

SUMMERFIELD PEACE UNITED METHODIST CHURCH, INC.

LAY EMPLOYEE POLICIES

PREAMBLE

These policies govern all lay employees of Summerfield Peace United Methodist Church. These policies, procedures, etc. are established to clearly define said employee's rights, privileges and/or benefits. Lay employees of the church consist of:

Music Director	Youth Director	Cleaning
Organist/Pianist	Child Care	Landscape Maintenance
Secretary	Treasurer	Any newly created positions

POLICIES

1. Policies- All employees shall read and signify by their signature that they have read, understand and agree to abide by the following policies.
2. Compensation and Duties - The rate of compensation shall be determined by the Pastor Staff Parish Relations Committee and as agreed to by the employee. Duties and hours shall be defined by agreement between employee, the immediate supervisor and Pastor Staff Parish Relations Committee.
3. Supervision - Lay employees shall be responsible to the Pastor Staff Parish Relations Committee with the pastor serving as the immediate supervisor, except in the case of Organist/Pianist where the Music Director serves as the immediate supervisor.

Policy/Update Process

Your Employee Handbook is an important part of our communications network; however, no matter how complete, it cannot take the place of face-to-face communication. You are encouraged to use this handbook as a supplement to informative, frequent discussions with the Pastor Staff Parish Relations Committee regarding Summerfield Peace United Methodist Church's (SPUMC) policies and programs.

Every effort is made to present information in this handbook as clearly as possible. Many actual policies governing employee programs and practices are contained in this manual. As you review your handbook, please keep in mind this information serves as a guide and is not a contract of employment.

To keep pace with the changing needs of our church and employees, SPUMC reserves the right to make changes to the policies, procedures, and other statements made in the Employee Handbook. SPUMC also reserves the right to add to, eliminate or modify any of the policies in this guide at its discretion.

100 Equal Employment Opportunity Statement

SPUMC is committed to providing equal employment opportunity (EEO) for all persons regardless of race, color, religion, sex, age, marital status, national origin, citizenship status, disability, or veteran status.

Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits and other terms and conditions of employment.

We strive to keep the workplace free from all forms of harassment, including sexual harassment. The Pastor Staff Parish Relations Committees will treat each employee with respect, will not demonstrate personal prejudice or grant unfair advantage to one employee over another. In turn, it is expected that employees will also treat other employees, as well as the minister or any member of Pastor Staff Parish Relations Committee, with the same respect.

Employees who have been subject to prohibited discrimination or harassment should immediately report the incident to any member of the Pastor Staff Parish Relations Committee. Complaints are investigated immediately and handled as confidentially as possible. We ensure that employees following this compliant procedure are protected against illegal retaliation.

200 Confidentiality Policy

During the performance of assigned duties or in other contacts within the church facility or outside the facility, employees have access to a variety of sources of confidential information. Except in the performance of one's assigned duties, employees are required to refrain from sharing information, either written, verbal, electronic or in any other form with other employees, members of the church or outside the church.

During your employment with SPUMC, and thereafter, you may not use, or disclose to others, any information deemed by SPUMC to be confidential, such as financial information, personnel information, etc.

If you have any questions regarding the scope of this requirement, you should contact a Pastor Staff Parish Relations Committee member.

A violation of this policy will likely result in disciplinary action, up to and including termination of employment.

If at any time, you are unsure of what is considered information deemed by SPUMC to be confidential, contact a Pastor Staff Parish Relations Committee member.

210 Acceptable Behavior Policy

It is SPUMC's policy to create a safe and respectful working environment. Acceptable behavior is free from disruptive, offensive or degrading remarks or conduct, which would create dissention among the church and its members.

220 Ethical Policy

CORE VALUES

Our core values are honesty, integrity, stewardship and respect.

HONESTY

One should be truthful, ethical and principled in the activities and the dealings of the church. Staff members should be able to take a stand on important principles disclosing the entire truth.

INTEGRITY

The staff should adhere to a standard of values saying what we mean and constantly doing what we say with honor, trustworthiness and incorruptibility.

STEWARDSHIP

Members of the staff should maintain with care the church's resources for positive purposes of accountability for the current and future use of the church. Placing the needs of the church before one's own end is vital in maintaining a healthy environment in the church

RESPECT

The staff should treat each other and the people of the church with dignity and an attitude of caring and understanding showing genuine consideration for others. Each individual should be valued on an individual basis.

230 Employment Applications

SPUMC relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

240 Performance Management

The best communications about job performance happen on an ongoing basis. You and your liaison are strongly encouraged to talk about performance regularly. In addition, SPUMC wants to ensure that you and the Pastor Staff Parish Relations Committee have scheduled formal annual performance evaluations. These discussions give you both the opportunity to discuss job responsibilities and goals, encourage and recognize strengths, identify and correct any weaknesses, develop plans for dealing with any obstacles, and plan for the future.

The performance of all employees, including contract employees, will be evaluated on an ongoing 12 month cycle, covering January through December of the calendar year.

250 Employment Termination

All employees shall be hired on the basis of “employment at will” where either party may dissolve the relationship at any time. The first sixty (60) days of employment shall be designated as a probationary period.

We will usually schedule an exit interview prior to termination of employment. Since your employment with SPUMC is voluntary and at will, you may terminate your employment at any time, with or without cause or advance notice. Likewise, SPUMC may terminate your employment at any time, with or without cause or advance notice. If you decide to resign, we would like you to tell us in writing at least 2 weeks before the date you will leave.

When you terminate your employment, you will receive your final pay in accordance with applicable federal and state law.

300 Timekeeping

A work week is defined from Sunday to Saturday.

Non-exempt employees

Nonexempt employees are responsible for accurately recording the hours they work. The law requires SPUMC to keep accurate records of "time worked" in order to correctly calculate employee pay and benefits. "Time worked" means all the time that nonexempt employees spend performing their assigned work.

If you are a nonexempt employee, you must accurately record the time you start and stop work and when you leave the workplace for personal reasons. Hours worked are determined by position.

According to the Fair Labor Standards Act, any hours worked over 40 hours are considered overtime and overtime must be paid. Compensatory time is not allowed for non-exempt employees. Overtime is to be avoided. Before any additional hours over an employee's normal work week are worked, the immediate supervisor and Pastor Staff Parish Committee must be contacted. If changes outside of the employee's normal hours are requested and vacation and sick leave do not satisfied the need, the employee must contact the immediate supervisor and the Pastor Staff Parish Relations Committee prior to altering the schedule. All hours should be accounted for within a single work week.

Nonexempt employees must sign their time records to say they are accurate. Each immediate supervisor will review and initial the time record before submitting it for payroll processing.

Falsifying time records is a serious matter. You may not change time after it is already recorded, knowingly enter a false time, tamper with time records, or record other employees' time for them. If you commit any of these actions, you may be subject to disciplinary action, up to and including termination of employment.

Exempt employees

It is our policy that no compensatory time off can be worked without the approval and authorization of the immediate supervisor. If you work compensatory time off without first getting your immediate supervisor's approval, you may be subject to disciplinary action, up to and including possible termination of employment.

The Staff Parish Relations Committee and immediate supervisors are responsible for scheduling, monitoring, and approving compensatory time off. Additionally, the Staff Parish Relations Committee is responsible for any changes to the policy based on changes to the federal and state wage and hour regulations.

310 Paydays

Nonexempt employees are paid every two weeks, and exempt employees are paid semi-monthly. Contracted employees are paid monthly. Each paycheck includes pay for all work performed through the end of the previous payroll period.

If a payday falls on a weekend or holiday, you will be paid on the last work day before that payday.

SPUMC requires employees, excluding contract employees, to use the direct deposit program. Direct deposit means that we will deposit your pay directly into your bank account. On paydays, instead of a check, you will get a statement explaining how much was deposited and all the supporting details.

If a court orders SPUMC to make deductions to an employee's pay check to help pay back-taxes, other debt the employee may owe, child support or alimony, etc., we will direct our Treasurer to comply with the court's order and make the necessary deductions.

Social Security- SPUMC as required by law shall pay Employer's social security; similarly employee's portion shall be withheld from wages as required.

320 Vacation

Employees shall be entitled to no paid vacation the first year of employment. After completion of one full year (as measured from the employee's hire date) of continuous employment, paid vacation shall be accrued at the following rate (non-cumulative):

<u>Year</u>	<u>Vacation Earned</u>
2 nd	1 wk
3 rd	2 wks
4 th	2 wks
5 th	2 wks
6 th	3 wks

Employees whose employment ends for any reason, whether voluntarily or involuntarily, and are subsequently rehired will be treated as a newly hired employee for vacation purposes and will have zero years of eligible service upon rehire.

While on an unpaid leave of absence, vacation is not accrued.

It is the employee's responsibility to confirm vacation eligibility via the Pastor Staff Parish Relations Committee. Additionally, all vacation time earned must be taken during the current calendar year. Unused vacation cannot be carried over from year to year.

Regular part-time employees are eligible for vacation based on the number of hours the employee typically works each week, calculated as a percentage of full-time status.

For the purposes of vacation, a week shall be defined as those hours normally worked at SPUMC during the course of one calendar week (Sunday through Saturday). For these purposes, a year shall be defined as starting on the date of employment and each anniversary date thereafter.

While the church will compensate the vacation replacement for lay employees (Music Director and Organist/Pianist), it is the employee's responsibility to provide such a replacement. This is also desirable, where possible, for sick leave.

Vacation Scheduling

SPUMC requests that employees schedule their vacations as far in advance as possible and advise the Pastor Staff Parish Relations Committee Chairperson, their immediate supervisor and their liaison. The leave request form should be completed two weeks prior to requested leave.

Holiday During Vacation

If a SPUMC holiday (as defined in section 350 hereof) occurs during an employee's vacation, the employee is not required to count SPUMC holidays as vacation days.

Illness or Injury During Vacation

If an employee becomes incapacitated due to illness or injury during a vacation that requires treatment by a physician, the Pastor Staff Parish Relations Committee may grant the employee those vacation days up to the actual number of days lost. A written statement from your physician may be required at the discretion of Pastor Staff Parish Relations Committee.

330 Sick Leave

Employees shall be entitled to no paid sick leave during the first year of employment. After the completion of one continuous year of service (hire date), paid sick leave shall be accrued at the rate of one week per year (non-cumulative).

For the purposes of vacation and sick leave, a week shall be defined as those hours normally worked at SPUMC during the course of one calendar week (Sunday through Saturday). For these purposes, a year shall be defined as starting on the date of employment and each anniversary date thereafter.

While the church will compensate the vacation replacement for lay employees (Music Director and Organist/Pianist), it is the employee's responsibility to provide such a replacement. This is also desirable, where possible, for sick leave.

A leave request form should be completed upon return to work.

340 Holidays

The following are observed as holidays with employees being excused from work with pay if the holiday falls on a scheduled work day:

New Years Day	Thanksgiving
Good Friday	Martin Luther King Day
July 4 th	Memorial Day
Labor Day	Christmas Day

Each holiday will be observed on the day on which it falls, except if it falls on Saturday or Sunday. Normally, if a holiday falls on Saturday, the preceding Friday will be observed and if the holiday occurs on Sunday, the following Monday will be observed.

350 Medical Benefits

SPUMC does not provide medical benefits for employees other than any benefit program provided by the Western North Carolina Conference for Pastors. All eligible employees will be insured for injury resulting from employment pursuant to North Carolina Workers' Compensation Law.

360 Time Off to Vote

SPUMC encourages employees to vote in elections. If possible you should plan to vote before work or after work.

If you need time off to vote, see your immediate supervisor or the Pastor Staff Parish Relations Committee.

370 Bereavement/Funeral

SPUMC provides bereavement leave to employees who need to take time off because of the death of an immediate family member. To ask for bereavement leave, contact the Pastor Staff Parish Relations Committee.

Employees are eligible for up to 3 days of bereavement leave with pay - for "immediate family" member. With Pastor Staff Parish Relations Committee's approval, you can use any available paid leave benefits you have, such as vacation, if you need more time off.

For bereavement leave, "immediate family" means your spouse, parent, child, step-child, step-parent, sibling (brother/sister), parent-in-law, brother/sister-in-law, son/daughter-in-law, grandparent, your grandchild or domestic partner.

Employees will be eligible for 1 day of bereavement leave with pay for a "non-immediate" family member. This includes an aunt, uncle, niece, nephew, great-grandparent, grandparent-in-law, or former spouse.

380 Jury Duty

SPUMC encourages you to fulfill your civic responsibilities by serving jury duty if you receive a summons.

If you are eligible for jury duty, you will be paid at your base rate of pay for the number of hours you would normally have worked that day.

If you get a jury duty summons, you need to notify your immediate supervisor and the Pastor Staff Parish Relations Committee immediately and submit a copy of the jury service notice. This will help us plan for your possible absence from work. We expect you to come to work whenever the court schedule permits. Employees are asked to return to work for the rest of their workday if their services in court are not required for the entire day.

Your vacation and holiday benefits will continue to accrue during jury duty leave. Your attendance record shall not be affected if time is taken off for jury duty.

390 Return to Work

There are many instances in which it is advantageous to the employee and SPUMC for a convalescent employee to return to modified or restricted work at an earlier date than that which would allow resumption of full duties. Work is therapeutic and should be considered part of the healing process. The SPUMC policy is to return employees to work as soon as medically permissible without adversely affecting the healing process or compromising their health or safety or that of others. A reasonable effort will be made to return all employees to useful employment as soon as medically advisable, with or without restrictions or limitations.

This policy applies to work-related and non-work related illness or injuries, while employed.

400 Leaves of Absences

410 Paternity/Adoptive Parent Leave of Absence

This policy is to provide for time, at home, for an employee who becomes a:

- Mother of a newborn (the mother is still eligible for medical leave under unpaid personal leave)
- Father of a newborn
- Parent(s) of a newly adopted child

An employee who fits into one of these two categories shall be granted three days of paid leave to spend at home with the child. In both cases the three days of paid leave shall immediately follow the birth of a newborn, or when the parent(s) bring a newly adopted child home.

420 Unpaid Personal Leave

Employees may ask for an unpaid personal leave of absence to fulfill personal obligations. Unpaid personal leaves of absence may be granted to employees with one (1) year minimum continuous employment. Employees may request up to a total of twelve (12) weeks of unpaid leave per calendar year.

The Pastor Staff Parish Relations Committee might not approve every request for personal leave. We will look at each request individually. We will make our decision based on a number of factors such as our business needs, workload, and staffing requirements during the requested time period. All requests for unpaid leave must be approved by the Pastor Staff Parish Relations Committee.

Your benefits, such as vacation or holiday benefits, will not accrue during a personal leave, unless the leave is in duration of less than 90 days. When you return from leave, the benefits will start accruing again.

If you do not come back to work promptly at the end of a personal leave, we will assume that you have resigned and your employment will be terminated.

Prior to requesting a personal leave without pay, the employee is required to use all accrued vacation. No loss of service with SPUMC will occur as a result of the personal leave.

500 Use of Telephones

Generally, it is understandable that employees sometimes need to conduct personal business during office hours. During office hours, SPUMC asks the employees to limit personal phone calls. Employees are subject to disciplinary procedures up to, and including termination of employment if this policy is abused. Be sure to talk to your immediate supervisor or Pastor Staff Parish Relations Committee member representative if you have any questions or concerns.

510 Electronic Mail Usage

This policy statement sets forth SPUMC's policy with regard to access to, use, backup, retention, responsibilities and disclosure of electronic mail messages sent, received, and stored by SPUMC employees via the SPUMC electronic mail system. This policy applies to employees and contractors. This policy does not constitute a contract. SPUMC reserves the right to change it at any time without notice to the employee.

The use of the SPUMC's electronic mail system to access, send, or receive electronic messages and/or documents is for business purposes only.

Electronic mail messages should be used as a method of communication among employees for business purposes, but not as a medium in which to create and store official SPUMC records. The official copies of SPUMC records must be created and stored according to applicable SPUMC policies and procedures.

Please bear in mind that your electronic mail messages may be read by someone other than the addressee and may even someday have to be disclosed to outside parties or a court in connection with litigation. Accordingly, take care to ensure that your messages are courteous, professional, and businesslike. Electronic mail messages must not be defamatory, obscene, harassing, disruptive, or offensive. Among those which are considered offensive and which are a violation of SPUMC Policy are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sex, race, sexual orientation, religious or political beliefs, national origin, disability, handicap, veteran status, or other basis prohibited by law. Participation in electronic mail chain letters is prohibited.

SPUMC'S RIGHT OF ACCESS AND DISCLOSURE

Although SPUMC will not monitor electronic mail messages as a routine matter, SPUMC reserves the right to access and disclose the contents of employee electronic mail messages for any legitimate business purpose. For example, SPUMC may inspect the contents of electronic mail messages in the course of an investigation triggered by indications of impropriety or as necessary to locate substantive information that is not more readily available by some other means. SPUMC may override any individual passwords and/or codes or require employees to disclose any passwords and/or codes to facilitate access by SPUMC to electronic mail. SPUMC reserves the right to disclose any electronic mail message to law enforcement officials.

Should employees make incidental use of the electronic mail system to transmit personal messages, such messages will be treated no differently than other messages, i.e., SPUMC reserves the right to access, review, copy, delete, or disclose them for any legitimate business purpose. Accordingly, employees should not assume the confidentiality of any message created, transmitted, or received using SPUMC electronic mail system.

EMPLOYEE ACCESS

Any request to access the contents of electronic mail sent or received by another person should be made only with appropriate approval. Such requests must be approved in advance and any access undertaken without such approval is a breach of SPUMC policy for which employees will be appropriately disciplined. Access solely for the purpose of assuring system security may be approved in advance by security personnel. Electronic snooping by any employee is a violation of SPUMC policy and is grounds for disciplinary action or termination.

CONFIDENTIAL SPUMC INFORMATION

Employees must exercise the same degree of caution in transmitting SPUMC confidential information on the electronic mail system as with other means of communicating information. SPUMC confidential information should never be transmitted or forwarded to outside individuals or companies not authorized to receive that information and should not be sent or forwarded to other employees inside SPUMC who do not need to know the information. Always use care in addressing electronic mail messages to make sure that messages are not inadvertently sent to outsiders or the wrong person inside SPUMC. Employees that transmit SPUMC confidential information to outside individuals or companies should either employ encryption techniques or otherwise ensure the secure transmission of such information. In particular, exercise care when using distribution lists to make sure that all addressees are appropriate recipients of the information. Lists are not always kept current and individuals using lists should take measures to ensure that the lists are current. Refrain from routinely forwarding messages containing SPUMC confidential information to multiple parties unless there is a clear business need to do so.

In order to further guard against dissemination of confidential SPUMC information, employees should not access their electronic mail messages for the first time in the presence of others. Electronic mail windows should not be left open on the screen when the computer is unattended (i.e., utilize screensavers protected by unique passwords).

COPYRIGHT INFORMATION

Use of SPUMC electronic mail system to copy and/or transmit any documents, software, or other information protected by the copyright laws is prohibited.

STORING AND DELETING ELECTRONIC MAIL MESSAGES

Electronic mail messages frequently contain SPUMC confidential information and it is desirable to limit the number, distribution, and availability of such messages to protect SPUMC's information. Also, the retention of messages takes large amounts of storage space on network servers and personal hard disks, and can eventually impact performance and availability of these systems. In the event that SPUMC needs to search the network server, backup tapes, or individual hard disks for genuinely important documents, the fewer documents it has to search through, the more efficient the search will be.

In the event of a legal proceeding involving SPUMC, it will be the responsibility of Pastor Parish Relations Committee and Legal Counsel involved to issue directives for the retention of those electronic mail messages which may be required to order to comply with demands set forth in, or which arise out of, such proceeding and to represent SPUMC's position effectively in the course of such proceeding. All employees shall comply fully and promptly with such directives.

RESPONSIBILITY FOR ADHERENCE TO THIS POLICY

It is the responsibility of Pastor Staff Parish Relations Committee to establish electronic mail standards. It is the responsibility of all Pastor Staff Parish Relations Committee to ensure that this policy is communicated and enforced.

520 Internet Usage

This policy establishes rules governing the use by employees of SPUMC provided Internet services. The Internet is a powerful communications tool and a valuable source of information. However, an employee's improper use of SPUMC-provided Internet services can waste time and resources and create legal liability and embarrassment for both SPUMC and employees.

The use of SPUMC-provided Internet services is for business purposes only.

An Internet service includes, but is not limited to: e-mail, file transfer protocols, web browsers, or news groups. This policy applies to any Internet service that is:

- accessed on or from SPUMC premises;
- accessed using SPUMC computer equipment or via SPUMC-paid access methods; and/or
- used in a manner that identifies the individual with the SPUMC

Prohibited Activities

Employees are strictly prohibited from using SPUMC-provided Internet services in connection with any of the following activities:

- Engaging in illegal, fraudulent, or malicious conduct.
- Working on behalf of organizations without any professional or business affiliation with SPUMC.
- Sending, receiving or storing offensive, obscene or defamatory material.
- Annoying or harassing other individuals.
- Sending uninvited email of a personal nature.
- Monitoring or intercepting the files or electronic communications of employees or third parties.
- Obtaining unauthorized access to any computer system.
- Using another individual's account or identity without explicit authorizations.
- Attempting to test, circumvent or defeat security or auditing systems of SPUMC or any other organization without prior authorization.
- Distribution or storing chain letters, jokes, solicitations, offers to buy or sell goods (without the expressed approval of management), or other nonbusiness material of a trivial or frivolous nature.

Employees violating this policy are subject to discipline, up to and including termination of employment. Employees using SPUMC-provided Internet services for defamatory, illegal or fraudulent purposes also may be subject to civil liability and criminal prosecution.

Personal Use

Internet services are provided by SPUMC for employee's business use. Very limited or incidental use of Internet services for personal, nonbusiness purposes is acceptable. However, personal use must be infrequent and must not: involve any prohibited activity; interfere with the productivity of the employee or his/her co-workers; consume system resources or storage capacity on an ongoing basis; involve large file transfers or otherwise deplete system resources available for business purposes.

Confidential SPUMC Information

Employees must exercise the same degree of caution in transmitting SPUMC confidential information via the Internet as with other means of communicating information. SPUMC confidential information must never be transmitted or forwarded to outside individuals or companies not authorized to receive that information. Always use care in addressing messages to make sure that information is not inadvertently sent to outsiders. Employees that transmit SPUMC confidential information to outside individuals or companies should employ encryption techniques or otherwise ensure the secure transmission of such information. As with any exchange of confidential information, secrecy agreements should be in place.

Copyright Information

Use of SPUMC-provided Internet services to copy and/or transmit any documents, software, or other information protected by the copyright laws is prohibited.

Monitoring Rights

Employees should not assume the confidentiality of any activities using SPUMC-provided access or services. SPUMC reserves the right to review any files, messages or communications sent, received or stored on SPUMC-provided computer systems.

600 Financial Responsibility

As an employee of SPUMC, you are responsible for appropriate administration of funds within your budget. It is imperative that you stay within your operating budget and submit reimbursement requests in a timely manner. Reimbursement for expenses incurred should be requested within two weeks of the date of incurred expense. Appropriate approval should be obtained.

700 Workplace Violence Prevention

We are committed to preventing workplace violence and making SPUMC a safe place to work. This policy explains our guidelines for dealing with intimidation, harassment, violent acts, or threats of violence that might occur during business hours or on our premises at anytime.

You are expected to treat your co-workers, including supervisors and temporary employees, with courtesy and respect at all times. You should not fight, play tricks on others, or behave in any way that might be dangerous to other people. We do not allow firearms, weapons, and other dangerous or hazardous devices and substances on the premises of SPUMC without proper authorization.

SPUMC does not allow behavior at any time that threatens, intimidates, bullies, or coerces another employee, a customer, or a member of the public. This includes off-duty periods. We do not permit any act of harassment, including harassment that is based on an individual's race, color, religion, sex, national origin, age, disability or any characteristic protected by federal, state, or local law.

You should immediately report a threat of violence or an act of violence by anyone to your supervisor or Pastor Staff Parish Relations Committee member. If you report a threat of violence, please provide all details.

Be sure to immediately report any suspicious person or activities to a supervisor. Do not place yourself in danger. If you see or hear trouble or a disturbance near your work area, do not try to see what is happening or try to stop it. You should avoid involvement, but immediately call for assistance.

We will promptly and completely investigate all reports of violent acts or threats of violence. We will also promptly and completely investigate all suspicious people and activities. We will protect the identity of a person who makes a report when practical. Until we have investigated a report, we may suspend an employee, either with or without pay, if we think it is necessary for safety reasons or for the investigation.

If you commit a violent act, threaten violence, or violate these guidelines in another way, you will be subject to disciplinary action, up to and including termination of employment.

If you are having a dispute with another employee, we encourage you to talk it over with your supervisor or a Pastor Staff Parish Relations Committee member. SPUMC wants to help you work out problems before they become more serious and possibly violent. The Pastor Staff Parish Relations Committee will not discipline you for bringing these types of problems to our attention.

710 SAFE SANCTUARIES

All employees should be aware and comply with SPUMC's Safe Sanctuaries policy.

This replaces any previous personnel policies and is effective January 1, 2010.

By signing below, you agree that you have received and read the Summerfield Peace United Methodist Church Lay Employee Policies.

Approved: 10/18/09

Administrative Council

Pastor Staff Parish Relations Committee

Signature: _____

Print Name: _____

Date: _____