

First United Methodist Church

Employee Handbook

*The mission of First United Methodist Church
is to make disciples of Jesus Christ for the transformation
of the world.*

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TABLE OF CONTENTS

INTRODUCTION	5
I. EMPLOYMENT	6
ESTABLISHMENT OF STAFF POSITIONS	6
EQUAL EMPLOYMENT OPPORTUNITY	6
AMERICANS WITH DISABILITIES	6
ELIGIBILITY REQUIREMENTS	6
SAFE SANCTUARY POLICY	6
EMPLOYEE CLASSIFICATIONS	7
INTRODUCTORY PERIOD	7
JOB DESCRIPTIONS	7
PERFORMANCE APPRAISALS	8
EMPLOYMENT RECORDS	8
CONFIDENTIAL INFORMATION	8
EMPLOYMENT OF RELATIVES	9
EMPLOYMENT SEPARATION	9
Voluntary Resignation	9
Retirement	9
Job Abandonment	9
Termination of Employment	9
Exit Interview	10
INTERNAL GRIEVANCE PROCEDURE	10
II. COMPENSATION	10
PAY PROCEDURES	10
TIME KEEPING	10
FULL-TIME SALARIED & HOURLY	11
PART-TIME SALARIED & HOURLY	11
OVERTIME	11
TRAVEL & BUSINESS EXPENSE REPORTING	12
WAGE ASSIGNMENTS	12
INCLEMENT WEATHER	12
Prior to Working Hours	12
During Working Hours	12
III. TIME OFF / LEAVES OF ABSENCE	13
HOLIDAYS	13
VACATION LEAVE	13
SICK LEAVE	14
BEREAVEMENT LEAVE	15
REPORTING ABSENCE	15
MILITARY SERVICE LEAVE	15
FAMILY & MEDICAL LEAVE (FMLA)	16
JURY DUTY	17
VOTING LEAVE	17
IV. BENEFITS & INSURANCE PROGRAMS	17

INSURANCE PROGRAMS STATEMENT	17
HEALTH INSURANCE	17
DISABILITY INSURANCE	18
COBRA	18
PENSION PLAN	18
FEDERAL & STATE UNEMPLOYMENT COMPENSATION	18
WORKER'S COMPENSATION	18
Accident/Injury Reporting	18
V. WORKPLACE EXPECTATIONS	19
GENERAL RESPONSIBILITY FOR WORK AREAS	19
ATTENDANCE / PUNCTUALITY	19
LUNCH PERIODS	20
CHILDREN / PERSONAL VISITORS IN THE WORKPLACE	20
DRESS & APPEARANCE	20
SOLICITATION	21
MEDIA INQUIRIES	21
VI. EMPLOYMENT RULES & REGULATIONS	21
EMPLOYEE CONDUCT & WORK RULES	21
Unacceptable Work Conduct	22
POLICY AGAINST SEXUAL & OTHER KINDS OF HARASSMENT	22
Sexual Harassment Policy	22
Other Kinds of Harassment	23
Complaint Process	23
SMOKING	25
USE OF FIREARMS, ALCOHOL, DRUGS, & CONTROLLED SUBSTANCES	25
WORKPLACE VIOLENCE POLICY	25
DRIVING IN THE COURSE OF CHURCH BUSINESS	26
PROGRESSIVE DISCIPLINE	26
COMPUTERS, TELEPHONE, & ELECTRONIC COMMUNICATION	27
Computers	27
Personal / Cell Phone Usage	28
E-mail Procedures	28
Internet Procedures	29
SOCIAL MEDIA & NETWORKING WEBSITES	29
Personal Websites / Social Media	29
Representation of the Church	29
Use of Time and Equipment	30
CHURCH-SPONSORED WEBSITES/SOCIAL MEDIA	30
Creating Sites	30
Posting Content	31
Commenting	31
Unofficial Sites	31

INTRODUCTION

WELCOME TO THE STAFF OF FIRST UNITED METHODIST CHURCH!

The Church staff is a team ministry whose mission is to make disciples of Jesus Christ for the transformation of the world. The value of each individual team member must be recognized, nurtured, and guided so that the effectiveness of the total team can be achieved. The responsibility for personnel lies with the Staff-Parish Relations Committee and the authority granted to it by The Book of Discipline of the United Methodist Church. First United Methodist Church wants to provide its employees with a challenging, rewarding, and meaningful ministry opportunity and with fair treatment and compensation.

It is very important that you read, understand, and comply with all provisions in this handbook. It is designed to serve as a source of information about the working environment at First United Methodist Church and its clergy and lay employee benefits. The policies stated in this handbook are subject to change at the sole and unrestricted discretion of First United Methodist Church, hereafter referred to as FUMC.

FUMC also reserves the right to change or modify the terms of available fringe benefits of FUMC employees at any time without prior notice and reserves the discretionary authority to interpret all provisions of this handbook and available fringe benefits. In addition, this Employee Handbook supersedes any previous handbook, policy manual, benefits, or practices. Employees of the Weekday Children's Program are covered under a separate policy manual.

All employees of FUMC (with the exception of appointed clergy) are employed "at will" and not by contract. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration. Although we hope that your employment relationship with FUMC will be long-term, either you or FUMC may terminate this employment relationship at any time, for any reason, with or without cause or notice. Please understand that no administrator, clergy, or representative of FUMC, other than the Staff-Parish Relations Committee, has the authority to enter into any agreement with you for employment for any specified period or to make any promises or commitments contrary to the foregoing. Further, any employment agreement entered into by the Staff-Parish Relations Committee shall not be enforceable unless it is in writing.

The effectiveness of the ministry of FUMC depends to a large extent on the quality of work of its staff and the part each employee plays in achieving and maintaining a positive team spirit. Important in this regard is compliance with church policy and friendly relationships with other employees, church members, and visitors. All employees working together can build an effective team and support a meaningful ministry in the name of Jesus Christ.

FUMC is glad to have you with us.

I. EMPLOYMENT

ESTABLISHMENT OF STAFF POSITIONS

The Resident Bishop of the Alabama-West Florida Annual Conference will appoint the ordained clergy of the United Methodist Church to First United Methodist.

The Staff-Parish Relations Committee works in conjunction with staff to establish and fill other essential positions.

EQUAL EMPLOYMENT OPPORTUNITY

First United Methodist Church provides equal employment opportunity consistent with the doctrine, teachings and discipline of the United Methodist Church. FUMC will provide employment opportunities to employees and applicants for employment without discrimination based on race, color, sex, national origin, age, disability, family medical history and military/veteran status. This policy applies to all terms, conditions, and privileges of employment.

AMERICANS WITH DISABILITIES ACT

FUMC is committed to the consideration of employment of persons with disabilities where possible and to offer reasonable accommodations for persons with disabilities. Furthermore, it is the Church's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, termination, compensation, training or other terms, conditions, and privileges of employment.

FUMC will reasonably accommodate a qualified individual with a disability so that he/she can perform the essential functions of a job unless doing so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to FUMC.

ELIGIBILITY REQUIREMENTS

An individual seeking employment must be an American citizen or a legal alien and must offer such proof of identification in filing a federally required Immigration Naturalization Service Form I-9.

At its sole discretion the Church may require that a prospective employee: complete an employment application, authorize a criminal background check, submit to pre-employment drug screening, and make themselves available for all necessary interviews.

SAFE SANCTUARY POLICY

In order to provide a safe and secure environment for all children and youth who participate in FUMC programs and use FUMC facilities, all employees and volunteers working in any capacity with children and youth are required to follow the current Safe Sanctuaries Policy as adopted by the Board of Stewards.

EMPLOYEE CLASSIFICATIONS

The Fair Labor Standards Act (FLSA) requires all employees to be classified according to the overtime provision of the law. For the purpose of paying any overtime compensation, all employees are classified as either "Exempt" or "Non-exempt."

Exempt Employee – An employee who is paid on a salary basis and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act.

Non-exempt Employee – An employee who is paid hourly or may be paid on a salary basis. Non-exempt employees will be paid overtime compensation at the rate of one and one-half times their regular hourly rate for work in excess of 40 hours in a work week.

Regular Full-time – An employee who is expected to have a continuity of service and has a regular schedule to work 40 hours per week.

Regular Part-time – An employee who is expected to have a continuity of service and has a regular schedule to work fewer than 40 hours per week.

Temporary or Seasonal – An employee who is hired for a specific period of time and is not expected to establish continuity of service. Contract, temporary or seasonal employees are not eligible for benefits. However, if subsequently hired as a permanent employee, length of service and benefit determination will be based on the permanent hire date.

INTRODUCTORY PERIOD

All non-conference appointed staff are hired into a 90 day introductory period. This does not include temporary/seasonal employees. Within the first 90 days of employment, the employee will be evaluated by his/her supervisor to determine if the employee is meeting performance standards. At the end of 90 days, a final determination will be made regarding continued employment of the employee. Satisfactory completion of the introductory period does not guarantee employment for any duration of time. The Church and the employee reserve the right to terminate the employment relationship at any time, for any reason, with or without cause or notice.

JOB DESCRIPTIONS

Written job descriptions identifying basic duties and responsibilities will be on file for each Church position. The supervisor and the employee will consider the contents of the job description when appraising job performance and job satisfaction. The Executive Pastor must review proposed changes to a job description before the changes take effect. Approved job descriptions will be filed in the employee's personnel file.

PERFORMANCE APPRAISALS

Employees and supervisors are strongly encouraged to discuss job performance and professional goals on an informal and on-going basis.

EMPLOYMENT RECORDS

FUMC is required to keep accurate, up-to-date employment records on all employees to ensure compliance with Federal and State regulations. These files contain documentation regarding all aspects of the employee's employment with the Church such as performance reviews, beneficiary designation forms, disciplinary warning notices, etc. All information contained in a personnel file is the property of FUMC and is considered confidential. A separate personnel folder will be maintained on each employee.

To ensure personnel files are up-to-date at all times, employees must inform the Finance Office of any necessary updates to his/her personnel file such as a change of name, address or telephone number, marital status, beneficiary designations, training, individuals to notify in case of emergency, and so forth.

CONFIDENTIAL INFORMATION

The church staff believes we are entrusted with creating an atmosphere of personal respect and safety in our Christian fellowship. Because of the nature of the work that is done in the Church, there will be confidential information handled by employees. It is expected that employees will keep such information confidential.

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
- Employment performance, counseling, disciplinary, and/or termination information

An employee should never leave confidential/sensitive information visible in a work area or speak of matters of confidential/sensitive information. Prior to leaving each day, employees are to make sure that all confidential/sensitive information is put in a secure place.

There are times when clergy or an employee cannot, either legally or ethically, maintain silence. When told that a child or vulnerable adult is being abused, a church staff member cannot legally maintain silence. If FUMC believes that you or another person is likely to harm themselves or others, we will take steps to ensure safety, even if we must break a confidence to do that.

Employees who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment. If an employee has a question about whether certain information is confidential, the employee should consult with his/her supervisor or the Executive Pastor. Maintaining confidentiality is a condition of continuing employment.

EMPLOYMENT OF RELATIVES

The Church will employ no immediate family members of any employee of FUMC unless the employment decision is approved by the affirmative vote of the Staff Parish Relations Committee. Immediate family is defined as a spouse, child, stepchild, grandchild, parent, stepparent, grandparent, brother, sister, father –in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law. For all purposes, an adopted child shall be treated as a blood child of the parent. This policy will be applied based on family relationships existing at the time of hire or if it is known that any of such relationships will exist within one year following the date of hire.

Employment of temporary or seasonal employees is exempt from this policy.

EMPLOYMENT SEPARATION

Voluntary Resignation

An employee who voluntarily resigns from FUMC is asked to provide at least a two-week written notice in advance. A written letter of resignation should be submitted to the employee's supervisor and forwarded to the Executive Pastor stating the date of resignation and may include any additional comments the employee may wish to make. Any applicable health and pension benefits will cease on the last day of the month of the employee's last day worked.

Retirement

A retiring employee is asked to give FUMC at least 90 days written advanced notice of his/her intentions to retire.

Job Abandonment

Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice effective at the end of the third day, unless there are extenuating circumstances. The employee's supervisor should attempt to make contact if an employee does not report to work. The supervisor shall notify the Executive Pastor who will initiate the paperwork to terminate the employee.

Employees whose jobs are terminated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.

Termination of Employment

Although the Church hopes that its relationship with its employees is long-term and mutually rewarding, FUMC reserves the right to terminate the employment of any employee at any time with or without cause and with or without severance pay.

Exit Interview

Upon separation, employees who leave in good standing are asked to complete an exit interview with their supervisor. This provides an opportunity to return Church property, discuss termination of benefits, etc.

INTERNAL GRIEVANCE PROCEDURE

If an individual employee wishes to appeal termination, layoff, or a change in working conditions, he/she may present a written statement to the Executive Pastor within 10 business days after he/she is informed of the termination or change in the working condition. If the Executive Pastor and employee are unable to resolve the grievance satisfactorily, then the Executive Pastor may take the issue to the Staff-Parish Relations Committee. The Staff-Parish Relations Committee shall consider the employee's statement and advise the employee or former employee of its final decision regarding the employee's grievance within 30 calendar days after the employee initiates the process.

II. COMPENSATION

PAY PROCEDURES

FUMC's standard practice is to pay employees on a bi-weekly basis on Friday (26 times per year) for work performed through the end of the previous payroll period. Voluntary deductions for health and supplemental insurance will be calculated and deducted 24 times per year.

Employee paychecks will be directly deposited into their bank account. Direct deposit provides good stewardship, convenience, and safety to the employee and the Church.

Each payday employees will receive a statement showing gross pay, deductions, and net pay. Employees are responsible for reviewing their pay statement for accuracy and/or errors. Employees who discover a mistake should notify the Finance Office immediately.

TIME KEEPING

Hourly employees are to maintain an accurate record of all time worked through the use of the employee time clock. An hourly employee may clock in no more than 3 minutes prior to scheduled start time and clock out no more than 3 minutes following scheduled end time. All time clock corrections must be approved by the employee and the employee's immediate supervisor and reported to Payroll. Any employee who fails to clock in/out must report the incident to their supervisor or the Director of Finance immediately.

Employees are not allowed to clock in/out for other employees. Altering, falsifying, 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.

FULL-TIME SALARIED & HOURLY

Full-time salaried and full-time hourly employees are normally expected to work a declared schedule of 40 hours per week. Workdays and times may vary depending on the nature of the position and ministry to which assigned. Full-time employees who work fewer than 40 hours in a workweek should use personal leave, sick leave (if applicable), and/or holiday time, etc. in order to accumulate 40 hours in a given workweek.

Non-exempt full-time salaried and hourly employees may not work beyond 40 hours in a workweek without prior written permission from their respective direct supervisor and/or approval of the Executive Pastor. The Church reserves the right to discipline and/or terminate any non-exempt full-time salaried or hourly employee who works beyond 40 hours in a workweek without proper, prior permission.

PART-TIME SALARIED & HOURLY

Part-time salaried and hourly employees are normally expected to work a declared schedule of less than 40 hours per week. Workdays and times may vary depending on the nature of the position and ministry to which assigned. A part-time salaried or hourly employee who works fewer than his/her scheduled hours in a workweek should use vacation leave, sick leave (if applicable), and/or holiday time, etc. in order to accumulate his/her declared hours for a given workweek.

OVERTIME

Overtime is costly and should be kept at a minimum. Therefore, non-exempt employees must not work more than 40 hours in any workweek unless their supervisor or Executive Pastor approves the work in advance.

Overtime compensation is paid to all non-exempt employees consistent with Federal and State wage and hour laws. Overtime pay is based on actual hours worked. Paid time off for holidays, sick leave, vacation leave, jury duty, or any other leave of absence is not considered hours worked for purposes of overtime. Non-exempt employees will be paid overtime at the rate of 1 and ½ times their regular rate.

Non-exempt employees may take time in lieu of receiving overtime pay as long as the compensatory time is approved and taken during the same workweek (Sunday through Saturday) as the overtime is worked. If a non-exempt employee works more than 40 hours in one week, compensatory time off in a different week will not be allowed in lieu of overtime pay.

The Church reserves the right to schedule employees to work beyond their standard work week based on workload demands.

TRAVEL & BUSINESS EXPENSE REPORTING

Out of town travel and business related expense must be pre-approved by the Executive Pastor. FUMC will reimburse employees for approved business-related expenses, upon submission of accurate expense reports accompanied by supporting receipts. Employees must substantiate the elements of the expense, such as time, place, and business purpose. Travelers seeking reimbursement should incur the lowest reasonable travel expenses. If a circumstance arises that an employee is unsure about, the employee is to consult with his or her supervisor and/or the most conservative course of action should be adopted.

Approved use of personal vehicle for out of town Church related business will be reimbursed based on the current allowed IRS mileage rate standards. According to IRS standards, only travel mileage expenditures incurred between the place of employment (FUMC) and the job related destination (ministry obligation) may be submitted for reimbursement. Requests for travel reimbursement must be presented on a check request form with an attached travel log to document mileage.

WAGE ASSIGNMENTS

A wage assignment or a garnishment is a legal order requiring an employer to withhold part of the employee's wages. Wage assignments which meet legal requirements will be honored when issued to FUMC. Upon the receipt of a legal order, FUMC will notify the employee of the garnishment.

INCLEMENT WEATHER

Prior to Working Hours

If it is impossible or unsafe to arrive on time because of inclement weather or road conditions, an employee should notify his/her immediate supervisor. Employees are expected to arrive at

work as soon as safely possible. Employees should contact the Executive Pastor to secure information regarding Church closing. If the Church office is closed due to inclement weather, no penalty is assessed against employees.

During Working Hours

If weather conditions become hazardous during working hours, employees may request permission from their supervisor or the Executive Pastor to leave early. If the Church office is open, employees may take earned personal leave for any time absent from work because of inclement weather. If the Church office is closed due to inclement weather, no penalty is assessed against employees.

III. TIME OFF / LEAVES OF ABSENCE

HOLIDAYS

The Church observes the following holidays and the Church offices are typically closed on these days. If a holiday falls on a working day during an employee's vacation, that day is a holiday and will not be considered as a vacation day.

NOTE: The holiday schedule may not always apply to clergy or other staff involved in special services of worship or holiday-related activities.

<u>If the holiday falls on:</u>		<u>The holiday is observed on:</u>
New Year's Day	Saturday Sunday	Friday Monday
Martin Luther King Day	Monday	Monday
Day after Easter	Monday	Monday
Memorial Day	Monday	Monday
July 4	Saturday Sunday	Friday Monday
Labor Day	Monday	Monday
Thanksgiving & day after	Thursday/Friday	Thursday/Friday
Christmas & day after	Sunday/Monday Monday/Tuesday Tuesday/Wednesday Wednesday/Thursday Thursday/Friday Friday/Saturday	Monday/Tuesday Monday/Tuesday Tuesday/Wednesday Wednesday/Thursday Thursday/Friday Thursday/Friday

VACATION LEAVE

FUMC provides paid vacation for employees to take time for rest and encourages employees to use available vacation time. Full time and part time employees who work a regular 30 hours or more are eligible to accrue vacation leave. Eligible part-time employees will earn pro-rated leave time based on hours worked.

Vacation leave is accrued starting with the first day of the seventh month of employment. Accrual rate increases will take effect the first of January following the employee's anniversary date of hire.

Vacation leave time will be credited to the employee's vacation bank on January 1 each year based on the following accrual.

Full Time Employment	Time Earned
0-6 months	No vacation
7-12 months	40 hours
1-4 years	80 hours, may include 2 Sundays
5-9 years	120 hours, may include 3 Sundays
10 years or more	160 hours, may include 4 Sundays

Clergy vacation leave follows the Alabama-West Florida Conference calendar year of July 1 to June 30. An appointed pastor's leave time will be calculated based on his/her start date with the Alabama-West Florida Conference.

Vacation leave for clergy is as follows:

Full time:	4 or less years service	2 weeks, including 2 Sundays
	5-10 years service	3 weeks, including 3 Sundays
	11 or more years service	4 weeks, including 4 Sundays

Vacation leave must be accrued by the employee before it can be taken. Vacation leave may be carried over into the next year up to a maximum amount of 40 hours for full time employees and prorated hours for part time employees who work a regular schedule of 30 to 39 hours per week. Carry over hours must be used in the first 3 months of the new year. Any exceptions to the leave policy must be approved by the Executive Pastor.

FUMC will attempt to grant all employees vacation leave at the time they request. However, FUMC must maintain adequate staffing at all times. Therefore, time off should be scheduled in advance and approved by the supervisor. An employee will complete a *Time-Off Request Form*, submit to his/her supervisor for approval and submit to the Finance Office by the last day of the corresponding payroll period.

If, on the last day of employment, an employee has not used all of his or her earned vacation leave time and departs FUMC in good standing with at least a two week notice, the remaining vacation leave time will be paid to the employee.

SICK LEAVE

Sick leave is granted for actual illness, medical appointment, conditions of pregnancy and birth of a child, and to provider care of an immediate family member during illness or medical appointment. Immediate family is defined as a child, spouse, or parent. Full time employees and part time employees who work a regular schedule of 30 to 39 hours per week are eligible for sick leave.

Following completion of the first six months of employment, a full time employee will begin accruing sick leave at a rate of 3.077 hours per pay period. Eligible part time employees will accrue sick time prorated based on hours worked.

Sick leave may be carried over into the next year up to a maximum amount of 480 hours. Sick leave must be accumulated by the employee before it can be taken. Unused sick leave

benefits are not eligible for payment to the employee while employed or at separation of employment.

BEREAVEMENT LEAVE

Employees may take up to three (3) workdays with pay in cases of death in the immediate family. Additional time may be taken without pay or charge to vacation leave with approval of the Executive Pastor and appropriate supervisor. An employee will complete a *Time-Off Request Form* and submit to his/her supervisor for approval.

Immediate family is defined as: spouse, children, parents, brothers, sisters, grandchildren and parent-in-law. Requests for exceptions to the definition should be submitted in writing to the Executive Pastor.

An employee's request for time off to attend the funeral of someone other than the immediate family may be approved for up to two hours with no reduction in pay if the funeral is in the Dothan area.

REPORTING ABSENCES

When unable to report to work due to personal illness or any other reason, an employee must notify his/her immediate supervisor by telephone or text message prior to their expected report time. An employee must also notify his/her immediate supervisor anytime he/she leaves the work place during his/her regularly scheduled hours. If the immediate supervisor cannot be located, the employee should notify the receptionist and leave a message in the Voice Mail System of the immediate supervisor.

The Church reserves the right to discipline any employee who fails, for the second time, to notify his or her supervisor when he/she will not be at his/her place of work during his or her regularly scheduled hours.

Employees will complete the appropriate *Time-Off Request Form* and submit to their supervisor for approval and submit to the Finance Office by the last day of the corresponding payroll period.

A medical statement from an attending physician may be required after an employee has missed 3 consecutive workdays. Days absent for illness lasting beyond the accrued sick leave amount will be charged to vacation time, if available. If all normal sick/vacation time has been used, at the discretion of the Executive Pastor, the employee's time off will be unpaid leave.

MILITARY SERVICE LEAVE

Employees serving in the uniformed services, including the Army, Navy, Marine Corps, Air Force, Coast Guard, and Public Health Service commissioned corps, as well as the reserve components of each of these services, may take unpaid military leave, as needed, to enable them to fulfill their obligations as service members. Employees may use accrued personal leave for this purpose.

FAMILY & MEDICAL LEAVE (FMLA)

FUMC recognizes that leave of absence from active employment may be necessary for family or medical reasons. Consistent with the Family and Medical Leave Act (FMLA), FUMC provides FMLA leaves of absence to eligible employees. To be eligible, you must have worked at least 12 months and at least 1,250 hours within the previous 12 month period.

You may take FMLA to (1) care for your child after the child's birth, adoption, or placement for foster care; (2) care for your spouse, child, or parent who has a serious health condition or (3) for your own serious health condition.

An eligible employee may take up to 12 weeks of leave in any 12-month period, measured by looking back at the 12-month period immediately before the leave. Any combination of family leave and medical leave may not exceed the 12-week maximum limit. FMLA taken to care for an employee's child after the child's birth, adoption, or foster care placement must be completed within 12 months of the birth, adoption, or placement.

All employees requesting FMLA leave must provide verbal or written notice of need to the Executive Pastor at least 30 calendar days in advance of the leave. For emergencies, or events unforeseeable 30 days in advance which are not emergencies, the employee must provide notice of the need for leave to the Executive Pastor the same day or the next business day.

A certification from a health care provider verifying the need for the employee's serious health condition or for the employee's family member's serious health condition is required. FUMC may require periodic health care provider recertification during the family/medical leave.

An employee taking leave must use all accrued sick and vacation leave prior to being eligible for unpaid leave. Benefits paid by FUMC, such as health and long term disability in effect when the leave begins, will continue during the leave. FUMC will continue to pay the normal premiums paid for an active employee. Premiums for other employee elected benefits normally owed as an active employee are required to be paid by the employee as the premiums become due. If an employee chooses not to return from leave, repayment may be required for any portion of the premiums advanced by the Church.

For safety reasons, an employee returning from medical leave must provide a health care provider's verification of fitness to return to work (with or without restrictions). If released to return to work without restrictions, the employee will be returned to the same position before the leave, or to a position that is equivalent in pay, benefits and other employment terms. If released to return to work with restrictions, the Church will review the situation with the employee and determine how to handle on an individual basis.

A leave of absence without pay, other than provided for by FMLA, will be granted for limited periods if circumstances warrant. Specific approval for such leave must be requested through the appropriate supervisor and must be approved by the Executive Pastor.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

JURY DUTY

Any employee who is summoned to serve on a jury will be excused from work while serving on the jury. The employee will be entitled to juror's pay plus regular Church compensation for the period. When summoned, the employee should notify his or her supervisor immediately and

the employee will be expected to work during normal working hours except for the time the employee's presence is required in court.

VOTING LEAVE

All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, employees may request time off from their supervisor. The request will be evaluated based on workload requirements.

IV. BENEFITS & INSURANCE PROGRAMS

INSURANCE PROGRAMS STATEMENT

First United Methodist Church reserves the right to amend or terminate any of its insurance programs or to require or increase employee premium contributions toward any benefits with or without advance notice at its discretion. This reserved right may be exercised in the absence of financial necessity.

Whenever an amendment is made to any of FUMC's benefits programs, the respective plan administrator will draft and submit the amendment to the Executive Pastor for review and approval. The respective plan administrator or the Executive Pastor will notify plan participants of all approved amendments or plan terminations. FUMC management also reserves the discretionary authority to interpret all provisions of these programs.

HEALTH INSURANCE

Full time and part time employees working 30 – 39 hours are eligible to participate in the health care group plan. Employees are required to contribute a portion of the employee's individual health care premium. Enrollment into this program is available after 90 days of employment, during annual enrollment, or upon an approved qualifying event. Dependent coverage may be available at the employee's expense.

DISABILITY INSURANCE

Group Long Term Disability insurance is provided for all full-time employees and paid by FUMC. Enrollment into this program is available at time of hire and subject to terms and conditions of the carrier. A certificate of coverage booklet explaining the benefit will be given to each employee receiving coverage.

COBRA

Health insurance programs offer COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985) coverage, which may allow the continuation of coverage beyond employment separation. Please contact the plan administrator for details.

PENSION PLAN

Full time and part time employees working 30 – 39 hours are eligible to participate in the Church's retirement plan provided through the General Board of Pensions of the United Methodist Church. The employee has the option to contribute before-tax or after-tax earnings up to the Internal Revenue code limits.

Upon completion of 6 months of employment and enrollment, FUMC will contribute 6% to the employee's plan subject to the following eligibility: 1) Employee is regularly scheduled to work at least 1,560 hours per year 2) Employee is at least 21 years of age 3) Participant contributes at least 3% of his/her annual salary on a monthly basis.

FEDERAL & STATE UNEMPLOYMENT COMPENSATION

FUMC, as a religious organization, is a tax-exempt 503(C) (3) entity. Therefore, the Church is exempt from paying Federal and State unemployment taxes. Any separated employee will not be eligible to receive benefits from these programs.

WORKER'S COMPENSATION

All employees are covered by worker's compensation insurance. Worker's compensation insurance may pay medical and hospital expenses for such circumstance and under certain conditions employees may be entitled to disability (income replacement) benefits for time lost due to job-related illness or injury.

Accident/Injury Reporting

All work-related injuries, no matter how minor, must be reported to the employee's supervisor as soon as possible, but no later than 24 hours after occurrence. An Accident Report should be completed and turned into the designated plan administrator. At that point, the employee will be given further instructions for seeking initial medical treatment.

If the supervisor is not available, the employee must notify the Executive Pastor or the designated plan administrator.

IN CASE OF EMERGENCY, SEEK IMMEDIATE MEDICAL ATTENTION FIRST

- If the injury is not an emergency and medical treatment by a physician is necessary, a Church-authorized physician must be utilized. Contact the Executive Pastor or designated plan administrator for the name, location, etc. of the Church-authorized physician.
- All medical care treatment is handled through FUMC Worker's Compensation carrier.
- In all situations, the employee must notify the treating physician or entity that the accident is a work-related injury.
- Post-injury drug screens are required for all injuries involving more than first aid. Failure to submit to and/or cooperate with the post-accident drug testing procedure as established by the Drug and Alcohol Free Workplace Policy shall result in the loss of worker's compensation benefits (AL Code 25-5-51).
- Modified duty may be provided if the treating physician reports the employee cannot return to his/her regular job. Failure to report to assigned modified duty or regular duty, if given a full release, may result in the termination of worker's compensation benefits and employment termination.
- Failure to follow the injury reporting policy, making false statements, fraud, and filing a false Workers' Compensation claim is illegal abuse and may result in disciplinary action, up to and including termination.
- Alabama [Criminal] Code 13A-11-124:
 "Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining compensation, as defined in Section 25-2-1 (1), as amended, for himself or any other person is guilty of a class C felony."

V. WORKPLACE EXPECTATIONS

GENERAL RESPONSIBILITY FOR WORK AREAS

The Church attempts to provide employees with clean and pleasant working facilities. Good housekeeping is not the sole responsibility of the custodial staff but is also the responsibility of every employee. Cleanliness and orderliness promote safety, morale, and comfort. Employees are expected to help keep offices, work places, and all common areas clean and orderly.

ATTENDANCE / PUNCTUALITY

FUMC is committed to maintaining the highest quality workforce assuring maximum productivity. FUMC expects all employees to assume diligent responsibility for their attendance and promptness. Employees are expected to be in their work area, ready to begin their workday at their assigned time. Absenteeism and tardiness creates a burden on other employees, reduces efficiency, and is subject to disciplinary action.

FUMC recognizes that on occasion, it is necessary to be absent from work due to illness or circumstances beyond control. If an unscheduled absence from work occurs, employees are to notify their immediate supervisor by telephone or text message within one hour of their scheduled start time. If the supervisor is not available, the employee is to leave a message in the Voice Mail System of the immediate supervisor.

Employees will also notify their immediate supervisor anytime they must leave their work place during their regularly scheduled hours.

LUNCH PERIODS

Lunch periods may vary based on the employee's schedule, agreement at time of hire, or as determined by the supervisor.

CHILDREN / PERSONAL VISITORS IN THE WORKPLACE

Employees are expected to have adequate childcare during business working hours to provide for the appropriate safety of their children, to allow them to perform their work, to allow other employees to perform their work, and to avoid liability.

In all cases, family members and friends visiting the workplace should remain with the employee. While visiting the workplace, children/personal visitors are not allowed to use Church computers, equipment, or have access to work products.

Occasionally, an unexpected event may require the presence of an employee's family member in the workplace during work hours. These times should be brief and only until other arrangements are made or leave used. Any occurrence, however, should not disrupt the operations of the office and should be approved by the employee's supervisor.

DRESS & APPEARANCE

An employee's dress, grooming, and personal cleanliness contribute to the morale of all staff and impact the Church's image presented to the congregation and community. Careful grooming and appropriate attire help create a positive image and a sense of professionalism. Dress should be modest, exemplify Christian character, and be appropriate for the work employee is doing that day.

Dress codes may vary depending on the type of ministry activity an employee is engaged in on a given day. Employees are expected to dress according to the requirements of their position as designated in their ministry and as approved by their supervisor. Blue jeans are acceptable on Fridays and on other designated occasions.

Employees for whom uniforms have been issued are expected to wear them when performing their duties. Uniforms must be clean and neat.

Attire, to include jewelry and hair, should not be loose or dangle in such a way that it creates a safety hazard. Closed-toed shoes are to be worn by any employee who performs work assignments such as, but not limited to, use of cleaning products or chemicals, use of power equipment or kitchen equipment, activity of moving heavy objects, etc. The primary purpose for this requirement is for safety reasons.

Fragrances should be applied sparingly so as not to be offensive to others (many people are allergic). Facial hair should be clean and neat.

When in doubt, an employee should choose the more conservative option. Questions regarding attire not addressed by this policy should be directed to the employee's supervisor or the Executive Pastor. FUMC reserves the right to take disciplinary action with any employee in conflict with the standards stated above.

SOLICITATION

In an effort to assure a productive and harmonious work environment solicitation by an employee of another employee or of a church member is prohibited during working time. Working time is defined as time when an employee's duties require that he/she be engaged in work tasks.

Employees and their immediate family members may provide information to employees by placing in the employee mailboxes. Church letterhead or equipment should not be used for solicitation purposes. Solicitation and/or distribution of materials on Church property by persons not employed by FUMC are prohibited. If a person or organization wanting to provide something to FUMC and/or the staff approaches an employee, refer them to the Executive Pastor.

MEDIA INQUIRIES

An employee may not speak to the news media as an official or unofficial spokesperson of the church. All inquiries from the media should be referred to the Executive Pastor or the Senior Pastor. Should an employee receive a media inquiry, he/she should respond "I have no authority to respond to your request," then refer the media to the Executive Pastor or Senior Pastor.

VI. EMPLOYMENT RULES & REGULATIONS

EMPLOYEE CONDUCT & 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 the Church, glorify God, and protect the interest and safety of the Church, congregation, employees, volunteers, and visitors.

Unacceptable Work Conduct

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. Each employee is expected to be responsible for his/her own behavior. 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 FUMC property
- Misrepresentations or 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.
- Verbal or written threats, fighting, or threatening behavior
- Possession of dangerous or unauthorized materials, such as weapons, explosives, or firearms, in the workplace or while on Church business
- Sexual or other unlawful harassment, unlawful discrimination, or unlawful retaliation
- Negligence or improper conduct leading to the damage of property or persons
- Insubordination or other disrespectful conduct toward others
- Unsatisfactory work performance
- Violation of safety or health rules
- Excessive absenteeism or any absence without notice
- Unauthorized use of employer-owned equipment
- Violation of personnel, volunteer, youth, or other protection or safety policies
- Misrepresenting the Church or a Church-sponsored event
- Conduct inconsistent with the individual's job description

POLICY AGAINST SEXUAL & OTHER KINDS OF HARASSMENT

First United Methodist Church expects all employees to work in a manner that respects the feelings and dignity of their co-workers. Therefore, it is also the official policy of FUMC that all employees have the right to work in an environment free from harassment based upon their race, color, gender, national origin, age, marital status; any physical or mental quality, characteristic, condition, or impairment; or any other protected status or characteristic. Any such harassment of employees by their co-workers or supervisors is expressly prohibited by FUMC and will not be tolerated.

Sexual Harassment Policy

For purposes of this policy, sexual harassment is unwelcome behavior of a sexual nature that affects terms and conditions of employment. Sexual harassment includes (1) sexual advances and other verbal or physical conduct where submission to the advances or conduct is made a term or condition of employment or is used as the basis for employment decisions, and (2) unwelcome verbal or physical conduct of a sexual nature that interferes with an employee's work or creates a hostile, intimidating, or uncomfortable work environment.

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

- Unwelcome or unwanted flirtations, propositions, or advances including patting, pinching, brushing up against, hugging, kissing, fondling, putting one's arm around

another, or any other similar physical contact considered unacceptable by another individual.

- Requests or demands for sexual favors including subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment.
- Verbal abuse or kidding that is sex-oriented and considered unacceptable by another individual This includes comments about an individual's body or appearance (where such comments go beyond an isolated innocuous compliment), obscene jokes, sexual depictions, offensive language, repeated requests for dates; or any other tasteless, sex-oriented comments, innuendoes, or offensive actions, including leering, whistling, or gesturing.

Other Kinds of Harassment

For purposes of this policy, other (nonsexual) harassment is defined as verbal or physical conduct that degrades or shows hostility or aversion toward an individual or group because of such protected statuses or characteristics as his/her race, color, gender, national origin, age, disability, marital status, and any physical or mental quality, characteristic, condition, or impairment, or other protected status of characteristic, and that

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment
- has the purpose or effect of unreasonably interfering with an individual's work performance
- otherwise adversely affects or in any way interferes with an individual's employment opportunities

Some examples of such harassment are using epithets, slurs, negative stereotypes; threatening, intimidating, or engaging in hostile acts that relate to protected statuses or characteristics such as those referenced above - including alleged jokes or pranks; placing on walls, bulletin boards or elsewhere on the Church premises, or circulating emails, written or graphic material in the workplace.

Complaint Process

An employee who believes that she or he is being harassed in violation of these policies should report the incident promptly to the Executive Pastor or his/her direct supervisor.

- Every complaint will be reported promptly and may be made orally or in writing to a supervisor or directly to the Executive Pastor. In addition, or alternatively as the employee may wish, the complaint may be brought to the attention of the Staff-Parish Committee.
- The complaint will be immediately investigated, normally by the Executive Pastor. However, choice of investigator, formality, and the procedures used in the investigation

may vary depending upon the nature of the allegations and the full circumstances of the situation, including the context in which the alleged incidents occurred.

- Confidentiality will be maintained throughout the investigatory process to the extent practical and consistent with FUMC's need to undertake a full investigation.
- There shall be no retaliation or intimidation by FUMC, its officers, supervisors, or other employees, and FUMC expressly prohibits any such retaliation, toward any employee bringing a complaint in good faith or cooperation with an investigation of a harassment complaint. However, if after investigating any complaint of harassment or unlawful discrimination, FUMC determines that the complaint was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.
- Where the investigation confirms the allegations, FUMC will take prompt corrective action and where appropriate, discipline the offending individual. Discipline may include oral and written reprimands, professional counseling, reassignment, or other appropriate actions up to and including termination, of any employee found to be violating this policy.
- There may be instances in which an employee reporting harassment seeks resolution to the matter informally and does not wish FUMC to undertake an investigation or to take further steps. FUMC will attempt to honor the wishes of the reporting individual. In such situations, FUMC may arrange for some informal mechanism for resolving the issues. However, an individual reporting harassment should be aware that FUMC might decide it must take action to address the harassment beyond informal means.

All supervisors are assigned responsibility for implementing this policy, ensuring knowledge of and compliance with its terms, and for taking immediate and appropriate corrective action where warranted. Supervisors must open and maintain communication channels to permit employees to raise concerns of sexual or other harassment without fear of retaliation, stop any observed harassment, and treat harassment matters with sensitivity, confidentiality, and objectivity. A supervisor's failure to carry out these responsibilities may be reflected in the supervisor's performance review, salary adjustment, or may result in discipline or termination.

FUMC management may, within its authority, take any action consistent with law. As with any "at will" employment relationship, employment is of no definite period and may be terminated without prior notice and without cause. These policies and procedures should not be construed as contractual in any nature. They represent FUMC's current guidelines in dealing with a developing problem under evolving laws and facts, and may be changed in accordance with Church policy and Federal and State law.

We believe that the benefits derived from the policy objectives outweigh the potential inconvenience to employees, and we earnestly solicit the understanding and cooperation of all employees in implementing this policy.

SMOKING

First United Methodist Church is a non-smoking campus.

USE OF FIREARMS, ALCOHOL, DRUGS, & CONTROLLED SUBSTANCES

An employee (unless authorized due to his/her position) is prohibited to carry or use firearms at any time on Church property. Displaying or carrying firearms on FUMC property will be cause for immediate dismissal.

The illegal use, sale, transfer, or possession, of narcotics, drugs, alcohol, or controlled substances while on the job or on Church property, in Church vehicles, or FUMC activities is prohibited and is considered grounds for immediate termination of employment.

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 job functions of the job effectively and in a safe manner without danger to other individuals in the workplace.

Substance abuse testing is implemented to foster a safe and healthy work environment and to insure the good reputation of FUMC in our community. Random drug testing without prior notification will be performed. In case of reasonable suspicion of substance abuse, employees may be required to submit to testing. If reasonable suspicion exists, the employee will be promptly escorted to the testing facility by a supervisor or the Executive Pastor.

WORKPLACE VIOLENCE POLICY

FUMC recognizes that a place of employment safe from violence or the fear of violence is fundamental to the health and well-being of staff. The policy of FUMC is that its employees should work in an environment free from physical attack, threats, and menacing or harassing behaviors.

As used in this policy, violence is defined to include the following:

- Physical attack is an unwanted or hostile contact, such as hitting, fighting, pushing, shoving, or throwing objects.
- Threat is stating a present or future intention to cause physical or mental harm. Any expression of intent to cause physical or mental harm is considered to be a threat.
- Harassment is behavior or communication designed or intended to intimidate, menace, or frighten another person.
- Property damage is behavior or acts that contribute to the destruction or damage of another's property.

At FUMC, physical attacks, threats, harassment, and property damage are always prohibited. Any employee who experiences or witnesses such acts, conduct, behavior, or communication must immediately contact his/her supervisor. The employee must contact the Executive Pastor should the complaint be against the supervisor.

Any supervisor who receives a complaint of violence, threats, harassment, or property damage or who has reason to suspect that these acts or behaviors are occurring must notify the Executive Pastor or the Senior Pastor.

After being informed of an allegation of violence, threat, or harassment, the Executive Pastor will investigate the matter. Upon conclusion of the investigation, FUMC will determine how to respond. In the interim, FUMC will take action as it deems appropriate.

Appropriate disciplinary action, up to and including termination, will be taken in instances of misconduct as judged by FUMC.

Employees who know of information about violence, threats, or harassment, but do not notify an appropriate person consistent with this procedure, will be subjected to appropriate discipline, up to and including termination.

FUMC will not retaliate against employees for reporting violence, threats, harassment, or property damage.

DRIVING IN THE COURSE OF CHURCH BUSINESS

A FUMC employee's greatest responsibility is to the safety of passengers, pedestrians, and other drivers. Therefore, all FUMC employees are prohibited from the use of texting devices, or making use of electronic mail/data functions while driving a Church vehicle or driving on Church business. This prohibition includes the time waiting for a traffic signal to change. Employees should pull off the road when sending or receiving text messages. Failure to adhere to this policy will result in disciplinary action as deemed appropriate, up to and including termination of employment.

PROGRESSIVE DISCIPLINE

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform their duties to the best of their ability and to the standards as set forth in their job description or as otherwise established.

FUMC management reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion, and termination.

COMPUTERS, TELEPHONE, & ELECTRONIC COMMUNICATION

All computers, telephone and electronic communications systems, and all communications and information transmitted by, received from, or stored in these systems are the properties of FUMC and as such are to be used solely for job-related purposes. Employees have no "expectation of privacy" regarding their Church-provided computer or its contents. The use of any software and business equipment, including, but not limited to, facsimiles, copy machines, and scanners for private purposes is strictly prohibited except as noted below.

Employees using Church equipment for personal purposes do so at their own risk. Further, employees are not permitted to use a password, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized FUMC representative. All passwords are the property of FUMC and passwords shall be maintained for all FUMC telephone and all electronic communication systems by the designated Technology Director. No employee may use a password that has not been issued to that employee or that is unknown to FUMC. Any password changes should be given to the Technology Director for updating the master file. Employees who violate this policy are subject to disciplinary action, up to and including termination.

To ensure that the use of electronic and telephone communications systems and business equipment is consistent with FUMC's legitimate business interests, authorized representatives of FUMC may monitor the use of such equipment from time to time.

It is the employees' responsibility to secure electronic access from their assigned computers when they are not at that location for an extended period of time.

Computers

Computer equipment, systems, networks, etc., are considered Church resources and should be used only by employees authorized to do so. Children are not allowed to use staff computers. Usage by other non-FUMC employees should be limited to approved Church tasks. All computer problems are to be reported to the designated Technology Director.

FUMC has contracted with The Computer Doctor to maintain the FUMC server and all computers and to maintain backups of computers. The Computer Doctor will be responsible for loading any approved software on Church-owned computers. The designated Technology Director and Executive Pastor must pre-approve all computer hardware purchases and software installation. The Technology Director will be responsible for coordinating the installation with the Computer Doctor.

Personal / Cell Phone Usage

While at work, employees must exercise the same discretion in using personal cell phones including text messaging and the personal use of Church phones. Personal calls during work hours, regardless of the phone used, can interfere with employee productivity and be distracting to others. All employees are asked to make personal calls only during regular break and meal periods, except as described below. Cell phones used for legitimate business purposes are acceptable.

FUMC recognizes that occasionally it is necessary for employees to make or receive personal telephone calls during working hours. FUMC, however, asks that employees restrict their personal telephone usage during working hours to emergency situations or very important matters only. This includes personal cell phone usage. Excessive personal telephone/cell usage may result in progressive discipline.

E-Mail Procedures

All e-mail correspondence sent or received from a device owned by FUMC is the property of FUMC. Employee e-mail communications are not considered private despite any such designation either by the sender or the recipient. Messages sent to recipients outside of FUMC, if sent over the Internet and not encrypted, are not secure.

FUMC reserves the right to monitor its e-mail system – including an employee's mailbox – at its discretion in the ordinary course of business. Please note that in certain situations, FUMC may be compelled to access and disclose messages sent over its e-mail system.

The existence of passwords and "message delete" functions do not restrict or eliminate FUMC's ability or right to access electronic communications. Employees shall not share an e-

mail password, provide e-mail access to an unauthorized user, or access another user's e-mail box without authorization. Employees shall not post, display, or make easily available any access information, including, but not limited to, passwords.

Offensive, demeaning, or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with FUMC's policies concerning "Equal Employment Opportunity" and "Sexual Harassment and Other Kinds of Harassment."

Messages sent to all "FUMC Staff" e-mail users should be work related only. Forwarding chain e-mails, jokes, cartoons, solicitation, prayer requests from parties outside of FUMC's employment, or any other non business-related material is prohibited. Employees are encouraged to delete any of these e-mails as they are received.

Internet Procedures

FUMC's local area network, including its connection to the Internet, is to be used for Church business-related purposes only and not for personal use. Unauthorized use of the Internet is strictly prohibited.

Unauthorized use includes, but is not limited to connecting, posting, or downloading pornographic material; engaging in computer-"hacking" and other related activities; attempting to disable or compromise the security of information contained on FUMC's computers; or otherwise using FUMC's computers for personal use. Internet messages should be treated as non-confidential. Anything sent through the Internet passes through a number of different computer systems, all with different levels of security. The confidentiality of messages may be compromised at any point along the way, unless the messages are encrypted.

Because postings placed on the Internet may display FUMC's address, make certain before posting information on the Internet that the information reflects the standards and policies of FUMC. Under no circumstances shall information of a confidential, sensitive, or otherwise proprietary nature be placed on the Internet. Subscriptions to news groups and mailing lists are permitted when the subscription is for a work-related purpose. Any other subscriptions are prohibited.

Information posted or viewed on the Internet may constitute published material. Therefore, reproduction of information posted or otherwise available over the Internet may be done only by express permission from the author or copyright holder.

Unless the prior approval of the designated Technology Director has been obtained, users may not establish Internet or other external network connections that could allow unauthorized persons to gain access to FUMC's systems and information. These connections include the establishment of hosts with public modem dial-ins, World Wide Web home pages, and File Transfer Protocol (FTP).

Offensive, demeaning, or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with FUMC's policies concerning "Equal Employment Opportunity" and "Sexual Harassment and Other Unlawful Harassment." Any employee who violates this policy shall be subject to discipline, up to and including termination.

SOCIAL MEDIA & NETWORKING WEBSITES

Personal Web Sites / Social Media

Personal web sites, blogs, and social media (hereafter referred to collectively as social media) have become prevalent methods of self-expression and community interaction in our culture.

Representation of the Church

FUMC respects the right of employees to use social media during non-working hours. However, because the nature of these sites is essentially public, certain guidelines apply in the same manner as if the employee were speaking in person to a public gathering. Thus, if an employee is identifiable as a FUMC employee on a social media site (his/her own, or as a public contributor to someone else's), he/she must adhere to the following guidelines:

- Uphold FUMC's value of respect for the individual and avoid making defamatory statements about FUMC employees, members, partners, and others.
- Do not disclose any information that is confidential or proprietary to FUMC.
- Make it clear to the readers that the views expressed are the employee's alone, and that they do not necessarily reflect the view of FUMC.
- Employees are expected to show loyalty to FUMC. The use of good judgment and discretion is expected.
- Derogatory comments made or implied on social media sites about FUMC, its employees, its members or its leadership may result in disciplinary action as deemed appropriate, up to and including termination of employment.

Use of Time and Equipment

- Employees may use FUMC equipment to access social media during work hours if the nature of their job duties and ministry responsibilities include interacting with members of the congregation and the community to promote our mission to make disciples of Jesus Christ for the transformation of the world.
- Employees should not use work time or FUMC equipment to access social media for personal use.

If social media activity is seen as compromising FUMC or interfering with the employee's job, the employee may be asked to cease such activity and may be subject to counseling and/or potential disciplinary action.

CHURCH-SPONSORED WEB SITES / SOCIAL MEDIA

Church-authorized social networking and blogging is used to convey information about FUMC, raise awareness of Church activities and events, communicate with members, and otherwise work toward our mission to make disciples of Jesus Christ for the transformation of the world. When communicating through social media, FUMC must ensure that the content and style used maintains our identity, integrity, and reputation.

The following guidelines apply to social media when authorized by FUMC and done for Church-related purposes:

Creating Sites

- Only authorized employees may create sites that represent FUMC or any of its ministry areas. "Sites" include creating Groups or Pages within social media.
- Authorized employees are the Director of Communications and those approved by the Director of Communications.
- Official sites must have more than one employee as an authorized administrator.

Posting Content

- Only authorized employees may post content to Church sites. "Posting" includes using Church sites to make announcements, distributing media, and initiating topics of discussion.
- The publication of confidential information is prohibited.

- Employees are expected to comply with copyright laws and avoid plagiarism. Any copyrighted information where written reprint information has not been obtained in advance cannot be posted.
- If uncertain about any information, material, or conversation, discuss the content with the Director of Communications.

Commenting

If employees participate in discussion on Church-sponsored social sites by commenting on posts, the following guidelines should be observed:

- Employee comments should only be factual or positive in nature. Constructive criticism should be communicated privately, not through social media.
- Comments should be worded with great care to avoid unnecessarily offending any group or individual. An employee whose comments are perceived as offensive, even if that is not their intention, may be asked not to comment on Church sites.
- Only authorized employees should attempt to respond to a comment that is critical of the Church or a Church leader and/or may be deemed obscene or offensive.
- Employees should report any concerns about inappropriate comments to the Director of Communications.

Unofficial Sites

Employees who have a position of leadership in a ministry area are expected to:

- Use their influence to encourage groups and individuals in their area of ministry to communicate online in a manner in keeping with the mission and values of the Church.
- Advise groups and individuals not to represent themselves as official Church sites.
- Report any unofficial sites which they become aware of that are not acting in keeping with the mission and values of the Church to the Director of Communications to determine if further action is necessary.

Personnel Policy Acknowledgement

I hereby acknowledge that I have received and read the First United Methodist Church Personnel Policy approved by the Staff Parish Committee on February 6, 2014 and effective March 1, 2014.

I understand the First United Methodist Church, Dothan Employee Handbook does not constitute an employment contract, but during my employment, I am expected to adhere to the policies set forth in the handbook. First United Methodist Church of Dothan reserves the right to unilaterally change the terms of this policy handbook at any time.

The undersigned states that he or she has read the foregoing acknowledgment and the personnel policy handbook in effect on March 1, 2014.

Signature

Date

Witness

Date

