

INTRODUCTION

INTRODUCTORY STATEMENT

God's church exists to serve people in the name and spirit of its Lord, Jesus Christ in all her work. God's work is more effectively and efficiently done when employees have good working conditions and are provided with a working atmosphere in which they know where they stand, what they can count on, and what they may expect.

The staff of the Presbytery shall function as a team: meeting together regularly, planning together, and mutually supporting and respecting each other within the Christian context of the Presbytery's mission.

This handbook for employees of the Presbytery provides information about working conditions, employee benefits, and some of the guidelines affecting employment. Every employee must read, understand, and comply with all provisions of the handbook.

No employee handbook can anticipate every circumstance or question about procedures. Lehigh Presbytery reserves the right to revise, supplement, or rescind any guidelines or portions of this handbook from time to time as it deems appropriate, in its sole and absolute discretion as approved by the Administrative Board. Employees shall be notified of such changes to the Personnel Handbook as they occur.

This Handbook has been approved by the Administrative Board of Lehigh Presbytery. These provisions supersede all previous or existing written personnel guidelines, policies, practices, arrangements, and similar documents or understandings and may not be amended or added to without the express written approval of the Administrative Board.

NOTE: This Personnel Handbook does not apply to our volunteers. However, certain standards of behavior and operating schedules may be relevant to volunteer actions and activities.

Presbytery employees support the mission and ministry of Lehigh Presbytery and its churches.

Who We Are

MISSION STATEMENT

Lehigh Presbytery is called by God to nurture its congregations as they grow in every way into communities whose head is Jesus Christ, so that they will go out to make disciples, baptizing and teaching in the name of the Father, Son, and Holy Spirit, and to witness, through their actions, to the love of God. cf. Ephesians 4:15 and Matthew 28:18-21

OUR STATEMENT OF PURPOSE

For such a time as this, the congregations and leadership of Lehigh Presbytery will partner to challenge and resource each other, so that we may boldly risk our comfort for the sake of the Gospel of Christ.

Organizational Structure

Lehigh Presbytery is a part of the Mid-Council structure of the PC(USA). We operate under the PC(USA)'s current constitutional documents as well as Lehigh Presbytery's Bylaws and Standing Rules.

Lehigh Presbytery is a non-profit Pennsylvania Corporation and follows state and federal guidelines for conduct of its business affairs.

The Head of Staff has broad authority in personnel matters with the support of the Personnel Committee.

Lehigh employees are stewards of Presbytery resources including, but not limited to, expendable and capital equipment, facilities, and personal productivity. Personnel guidelines are intended to be fair and equitable.

EMPLOYMENT

1.1 Nature of Employment

GUIDELINES SET FORTH IN THIS HANDBOOK ARE NOT INTENDED TO CREATE A CONTRACT, NOR ARE THEY TO BE CONSTRUED TO CONSTITUTE CONTRACTUAL OBLIGATIONS OF ANY KIND OR A CONTRACT OF EMPLOYMENT BETWEEN LEHIGH PRESBYTERY AND ANY OF ITS EMPLOYEES. IN PENNSYLVANIA, UNLESS THERE IS AN AGREEMENT TO THE CONTRARY, EMPLOYMENT IS "AT WILL." THIS MEANS THAT EITHER THE EMPLOYER OR THE EMPLOYEE MAY END THE EMPLOYMENT RELATIONSHIP WITHOUT GIVING EITHER NOTICE OR A REASON.

EMPLOYMENT CLASSIFICATIONS ARE DESCRIBED IN SECTION 2.1. PARTICULAR CONDITIONS APPLY TO CERTAIN CLASSIFICATIONS, PARTICULARLY CLERGY MEMBERS OF THE PRESBYTERIAN CHURCH(U.S.A.).

1.2 How we Treat Each Other

Lehigh Presbytery will not knowingly discriminate against any person based on actual or perceived race, color, sex, religion, ancestry, genetic information, national origin, sexual orientation, gender identity or expression, familial status, marital status, age, veteran status, mental or physical disability, use of guide or support animals and/or mechanical aids, or any other basis protected by applicable federal, state, or local laws, except where Lehigh has determined religious affiliation to be a bona fide occupational qualification. Because Lehigh is a religious employer, under the First Amendment to the U.S. Constitution and state provisions, some federal, state, and local laws are inapplicable.

Employees with questions or concerns about any type of workplace discrimination are expected to bring such issues to the attention of the Head of Staff. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Lehigh will take corrective action as deemed necessary against an employee who has engaged in illegal or inappropriate action in violation of Lehigh policy.

1.3 Medical/Religious/Disability Accommodation

If an employee believes a reasonable Lehigh accommodation could preclude discrimination, the employee must notify the Head of Staff and a reasonable accommodation dialogue will be initiated. Lehigh will provide reasonable accommodations as required by law for medical or appropriate religious accommodations.

To the extent applicable, Lehigh is committed to complying with the Americans with Disabilities Act (ADA) by providing equal opportunity in employment for qualified persons with disabilities.

1.4 Ethics and Conduct

Our success depends upon public trust continually strengthened by our fair dealing and ethical conduct. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. Employees should act in a way that will merit the continued trust and confidence of the public.

Lehigh will comply with all applicable laws and regulations and expects its employees to conduct themselves in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. More specific guidance is published in the PC(USA) General Assembly's Standards of Ethical Conduct and the Book of Order.

In general, the use of good judgment, based on high moral and ethical principles, will guide acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed with the Head of Staff.

1.5 Nepotism Policy

As a general guideline, Lehigh will not hire relatives of existing employees. Exceptions may be granted by the Personnel Committee upon specific, documented request and justification of the particular circumstances.

For the purposes of this guideline, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

1.6 Children in the workplace

While an occasional emergency may arise when a parent or guardian would need to bring a child to work for a limited period of time, it is inappropriate for this to occur on a regular basis.

1.7 Service Animals in the Workplace

Employees requiring service animals may use them without restriction. The Americans with Disabilities Act (ADA) defines service animals as dogs that are individually trained to do work or perform tasks for people with disabilities. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Animals whose sole function provides comfort or emotional support do not qualify as service animals under the ADA.

1.8 Conflicts of Interest

Employees have an obligation to conduct themselves within guidelines that prohibit actual or potential conflicts of interest (COI). An actual or potential COI occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee, a relative, or a friend. (A friend is a person with whom the employee has an established and ongoing social relationship.)

If employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Head of Staff as soon as possible the existence of any actual or potential COI so that safeguards can be established to protect all parties. Lehigh may elect to ask employees to identify any COIs annually in writing.

Personal gain may result not only in cases where an employee, relative, or friend has a significant ownership in a firm with which Lehigh does business, but also when an employee, relative, or friend receives any kickback, bribe, substantial gift, or beneficial consideration as a result of any transaction or dealings involving Lehigh Presbytery.

The purpose of the above guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of conduct from their immediate supervisor or the Head of Staff

1.9 Outside Employment

Full time employees of Lehigh are expected to devote their full energies to the performance of their duties at the presbytery. If an employee's outside work interferes with performance or the ability to meet requirements, the employee may be asked to terminate the outside employment if the employee wishes to remain with Lehigh Presbytery.

1.10 Serving on Committees

Lehigh staff works closely with congregational leaders and are sometimes requested to attend committee meetings and/or may be asked to participate in an advisory capacity on committees. Employees may not serve as voting members on any Lehigh committee.

1.11 Confidentiality/Non-Disclosure (employee conduct)

Lehigh holds information of an extremely personal nature. All staff must be constantly aware that information provided to them in accordance with their duties is not for public disclosure and only shared on a need to know basis.

Employees are expected to maintain the confidentiality of all sensitive matters.

1.12 Confidential Disclosure Policy

Lehigh requires its leadership and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Honesty and integrity should be practiced in fulfilling our responsibilities and complying with all applicable laws and regulations.

Reporting Responsibility

This Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Lehigh can address and correct inappropriate conduct and actions. It is the responsibility of all employees to report concerns about violations of Lehigh's code of ethics or suspected violations of law or regulations that govern Lehigh's operations.

No Retaliation

It is contrary to Lehigh's values for anyone to retaliate against anyone who, in good faith, reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, suspected fraud, or suspected violation of any regulation governing Lehigh's operations. **Claims of retaliation will be taken seriously and investigated.**

Compliance

The Personnel Committee Chair (PCC) is responsible to investigate all reported complaints. If the PCC is unavailable or is the subject of the complaint, then the Head of Staff will assume this role. The PCC will advise the Head of Staff and the Personnel Committee of all complaints, and report to them the results of the investigation for actions deemed necessary. The PCC shall immediately notify the Treasurer and

Head of Staff of any concerns or complaints regarding our accounting practices, internal controls, or auditing and work in partnership with them until the matter is resolved

Reporting Procedure

Lehigh employees should report their concerns verbally and in writing to the PCC or the Head of Staff if the concern is about the PCC.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The PCC will notify the person who submitted a complaint and acknowledge receipt of the reported or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

1.13 Job Posting

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the presbytery leadership. Other recruiting sources may be used to fill open positions in the best interest of Lehigh. Lehigh employees in a position less than six (6) months may not apply unless specifically asked to apply by the Head of Staff or the PCC.

EMPLOYMENT STATUS & RECORDS

All employees and job applicants are guaranteed equality of employment opportunity. For the purposes of this Policy, the Identified categories include: race/ethnicity, color, national origin, gender, age (40 and over), marital status, sexual orientation, gender identity/expression, creed, protected disability status, citizenship status, genetic information, uniformed service or veteran status or religious affiliation (except where religious affiliation is a bona fide occupational qualification), or any other characteristic protected by law.

The Presbytery will continually review its personnel practices and procedures to ensure that all personnel adhere to the organization's commitment to Diversity and Inclusion principles. The Committee on Representation will be a resource for accountability.

2.1 Employment Classifications

The definitions of employment classifications are offered so that employees understand their employment status and benefit program eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Lehigh Presbytery.

PASTORS. Ministers of Word and Sacrament of the Presbyterian Church (U.S.A.) have employment considerations under federal tax laws, civil laws and under the *Book of Order* and denominational polity. Pastors serve in either installed or temporary relationships according to the *Book of Order* and are defined accordingly in their terms of call. Nothing in this handbook supersedes such considerations for those individuals.

Each Lehigh employee is designated as either NONEXEMPT or EXEMPT. An employee's EXEMPT or NONEXEMPT classification is specified in the employee's position description and may be changed only upon written notification by Lehigh Presbytery.

- NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws.
- EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above classifications, each employee will belong to one other employment classification which is also specified in each position description:

- FULL-TIME employees are not in a casual, temporary, or introductory status, and are regularly scheduled to work 35 or more hours per week. FULL-TIME employees are eligible for benefits, subject to the terms, conditions, and limitations of each benefit program.
- PART-TIME employees are not assigned to a benefit eligible, casual, temporary, or introductory status, and are regularly scheduled to work less than 32 hours per week. They receive all legally mandated benefits (such as Social Security and Workers' Compensation insurance) and are eligible for some benefit programs.

2.2 Position Descriptions

A written description for each Lehigh Presbytery position is on file with the office. This description summarizes the qualifications required (knowledge, skills, abilities and physical, mental or spiritual requirements), duties and responsibilities expected of each employee in each designated position. If the duties and/or responsibilities are not clear, the employee should ask the Head of Staff for clarification. It is the Head of Staff's responsibility to ensure that work assignments are consistent with the position description including limitations on hours available for less than full time positions. Each employee will receive a position description upon employment.

Lehigh Presbytery has the discretion to change position descriptions as deemed necessary or appropriate. The affected employee will be advised in the event of any deletion, amendment, modification, or other revision.

2.3 Access to Personnel Files

Lehigh Presbytery maintains a personnel file on each employee. The personnel file includes information such as the employee's job application, resume, records of training, performance documentation (corrective counseling memos) and salary increases, commendations, and other employment records. Employee Medical Records are kept separately and access is restricted as per the Health Insurance Portability and Accountability Act (HIPAA) guidelines.

Personnel files are the property of Lehigh Presbytery, and access to the information they contain is restricted. Generally, only the Head of Staff and chair of the Personnel Committee who have a legitimate reason to review information in a file are allowed to do so.

With reasonable advance notice, employees may review their own personnel files in Lehigh offices and in the presence of the Head of Staff or their appropriate designee .

2.4 Changes to Personal Data

Employees shall notify their supervisor promptly of any changes in personal data and provide written documentation for the personnel file.

2.5 Performance Management Policy

Our employee performance review policy describes how we coach, evaluate and reward employees. We base our performance management systems on regular and constructive feedback and open communication between employees. We have built our performance management practices to:

- Ensure the employee understands the job responsibilities and has specific goals to meet.
- Provide the employee with actionable and timely work feedback.
- Invest in development opportunities that help the employee grow professionally
- Evaluate and demonstrate the impact of the employee's work on the presbytery's mission
- Insure shared understanding of duties, responsibilities, and changing priorities

What is good performance?

To achieve a good performance evaluation, the employee should:

- Identify and meet stated priorities consistently.
- Complete the job duties as expected.
- Show a willingness to learn and develop.
- Follow the Code of Conduct and other company policies.
- Have a good attitude and collaborate well with your colleagues.

Every employee may excel in one aspect and need improvement in another. Employees should expect to meet a minimum standard for all of these aspects and show a willingness to improve where appropriate.

Communication

Employees are encouraged to regularly communicate with questions or concerns. If a satisfactory response isn't possible with the Head of Staff, the PCC may be contacted.

Yearly Performance Reviews

During these reviews, the Head of Staff and PCC will provide an evaluation which will be written and filed. Through these discussions, we aim to help each employee perform at their best.

Professional Development

Lehigh Presbytery is committed to a workplace where employees can utilize and develop their range of talents and grow professionally.

EMPLOYEE BENEFIT PROGRAMS

3.1 Employee Benefits

Lehigh Presbytery offers a range of benefits to eligible employees. A number of the programs (such as Social Security and workers' compensation) cover all employees in the manner prescribed by law.

Benefits eligibility depends upon a variety of factors, primarily employee classification. The PCC or Head of Staff can identify the programs for which the employee is eligible.

The following benefit programs are available to eligible employees:

- Paid Time Off (PTO) (3.2)
- Holidays (3.3)
- Social Security (3.4)
- Disability Leave (to be added) (3.5)
- Caregiver Leave (to be added) (3.7)
- Health Insurance (3.8)
- Clergy Pension Plan (3.10)
- Personal Leaves of Absence (3.12.1)
- Military Leave (3.12.2)
- Bereavement Leave (3.12.3)
- Study/Training Leave (3.12.4)
- Jury Duty Leave (3.12.5)
- Clergy Sabbatical Plan (3.12.6)

Some benefit programs require contributions from employees.

3.2 Paid Time Off (PTO)

Eligible Employee Classifications

- Pastors (installed and temporary)
- 20 hours/week or more part-time employees
- Full-time employees

Paid Time Off (PTO) is an opportunity for employees to get away from the pressures of the workplace and enables employees to return to the job healthy, refreshed and ready to take on new challenges. PTO is used to cover all vacation or sick time. By placing all time off hours into a single "bucket", it allows each employee flexibility in how paid time off is used.

Eligibility and Pay

Employees whose defined work schedule is 20 or more hours per week are eligible for PTO. PTO pay will be calculated at the rate of pay at the time PTO is taken. Pay will not be substituted in lieu of PTO. PTO may be taken in half day increments.

Paid Time Off Accrual

PTO is granted at the beginning of the calendar year. Lehigh encourages employees to use their PTO during the calendar year. We expect carry over to be rare.

PTO Carry Over

The calendar year for PTO is January 1 through December 31. Up to 5 days of unused PTO may be carried forward to the following year. Additional carryover may be allowed at the discretion of the Head of Staff, Personnel Committee and must be approved by the Administrative Board.

Using PTO Days

All requests to use PTO, other than for illness, must be approved by the Head of Staff prior to using. Employees are urged to provide adequate advance notice of PTO requests. Under normal circumstances, two weeks is considered adequate.

Pay for Unused PTO When Employment Ends

Upon termination of employment, Lehigh will compensate the employee on a pro-rated basis, dividing PTO into quarterly amounts and determining what has been earned but not used. Carryover PTO will not be compensated.

3.3 Holidays

Eligible employee classifications:

- Pastors (installed and temporary)
- Part-time employees
- Full-time employees

Lehigh Presbytery will grant holiday time off to all employees on the holidays listed below:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Good Friday
- Day after Christmas or Easter (employee choice)
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas

The Personnel Committee reserves the right to make changes annually to the schedule as applicable.

Paid holiday time off will be granted to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. (Paid what you would normally get on that day)

When a recognized holiday occurs on a Saturday or Sunday, the Head of Staff may determine that it will be observed on either the preceding Friday or the following Monday. When a recognized or observed holiday falls during an eligible employee's paid time off (PTO), holiday status will be recognized instead of counting the day as PTO.

When an exempt employee is required to work on a holiday because of scheduled services or when a holiday falls on his or her scheduled day off during the week, the employee should arrange with the Head of Staff for another day or portion of a day for compensatory time.

When the presbytery experiences unscheduled closures, such as for hazardous weather or power outages, employees will be paid their customary hours and encouraged, where applicable, to work from home.

3.4 Social Security

Lehigh pays the legally mandated employer's portion of Social Security premiums which equal the amount withheld from the employee. This is a significant and often overlooked benefit. Eligible employee classifications:

- Pastors (installed and temporary)
- Part-time employees
- Full-time employees

Pastor FICA Offset: Members of the clergy are entitled to consideration under federal tax and employment laws which will be negotiated in the terms of call.

3.5 Short-Term Disability Leave

Eligible employee classifications:

- Pastors
- Full-time employees

Lehigh provides unpaid short-term disability (STL) leave benefits to all eligible employees when unable to work due to illness or injury as described in this Section.

This coverage begins after an employee has been disabled for seven (7) consecutive calendar days due to illness, or on the first day in the event of a non-work related accident. PTO may be used for the seven (7) day waiting period.

Prior to the close of each benefit year, PTO-eligible employees with a PTO leave balance may transfer some/all unused PTO balances into a Short-Term Disability Leave account. A maximum of 240 hours may be retained in the Short-Term Disability Leave account. These balances are available for STL only and may not be re-converted to PTO, nor paid out upon retirement or termination.

3.6 Parental Leave

Eligible employee classifications: (to be negotiated)

- Pastors (installed and temporary)
- Part-time employees
- Full-time employees

Lehigh Presbytery provides parental leave as set forth below in the period immediately prior to and following the arrival (birth, adoption, or guardianship) of a child. All employees are eligible to request leave under this section after completing six months employment. Employees requesting leave under this section must provide the Head of Staff as much advance notice as possible and specify how much leave they will use. A parent may also use accrued PTO to extend and/or supplement the leave period following the birth or adoption. Any employee using parental leave is expected to return to her/his position upon the expiration of the leave period. Eligible employee classification:

- 20 hours/week or more part-time employees

A part-time employee in the role of primary or supporting parental caregiver will receive four weeks of paid parental leave and may have two more weeks of unpaid leave.

Parental Leave benefits for part-time employees are based on the ratio of their regularly scheduled hours to a 40- hour week.

Parental leave is not to exceed twelve (12) weeks.

- Full-time employees

A full-time employee in the role of primary parental caregiver may use up to eight (8) consecutive weeks of paid parental leave, the first six (6) weeks at full pay and the remainder at fifty percent pay.

A full-time employee in the role of supporting parental caregiver may use up to six (6) weeks of paid parental leave, the first four (4) weeks at full pay and the remainder at fifty percent pay.

Parental leave is not to exceed twelve (12) weeks.

- Full-time pastors

A full-time pastor in the role of primary parental caregiver may use up to four (4) consecutive months of paid parental leave, the six (6) weeks at full pay (except auto and professional expenses) and the remainder at seventy-five percent of the pastor's salary (cash salary, housing and utilities).

A full-time pastor in the role of secondary parental caregiver may use up to two (2) consecutive months of paid parental leave, the first four (4) weeks at full pay (except auto and professional expenses) and the remainder at seventy- five percent of the pastor's salary (cash salary, housing and utilities).

Any approved leave beyond the established reimbursement period may be without pay, up to an additional six (6) weeks. In this case, the pastor and Administrative Board may negotiate flexible hours and part-time service.

3.7 Caregiver Leave

Lehigh Presbytery provides unpaid caregiver leave as set forth below. Eligible employee classifications:

- Pastors (installed and temporary)
- Part-time employees
- Full-time employees

The leave, up to four (4) weeks within one calendar year, must relate to providing care for spouse, life partner, parent, child, or grandchild and may be taken only by an employee who has completed at least six months of full-time or part-time employment. Leave benefits for part-time employees are based on the ratio of their regularly scheduled hours to a 40-hour week. Employees requesting leave under this

section must provide their supervisors as much advance notice as possible. Caregiver leave may not be used in conjunction with parental leave.

3.8 Health Insurance

Eligible employee classifications:

- Pastors
- Full-time employees

Lehigh Presbytery provides fully-paid health benefits for full-time employees through the Board of Pensions of PC(USA). Lehigh Presbytery also provides a medical supplement to assist with payment of medical costs unpaid by the health benefits plan. Supplemental benefits are paid up to two (2) percent of the employee's annual wages upon submission of appropriate receipts.

During the third quarter of the calendar year, Lehigh Presbytery's Personnel Committee will determine the premium schedule for the coming year. Lehigh Presbytery selects the specific health insurance plan(s) that will be offered to its employees. If an employee desires a more comprehensive health insurance plan than the one selected by Lehigh Presbytery, the employee is free to enroll in such plan and pay any difference in premium as long as the selected plan is offered as an option to Lehigh Presbytery by its health insurance provider and does not negatively affect the presbytery's overall costs. Eligible employees may enroll in Lehigh Presbytery's group health insurance coverage or decline in favor of an alternative plan which may be available to the employee. Lehigh does not provide duplicate coverage when an employee may be covered under an alternate plan.

3.9 Dental Care Plan and Vision Care Plan

Eligible employee classifications:

- Pastors (installed and temporary)
- Part-time employees
- Full-time employees

Lehigh Presbytery makes two employee-paid, optional ,health-related benefits available through the Board of Pensions of PC(USA).

1. Dental Coverage Plan (AETNA)
 - a. Coverage provided by AETNA
 - b. This is an employee-paid option.
2. Vision Coverage Plan
 - a. Coverage provided by VSP VisionCare.
 - b. This is an employee-paid option.

In the third quarter of each calendar year, employees are given the opportunity to elect participation in these plans.

3.10 Clergy Pension Plan

Eligible employee classifications:

- Pastors
- Full-time employees

The PC(USA) General Assembly requires the church to include pension benefits in the terms of call for installed pastors. Lehigh Presbytery participates in the pension plan of the Board of Pensions of PCUSA.

This is a defined benefit plan providing monthly pension payments during retirement for the life of a member and monthly survivor's pension payments to a member's eligible survivor. Complete details of the pension plan are described in the Summary Plan Description provided to eligible employees by the Board of Pensions.

3.11 Personal Leave of Absence

Eligible employee classifications:

- Pastors (installed and temporary)
- Part-time employees
- Full-time employees

Employees may be granted unpaid personal leave at the sole discretion of Lehigh Presbytery. An employee desiring an unpaid personal leave of absence must submit a written request for approval by the Head of Staff and Personnel chair that sets forth the specifics of the request (i.e., specific dates, purpose necessitating leave, etc.).

The amount of unpaid personal leave granted by Lehigh Presbytery will depend upon the particular facts and circumstances of each request. Absent extraordinary circumstances, the maximum amount of unpaid personal leave that will be allowed is two months in any calendar year.

When the length of the leave exceeds four weeks for an employee covered by Lehigh Presbytery's healthcare benefit, the employee may be required to pay the full health care coverage cost in order to continue coverage during the period of the leave. In addition, at the discretion of Lehigh Presbytery, other employee benefits may be suspended or limited due to the duration of the leave.

An employee on unpaid personal leave who engages in other employment or who does not return to work on the date the leave of absence expires will be deemed to have voluntarily resigned from his or her employment with Lehigh Presbytery as of the date the leave began.

3.12 Military Leave

Eligible employee classifications:

- Pastors (installed and temporary)
- Part-time employees
- Full-time employees

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994(USERRA). Advance notice of military service is required unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

For two-week training assignments and shorter absences and upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty.

The portion of any military leave of absence in excess of two weeks will be unpaid. However, employees may use any available paid time off for the absence. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. Vacation and holiday benefits will continue to accrue during a military leave of absence.

Employees on military leave of absence for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave of absence must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Head of Staff for more information or questions about military leave.

3.13 Bereavement Leave

Eligible employee classifications:

- Pastors (installed and temporary)
- Part-time employees
- Full-time employees

Employees wishing to take time off due to the death of an immediate family member should notify the Head of Staff immediately. Bereavement leave will normally be granted unless there are unusual ministry needs or staffing requirements. Employees may, with the approval of the Head of Staff, use any available paid leave for additional time off as necessary.

Bereavement pay is calculated on the base pay rate at the time of absence. Bereavement leave pay will be calculated on the employee's base pay rate times the number of hours the employee would ordinarily have worked on the day(s) of absence.

In the event of a death of an employee's immediate family including spouse, life partner, parent, child, or grandchild, the employee will be granted up to five (5) days of paid bereavement leave. In the event of the death of a sibling, grandparent or "in-law", the employee will be granted up to three (3) days of paid bereavement leave. Step relations are considered as "immediate" family. One day, or a portion

thereof, will be allowed to attend the funeral of a more distant family member such as a cousin. No bereavement leave will be authorized for individuals not classified as family members.

3.14 Study Leave/Professional Development

Eligible employee classifications:

- Pastors (installed and temporary)
- Part-time employees
- Full-time employees

Study leave and training programs are intended to enhance professional skills or knowledge as related to an employee's role at Lehigh Presbytery. As such, and unless otherwise specified, this is not a "right" but a financial consideration addressed by the Personnel Committee during the budget preparation process. Study leave for pastors will be congruent with requirements of Terms of Call. Study leave for other employees will be a benefit determined by Personnel and Finance committees.

The Personnel Committee respects its responsibility to provide for the continuing education all staff members. Absences for study/training must be requested, approved, and scheduled in advance. The Head of Staff will inform the chair of the Personnel Committee of planned study time off. Prepayment directly to the educational provider may be requested. Other expenses such as travel costs, conference registration or tuition, and out-of-town housing costs may be reimbursed upon presentation of supporting receipts.

In the event of termination of service, any accumulated study leave time and allowance shall be forfeited. Pay in lieu of this study leave will not be provided.

3.15 Jury Duty Leave

Eligible employee classifications:

- Pastors (installed and temporary)
- Part-time employees
- Full-time employees

Lehigh Presbytery encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to five (5) days of paid jury duty leave over any three-year period. ???

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on each day of absence.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence. (Limit days? Discussion)

Employees must show the jury duty summons to the Head of Staff as soon as possible so that the Head of Staff may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

Either Lehigh Presbytery or the employee may request an excuse from jury duty if in Lehigh Presbytery's judgement the employee's absence would create serious operational difficulties.

For employees receiving health insurance benefits, Lehigh Presbytery will continue to provide health insurance benefits for the full term of the jury duty absence. PTO and holiday benefits will continue to accrue during unpaid jury duty leave.

COMPENSATION

4.1 Pay Authorization Documents

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the keeping of an accurate record of time worked to calculate employee pay and benefits. "Time worked" is time actually spent on the job performing assigned duties.

On a daily basis, all nonexempt employees should accurately record their work on the prescribed timesheet. They should also record any departure from work for personal reasons. Overtime work must always be approved in advance.

Altering, falsifying, or tampering with pay authorization documents may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should report to work no more than 30 minutes prior to their scheduled starting time nor stay more than 30 minutes after their scheduled stop time without express prior authorization from their supervisor.

Employees are responsible for signing their time sheet to certify the accuracy of their attendance. The Head of Staff will review and then approve the timesheet before submitting it for payroll processing. In addition, if corrections or modifications are made to the form, both the employee and the Head of Staff must verify the accuracy of the changes by initialing the time record.

4.2 Salary Administration

Salary adjustments are determined as part of the annual budget process; adjustments reflect cost of living increases. Lehigh Presbytery does offer merit increases.

Any salary adjustments are made at the beginning of the calendar year based on the approved budget for the year. Normally, salary adjustments are not made at other times during the year.

4.3 Pay Periods

All employees are paid biweekly. Each pay will include earnings for all work performed through the Saturday preceding the Wednesday date of the payment.

Employees are required to have their pay electronically deposited into their bank accounts and shall provide advance written authorization to Lehigh Presbytery. Employees will receive an itemized statement of wages when direct deposits are made.

4.4 Administrative Pay Corrections

All reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday are taken.

In the unlikely event that there is an error in the amount of pay, employees shall promptly bring the discrepancy to the attention of the Head of Staff so that corrections can be made as quickly as possible.

4.5 Pay Deductions and Offsets

The law requires that Lehigh Presbytery make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Lehigh Presbytery also must deduct Social Security and Medicare (FICA) taxes on each employee's (other than clergy's) earnings up to a specified limit that is called the Social Security "wage base." Lehigh Presbytery pays the employer's portion of the FICA tax.

Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in optional programs offered by the employer. Additional deductions may include health insurance premiums, retirement plan contributions, and contributions toward flexible spending accounts (if available)

If employees have questions concerning why deductions were made from their pay or how such deductions were calculated, the Head of Staff can assist in having questions answered.

WORK CONDITIONS & HOURS

5.1 Work Schedules and Electronic Availability

Employees shall arrange their regular work schedules in partnership with the Head of Staff. Employees are expected to comply with these work schedules or seek approval in advance for any planned deviation.

Work-Life balance is important. The urgency of the job should end with the end of each day's work. Employees are free to let messages accrue until the start of the next work period.

5.2 Attendance and Punctuality

Employees are expected to be reliable and to be punctual in reporting for scheduled work. In the rare instances when employees cannot avoid being late to work, they shall notify the Head of Staff as soon as possible.

Poor attendance and excessive tardiness will be brought to the attention of the employee and may lead to disciplinary action, up to and including termination of employment.

Flextime is available, subject to advance approval by the Head of Staff. Flextime helps to meet the needs of employees for flexible work schedules and assures optimum coverage of office responsibilities.

5.3 Rest and Meal Periods

Each workday, nonexempt employees are provided with two (2) rest periods of 10 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

Employees are provided with one meal period each workday. Meal periods may be adjusted to accommodate operating requirements. Employees must be relieved of all active responsibilities during meal periods.

5.4 Overtime

When operating requirements or other needs cannot be met during regular working schedules, employees may be required to work additional hours. When possible, advance notification of these mandatory assignments will be provided. All non-exempt, full-time employees must receive the Head of Staff's prior authorization in writing.

Overtime compensation to all nonexempt employees is in accordance with federal and state wage and hour laws. Overtime pay is based on actual hours worked. Time off for PTO or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Compensatory time off in lieu of overtime pay is not an option for nonexempt employees.

5.5 Employment Termination

As a non-profit, religious organization, Lehigh Presbytery is exempt from State of PA requirements to offer unemployment benefits. Therefore, employees will not receive employment benefits for wages earned at Lehigh Presbytery.

Resignation is a voluntary act initiated by the employee to terminate employment with Lehigh Presbytery. Although advance notice is not required, Lehigh Presbytery respectfully requests a minimum of two (2) weeks written resignation notice from all employees.

Lehigh Presbytery will generally schedule exit interviews at the time of employment termination with at least two people designated by the Chair of the Personnel Committee. The exit interview will afford an opportunity to discuss all aspects of employment as well as continuation of medical benefits, repayment of outstanding debts to Lehigh Presbytery, or the return of Lehigh Presbytery-owned property.

Generally, employee benefits will be affected by employment termination in the following manner: Accrued benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance. Employees will receive their final pay in accordance with applicable state law.

5.6 Safety

Lehigh Presbytery is committed to maintaining a safe facility environment. Employees with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with the Head of Staff.

We expect employees to obey safety rules, exercise caution in all work activities, and report safety concerns immediately to the Head of Staff.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees shall immediately notify the Head of Staff. A Notification of Injury Form available in the office will be completed. Such reports are necessary to comply with laws and to initiate insurance and workers' compensation benefits procedures when warranted.

5.6.1 Prohibited Materials

Lehigh Presbytery wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other inappropriate materials, for example off-color or pornographic email. To this end, Lehigh Presbytery prohibits the possession, transfer, sale, or use of such materials on its premises. Lehigh Presbytery requires the cooperation of all employees in administering these guidelines and reporting violations.

5.6.2 Tobacco Free/Vaping-Free Zone

With the intent to provide a safe and healthful work environment, smoking/vaping/use of tobacco products is prohibited throughout all indoor workplaces and in the immediate vicinity of entrances and exits. This guideline applies to all employees and visitors.

5.7 Reimbursement of Personal Automobile Use

Lehigh will reimburse employees for use of a personally owned vehicle for approved ministry related travel and expenses using the published Internal Revenue Service mileage rate.

5.8 Purchases

Lehigh Presbytery maintains credit accounts with several suppliers, plus credit card accounts for designated employees. These accounts are to be used whenever practical to provide a record of purchases and to eliminate sales tax where possible. When an employee is entrusted with a credit account, receipts for all transactions must be provided to the appropriate person in a timely manner, immediately in the case of one-time purchases and within two work days of receipt of the monthly

statement for all credit card holders. Failure to provide timely documentation/receipts may result in the withdrawal of the privilege of using credit accounts. Also, insufficient documentation causes audit flags and assumptions as to proper posting in the accounting records.

Lehigh Presbytery credit accounts are never to be used to make personal purchases under any circumstances. Such an infraction of an employee's fiduciary responsibility may be cause for disciplinary action up to and including termination.

Lehigh Presbytery is exempt from state sales tax. All purchases should be made by credit card, church check, or cash and be accompanied by a copy of the current exemption certificate available from the finance office. Making tax exempt purchases for personal use jeopardizes the church's tax exempt status. In general, the church will not reimburse tax expenses and will hold employees responsible for taxes improperly assessed at the time of purchase.

Voucher forms should be used to obtain both budgetary and supervisory approvals prior to making large purchases on credit accounts or requesting reimbursements. When appropriate, three bids should be obtained for major purchases of goods and services. If the expense is exceptionally large, approval from the Administrative Board is necessary. Incomplete vouchers will be immediately returned to the requestor.

Adherence to individual credit card limits on cards is the responsibility of the card holder. Limits can be raised and lowered (3 day bank processing time) within the overall constraints of the corporate limit. Planning should include several days for payment to reach the bank following receipt of the monthly statement.

5.9 Media Inquiries

Any inquiry from media outlets, must be referred to the Head of Staff. Lehigh Presbytery must speak with one voice on all public matters. No other individuals may express "official" positions for the record.

5.10 Computer Use

Email:

An electronic mail (Email) system is maintained to assist in the conduct of business. The Email system hardware is Lehigh Presbytery property. All messages composed, sent, or received on the electronic mail system are and remain the property of Lehigh Presbytery. They are not the private property of any employee.

The use of the Email system is reserved solely for the conduct of Lehigh Presbytery business. It may not be used for personal business. Email may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

Email is not to be used to create offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender specific comments, or any other comment that offensively addresses someone's age, gender, race, religious or political beliefs, national origin, or disability. Likewise, Email shall not be used to send (upload) or receive (download)

copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Lehigh Presbytery reserves the right to review, audit, intercept, access, and disclose all messages created, received, or sent over the Email system for any purpose. Email content properly obtained for legitimate business purposes may be disclosed without the permission of the employee. Accordingly, the confidentiality of any message should not be assumed. Even when a message is deleted, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All employee passwords must be disclosed.

Notwithstanding Lehigh Presbytery's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any Email messages that are not sent to them. Any exception to this policy must receive prior approval.

Any employee who discovers a violation of this policy shall immediately the Head of Staff. Any employee who violates this policy or uses the Email system for improper purposes shall be subject to disciplinary action, up to and including termination.

Internet Code of Conduct

Access to the Internet has been provided to employees for the benefit of Lehigh Presbytery. Internet access allows employees to connect to information resources around the world. As such, every employee has a responsibility to maintain and enhance Lehigh Presbytery's public image and to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users and are protecting Lehigh Presbytery's public image, the following guidelines have been established.

Acceptable Internet Use - Employees accessing the Internet are representing Lehigh Presbytery. All communication and use should be *for professional purposes only*. Employees are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. All messages communicated on the Internet should have the responsible employee's name attached. No messages will be transmitted under an assumed name. Internet users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others.

Social Media - Employees may use various forms of online social networking to communicate with members and the general public. As with everything else at work, employees are expected to use good judgment with online social networking. Remember that once something is posted online, it never disappears even though it may have been deleted. If an employee is unsure as to content appropriateness for any digital communication, the employee should conference with the Head of Staff.

Employees may have access to confidential or proprietary information related to their work at Lehigh Presbytery. Disclosure of such information in any manner is strictly prohibited. Further, employees should be sure to cite any and all information retrieved from other sources. An employee shall not plagiarize. Employees must exercise due diligence to ensure compliance with patent, trademark, copyright, fair use, and financial disclosure laws.

Any employee with questions on the Internet Usage policy or who becomes aware of any social networking and/or media activity that is inconsistent with either the letter or spirit of this policy should promptly contact the Head of Staff.

Software-To prevent computer viruses from being transmitted through the Lehigh Presbytery system, there will be no unauthorized downloading of any software or other Internet information. All software downloads/installations must be pre-approved.

Copyright Issues - Copyrighted materials belonging to entities other than Lehigh Presbytery may not be transmitted by employees on the Internet without permission. Users are not permitted to copy, transfer, rename, add, or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action by Lehigh Presbytery or legal action by the copyright owner.

Security - Lehigh Presbytery reserves the right to access and monitor all files on the computer system as well as all Internet usage as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Violations of this internet code of conduct policy may result in disciplinary action up to and including termination of employment.

Lehigh Presbytery Personnel Policy

I have read and understand these policies and that the violation of these policies may result in disciplinary action up to and including termination of employment.

Name

Date

Please return this signed page to the Head of Staff and keep the policy for reference.

Nothing contained in this policy should be construed to create an employment contract between the employee and Lehigh Presbytery. Lehigh Presbytery reserves the right to revise the contents of this policy, in whole or in part.