not limited to immediate dismissal. A signed and dated copy of the plan will be presented to the Senior Pastor for inclusion in the employee's personnel file.

## **512 PROBLEM RESOLUTION**

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

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

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

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

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

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

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

# Rules and Regulations

## **600     SAFETY**

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

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

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

## **601     WORK SCHEDULES**

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

Flextime scheduling is available in some cases to allow you to vary your starting and ending times each day within established limits. You should consult your supervisor for details, eligibility information, and consideration.

## **602     OFFICE HOURS**

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

**603     TELEPHONE USE**

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

**604     SMOKING**

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

**605     REST AND MEAL PERIODS**

Full-time, non-exempt employees are provided with two rest periods each workday when possible. Your supervisor will determine the duration and schedule for regular rest periods and meal periods.

To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, you must not be absent from your workstation beyond the allotted rest period time.

All full-time employees are provided with one meal period (one hour) each normal workday. Your supervisor will schedule your meal period to accommodate operating requirements. You are free to use your one hour meal period however you like. However, you should take care to return on time at the end of the assigned meal period.

**606     USE OF EQUIPMENT AND VEHICLES**

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

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

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

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

#### **607     EMERGENCY CLOSINGS**

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

When our offices are closed due to emergency conditions, time off from scheduled work will be paid for all employees except temporary employees.

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

#### **608     COMPUTER AND E-MAIL USAGE**

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

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

**Business Purposes.**

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

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

**Violations of this Policy**

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

Responsibility for information obtained through the Internet.

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

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

**Prohibited Activities**

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

Further, when inappropriate, offensive, or harassing material is received from others inside the Church or from third parties outside the Church, you must take steps to insure that your e-mail



is not viewed by others and insure that the receipt of such inappropriate, offensive, or harassing material ceases. E-mail of this nature received from any employee of the Church must be reported to the Senior Pastor in a manner consistent with our unlawful harassment policy.

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

2. You must not attempt to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are prohibited under this policy as well as illegal. You may not use the Church's system to engage in or arrange for any illegal act, including, but not limited to, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of any person, or gambling.
3. You must not congest the network or interfere with the work of others when accessing the Internet, including the transmission or posting of messages that are intended or are likely to result in loss of the recipient's work or privileges. As with personal phone calls, good judgment should be exercised in the use of the Internet, e-mail, and the World Wide Web so as to not interfere with the performance with any employee's job duties. Any abuse of these privileges will result in discipline, up to and including the end of the employment relationship.
4. When you place information on the Internet, you are, in effect, publishing such information on the Church's behalf. You must observe all existing standards, policies, and regulations regarding materials published on the Church's behalf. You are accountable for all information regarding Church business or publications posted on the Internet for public access using the internet or other Internet information access functions.
5. We have established a website and a webpage to present information about the Church. You should not post anything on the Church's website or webpage without the approval / consent of our Senior Pastor or Webmaster and following our normal procedures.
6. You should not download large computer files unless absolutely necessary. If necessary, you may download the file at a time when the system is not being heavily used. You should consider immediately removing the file from the system computer to your personal computer. You must not post chain letters or engage in "spamming" -- sending an annoying or unnecessary

message to a large number of people. You should check your e-mail frequently, and delete unwanted messages promptly.

7. You must not plagiarize work found on the internet. Generally, plagiarism is taking the ideas or writings of others and presenting them as if they were original to you. You must refrain from illegally copying protected works or making available copies of such works.

8. You are responsible for observing copyright and licensing agreements that may apply when downloading files, documents, and software. You must obtain approval from your supervisor personnel before downloading or using any protected materials or materials for which a registration fee is requested.

9. Although personal use of our computers, e-mail, fax, and voice mail is not absolutely prohibited, you must use good judgment in your use of our systems both as to access and time. Any use, even if personal, that is inappropriate, unlawful, or offensive is prohibited. Use of our systems for personal gain is prohibited. If any doubt exists regarding the appropriateness of usage, your doubt should result in non-usage or you should consult with the Senior Pastor for clarification.

10. Computer programs, e-mail, fax, and voice mail on the Church's systems are considered confidential and proprietary to the Church and are not to be disclosed to persons outside the Church without the permission of the responsible person. In the absence of such permission, such communications are assumed to be confidential and/or proprietary.

11. All passwords, authentication codes, or other rights of access to the Church's computer and email system issued to you for the conduct of your job, remain the property of the Church. They are not to be shared, loaned, or conveyed to others at any time. The employee is always responsible for all Internet and e-mail activity accessed under their account information. Wrongful use of a Church-owned account may result in the retraction of Internet and/or email privileges, or may result in disciplinary action, up to and inclusive of termination of employment.

## **609 WORKING REMOTELY**

The FLSA requires specific recordkeeping for non-exempt employees. Maintaining such records ensures that employees are paid in an accurate and timely manner. As part of the church's compliance efforts and to retain consistency and productivity, both exempt and non-exempt employees must track their time in detail, including:

- Daily start time, end time, break time, and meal time
- Actual hours worked to the quarter hour (including overtime hours where applicable)
- Accrued sick and vacation time taken
- Any unscheduled time off

When working remotely, employees are expected to uphold and abide by all church policies pursuant to conduct, use of church electronics, church network and communications.

# Drug Free Workplace Policy

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

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

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

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

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

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

<u>DRUG</u>	<u>TRADE OR STREET NAME</u>
<b>Cannabinoids</b>	Marinol, Dronabinol, THC,(Marijuana, Pot, Acapulco Gold, Grass, Reefer, Hash, Panama Red, Mary Jane)
<b>Cocaine</b>	Cocaine HCl Topical Solution (Roxanne),(Coke, Flake, Snow, Crack, Nose Candy)
<b>Amphetamines</b>	Obetrol, Biphphetamine, Desoxyn, Dexedrine, Didrex, (Speed, Uppers, Bennies, Crystal, Meth, Ice, Crank, Black Beauties)

**Opiates** Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guaiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, (Heroin, Horse, Smack)

**Phencyclidine** (PCP, Angel Dust, Hog)

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

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

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

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

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

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

(c) **REASONABLE SUSPICION TESTING:** If an employee reports to work in a condition giving a supervisor reasonable cause to suspect the influence of drugs or alcohol, the employee will be required to

submit to a blood and/or urine examination. Reasonable Cause testing will be based upon specific objective and articulate facts. Such facts and inferences may be based upon, but not limited to the following:

- (1) Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.
- (2) Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- (3) A report of drug use, provided by a reliable and credible source, which has been independently corroborated.
- (4) Evidence that an individual has tampered with a drug test during his employment with the Company.
- (5) Information that an employee has caused, contributed to or been involved in an accident at work.
- (6) Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.

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

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

(e) **RANDOM TESTING:** **First United Methodist Church** will maintain random screening practices to identify employees who use illegal drugs or abuse alcohol. It shall be a condition of continued employment. An outside medical management firm will provide a monthly computerized randomly selected employee listing to designate those individuals who shall be tested. If the test reveals a positive result the employee will be subject to termination.

#### **G. PROCEDURES TO CONFIDENTIALLY REPORT USE OF MEDICATION:**

Employees and job applicants will be afforded the opportunity to confidentially report the use of prescription or nonprescription medications, both before and after being tested. The information provided shall be reviewed by the Company's Medical Review Officer in interpreting any positive confirmed results. A form will be provided for this purpose and shall provide notice of the most common medications by brand name or common name, as applicable, as well as by chemical name, which may alter or affect a drug test. Employees and applicants have the right to consult the company's Medical Review Officer, Dr. Nancy D. King, for technical information regarding prescription and nonprescription medications.

**H. MEDICAL REVIEW OF TEST RESULTS:** Laboratory results, of all testing provided under the Company's Substance Abuse Program, shall be received and reviewed by a Medical Review Officer. **First**

**United Methodist Church** Medical Review Officer is, Dr. Nancy D. King, Work Loss Management, Inc., 1412 East Lime Street, Lakeland, Florida 33801. Dr. Nancy D. King is a licensed physician who is knowledgeable in substance abuse disorders, prescriptive drugs, over-the-counter medications, and in the toxicology and pharmacology of illicit drugs. Dr. Nancy D. King shall contact all individuals who test positive to discuss testing results and to inquire about possible prescriptive and/or over-the-counter medications, which could have caused a positive test result. Dr. Nancy D. King, after thorough review of all information relevant to the test result, shall confidentially report confirmed test results to a designated management official of **First United Methodist Church**.

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

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

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

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

**M. EDUCATION:** **First United Methodist Church** shall provide an annual education course to assist its employees in identifying personal and emotional issues, which may result in the misuse of alcohol or drugs. The course shall also include a presentation of the legal, social, physical, and emotional consequences of the misuse of alcohol or drugs.

THIS POLICY SUPERSEDES ANY INFORMATION PROVIDED TO APPLICANTS AND/OR EMPLOYEES, EITHER WRITTEN OR ORAL PERTAINING TO SUBSTANCE ABUSE. FIRST UNITED METHODIST CHURCH RESERVES THE RIGHT TO AMEND THE PROVISIONS OF THIS POLICY AND TESTING PROGRAM AT ANY TIME BASED UPON ITS NEEDS IN THE CONDUCT OF ITS BUSINESS OR TO ENSURE COMPLIANCE WITH STATE AND FEDERAL REQUIREMENTS. SUCH MODIFICATIONS OR AMENDMENTS SHALL IMMEDIATELY BECOME APPLICABLE TO ALL EMPLOYEES AND COMPLIANCE SHALL CONTINUE TO BE A CONDITION OF EMPLOYMENT. THIS POLICY HANDOUT IS INTENDED FOR INFORMATIONAL PURPOSES ONLY. NEITHER IT, COMPANY PRACTICES NOR DO OTHER COMMUNICATIONS CREATE AN EMPLOYMENT CONTRACT OR TERM.

## **DRUG-FREE WORKPLACE POLICY ACKNOWLEDGEMENT**

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

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

**I ALSO UNDERSTAND THAT THE DRUG-FREE WORKPLACE POLICY AND RELATED DOCUMENTS ARE NOT INTENDED TO CONSTITUTE A CONTRACT BETWEEN LEADING EDGE AVIATION AND ME.**

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

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**SIGNATURE**

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**DATE**

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**WITNESS**

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**DATE**