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WELCOME NEW EMPLOYEE....

On behalf of your colleagues, welcome to FUMC Gladewater and we wish you every success here.

You were offered a position only after a thorough review of your skills, abilities and experience. In our opinion, you are going to make a significant contribution to a team of employees who take pride in their jobs and the place in which they work.

We believe that each employee contributes directly to our growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook, for it will answer many questions about employment with FUMC Gladewater.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Rev. Rodger D. Garbs

PART 1

EMPLOYMENT

Employment with FUMC Gladewater is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause, with the exception of appointed clergy. Similarly, FUMC Gladewater may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this employee 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 FUMC Gladewater and any of its employees. The provisions of the employee handbook have been developed at the discretion of the Pastor and Staff Parish Relations Committee (SPR) and, except for its policy of employment-at-will, may be amended or canceled at any time, at FUMC Gladewater's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Pastor and SPR of FUMC Gladewater.

Please read and sign the "Employee Handbook Acknowledgment" as soon as you have reviewed the material herein. Return one copy to your Pastor so it may become a part of your employee file.

FUMC Gladewater believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their Pastor.

Our experience has shown that when employees deal openly and directly with the Pastor, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that FUMC Gladewater amply demonstrates its commitment to employees by responding effectively to employee concerns.

Because compensation and benefits are confidential matters between the employee and the SPR, any discussion of pay or benefits should be conducted directly with the SPR or the Pastor. Without the informed input which the SPR uses in establishing compensation, discussions among employees of pay or benefits can be detrimental to morale.

FUMC Gladewater views Equal Employment Opportunity as a continuing policy commitment and an important management directive. The Church policy provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation or status as a disabled veteran in accordance with applicable federal, state and local laws. FUMC Gladewater will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, compensation, promotion, discipline, termination, and access to benefits and training.

FUMC Gladewater expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, marital status, sexual orientation or status as a disabled veteran. Improper interference with the ability of the Church employees to perform their expected job duties is not tolerated.

Complaint Procedure

The Pastor is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their fellow employees.

If you experience any job-related harassment based on your sex, age, religion or other factor, or you believe you have been treated in an unlawful, discriminatory manner, promptly report it to your Pastor. If you believe it would be inappropriate to discuss the matter with your Pastor, report it to the SPR Chairperson who will undertake an investigation. SPR has the final authority. Your complaint will be kept confidential to the maximum extent possible.

If the Church determines that an employee is guilty of harassing another employee, appropriate disciplinary action up to and including termination will be taken against the offending employee.

The Church prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, the Church determines that the complaint is not bona fide or that an employee has provided false information regarding the complaint, disciplinary action up to and including termination may be taken against the individual who filed the complaint or who gave the false information.

104 IMMIGRATION LAW COMPLIANCE

Fall 2008

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

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with FUMC Gladewater within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Pastor. Employees may raise questions or complaints about immigration law compliance without fear or reprisal.

105 OUTSIDE EMPLOYMENT

Fall 2008

Employees may hold outside jobs as long as they notify the Pastor and meet the performance standards of their job at FUMC Gladewater. All employees will be judged by the same performance standards and will be subject to FUMC Gladewater's scheduling demands, regardless of any existing outside work requirements.

If FUMC Gladewater determines that an employee's outside work interferes with performance or the ability to meet the requirements of FUMC Gladewater as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with FUMC.

PART 2

Employment Status and Records

It is the intent of FUMC Gladewater to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specific period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and FUMC Gladewater.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by FUMC Gladewater's SPR Committee.

In addition to the above categories, each employee will belong to one other employment category:

FULL-TIME employees are those who are not in a temporary, introductory, or on call status and who are regularly scheduled to work FUMC Gladewater's full-time schedule. Generally, they are eligible for FUMC Gladewater's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary, introductory, or on call status and who are regularly scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of FUMC Gladewater's other benefit programs.

PROGRAM STAFF is an additional category defined for those employees that fill the positions of Pastor, Youth Director, Children's Director, Director of Music, and Mother's Day Out Director.

FUMC Gladewater maintains a personnel file on each employee. The personnel file may include such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. Mother's Day Out employees need to refer to FUMCG-MDO procedures for additional items that must be maintained in their files.

Personnel files are the property of FUMC Gladewater, and access to the information they contain is restricted. Generally, only the Pastor and SPR Chair who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Pastor. With reasonable advance notice, employees may review their own personnel files in FUMC Gladewater's offices and in the presence of an individual appointed by FUMC Gladewater to maintain the files.

203 REFERENCE CHECKS

Fall 2008

To ensure that individuals who join FUMC Gladewater are well qualified and have a strong potential to be productive and successful, it is the policy of FUMC Gladewater to check the employment and/or personal references of all applicants. Criminal history and sexual predator checks are required for all employees.

The Pastor, or his designee, will respond to employment reference checks on employees and will confirm only dates of employment, position(s) held and salary verification.

204 PERSONNEL DATA CHANGES

Fall 2008

It is the responsibility of each employee to promptly notify FUMC Gladewater of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contact in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed notify your Pastor.

205 INTRODUCTORY PERIOD

Fall 2008

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. FUMC Gladewater uses this period to evaluate employee capabilities, work habits, and overall performance. Mother's Day Out employees must complete a specific orientation program as outlined in the FUMCG-MDO procedures. Either the employee or FUMC Gladewater may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If FUMC Gladewater determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation and Social Security. After becoming regular employees, they may also be eligible for other FUMC Gladewater provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

206 EMPLOYMENT APPLICATIONS

Fall 2008

FUMC Gladewater 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 or data may result in FUMC Gladewater's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

207 PERFORMANCE EVALUATION

Fall 2008

The Pastor and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations may be conducted annually to provide both the Pastor and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of all employees are generally evaluated annually. The SPR Committee may review an employee's performance at any time.

Merit-based pay adjustments may be awarded by FUMC Gladewater in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process as well as approval from the Pastor and SPR Committee.

PART 3

Employee Benefit Program

To provide periods for rest, relaxation, and personal pursuits, the church provides its **FULL-TIME EMPLOYEES** with time off with pay in accordance with the following schedule. Appointed clergy are the exception, their vacation is prescribed by the annual conference.

PART-TIME EMPLOYEES whose primary responsibility is on Sunday are allowed 3 Sundays annually.

Vacation for new employees:

An employee's vacation to be taken during the calendar year (January 1 through December 31) following employment will be determined by the employee's date of employment in accordance with the following schedule:

<u>Date of Employment</u>	<u>Number of Vacation Days for the Following Calendar Year</u>
January 1 – February 28/29	10
March 1 – March 31	9
April 1 – April 30	8
May 1 – May 31	7
June 1 – June 30	6
July 1 – July 31	5
August 1 – August 31	4
September 1 – September 30	3
October 1 – October 31	2
November 1- November 30	1
December 1 – December 31	0

If an employee desires and it is practical to schedule, the employee may take his or her vacation any time after January 1 that follows his or her employment date.

For employees hired before July 1 and if it is practical to schedule, up to 5 days of vacation may be taken after six months of service. These "borrowed" days will be subtracted from the total number of days allowed in the following calendar year and will be deducted from pay if the employee quits.

Subsequent vacation eligibility in each calendar year shall be according to the following schedule:

Years in which 2 nd through 4 th anniversaries occur	10 work days
Years in which 5 th through 9 th anniversaries occur	15 work days
Years in which 10 th and succeeding Anniversaries occur	20 work days

Should an approved holiday fall within the employee's vacation period, an extra day off with pay will be granted. No allowance will be made for illness or other capacity during an employee's vacation.

Vacations are to be taken in the calendar year in which they are due and may not be accumulated.

To take a vacation, employees should request a minimum of one (1) week in advance for approval from the Pastor. Requests will be reviewed based on a number of factors including business needs, staffing requirements and seniority. All vacations must be approved by the Senior Pastor.

Pay in lieu of vacation as an exception will be made only in the instance of an employee who is not allowed to take all or part of his or her earned vacation due to work requirements. Approval of the SPR must be made prior to any payment being promised or distributed. Payment shall be at the base rate in effect at the end of the year in which vacation should have been taken.

Upon termination of employment, employees will be paid for unused vacation time that has been accrued and earned. If an employee should die, pay for unused vacation will be paid in a lump sum to the employee's estate.

FUMC Gladewater has designated certain days on which the Church will normally be closed to allow its employees to observe holidays. The following list represents all Church-paid holidays for all full-time employees. The actual calendar day designated for observation of the holidays will be determined by the Pastor no later than December 1 of the previous year. Variations may be necessary for the Program Staff due to regular Sunday responsibilities.

- New Year's Eve afternoon only
- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

FUMC Gladewater will grant paid holiday time off to all eligible employees based on the employee's straight-time pay (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

The Church reserves the right to alter this policy and may also designate additional holidays in conjunction with specific holidays.

FUMC Gladewater provides paid sick leave benefits to all full-time employees, who have completed the introductory period of 90 days, for periods of temporary absence due to illness or injuries. Eligible employees are allowed 6 days of sick leave per calendar year.

Paid sick leave can be used in minimum increments of one-half day. Eligible employees may use leave benefits for an absence due to their own illness or injury or that of a family member who resides in the family's household.

Employees who are unable to report to work due to illness or injury must personally notify the Pastor before the scheduled start of their workday. The Pastor must also be contacted on each additional day of absence. Adhering to this procedure, this absence would be considered as an excused absence.

Unused sick leave benefits will not be paid to employees upon termination of employment.

Employees may accumulate up to 12 days maximum of sick leave. Accumulated sick leave benefits can be carried forward into subsequent years.

304 BEREAVEMENT LEAVE

Fall 2008

If an employee wishes to take time off due to the death of an immediate family member, the employee should notify the Pastor immediately.

Approval of bereavement leave will occur in the absence of unusual requirements. Any employee may, with the Pastor's approval, use any available paid leave for additional time off as necessary.

FUMC Gladewater defines "immediate family" as the employee's spouse, parent, grandparent, child, brother or sister, the employee's spouses' parent, child, brother or sister, or grandparents.

305 JURY DUTY

Fall 2008

FUMC Gladewater encourages employees to fulfill their civic responsibilities by serving jury duty when required. Jury duty pay will be calculated on the employee's straight-time pay (as of the day of the jury duty) times the number of hours the employee would otherwise have worked on that day. The employee must provide proof of actual jury service in order to be reimbursed for jury duty pay. A jury duty summons will not suffice as evidence of actual jury duty service.

Employees must show the jury duty summons to the Pastor as soon as possible so that the Pastor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Vacation and holiday benefits will continue to accrue during jury duty leave.

Employees are allowed to keep any money received from the court for the jury duty service, even if the employee receives paid leave from the Church.

306 CONTINUING EDUCATION

Fall 2008

FUMC Gladewater recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the church.

Workshops, individual courses or courses that a part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for continuing education assistance. FUMC Gladewater has the sole discretion to determine whether a workshop or course relates to an employee's

current job duties or a foreseeable-future position. Employees should contact the Pastor for more information or questions about continuing education assistance.

All Program Staff and nursery workers must be certified in CPR on an annual basis.

Mother's Day Out employees should consult their FUMCG-MDO procedures for specific training requirements.

307 CREDIT UNION

Fall 2008

All employee's are eligible to participate in the conference credit union. If interested, please contact the Pastor for additional information.

308 WORKERS' COMPENSATION INSURANCE

Fall 2008

FUMC Gladewater provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illness should inform the Pastor immediately. **No matter how minor an on-the-job injury may appear, it is important that it be reported the same day in which the injury occurred with a doctor's report.** The church may request a drug screening and an additional doctor's visit of the church's choice. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither FUMC Gladewater nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by FUMC Gladewater.

A Doctor's report will be required to return to work.

PART 4

Payroll

401 PAYDAYS

Fall 2008

Salaried employees are paid semi-monthly on the 1st and 15th of the month. Hourly employees are paid weekly on Tuesday. Hourly paychecks will include earnings for all work performed through the end of the previous payroll period, which ends on Sunday evening. MDO employees will be paid monthly.

In the event that a regularly scheduled payday falls on a day off such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee may receive his or her earned wages before departing for vacation if a written request is submitted at least one week prior to departing for vacation.

402 ADMINISTRATIVE PAY CORRECTIONS

Fall 2008

FUMC Gladewater takes 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.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of his or her Pastor or the Financial Secretary so that corrections can be made as quickly as possible.

Once underpayments are identified, they will be corrected immediately.

Overpayments will be corrected in the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In that case, the Church will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

403 PAY ADVANCES

Fall 2008

In the event of a personal emergency, employees may submit a written request for a pay advance indicating the nature of the emergency. The pay advance may not exceed the earnings of one pay period. The Pastor will evaluate the request and determine whether a pay advance can be granted.

All advances will be deducted from the paycheck immediately following the date of the advance.

In the event that employment is terminated, all outstanding pay advances will be deducted from the employee's final paycheck.

The law requires that FUMC Gladewater make certain deductions from every employee's compensation. Among these are applicable federal income taxes. FUMC Gladewater also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base". FUMC Gladewater matches the amount of Social Security taxes paid by each employee, with exception for appointed clergy. Other deductions are made only under court order or as authorized by state or federal law or in writing by an employee.

FUMC Gladewater offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

Employees who have been issued Church property and have executed an authorization for appropriate deductions to be made from their final pay check for items not returned to the Church will be reimbursed in the event of subsequent return of the property.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Financial Secretary can assist in having your questions answered.

PART 5

Work Conditions and Hours

501 SAFETY

Fall 2008

To assist in providing a safe and non-hazardous work environment for employees and others who come in contact with FUMC Gladewater, the Church has established a workplace safety program. This program is a top priority for FUMC Gladewater. Its success depends on the alertness and personal commitment of all.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Know how to do your job properly and safely. Any suggestions as to better and safer methods should be given to the Pastor.

Practice good housekeeping by having a place for all work materials. Be sure these materials are stored in their proper place when not being used. Keep work areas clear and orderly.

Walk, do not run, in hallways. Be cautious when approaching corners or congested areas.

Be sure to lift properly. If you are in doubt as to the proper method, ask your Pastor.

Do not climb on unstable stools or ladders.

Know what to do in case of a fire.

Employees must immediately report any unsafe condition to the Pastor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Pastor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

502 WORK SCHEDULES

Fall 2008

The normal daily work schedule for all full-time employees consists of a seven hour day within a 24 hour period and 35.0 hours per week. FUMC Gladewater's workweek runs from Monday through Sunday, with normal weekday operating hours Monday through Friday as follows:

Office	Monday – Thursday	9:00 am – 12:00 pm & 1:00 pm – 4:00 pm
	Friday	9:00 am – 12:00 pm

Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week including working on weekends and attending evening meetings.

Nursery and Mother's Day Out employees must consult their respective procedures for their specific requirements.

503 BULLETIN BOARDS

Fall 2008

Bulletin boards are maintained in central areas, accessible to all employees, to provide employees with important Church information. All information required by federal and state governmental agencies will be displayed on such bulletin boards as well as any changes in Church policies.

All other posted items will be limited to Church information and must be approved in advance by the Pastor.

Employees are responsible for reading the information posted on the bulletin boards.

504 SMOKING

Fall 2008

In keeping with FUMC Gladewater's intent to provide a safe and healthful work environment, smoking is not permitted in the building. Smoking is permitted only outside 20 feet of any entrance to the main building.

This policy applies equally to all employees.

505 MEAL PERIODS

Fall 2008

All full-time employees are provided with one unpaid meal period of one hour in length each full workday. Supervisors will schedule meal periods to accommodate operating requirements.

506 OVERTIME

Fall 2008

Since FUMC Gladewater wants to keep overtime to a minimum, the Pastor must authorize all overtime in advance. Nonexempt employees may not start early or stay late, perform duties during unpaid meal breaks, take work home or otherwise perform work during non-scheduled hours, unless the Pastor authorizes them to do so. An employee's failure to obtain prior approval of overtime will be subject to disciplinary action up to and including termination of employment.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions at the rate of time and one-half their regular pay for all hours worked in excess of 40 in the work week. The work week commences on Monday.

As required by law, overtime pay is based on the actual hours worked. Time off on vacation leave, holiday, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

507 USE OF EQUIPMENT AND VEHICLES

Fall 2008

Equipment essential in accomplishing job duties is expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the Pastor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Pastor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

Vehicles owned, leased, or rented by FUMC Gladewater may not be used for personal use without prior approval.

508 EMERGENCY CLOSINGS

Fall 2008

At times, emergencies such as severe weather, fires, or power failures can disrupt Church operations. In extreme cases, these circumstances may require the closing of a work facility.

When the decision to close is made AFTER the workday has begun, employees will receive official notification from the Pastor. In these situations, time off from scheduled work will be paid for that day. When the decision to close is made BEFORE the workday has begun, time off from scheduled work will be unpaid. However, with the Pastor's approval, employees may use available paid leave time, such as unused vacation benefits.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

FUMC Gladewater will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. Reasonable expenses are defined as expenses that are not excessive or extravagant. All business travel and reimbursements must be approved by the Pastor.

Employees who are involved in an accident while traveling on business must promptly report the incident to the Pastor.

When travel is completed, employees should complete and submit the travel mileage form immediately to the Financial Secretary for processing.

Abuse of this business travel expense policy, including falsifying mileage reports to reflect miles not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

If you do not receive a reimbursement from the church you may deduct the mileage from IRS.

PART 6

Leaves of Absence

FUMC Gladewater provides unpaid medical leave of absence to all full-time employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility, continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Eligible employees should make requests for medical leave to the Pastor at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to FUMC Gladewater. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12 month period. If the initial period of approved absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave.

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.

Subject to the terms, conditions and limitations of the applicable plans, FUMC Gladewater will continue to provide health insurance benefits for the full period of the approved medical leave.

Benefit accruals, such as vacation or holiday benefits, will be suspended during the leave and will resume upon return to active employee.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide FUMC Gladewater with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the medical leave, FUMC Gladewater will assume that the employee has voluntarily resigned.

602 PERSONAL LEAVE

Fall 2008

FUMC Gladewater provides unpaid leaves of absence to all full-time employees who wish to take time off from work duties to fulfill personal obligations.

Eligible employees may request personal leave only after having satisfactorily completed the introductory period of 90 days. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from the Pastor.

Personal leave may be granted for a period of up to five calendar days every one year. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than five calendar days. With the Pastor's approval, an employee may take any available vacation leave as part of the approved period of leave.

Requests for personal leave will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of the approved personal leave.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified.

If an employee fails to report to work promptly at the expiration of the approved leave period, FUMC Gladewater will assume the employee has resigned.

603 DISTRICT / CONFERENCE ACTIVITIES

Fall 2008

From time to time the Program Staff is asked to participate in activities that are beyond the scope of their normal responsibilities. FUMC Gladewater encourages participation in these district and/or conference activities.

Program staff must request and gain approval from the Pastor before accepting any engagement. All requests must be submitted in writing immediately upon being asked to participate so a timely approval and response can be made.

PART 7

Employee Conduct & Disciplinary Action

To ensure orderly operations and provide the best possible work environment, FUMC Gladewater expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. If a question arises regarding your conduct, you will be given an opportunity to discuss it with the Pastor. If it is determined that a problem exists, then progressive disciplinary steps will be taken. These steps include verbal counseling, written warning, suspension and if necessary, termination. Although progressive discipline will be used whenever feasible, the Church reserves the right to immediately terminate an employee when, in its judgment, such a course of action is appropriate.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Working under the influence of alcohol or controlled substance
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Insubordination or other disrespectful conduct
- Knowingly falsifying a Church record (e.g. employment application, timesheets, etc.) or knowingly misrepresenting significant matters relating to Church business
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorized disclosure of confidential information
- Unsatisfactory performance or conduct

Employment with FUMC Gladewater is at the mutual consent of FUMC Gladewater and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

It is FUMC Gladewater's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on FUMC Gladewater's premises and while conducting business-related activities off FUMC Gladewater's premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment and/or required participation in an approved substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse may wish to discuss these matters with the Pastor to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all FUMC Gladewater's policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause FUMC Gladewater any undue hardship.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with the Pastor without fear of reprisal.

703 DRUG AND ALCOHOL TESTING

Fall 2008

I. General Statement

FUMC Gladewater is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks to the employees and the general public.

Therefore, the Church hereby adopts a policy for the testing of employees and prospective employees for drugs and alcohol in the workplace.

II. Definitions – For purposes of the Policy

A. "Alcohol" means ethyl alcohol or ethanol.

B. "Drugs" means any chemical substance that produces physical, mental, emotional or behavioral change in the user. This includes without limitation, narcotics, hallucinogenics, depressants, stimulants, inhalants, or other controlled substances.

C. "Employee" means any person in the service of the Church for compensation of any kind.

D. "Prospective Employee" means any person who has received an offer of employment with the Church.

E. "Sample" means urine, blood, breath, saliva, or hair.

III. Testing

The Church may test employees or prospective employees for the presence of drugs or alcohol, in accordance with the provisions of this Policy, as a condition of employment or continued employment.

A. The Church may require the collection and testing of samples for the following purposes:

1. Investigation of possible individual employee impairment;
2. Investigation of accidents or incidents in the workplace;
3. Maintenance of safety for employees or the general public; or
4. Meet requirements for federal laws.

B. Post offer, pre-hiring testing of prospective employees may be conducted to facilitate the Church's efforts to maintain a safe and productive work environment.

C. To test reliably for the presence of drugs or alcohol, the Church will require samples from employees and prospective employees, and will require presentation of reliable identification to the person collecting the samples.

D. The Church shall pay all costs associated with the testing.

IV. Notice

The Church's written policy for testing shall be distributed to all employees and be available for review by prospective employees.

V. Church Action

Upon receipt of a verified or confirmed positive drug or alcohol test result, which indicates a violation of the Policy, or upon the refusal of an employee or prospective employee to provide a sample, the Church may use that test result or refusal as the basis for disciplinary action which may include the following:

- A. A requirement that the employee enroll in an approved rehabilitation, treatment or counseling program which may include additional drug or alcohol testing as a condition of continued employment.
- B. Suspension of the employee without pay for a period of time;
- C. Termination of employment;
- D. Refusal to hire a prospective employee; or other disciplinary measures in conformance with the Church's usual policies and procedures.

VI. Confidentiality

All information, interviews, reports, statements, memoranda, or test results received by the Church through this drug and alcohol testing program are confidential communications and will only be used in accordance with the Church's business needs.

FUMC Gladewater is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Improper interference with the ability of the Church employees to perform their expected job duties is not tolerated. With respect to sexual harassment, the United Methodist Church lists these behaviors as unwanted behaviors:

1. Unsolicited suggestive looks or leers
2. Unsolicited touching or closeness
3. Unsolicited attempt to fondle or kiss
4. Unsolicited sexual comments, teasing, or telling jokes with sexual context
5. Unsolicited letters, calls, or materials of a sexual nature
6. Pressure for dates or activities with a sexual nature
7. Offer to use influence in return for a sexual favor
8. Attempted sexual assault or rape
9. Actual sexual assault or rape

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her Pastor as outlined in the following complaint procedure.

Complaint Procedure (See FUMC Safe Sanctuary Policy)

The Board of Ordained Ministry will assume responsibility for disciplinary action toward local pastors and ordained clergy. Promptly report the incident to the Pastor. If the Pastor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Chairman of SPR who will handle the matter in a timely and confidential matter. The person who perceives themselves to be sexually harassed, may take their concerns to the District Superintendent or the Bishop.

If the Church determines that an employee is guilty of harassing another employee, termination of employment will be taken against the offending employee.

FUMC Gladewater prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, the Church determines that the complaint is not bona fide or that an employee has provided false information regarding the complaint, termination of employment may be taken against the individual who filed the complaint or who gave the false information.

FUMC Gladewater wants to insure that all employees receive fair, equitable, and consistent treatment in terms of discipline and discharge. The object of disciplinary action is to correct or modify behavior or to prevent recurrence of inappropriate conduct. **Corrective action, except for severe and extraordinary cases of misconduct calling for immediate discharge, will be progressive in nature.**

In cases where an employee feels that corrective action is inappropriate or unfair, the Pastor will take the initiative in advising the employee to channel the employee's complaint through the church's formal grievance procedure through the SPRC.

If, after a designated period of time, the employee shows no further evidence of misconduct, the prior history of violations will not be considered in matters relating to wage increases, promotions, transfers and leaves of absence.

The corrective actions which may be taken progressively in their order of increasing severity are as follows:

1. **ORAL WARNING:** A formal verbal discussion of the nature of the misconduct with the employee in private, with notification to the employee that repetition of the misconduct will lead to progressively more severe corrective action. Documentation of the discussion is required for inclusion in personnel records only.
2. **WRITTEN WARNING:** A documentation of misconduct, showing times, places, and witnesses, if any, to the misconduct. The misconduct must be formally discussed with the employee and the employee should sign the documentation to indicate awareness of the nature of the misconduct. Warning will be given that further similar misconduct will lead to suspension.
3. **SUSPENSION:** An order to the employee to be absent from work, without pay, for a specified time period, usually from 1 to 5 working days. Documentation will specify the nature of this misconduct, showing times, places, witnesses, if any, and previous disciplinary action taken. The employee should sign the documentation to indicate that the employee is aware of the nature of the misconduct and the employee will be advised that further similar misconduct will result in termination. Suspension of an employee will be done by the Chairman of SPR Committee. An employee may be suspended while an investigation of alleged violations of policy or procedure in Category I is in process.
4. **DISCHARGE:** An involuntary termination of employment. Documentation will specify the nature of the misconduct, showing times, places, witnesses, if any, and previous disciplinary action taken. Prior to discharge of an employee the Pastor will consult with the Chairman of SPR Committee. Discharge of an employee requires prior approval and the signature of the Pastor or, in his absence, the Chairman of SPR Committee.

Examples of misconduct for which an employee may be disciplined and/or discharged are separated into four categories with appropriate disciplinary measures indicated for each category. This list of examples is not all inclusive and employees may be disciplined or discharged, after careful deliberation, for other misconduct actions.

CATEGORY IV
1. ORAL WARNING
2. WRITTEN WARNING
3. SUSPENSION
4. DISCHARGE

- Inefficient or careless job performance, poor productivity
- Frequent and/or extended absence from work
- Extended lunch or coffee breaks
- Loitering during working hours
- Failure to observe safety or hygienic rules
- Smoking in unauthorized areas
- Improper attire or appearance
- Unexcused tardiness
- Unexcused absence

CATEGORY III
1. WRITTEN WARNING
2. SUSPENSION
3. DISCHARGE

- Two unexcused absences from work within a 90 day period
- Malicious practical joking or horseplay
- Conduct prejudicial to the best interest of the church
- Soliciting or accepting cash tips or cash gifts from members or visitors for preferential treatment

CATEGORY II
1. SUSPENSION
2. DISCHARGE

- Revealing confidential information
- Reporting for work under the influence of alcohol or illegal drugs
- Sleeping on duty
- Disorderly conduct, fighting, or instigating a fight on church property
- Refusal to perform a reasonable assignment
- Dishonesty, misrepresentation or making false statements
- Vending, soliciting, or conducting business on church property without authorization
- Intentional revealing of confidential information

CATEGORY I

DISCHARGE UPON FIRST OFFENSE

- Willful violation of safety regulations
- Deliberate abuse of a church member, visitor or employee
- Theft from church office, church member, employee or visitor
- Insubordination
- Falsification of any official church records or timesheets
- Immoral or lewd conduct
- Absent from work without notification for three consecutive working days or more will be considered job abandonment.
- Malicious or deliberate abuse of church property
- Possession of firearms or weapons on church property or sponsored function
- Intoxication by alcohol or illegal drugs while on duty
- Possession of alcohol on church property or sponsored function
- Possession of illegal drugs

Actions calling for a second disciplinary suspension within one year dating from a first suspension may result in discharge. Actions calling for a written warning while records of two previous written warnings or one previous written warning and one suspension are still active in an employee's record may result in discharge.

Documentation of written warning, suspensions, and discharges must be submitted to the Pastor on the Employee Warning Notice Form.

- Written warnings require the signature of the employee and the Pastor.
- Suspensions require the signature of the employee, the Pastor and evidence of consultation with the Pastor or Chairman of SPR Committee in their absence.
- Discharges require the signature of the employee, the Pastor and the Chairman of SPR Committee in his absence to indicate concurrence.
- Refusal of an employee to sign the Employee Warning Notice form does not stop the process of the document. The presence or the absence of the employee signature does not imply, or will it be construed to mean, that the employee agrees or disagrees with the action taken. In cases where the employee is unable or unwilling to sign the document, that fact should be noted in the block reserved for the employee's signature in order to document the fact that the corrective action has been discussed with the employee.

Once all the appropriate signatures are obtained, the document is to be placed in the employee's file.

Records of violations of rules or policy listed in Category I shall become a permanent part of an employee's file. All other violations of rules or policies shall remain in the employee's file for a one year period dating from the last violation. If no further violations occur within a one year period, then records of the violation will not be considered in matters relating to wage increases, promotions, transfers, and leaves of absence.

The presence of a record of disciplinary action for any employee should be regarded as an important element in the Pastor's **total** appraisal of an employee, but not as the only element upon which in appraisal is based.

706 ATTENDANCE AND PUNCTUALITY

Fall 2008

To maintain a safe and productive work environment, FUMC Gladewater expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on FUMC Gladewater. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they must notify the Pastor in advance of the anticipated tardiness or absence. In providing this notification, employees must give a reason for their absence and an estimate of when they will return to work. Failure to personally notify the Pastor of your reason for absence or delay from your scheduled work hours (i.e. no show / no call) will result in an unexcused absence or lateness and may be grounds for disciplinary action.

Absences are classified as excused and unexcused. An **Excused Absence** is "an absence in which the Pastor has been notified of a valid cause for an employee to miss a particular work period." An **Unexcused Absence** is "an absence in which the employee can show no valid reason to the Pastor why he or she should be released from work duties."

In any ninety (90) day period, an employee can expect a verbal warning for their first unexcused absence, a written warning for their second, and the third unexcused absence in a ninety (90) day period may result in further action up to and including termination of employment.

Employees who are absent from work for two consecutive days without giving proper notice to FUMC Gladewater will be considered having voluntarily terminated their employment with the Church (i.e. quit) at the end of the third day.

Unexcused absences are not eligible to have accrued vacation substituted.

Employees are expected to report for work during inclement weather conditions if the Church does not declare an emergency closing.

Employees will not be required or permitted to work any period of time before or after scheduled starting or quitting times for the purpose of making up time lost due to tardiness, unexcused absence, authorized absence, or any other reason if the result will be that the employee works more than forty hours during the work week unless authorized by the Pastor.

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image FUMC Gladewater presents to members and visitors.

It is imperative for all employees to maintain a high level of grooming and personal hygiene.

- Hair, including facial hair, must be neatly trimmed and clean in appearance
- Observation of good oral and body hygiene, including daily use of soap, deodorants, toothpaste and/or mouthwash is expected of all employees
- Jewelry should be simple and must not interfere with the performance duties
- Shoes and clothing must be kept clean at all times
- In consideration of your fellow employees, discretion in limiting the use of heavy perfumes and colognes while in the work environment is encouraged
- Tank tops, spaghetti straps, and sheer or low-cut blouses are prohibited
- Skirt and dress length must be at no more than 3 inches above the knee
- Shorts should not be worn in the office setting. Shorts are allowed at events warranting such attire, such as picnics, in the gym, etc. Short length must be no more than 3 inches above the knee.
- Ragged, torn, and clothing with holes are prohibited

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Please use the following as a basic guideline.

Professional / Secretarial Employees:

Employee's dress should be neat and appropriate office attire. There are times when the job dictates the attire and the dress should be appropriate for that situation.

Teacher Employees:

Teachers should dress comfortable enough for activities with the children, yet should also properly represent the school as teachers.

Custodian Employees:

Custodians should wear clean and not torn clothing appropriate for the task.

Any employee's failure to comply with the appropriate dress standards will result in disciplinary action up to and including termination of employment.

708 LANGUAGE

Fall 2008

FUMC Gladewater desires to maintain a professional and comfortable environment for all of its employees. All employees should be sensitive to the use of offensive language while on the premises and through all electronic communication. Any employee found to be using abusive or offensive language around other employees, members or visitors or through electronic communication will be subject to immediate disciplinary action up to and including termination of employment.

To assure the well-being of all employees, the Pastor should be advised immediately in the event a member or visitor subjects an employee to abusive language while on the premises.

709 RETURN OF PROPERTY

Fall 2008

Employees are responsible for items issued to them by FUMC Gladewater or in their possession or control.

All FUMC Gladewater property, including confidential information and handbooks, must be returned by employees on or before their last day of work. Where permitted by applicable laws, FUMC Gladewater may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. FUMC Gladewater may also take all action deemed appropriate to recover or protect its property.

710 EMPLOYMENT TERMINATION

Fall 2008

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- RESIGNATION - Voluntary employment termination initiated by an employee. Although advance notice is not required, the Church requests at least 2 weeks written resignation notice from all employees, unless specified otherwise in the discipline.
- DISCHARGE - Involuntary employment termination initiated by FUMC Gladewater.
- LAYOFF - Involuntary employment termination initiated by FUMC Gladewater for non-disciplinary reasons.
- RETIREMENT - Voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

FUMC Gladewater will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to FUMC Gladewater, or return of FUMC Gladewater-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with FUMC Gladewater is based on mutual consent, both the employee and FUMC Gladewater have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested 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.

PART 8

Miscellaneous

801 LIFE-THREATENING ILLNESSES

Fall 2008

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. FUMC Gladewater supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, FUMC Gladewater will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their job.

Medical information on individual employees is treated confidentially. FUMC Gladewater will take reasonable precautions to protect such information from inappropriate disclosure. The Pastor and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Pastor for information and referral to appropriate services and resources.

802 STATEMENT OF FAITH

Fall 2008

As a Christian organization and a community of faith, the First United Methodist Church of Gladewater strongly encourages its employees to express their faith by being actively involved in a community of faith.

