



# Plymouth Church

*Knowing God. Growing together.*

## PERSONNEL POLICIES MANUAL

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## **WELCOME TO PLYMOUTH CHURCH**

On behalf of the entire congregation and the church staff, welcome to Plymouth Church. We hope your employment here is the beginning of a long and positive relationship with the congregation and your colleagues on the staff.

We are convinced that each member of the staff contributes directly to the life and health of Plymouth Church. You are a valuable part of a vital and growing organization and we hope you will take pride in being part of this team.

This manual will describe some of the expectations we have of our employees and will also outline the policies, procedures and benefits available to you as an employee of Plymouth Church. Please read the manual carefully as it will answer many of the questions you will have at the beginning of your employment.

We hope your experience at Plymouth will be challenging, enjoyable and rewarding. Welcome to Plymouth.

Grace and peace,

## **ABOUT THIS MANUAL**

This Personnel Policies Manual has been issued to keep you up-to-date on Plymouth Church (“The Church”) workplace policies and benefits. Please read it thoroughly and retain it for future reference. The policies stated in this Manual are intended as guidelines only and are subject to change. From time to time, you may receive updated information concerning changes in policy, procedure or benefits. Should you have any questions, please ask your manager for assistance.

This manual is not an agreement guaranteeing employment for any specific duration. Although we hope that your employment relationship with us is long-term, either you or the Church may terminate this relationship at any time with or without reason or notice. Please understand that no management representative of the Church other than the Executive Committee or their designated representative has the authority to enter into any agreement with you for employment for any specified period of time or to make any promises or commitments guaranteeing employment for any specific duration. And such employment agreements shall not be enforceable unless it is in writing.

This manual supersedes and replaces all prior manuals, procedures and practices of the Church concerning its employment policies, guidelines and benefits.

## **PLYMOUTH CHURCH MISSION STATEMENT**

At Plymouth Church, Our Mission is

- to KNOW GOD by placing Jesus Christ at the center of our lives through worshipping God, studying God’s Word, and responding to God’s call;
- to GROW TOGETHER in community by learning together, serving together, and caring for each other;
- to LIVE OUT OUR FAITH boldly and generously by pursuing God’s shalom in the world.

## SECTION I

### EMPLOYEE DEFINITIONS

#### EMPLOYEE CATEGORIES

Employees are hired as either *exempt* or *non-exempt* employees. The benefits that apply to each type of employee are determined by the designation at the time of hire.

**Full-time, Exempt employees** are salaried and so designated at the time of hire when the salary is established. They work a regular 40 hour work week with one hour for lunch per day. This group includes ministerial staff, administrative staff and full-time teachers employed by the Church. Compensation is based on fulfilling the job description. Exempt, full-time employees qualify for all benefits.

**Full-time, Non-Exempt employees** are paid hourly and work a standard 40 hour work week with regularly scheduled hours for the majority of their weekly schedules. To accommodate the Church's schedule, these regular hours can be adjusted; however, the intent is that the employee will normally work regularly scheduled hours. Full-time, Non-Exempt employees are entitled to overtime pay after 40 hours worked in a single week. Full-time, Non-Exempt employees qualify for all benefits.

**Part-time, Exempt employees** are employees designated as Part-time Exempt at their time of hire. They are salaried and their work assignments are defined on an agreement basis. This group could include Ministers, specialist teachers and other consultants and advisors.

**Part-time, Non-Exempt employees** are hired to work on an hourly basis and their work hours vary from week to week. Part-time, Non-Exempt employees can work heavy schedules during busy seasons and special events without a formal change in employment status. They are eligible for over-time after 40 hours worked in a single week.

**Temporary employees** are hired as interim replacements, to assist in the completion of a specific project, or as seasonal workers. This category includes but is not limited to hostesses, nursery care workers, camp counselors and facility team floaters.

**Independent Contractors** are professionals hired by the Church who are experts in their field. They are employed under contract and do not qualify for any benefits.

#### EMPLOYMENT-AT-WILL

The status of each Church employee is that of an “at will” employee. As such, employment and compensation can be terminated with or without cause, and with or without notice, at any time at the option of either the employee or the Church. No representative of the Church other than the Executive Committee or their designated representative has the authority to enter into any agreement of employment for any specific period of time or to make any agreement contrary to this statement. All employment agreements shall be in writing.

## SECTION II

### YOUR EMPLOYMENT AT PLYMOUTH CHURCH: WORK ENVIRONMENT, EXPECTATIONS AND CONDUCT

#### DOCUMENTATION

Before beginning work **every employee** must have completed and submitted to the Director of Finance all pre-employment documentation which will become part of their personnel file.

**Teachers** are subject to the regulations of the NYC Department of Health – Bureau of Daycare which require an annual health form and TB test, fingerprinting identification and authorization form, and State Central Register Clearance Form. Teachers must also take a course in preventing infectious disease and a pediatric first aid/CPR course.

#### EQUAL EMPLOYMENT OPPORTUNITY

The Church is committed to the principles of equal employment opportunity and to compliance with all federal, state and local laws concerning discrimination in employment. To this end, the Church ensures equal opportunity to all employees, applicants and other individuals regardless of race, color, religion, creed, ancestry, age, gender, national origin, veteran status, marital status, sexual orientation or other protected status. The policy of equal opportunity will be observed with respect to all employment practices including, but not limited to, recruitment, job assignment, transfer, re-employment, compensation, benefits, promotions, terminations, and Church-related programs.

The Church also complies with applicable federal, state and local laws providing for non-discrimination in employment for qualified individuals with disabilities. The Church further provides reasonable accommodations for such individuals in accordance with these laws. Qualified individuals with disabilities may make requests for reasonable accommodations to their manager who will review and discuss requests with Church leadership.

By virtue of this policy, the Church will not condone, permit, or tolerate any form of discrimination by or against any employee, manager, visitor, vendor, independent contractor, customer, client or other individual with whom our employees (and managers) come into contact in connection with their employment. We believe equal opportunity is not only consistent with good business practices but, more importantly, it is a moral concern and obligation for each of us.

Accordingly, if you believe that you have been treated in an unlawful, discriminatory manner, promptly report the incident to your manager, who will investigate the matter and take appropriate action, including reporting it to the Executive Administrator (the "Administrator.") If you believe it would be inappropriate to discuss the matter with your manager (or you believe that your manager has not adequately addressed your complaint), you may bypass your manager and report it directly to the Administrator, who will undertake an investigation. In any circumstance you may make a complaint as per the Whistleblower Policy. Your complaint will be kept confidential to the maximum extent possible.

If the Church determines that an employee or manager is guilty of discrimination, appropriate disciplinary action will be taken against the offending employee or manager, up to and including termination of employment. Also, individuals who violate this policy may be personally liable for their actions and consequences.

The Church prohibits any form of retaliation against any employee or manager for filing a bona fide complaint under this policy or for assisting in a complaint investigation. In particular, the Church will not tolerate any coercion, retaliation, intimidation, discrimination or harassment directed against any individual who registers a complaint or serves as a witness on behalf of another individual.

## RESPECTFUL WORKPLACE

Harassment of any kind, by any individual, including that based on race, color, religion, creed, ancestry, handicap or disability, age, gender, national origin, veteran status, marital status, sexual orientation, or other protected status will not be tolerated. In particular, it is the policy of the Church to prohibit harassment of its employees, managers, and other individuals on the basis of sex. The purpose of this policy is not to regulate our staff's personal morality; it is to assure that in the workplace no person harasses another on the basis of sex.

By virtue of this policy, the Church will not condone, permit, or tolerate any form of harassment by or against any employee, manager, customer, vendor, Independent contractor, or other individual with whom our employees (and managers) come into contact in connection with their employment.

While it is not easy to define precisely what sexual harassment is, it certainly includes the following:

- A. Making unwelcome sexual advances or requests for sexual favors

or other verbal or physical conduct of a sexual nature, an explicit or implicit condition of an employee's continued employment, or

B. Making submission to or rejection of such conduct the basis for employment decisions affecting the employee, or

C. Creating an intimidating, hostile or offensive working environment by such conduct.

The following are examples of unacceptable behavior:

- Negative or offensive comments, jokes or suggestions about another employee's gender or anatomy.
- Obscene or lewd sexual comments, jokes or suggestions.
- Slang, names, or labels such as "honey," "sweetie," "boy," "girl," that others find offensive.
- Displaying nude or sexual pictures, cartoons or calendars on any Church property.
- Physical assaults or any other inappropriate physical contact.

If you experience (or if you witness) any job-related harassment based on your sex, race, national origin, disability, or another factor, promptly report the incident to your manager who will investigate the matter and take appropriate action, including reporting it to the Administrator. If you believe it would be inappropriate to discuss the matter with your manager (or you believe that your manager has not adequately addressed your complaint), you may bypass your manager and report it directly to the Administrator, or as appropriate, according to the Whistleblower Policy.

The Church will retain confidential documentation of all allegations and investigations and will take appropriate corrective action, including disciplinary measures up to and including termination, to remedy all violations of this policy. Also, individuals who violate this policy may be personally liable for their actions and consequences.

The Church prohibits any form of retaliation against any employee or manager for filing a bona fide complaint under this policy or for assisting in a complaint investigation. In particular, the Church will not tolerate any coercion, retaliation, intimidation, discrimination or harassment directed against any individual who registers a complaint or serves as a witness on behalf of another individual.

## SAFE CHURCH POLICY CONCERNING CHILD ABUSE

Plymouth Church is committed to maintaining a safe and healthy environment for children. In furtherance of this goal, Plymouth has created and implemented a Safe Church Policy (see appendix) to ensure the prevention of child abuse, and to promote compliance with legal requirements for reporting child abuse. This policy is written in detail in an addendum at the end of this manual. This policy shall apply to all staff. Staff will support the policy and comply with the procedures developed to implement the policy.

All employees are required to report or cause a report to be made if they have reasonable cause to suspect that a child is abused or maltreated. Certainty or proof is not required before reporting suspected child abuse or maltreatment. Any mandated reporter that willfully fails to do so shall be civilly liable for the damages proximately caused by such a failure.

All employees are required to complete child safety training the first day of employment subject to the availability of the trainer but in all cases, training must be completed before the end of the first full week. All teachers must undertake child abuse or maltreatment training regularly.

## ELECTRONIC COMMUNICATION WITH MINORS

All communication between staff and minors must be transparent.

Appropriate Communications:

- sending and replying to emails and text messages from minors ONLY when copying in a supervisor or the minor's parent;
- communicating through "organization group pages" on Facebook or other approved public forums;
- should maintain "private" profiles for staff and volunteers that minors cannot access.

Inappropriate types of communication:

- include coercive, threatening, shaming, derogatory, humiliating, sexually oriented, private message,
- posting inappropriate comments on pictures
- "friending" or "following" minors on social networking sites,
- private electronic communication between staff and minors (including Facebook, Instagram, Snapchat, instant messaging, texting, etc.) is prohibited.

## IMMIGRATION REFORM AND CONTROL ACT

The Church complies with the Immigration Reform and Control Act of 1986, which requires us to attest to the U.S. Government that all persons we hire are legally entitled to work in the United States. In order to comply with this law, we must verify your identity and your right to work in the United States by examining and retaining photocopies of documents that prove your identity and right to work. Moreover, you will be required to complete an Immigration and Naturalization Service Form (I-9) at the time you are hired by the Church.

## DRUG/ALCOHOL FREE WORKPLACE

This policy is implemented because we believe that the impairment of any Church employee due to his or her use of illegal drugs or due to alcohol abuse is likely to result in the risk of injury to other employees, the impaired employee, or to third parties, such as church members and their families or business guests. Moreover illegal drug abuse adversely affects employee morale and productivity.

“Impairment” or “being impaired” means that an employee’s normal physical or mental abilities or faculties while at work have been detrimentally affected by the use of illegal drugs or alcohol.

The employee who begins work while impaired or who becomes impaired while at work is guilty of a major violation of Church rules and is subject to severe disciplinary action. Severe disciplinary action can include suspension or dismissal. Likewise the use, possession, transfer or sale of any illegal drugs on Church premises or in any storage area or job site is prohibited. Employees who violate this rule are subject to immediate dismissal. In all instances disciplinary action to be administered shall be at the sole discretion and determination of the Church.

When an employee is involved in the use, possession, transfer or sale of illegal drugs in violation of this policy, the Church may notify appropriate authorities. Such notice will be given only after such an incident has been investigated and reviewed by the employee’s manager and the Administrator. The Church is aware that illegal drug abuse is a complex health problem that has both a physical impact and an emotional impact on the employee, his or her family, and social relationships. A drug abuser is a person who uses illegal drugs, as defined above, for nonmedical reasons, and this use affects job performance detrimentally or interferes with normal social intercourse at work. Illegal drug abuse is both a management and a medical problem.

A manager who suspects a drug or alcohol abuse case should discuss the situation immediately with the Administrator. Because each case is usually different, the handling and referral of the case must be coordinated with a manager and the Administrator.

Applicants who have a past history of substance abuse and who have demonstrated an ability to abstain from the substance, or who can provide medical assurance of acceptable control, may be considered for employment as long as they are otherwise qualified for the position for which they are applying.

Alcoholic beverages may be served at Church or School-sponsored events when Church or School staff are in attendance. However, employees should refrain from partaking if they will be continuing to work after the event has concluded. Social activities held off-premises and paid for on a personal basis are not affected by this policy.

The Church is concerned with its employee's privacy, especially when matters regarding medical and personal information are involved. As long as the information is not needed for police or security purposes, the Church shall maintain employee medical and personal information in confidence and release this information to authorized company personnel on a "need to know" or legally required basis.

An exception to this policy is when the employee signs a release for the transfer of such information on forms acceptable to the Church to designated persons or agencies.

Nothing contained in this section shall eliminate or modify the Church's right to terminate any employee at any time for any reason.

## YOUR MANAGER

Your manager will have more to do with your welfare and progress than any other person. He or she has the responsibility for planning the work schedule, ensuring the quality and quantity of work and providing you with whatever assistance you may need. Your manager will arrange for your job training.

## PERFORMANCE EVALUATIONS

Managers and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additionally, formal performance reviews are conducted annually to provide the Church, the School,

managers and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Employees are evaluated by their direct manager and/or other persons significant to the functions of the employee.

## PERSONNEL FILES

The Church maintains personnel files on each employee. These files contain documentation regarding all aspects of the employee's tenure with the Church. To ensure that your personnel file is up-to-date at all times, notify the Director of Finance of any changes such as your name, telephone number, home address, marital status, number of dependents, beneficiary designations and the individuals to notify in case of an emergency.

## HIRING RELATIVES

It is the Church's policy that any employee shall disclose to his or her immediate manager the identity of any relative who is or may become employed by the Church or who may be an owner or employee of any independent contractor of the Church. Any such situation shall be addressed on a case by case by the responsible committees or the Plymouth Council, as may be appropriate.

For the purposes of this policy, a relative is defined to include spouses, parents, children, brothers, sisters, aunts, uncles, cousins, brothers and sisters-in-law, fathers and mothers-in-law, stepparents, stepbrothers, stepsisters, stepchildren, roommates and business partners.

(See Conflict of Interest Policy)

## CONFIDENTIALITY OF INFORMATION

It is the policy of the Church to ensure that the operations, activities, and business affairs of the Church and our customers and services are kept confidential to the greatest possible extent. As an employee of the Church, you may gain access to confidential and/or proprietary information regarding the Church, its personnel, its congregants and its operations. For the purposes of this policy, Confidential Information includes, but is not limited to, Church financial and strategic planning information, marketing strategies, salaries and staffing information, research and development information, personnel information, client lists, credit card information, financial statements and similar business information relating to the Church's operations that is not generally available to the public.

Such Confidential Information shall be kept confidential and shall not be disclosed, used, copied or removed from Church premises, except as necessary to perform the duties of your job or as specifically directed by Church management. Such Confidential Information may be disclosed to other employees only on a need-to-know basis. This obligation to maintain the confidentiality of the Church's Confidential Information applies both during and after your employment with the Church. If you are unsure as to whether certain information is Confidential Information, it is your responsibility to obtain a determination from your manager or the Administrator regarding the status of the information and its use. Failure to abide by the terms of this policy may subject you to disciplinary action, up to and including termination. Moreover, employees who violate this policy may face legal action even if they do not benefit from the disclosed information. Upon termination of your employment, all Church property, including (but not limited to) Confidential Information, must be returned to the Church.

## PAYROLL INFORMATION

Payroll is processed on the 15<sup>th</sup> and end of each month. All applicable taxes and withholdings will be deducted from each paycheck. Direct deposit and debit cards are offered to all employees. All employees have online access to their payroll detail (i.e. paystub). Employees are required upon the first day of their employment and subsequently as may be required, to submit a completed W-4. Employees may change their W-4 at any time. Full-time exempt employees work a standard 40 hour work week and are not required to submit timesheets. Part-time exempt employees work on a schedule agreed to with their Manager.

Exempt and non-exempt hourly workers are required to log their time worked using our electronic time keeping system. The time clock is located in the small pantry behind the Lobby Reception desk. Hourly employees will be registered into the system and trained on how to log their hours.

Annual salary changes become effective July 1<sup>st</sup> for Church staff and as of September 1<sup>st</sup> for school employees with the exception of the School Director and School Administrative Assistant who follow the Church staff calendar. Teacher salaries run on a September 1<sup>st</sup> to June 30<sup>th</sup> or August 30<sup>th</sup> calendar year depending on whether a 10 month or 12 month salaried year is offered in their employment letter.

## ACCOUNTABLE REIMBURSEMENT POLICY

Plymouth Church operates under an “Accountable” Reimbursement Policy. Terms and conditions are as follows:

1. **Adequate accounting for reimburse expenses.** Employees of Plymouth Church shall be reimbursed for any ordinary and necessary business and professional expense incurred on behalf of the Plymouth Church, if the following conditions are satisfied:

- a. the expenses are reasonable in amount;
- b. the employee documents the amount, date, place, business purpose (and in the case of entertainment expenses, the business relationship of the person or persons entertained).
- c. the employee substantiates such expenses by providing the Director of Finance with an accounting of such expenses monthly (in no event will an expense be reimbursed if substantiated more than 60 days after the expense is paid or incurred by an employee). Examples of reimbursable business expenses include local transportation, overnight travel (including lodging and meals), entertainment, books and subscriptions, education, and professional dues. Under no circumstances will the Plymouth Church reimburse an employee for business or professional expenses incurred on behalf of Plymouth Church that are not properly substantiated according to this policy.

2. **Excess Reimbursements.** Any advance that exceeds the amount of business or professional expenses properly accounted for by an employee pursuant to this policy must be returned to Plymouth Church at the time of submitting accounting for the advance funds within 60 days after the associated expenses are paid or incurred by the employee, and shall not be retained by the employee.

3. **Tax reporting.** Plymouth Church shall not include in an employee’s W-2 form the amount of any business or professional expense properly substantiated and reimbursed according to this policy, and the employee should not report the amount of any such reimbursement as income on Form 1040.

4. **Retention of records.** All receipts and other documentary evidence used by an employee to substantiate business and professional expenses reimbursed under this policy shall be retained by Plymouth Church.

## GARNISHMENT

Church policy is to comply with all valid claims against the wages of employees. If a wage garnishment, child support order, or some other legally valid claim is received by the Church against your wages, you will be notified about the amount and details of the garnishment or wage order. While you may attempt to work out your financial difficulties with your creditor in such situations, the Church will be required to comply with the provisions of the garnishment notice or order, as soon as practicable after it is received, to ensure its compliance with applicable law. This will ordinarily require the Church to begin withholding required amounts in the first pay period after the claim against your wages is received.

## PAYROLL/SALARY ERROR COMPLAINT PROCEDURES

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, record correctly all work time and review your paychecks promptly to identify and report all errors.

**Review Your Pay Details:** We make every effort to ensure that our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we promptly will make any correction that is necessary. Please review your pay details online to make sure it is correct. If you believe a mistake has occurred please report this to the Director of Finance.

**Non-exempt Employees:** If you are eligible for overtime pay or extra pay, you must maintain a record of the total hours you work each day. Your time records must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, early or late departures and meal breaks. When you receive each regular pay, please verify immediately that you were paid correctly for all regular and overtime hours worked each workweek.

**Exempt Employees:** If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours that you may work for the Church. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you

perform.

You will receive your full salary for any work week in which work is performed. However, Plymouth has the right to reduce your pay for reasons such as those below, provided it does not contradict current federal, state and local laws.

- Full day absences for personal reasons, including vacation or sickness and you have exceeded your benefit allotment for these types of day.
- Family and Medical Leave absences (either full or partial day absences).
- Full day disciplinary suspensions for infractions of safety rules of major significance (including those that could cause serious harm to others).

Your salary also may be reduced for certain types of deductions, such as: your portion of health or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to the retirement plan.

**To Report Violations of This Policy, Communicate Concerns, or Obtain More Information:** It is a violation of Church policy for any employee to falsify a time record, or to alter another employee's time record. It is also a serious violation of Church policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time record to under-- or over-report hours worked. If any manager or employee instructs you to (1) incorrectly or falsely under-- or over-report your hours worked, (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, or (3) conceal any falsification of time records or to violate this policy, do not do so. Instead, report it immediately to you manager or Administrator.

You should not work any hours outside of your scheduled work day unless your manager has authorized the unscheduled work in advance. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your time records. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time records. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

In addition, the Church will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the Church's investigation of such reports. Retaliation is unacceptable. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

## **Whistleblower Policy**

### **General**

Plymouth Church requires Council members, other volunteers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the Church must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

The objectives of the Plymouth Church Whistleblower Policy are to establish policies and procedures for:

The submission of concerns regarding questionable accounting or audit matters by employees, Council members, officers, and other stakeholders of the organization, on a confidential and anonymous basis.

The receipt, retention, and treatment of complaints received by the organization regarding dishonesty, accounting, internal controls, or auditing matters.

The protection of Council members, volunteers and employees reporting concerns from retaliatory actions.

### **Reporting Responsibility**

Each Council member, volunteer, and employee of Plymouth Church has an obligation to report in accordance with this Whistleblower Policy questionable or improper handling of funds, accounting or auditing matters.

### **Authority of the Executive Committee**

All reported concerns will be forwarded to the Executive Committee in accordance with the procedures set forth herein. The Executive Committee shall be responsible for investigating, and making appropriate recommendations to the Council, with respect to all reported concerns.

### **No Retaliation**

This Whistleblower Policy is intended to encourage and enable Council members, volunteers, and employees to raise concerns within the Church for investigation and appropriate action. With this goal in mind, no Council member, volunteer, or employee who, in good faith, reports a concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, a volunteer or employee who retaliates against someone who has

reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.

## **Reporting Concerns**

### Employees

Employees should first discuss their concern with their immediate supervisor. If, after speaking with his or her supervisor, the individual continues to have reasonable grounds to believe the concern is valid, the individual should report the concern to the Executive Administrator. In addition, if the individual is uncomfortable speaking with his or her supervisor, or the supervisor is a subject of the concern, the individual should report his or her concern directly to the Executive Administrator. If the Executive Administrator is the subject of the concern, the individual should report his or her concern to the Council President.

If the concern was reported verbally to the Executive Administrator, the reporting individual, with assistance from the Executive Administrator, shall reduce the concern to writing. The Executive Administrator is required to promptly report the concern to the Council President, who has specific and exclusive responsibility to investigate all concerns. If the Executive Administrator, for any reason, does not promptly forward the concern to the Executive Committee, the reporting individual should directly report the concern to the Council President. Contact information for the Council President may be obtained through the Church online directory. Concerns may also be submitted anonymously. Such anonymous concerns should be in writing and sent directly to the Council President.

### Council members and Other Volunteers

Council members and other volunteers should submit concerns in writing directly to the Council President.

## **Handling of Reported Violations**

The Executive Committee shall address all reported concerns. The Council President shall immediately notify the Executive Committee of any such report. The President will notify the sender and acknowledge receipt of the concern within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted concerns.

All reports will be promptly investigated by the Executive Committee, and

appropriate corrective action will be recommended to the Council, if warranted by the investigation. In addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the concern.

The Executive Committee has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.

### **Acting in Good Faith**

Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the information disclosed indicates dishonesty or an improper accounting or auditing practice. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

### **Confidentiality**

Reports of concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

This policy is in compliance with Sec. 715-b of New York State Non Profit Corporation Law.

## ON-THE-JOB INJURY

If you should be injured on the job, you should notify your manager and the Administrator. He or she will see that you are assisted in whatever first aid is necessary. Should your injury require medical attention, the Church will call 911. If it is determined the nature of your injury will necessitate your absence from work for an extended time, you may then qualify for Workers' Compensation coverage.

## EMPLOYEE SAFETY

The Church strives to provide its employees with a safe and healthful workplace environment. To accomplish this goal, both management and employees must diligently undertake efforts to promote safety.

All job-related injuries or illnesses are to be reported to your manager immediately, regardless of severity. In the case of serious injury, an employee's reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to the employee and could subject the Church to fines and penalties.

## VISITORS

The safety regulations for visitors should be established in accordance with the Church regulations.

Law enforcement or government officials or media representatives shall be directed immediately to the Administrator who shall determine proper governmental authority, review court orders or subpoenas, and assist the law enforcement or government officials in a manner which provides full cooperation with minimal disruption to ongoing Church and School business.

## EMERGENCY CLOSINGS

Except for regularly scheduled holidays, the Church will be open Sundays through Saturdays during scheduled hours. The Church recognizes that circumstances beyond its control, such as inclement weather, national crisis or other emergencies do occur. On such occasions the Church may close for all or part of a regularly scheduled workday. In such event the Church will endeavor to notify all management personnel for the purpose of contacting employees. Employees may also contact their manager.

## BULLETIN BOARD

The Church maintains a bulletin board. The bulletin boards is located in the third floor workroom where employees frequently visit in order to ensure that employees have constant access to posted information as required by law.

## SECTION III

### WORK ENVIRONMENT GUIDELINES

#### INTRODUCTORY PERIOD

Your first ninety (90) days of employment will be considered as an introductory period. This period will enable your manager to decide if you are able to perform the job and will also give you a chance to decide if you wish to stay as a regular employee of the Church. At the discretion of your manager or the Administrator, your introductory period may be extended if they believe you have not satisfactorily performed your duties.

If you feel at any time your position is not suited to you, you may resign. By the same token, if we feel you are not suited to the position, you may be terminated at any time.

#### ADVANCEMENT

It is the aim and desire of the Church that employees who demonstrate ability, conscientious effort and competent workmanship be given an opportunity to advance to more responsible jobs when positions become available. Selection will be at the sole discretion of management, and consideration will be made for an individual's training, experience, performance, ability, initiative, attendance record and length of service.

#### ATTENDANCE

Your co-workers and the Church community depend on your regular and timely attendance. Attendance and punctuality are an important part of your overall performance and are a major consideration for continued employment.

Frequent absences and tardiness are disruptive to our work, are unacceptable and may result in termination of employment. You will need to allow extra time for travel on public transportation, during rush hours, or when there is inclement weather. Non-exempt employees are expected to be in their work area, ready to begin work at your designated starting time. If you will be late or absent, you are required to give a minimum two-hour notice to your manager prior to the starting time of your shift. Be sure to include the estimated time of arrival if late, or when you will be able to return to work in case of absence.

#### PERSONAL APPEARANCE

The Church and School expect that all staff will dress appropriately for their roles. Good individual judgment is the best guideline.

## PROBLEM SOLVING

We encourage employees to bring questions, suggestions and complaints to our attention. Careful consideration to each of these in our continuing efforts to improve our operations.

## EMPLOYMENT OUTSIDE PLYMOUTH

Generally, outside employment is acceptable when it:

- Does not conflict with your responsibilities and schedule at the Church, including your ability to work overtime as required in your position;
- Does not interfere with your performance at the Church;
- Does not prove detrimental to the interests of the Church;
- Does not involve a conflict of interest or the appearance of a conflict of interest (such as working for a competitor, vendor, or customer); and
- Does not involve the use of confidential or proprietary information of the Church

Any issues regarding any outside employment you may be contemplating should be resolved prior to your accepting such employment.

## GRATUITIES TO GOVERNMENT EMPLOYEES OR OFFICIALS

No employee may offer a gratuity to any government employee or official on behalf of, or in pursuance of, Church business. Gratuities are defined as meals, drinks, gifts, expenses, cash or any other item of value, including personal service. Violation of this policy will be treated as a major violation and, depending on the circumstances, may be grounds for immediate termination or other appropriate action.

## SOLICITATION/DISTRIBUTION

Solicitation by an employee of another employee is prohibited, while either the person doing the solicitation or the one being solicited is on working time. Break and meal periods are not considered working time for the purpose of this provision. Solicitation by an employee of a church member or school family is prohibited at all times. Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the Church is prohibited at all times.

## SECURITY

Employees are expected to leave Church premises at the completion of their workday. Employees are urged to be alert at all times for the entry of unauthorized persons. Employees must remember that maintaining a safe environment and safeguarding the property of the Church (and its community) is of great importance to the success of the Church. In this regard, employees who intend to take Church property off premises must first obtain written approval from your manager.

## TELEPHONE CALLS/EQUIPMENT USAGE

Personal calls of short duration may be received and made at your workstation or on your cell phone. You are responsible to limit your personal calls and texting while at work. Computers are meant to be used for Church business. Church equipment is to be used for business purposes only and are not available for personal use.

## WORKPLACE VIOLENCE

Violence by an employee or anyone else against an employee, manager, church member, school family member, customer, or visitor will not be tolerated.

In furtherance of this policy, employees have a “duty to warn” their manager of any suspicious workplace activity or situations or incidents that they observe or that they are aware of that involve other employees, former employees, church member, school family member, or visitors and that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. Violation of this policy will result in disciplinary action up to and including termination and the Church may report such a violation to the appropriate authorities.

## NO-SMOKING RULES

The Church is a non-smoking environment. Smoking is not permitted anywhere within our buildings or grounds. It is also requested that you not smoke on the sidewalks surrounding Plymouth in order to set a good example to the members of Plymouth Church School and the surrounding neighborhood.

## EMAIL, INTERNET, AND OTHER ELECTRONIC AND TELEPHONIC COMMUNICATIONS

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of the Church and as such are to be used solely for job-related purposes. The use of any software and business equipment, including, but not limited to, facsimiles, telecopiers, computers, the Church's E-mail system, the Internet, and copy machines for private purposes is strictly prohibited.

All pass codes are the property of the Church. No employee may use a pass code or voice-mail access code that has not been issued to that employee or that is unknown to the Church. Moreover, improper use of the E-mail system, including the Internet (e.g., spreading offensive jokes or remarks), will not be tolerated. Employees who violate any part of this policy are subject to disciplinary action, up to and including termination.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with the Church's legitimate business interests, authorized representatives of the Church may monitor the use of such equipment from time to time. This includes monitoring Internet and E-mail usage of any kind.

Use of the Internet includes all restrictions which apply generally to the use of the Church's E-mail and other electronic and telephonic equipment, as noted above. In addition, the following rules apply with respect to Internet usage:

1. **No Browsing of Offensive Content Web sites:** The Church does not tolerate browsing on Web sites which contain pornographic, racist, or otherwise offensive material.
2. **No Downloading of Non-Business Related Data:** The Church allows the download of files from the Internet. However, downloading files should be limited to those which relate directly to Church business.
3. **No Downloading of Application Programs:** The Church does not permit the download or installation on Church computers of application software from the Internet without permission of the Executive Administrator or Director of Operations.
4. **No Violation of Copyright:** Many of the materials on the Internet are protected by copyright. Even though they may seem to be freely accessible, many of the intellectual property laws which apply to print media still apply to software and material published on the Internet. Employees are permitted to print out Web pages and to download material from the Internet for informational purposes as long as the purpose for such copying falls into the category of "fair use." Please do not copy or disseminate material which is copyrighted.

Employees having any questions regarding such materials should contact their manager for guidance.

5. **“Blogging” Restrictions** - A “blog” is an Internet-based bulletin board where individuals may post (and read) their opinions, experiences, etc., about any topic or issue. Accordingly, as with the other aspects of Internet usage, no employee should have any expectation of privacy if they access a blog through any of the Church’s computers. Also, the same rules pertaining to unacceptable behavior set forth in this manual apply equally to any blogging activity (e.g., employees may not communicate any information that violates the confidentiality rights of another employee, a customer, or the Church itself). For example, the Church’s financial information, and proprietary information may not be revealed in a blog (or anywhere else). Similarly, employee statements/opinions expressed in a blog may not be attributed to the Church as its expression unless you first receive prior written approval from the Executive Administrator.

Employees who violate this policy are subject to disciplinary action, up to and including termination.

## **EMPLOYMENT RULES OF CONDUCT**

The Church’s standards of conduct have been designed to promote pleasant and productive working conditions for the mutual benefit of all. Your good judgment and consideration of others should serve as guidelines for your conduct. Certain actions are specifically prohibited. The following list of unacceptable behavior is not meant to be inclusive; other performance problems may also constitute reason for disciplinary action including, without limitation, unpaid disciplinary suspension and/or termination.

- (a) Abusive language or conduct (physical or verbal), including fighting, toward any manager, employee, visitor or congregant.
- (b) Stealing or willfully destroying or damaging property of the Church, visitors, customers or other employees.
- (c) Sexual, racial and any other form of harassment of any employee, manager, visitor or customer.
- (d) Bringing, using, possessing, selling and/or being under the influence of intoxicating liquor or illegal drugs on our premises.
- (e) Acts, which may jeopardize good relations between the Church and its employees, suppliers, vendors, rental customers, congregants and neighbors.
- (f) Disclosing anything of a confidential nature including Church information

and other matters concerning either your fellow employees or the Church unless your specific work duties require the giving or exchanging of such information.

- (g) Removing property from the Church without authorization.
- (h) Willful or careless disregard, or inattention to working direction, instruction and/or policies of the Church.
- (i) Refusal to comply with safety, sanitary or fire regulation/rules.
- (j) Insubordination.
- (k) Sleeping, loafing, or loitering while on duty.
- (l) Misrepresenting reasons when applying for a leave of absence or for other time off from work.
- (m) Possession of a dangerous weapon on Church property.
- (n) Noncompliance with any Church rule, regulation or safety procedure.
- (o) Smoking on Church property.
- (p) Excessive or unexcused absences or tardiness.
- (q) Unsatisfactory work performance.
- (r) Falsification of employment applications, attendance sheets, payroll checks or other Church records.
- (s) Conduct detrimental to the best interests of the Church.
- (t) Excessive breaks.
- (u) Preventing co-workers from performing their jobs.
- (v) Unsatisfactory attitude, habits or acts.
- (w) Soliciting gratuities and/or other benefits from Church rental customers.

The Church has an excellent reputation for conducting its business activities with integrity, fairness, and in accordance with the highest ethical standards. As an employee, you are expected to uphold that reputation in every business activity. If you are ever in doubt whether an activity meets our ethical standards or compromises the Church's reputation, please discuss it with your

manager.

## VISITORS TO PLYMOUTH

Visitors who enter our facilities must sign in at the reception desk and be issued a visitor's ID badge, which must be worn by the visitor at all times while on the premises.

Visitors must comply with all Church policies, including safety and security regulations. Employees who are serving as escorts for any visitors are responsible for assisting visitors with compliance. Any non-compliance must be reported to the Administrator.

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## SECTION IV

### BENEFITS

#### FEDERAL & STATE BENEFITS

##### OVERVIEW

**All Plymouth Church employees** are covered as mandated by Federal, State and Local Laws for:

- Worker's Compensation Insurance
- Short-term disability Insurance
- Social Security and Medicare
- Unemployment Insurance
- COBRA

**Temporary workers** are covered as mandated by Federal, State and Local Laws for:

- Worker's Compensation Insurance
- Social Security
- Medicare

**Independent Contractors** are not Plymouth Church employees.

#### WORKERS' COMPENSATION INSURANCE

The Church provides worker's compensation insurance at no cost to all employees. Worker's compensation insurance covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment. Subject to applicable legal requirements, worker's compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately. An employee who sustains a work-related injury or illness must inform his or her manager and the Administrator immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

#### SHORT-TERM DISABILITY INSURANCE

The Church provides short-term disability coverage at no cost to all employees for non-job related illnesses and injuries. Eligibility is based upon using available vacation, sick and personal days to cover the first week of the disability waiting period before such benefits become active. This type of disability coverage must be supported by a physician's statement indicating the type of illness or injury and the expected duration of the employee's disability.

The Church provides full paid short-terms disability coverage for a maximum of two months. If the employee needs to extend their recovery period,

they should submit a physician's statement to their manager. The Church does not pay for extension time beyond two months. The employee is expected to return to work as soon as possible with medical clearance.

The Church will pay all employees their normal weekly less the amount of the disability benefit due them, for up to two months of the disability period.

The Church will continue to provide health insurance benefits for the full term of the medical leave. Vacation time earned and unused through the last worked day and not applied to the disability waiting period, may be used at the end of the two month disability coverage period to extend receipt of salary for extended disability. However, NO unearned vacation pay will be advanced to the employee to extend receipt of income. Once all sick, personal and vacation time is used to supplement disability income, disability pay will be equal to the state allowance.

When medical or maternity disability ends, the employee will return to the same position or to a similar one for which s/he is qualified. If the previous position or a comparable one is not available, an effort will be made to offer another position that is available and suitable. Although every reasonable effort will be made to place an employee at the end of a medical leave, the Church cannot guarantee reinstatement in all cases. If an employee fails to report to work promptly at the end of the medical leave, the Church will assume that the employee has resigned.

## SOCIAL SECURITY AND MEDICARE

Social Security is more than a paycheck deduction. Both you and the Church contribute to your future retirement when you are eligible to receive monthly checks and medical coverage according to Federal guidelines. The Church will pay its portion of Social Security and Medicare taxes on your paycheck. The government sets the rates that are to be paid. For all employees, your portion of social security taxes and Medicare insurance coverage will be deducted from your base pay and be reflected in your paycheck.

## UNEMPLOYMENT INSURANCE

The Church pays unemployment insurance under the New York State Unemployment Insurance Law for all full-time and part-time lay exempt and non-exempt employees. Unemployment insurance is available for employees who are terminated by the church due to changes in staffing needs and through no performance fault of their own.

## CONTINUATION OF HEALTH INSURANCE COVERAGE UNDER COBRA

Under the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA"), most employers sponsoring group health plans are required to offer employees and their family members who are covered under such a plan the opportunity to purchase a temporary extension of health coverage called continuation coverage at group rates in certain instances where coverage under the plan would otherwise end. This policy is intended to inform individuals covered by the Church Group Health Policy ("The Policy"), in a summary fashion, of their rights and obligations under the continuation coverage provisions of the law.

If you are an employee who is covered by the Policy, you have a right to choose continuation coverage if you lose your coverage because of a reduction in your hours of employment, or because of the termination of your employment for any reason other than gross misconduct.

## PLYMOUTH SPONSORED BENEFITS BY EMPLOYEE CATEGORY

Your benefits with the Church extend beyond your paycheck. We provide a wide range of benefits to give you and your family protection and peace of mind. Our benefits package is reviewed periodically.

	<b>Full-time</b>	<b>Part-time Exempt Employees</b>
<b>Exempt</b>	<p>Qualify to participate through Payroll deduction:</p> <ul style="list-style-type: none"> <li>• Medical Insurance*</li> <li>• Pension</li> <li>• Dental &amp; Vision Insurance</li> <li>• Dependent Care</li> <li>• FSA</li> <li>• TransitChek Program</li> </ul> <p>Additional benefits:</p> <ul style="list-style-type: none"> <li>• Paid Vacation</li> <li>• Paid Holidays</li> <li>• Paid Personal/Sick days</li> <li>• Bereavement Leave</li> <li>• Jury Duty Pay</li> <li>• Continuing Education</li> </ul>	<p>Qualify to participate through Payroll deduction:</p> <ul style="list-style-type: none"> <li>• Medical, Dental &amp; Vision Insurance**</li> <li>• Dependent Care</li> <li>• FSA</li> <li>• TransitChek Program</li> </ul> <p>Additional benefits:</p> <ul style="list-style-type: none"> <li>• Paid Vacation</li> <li>• Paid Personal/Sick days</li> <li>• Bereavement Leave</li> <li>• Jury Duty Leave if it falls on a regularly scheduled work day</li> <li>• Holidays are paid if they fall on a regularly scheduled work day.</li> </ul>
<b>Non-Exempt</b>	<p>Qualify to participate through Payroll deduction:</p> <ul style="list-style-type: none"> <li>• Medical Insurance*</li> <li>• Pension</li> <li>• Dental &amp; Vision Insurance</li> <li>• Dependent Care</li> <li>• FSA</li> <li>• TransitChek Program</li> </ul> <p>Additional benefits:</p> <ul style="list-style-type: none"> <li>• Paid Vacation</li> <li>• Paid Holidays</li> <li>• Paid Personal/Sick days</li> <li>• Bereavement Leave (3 days, 3 days pay)</li> <li>• Jury Duty Pay</li> <li>• Continuing Education</li> </ul>	<p><b>Part-time Non-exempt Employees</b></p> <p>Qualify to participate through Payroll deduction:</p> <ul style="list-style-type: none"> <li>• Medical, Dental &amp; Vision Insurance**</li> <li>• Dependent Care</li> <li>• FSA</li> <li>• TransitChek Program</li> </ul> <p>Additional benefits:</p> <ul style="list-style-type: none"> <li>• Paid Vacation</li> <li>• Paid Personal/Sick days</li> <li>• Bereavement Leave</li> <li>• Jury Duty Leave if it falls on a regularly scheduled work day</li> <li>• Holidays are paid if they fall on a regularly scheduled work day.</li> </ul>

\* The Medical and Dental/Vision plans are updated annually and depending on market place Dental and Vision may not be offered because they have minimum group participation requirements. See the annual benefit supplement for detail of plans.

\*\*Part-time employees working twenty or more hours per week may

purchase Medical Insurance at full cost. All part time employees may participate voluntarily in Dental and Vision plans at their own cost if available.

## PAID VACATION

Full-time exempt employees qualify for 20 days vacation after 90 days of employment. Full-time non exempt employees qualify for 10 days vacation after 90 days as they have been accrued. After 3 years of employment this increases to 15 days and after 10 years of employment to 20 days. Non-exempt employee vacation time is accrued based on hours worked. Vacation provisions may be superseded by contract specifications at time of employment. Teachers do not qualify for vacation time in addition to school vacation and holidays listed on the school calendar. Vacation time is paid at the employee's based pay rate at the time of vacation.

Part-time exempt and non-exempt employees earn vacation hours based on hours worked. After one year, the employee earns time equivalent to the employee's regularly scheduled week; for example, if an employee works 25 hours per week, they earn 25 hours paid vacation.

Paid vacation time can be used in minimum increments of one day. To take vacation time off, employees must request advance approval from their manager. Requests will be reviewed based on a number of factors including business needs and staffing requirements.

All vacation time must be used up within each fiscal year. Vacation time may be carried over to Labor Day of the following fiscal year with a manager's approval. No vacation time may be carried beyond that, except in unusual circumstances due to workload and must be approved in advance by the Executive Administrator. Upon termination of employment, employees will be paid for unused vacation time that has been accrued through the last day of work.

## PAID HOLIDAYS

Full time exempt employees and non-exempt employees will be paid for the following nine holidays during the calendar year. If you are an hourly worker and scheduled to work on any of these holidays, you will be paid double your hourly rate. If the holiday is on your scheduled time off, you will be paid for 1 (one) full day.

New Year's Day	January 1 <sup>st</sup>
Martin Luther King Day	Second Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>

Labor Day	First Monday in September
Columbus Day	Second Monday in October
Thanksgiving Day and Friday	Fourth Thursday and Friday in Nov
Christmas Day	December 25

School staff receives holiday time off for Rosh Hashanah and Yom Kippur and the Tuesday following president’s Day in February. Church Staff receive up to 2 religious holidays upon approval of the Administrator.

#### PAID PERSONAL/SICK DAYS

Full-time non- exempt and exempt employees leave with pay shall be allowed for sickness and emergency but not in excess of 10 days per year .

Part time exempt employees receive annual leave with pay for sickness and emergency not in excess of the amount calculated as one hour for every 30 hours anticipated to be worked in a year.

Part-time non-exempt employees accrue sick leave at the rate of one hour for every 30 hours worked, up to a maximum of 40 hours per year. Paid sick days can be used in minimum increments of 2 hours.

It is in the best interest of an employee who is ill or injured that the employee not remain at work. It is the supervisor’s responsibility to send the employee home if the employee is incapacitated.

An employee is expected to notify his/her supervisor at the beginning of each day during illness or injury. Exceptions to this include a serious accidental injury or hospitalization, or when it is known in advance that the employee will be absent for a certain period of time.

A medical statement from the employee’s doctor may be requested by the Church when an employee is absent due to illness.

Employees must request advance approval for personal/emergency days from their supervisor. Requests will be reviewed based on a number of factors, including Church needs and staffing requirements.

Full time exempt and non-exempt employees may carry over up to 5 sick days per fiscal year accumulating over time to a maximum “bank” of 20 days. Part-time exempt and non-exempt employees may carry over up to 5 sick days per fiscal year accumulating over time to a maximum “bank” of 5 days. Part time employees are not permitted to bank more than 5 days.

#### Parental Leave Policy

Employees of Plymouth Church who work at least 1,000 hours in a continuous 12 month period are eligible for up to 12 weeks of parental leave on the occasion of the birth or adoption of a child. During the leave, Plymouth Church will pay you the difference between the disability insurance payments (if there are any) and full cash salary for six weeks, continue to make payment of its share of health insurance premium contributions on behalf of the employee for 12 weeks, with employee contributions payments being made directly to Plymouth Church on a monthly basis after the first six weeks of paid salary. Employees taking this leave will be returned to the same or equivalent position and compensation upon returning at the end of the leave period. Request for the leave is to be made 60 days prior to the anticipated parental leave date in writing to the Executive Administrator and, as appropriate, School Director. Plymouth Church reserves the right to request documentation supporting the basis for the parental leave request.

#### BEREAVEMENT LEAVE

The Church offers time off to mourn the death of an immediate family member. If an employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her manager as soon as possible. For Full-time employees, up to three (3) days of paid bereavement leave is permissible. Part-time employees may take up to three (3) days of leave at one and a half (1 ½) days pay. Employees may, with the manager's approval, use any available paid leave for additional time off, as necessary.

The Church defines "immediate family" as the employee's spouse, parents, children and siblings; the employee's spouse's parents, children and siblings; the employee's child's spouse; grandparents and grandchildren.

#### JURY DUTY/WITNESS DUTY

The Church encourages its employees to fulfill their civic responsibilities by serving jury duty when required. All employees who have completed the probationary period can receive up to two weeks of paid jury duty leave over any one-year period. Jury duty pay for non-exempt, full-time and part-time employees will be calculated at the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

If an employee is required to serve jury duty beyond the period of paid jury duty leave, he or she may use any available paid time off (e.g., vacation) or may request an unpaid jury duty leave of absence.

Employees are obligated to show the jury duty summons to their manager as soon as possible so that the manager may make arrangements to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

Witness Duty: Employees will be granted unpaid time off to appear in court as a witness when subpoenaed or requested by a party other than the Church. Employees are free to use any available paid leave benefits (personal or vacation days) to receive compensation for the period of this absence.

## TRANSITCHEK PROGRAM

All employees, Exempt, Non-exempt both full and part-time are eligible to enroll in the TransitChek program.

TransitChek program purchases are paid with pre-tax dollars and deducted from your paycheck. Orders are placed every quarter. You will need to request from the Director of Finance the total amount of TransitChek products you are requesting.

If you leave the employment of Plymouth for whatever reason, you must either return your remaining TransitChek issued cards or the balance will be deducted from your final paycheck.

TransitChek program products are just like cash so if they are lost they can't be replaced and you will still be responsible for paying for your order.

## CONTINUING EDUCATION

This is a job related program for full-time employees to educate and build skills based on your manager's approval. It is a reimbursement program applicable to tuition and registration fees for courses and required course materials, at institutions of higher education or vocational training in professional fields relevant to an employee's responsibilities at Plymouth Church. For example, Plymouth Church School teachers might want to take courses in Early Childhood Education. Specific courses must be approved in advance in writing by either the Senior Minister, Executive Administrator or the School Director. Reimbursement will be made when the employee provides the Church with documentation indicating a grade of "B" or better for higher education institutions or a certificate of attendance or proof of completion for institutes that do not operate on a grading system.

After 6 months of employment at Plymouth Church, employees may be reimbursed up to \$1,500 per year for tuition, registration fees and required course materials.

NOTE: Under certain circumstances, such reimbursement may be considered taxable income to the employee. Any such tax liability is the responsibility of the employee. Employees using this Alternative are advised to consult in advance with their personal tax advisor to determine their tax status.

## TAX SHELTERED ANNUITY AND PENSION PLANS

All employees are eligible to voluntarily contribute a portion of their pre-tax salary to a tax sheltered annuity plan administered by the UCC ([www.pbucc.org](http://www.pbucc.org)) through deductions from their paycheck.

New employees will receive in their employee packets an enrollment form to participate in the tax sheltered annuity plan. Participation in the tax sheltered annuity plan will go into effect the first payroll following submission of the completed enrollment forms to the Director of Finance.

Plymouth Church will also make contributions to the UCC Pension Plan on behalf of full-time Exempt and Non-exempt employees actively enrolled in the Pension Plan after one year of employment. The Church will contribute 5% and will match an additional 2% of an employee's contribution.

Pension benefits will go into effect on the first date of the month forms are submitted if the completed forms and required supporting documentation are received by the 15<sup>th</sup> of the month. Completed forms and required supporting documentation received after the 15<sup>th</sup> but before that last date of the month will be submitted to the UCC with an effective date of the first of the month following submission. All completed forms and supporting documentation should be submitted to the Director of Finance.

Employees should feel free to contact the Pension Boards directly; the contact information is on the enrollment forms and online. Please also remember that Plymouth Church cannot assist with individual investment selections. It is the employee, not Plymouth who directs the pension and tax sheltered annuity investments.

## SECTION V

### IF YOU MUST LEAVE US EITHER TEMPORARILY OR PERMANENTLY

#### SEVERENCE PAY

The Church provides severance pay in cases where a job is eliminated and no suitable position is available for that employee, as determined by the Church at its sole discretion.

Severance pay will equal one week of the employee's base pay for each year of service, provided that the employee has completed at least one year of service to the Church. A week of severance pay is defined as the employee's average week's base pay during the last six months of employment, excluding overtime, incentive pay, and any other special forms of compensation paid to the employee.

Specifically excluded from benefits under this provision are employees who were hired as temporary employees for a specified period of time, and those who were offered but refused to accept another suitable position with the Church.

#### MILITARY LEAVES OF ABSENCE

Leaves of absence without pay for military or Reserve duty are available. If you are called to active military duty or to Reserve or National Guard training, or if you volunteer for the same, you should notify your manager and submit copies of your military orders to him or her as soon as it is practicable. You will be granted a military leave of absence without pay for the period of military service in accordance with applicable federal and state laws. Moreover, your eligibility for reinstatement after your military duty or training is completed will be determined in accordance with applicable federal and state laws.

#### RESIGNATION

Should you decide to leave us, we ask that you provide your manager with two (2) weeks advance written notice. Your thoughtfulness will be appreciated and will be noted favorably should you wish to reapply for employment with us. Employees who resign are eligible to be paid for all unused vacation.

## REFERENCES

The Church does not provide letters of recommendation. Employee information is considered confidential. Information regarding your title and dates of employment will be released by the Administrator only if the employee requesting this information provides the Church with written authorization.

## RETURNING COMPANY PROPERTY

Prior to leaving the Church, you are required to return all Church property including, but not limited to, cameras, cell phones, tools, keys, access cards, files, work projects, software programs, used and written handbooks, manuals, etc.

## RE-EMPLOYMENT

Although former employees may reapply for employment with the Church, no former employee, regardless of his/her former position or years of service, is entitled to reemployment. Former employees, like all other applicants, must fill out a new employment application, regardless of how recently they left the Church, and they will be considered along with all other applicants for the position at issue. The Church will consider, among other things, the former employee's previous training, performance, conduct, and work ethic, and the circumstances under which the employee left the Church. Former employees will be reinstated in any benefit plans in accordance with the terms of the plans and as required by applicable law.

# CONFLICT OF INTEREST POLICY

## I. Introduction

Plymouth Church exists legally as a religious not for profit corporation. This means that we are required by law to operate for the benefit of the church and its ministries rather than to serve private interests. In an effort to achieve the highest organizational integrity and ethical standards possible and ensure that donor interests take precedence over any private interests, the Council has developed this Conflict of Interest Policy (the “Policy”) with which all officers, Council members and covered members and employees with policy-making roles must comply. Cooperation with and support of this Policy are essential to its success. This policy is compliant with Sec. 715-a of New York State Non Profit Corporation Law. Questions or comments about the Policy should be addressed to the Council President.

## II. Definitions

A. Interested Person. Any officer, Council member, other member or employee with a policy-making role who has a direct personal interest, as defined below.

B. Family. Your spouse, partner, children, parents, or any other persons included in your household.

C. Personal Interest. A person has a Personal Interest if the person has, directly or indirectly, through business, investment or family –

1. an ownership or investment interest in any entity with which Plymouth Church has a transaction or arrangement, or
2. a compensation arrangement with Plymouth Church or with any entity or individual with which Plymouth Church has a transaction or arrangement, or
3. a potential ownership interest, investment interest, or compensation arrangement with any individual or entity with which Plymouth Church is negotiating a transaction or arrangement.

E. Compensation. Compensation includes direct and indirect remuneration, both current and deferred, as well as gifts or favors, which you in good faith believe to have a value greater than \$100.

## III. Avoidance of Conflicts

Plymouth Church officers, Council members and covered members and employees may, on occasion, find that they have Personal Interests that have the potential to conflict with the best interests of Plymouth Church. Where such conflicts exist the conflict should be acknowledged as early as practicable when matters being discussed and/or decisions being taken might be affected by the actual or perceived conflicting roles.

The Council will determine which employees (in addition to employees with policy-making roles) are covered by this policy and may determine that other members shall be subject to this policy, such as finance committee members or substantial contributors and others who may, under certain facts and circumstances, have the ability to apply substantial influence on any material decision of Plymouth Church.

#### IV. Disclosure of Conflicts

Plymouth Church celebrates the active involvement of members and staff in a multitude of the ministries of the Church. Their commitment and involvement with other manifestations of the Church provide opportunities to enhance ministry with and service to the Church. There are occasions when other relationships within the Church and/or other Personal Interests may create an actual or perceived conflict with the best interests of the Church. When conflicting interests are present, they must be disclosed and properly handled so as to minimize any possible actual or perceived harm to the interests of Plymouth Church. All Plymouth Church officers, Council members and covered members and employees, before initial election or appointment and annually thereafter, complete the Policy's written disclosure form, attached as Exhibit A. In addition, they will be asked to update this form whenever any new interests or changes in previously reported interests develop. In some situations, an officer, Council member or covered member or employee may not have or recognize an interest potentially in conflict to the interest of Plymouth Church until faced directly with a particular issue. In those situations, the person has a duty to make a prompt oral disclosure of the interest as well as a more formal written disclosure as soon as possible thereafter. When disclosure is required, the covered person shall disclose all facts material to the subject conflict of interest. Disclosure shall be made to Council President.

#### V. Procedures for Handling of Conflicts (Personal Interest other than as donor or member/employee of a church affiliate)

The Council President may appoint a disinterested person or a committee of the Council consisting of disinterested persons to assess the fairness or reasonableness of the terms of the proposed transaction or arrangement or to investigate alternatives to a proposed transaction or arrangement and to report to the full Council or committee.

No transaction or arrangement between Plymouth Church and a covered person that involves a material conflict of interest requiring disclosure under this Policy and no arrangement under which Plymouth Church shall pay compensation to a covered person for services shall be approved or authorized by or on behalf of Plymouth Church unless such authorization is provided by the Council or a duly empowered committee of the Council observing the following procedures.

A. Disinterested Approval. If a personal interest potentially in conflict with a particular issue or transaction is to be discussed and/or voted on at Council or committee meeting, the interested person shall be given the opportunity to disclose material information to the Council or committee and to respond to any questions from others. Following such presentation and response to questions, the interested person shall leave the relevant meeting while the issue or transaction is discussed and/or voted on. When the interested person is a Council member, the interested person shall not be included in any count of persons for the purpose of establishing a quorum of the Council or any Council committee acting on the issue or transaction.

B. Records of Proceedings. The minutes of any meeting from which a person is excluded for all or part of a meeting due to an actual or potential conflict of interest shall reflect the following: the nature of the conflict, the absence of the conflicted individual during the pertinent portions of the meeting, the names of the persons who are present for discussion and voting on the issue or transaction in question, the content of the discussion, and a

record of any vote. Minutes or other records of the Council or such committee may also include any documentation deemed pertinent by the Council members to the determination of whether the compensation authorized is reasonable or as to the value received, and provided, by Plymouth Church, in the pertinent transaction or arrangement.

C. Plymouth Church shall not approve any transaction, relationship, or compensatory arrangement if it appears to the Council or committee considering such matter that the interested person has, directly or indirectly, received or will receive economic benefit from Plymouth Church that exceeds the value (not the cost) of the benefit provided Plymouth Church. Individuals who may benefit from compensation cannot be present at or participate in any board or committee deliberation or vote concerning that individual's compensation.

D. Inadvertent Errors. Inadvertent errors in complying with these procedures shall not invalidate any decision on an issue or any transaction, provided that prompt corrective measures (to the extent possible) are taken after such errors are discovered and brought to the attention of the Council President.

#### VI. Procedures for Handling Conflicts (Personal Interest as donor or member/Council member/employee of a Church affiliate)

A. Council members, committee members, or officers with a conflict of interest may not be present at, or participate in, any deliberation or vote on matters related to the personal interest.

B. A Council member, committee member, or officer may request that disinterested Council or committee members determine by a majority vote whether a matter of substantial personal interest exists. A determination of substantial personal interest would require the interested Council member, committee member or officer not be present at, or participate in, any deliberation or vote on matters for which the determination was requested.

D. Inadvertent Errors. Inadvertent errors in complying with these procedures shall not invalidate any decision on an issue or any transaction, provided that prompt corrective measures (to the extent possible) are taken after such errors are discovered and brought to the attention of the Council President.

#### VII. Related Party Transactions

Related-party transactions occur between two or more parties with interlinking relationships. As with conflicts of interest, these transactions should be disclosed to the Council and evaluated to ensure the transaction is based on a sound economic basis that is in the best interest of the Church. The Church should pursue any related-party transactions that are clearly advantageous to the Church, but should avoid those that present conflicts of interest.

The Church shall undertake transactions with related parties only in the following situations:

- Related parties are excluded from the discussion and vote/decision on related-party transactions.
- There are competitive bids or comparable valuations are solicited, received and documented.

- The Council approves the transaction by majority vote of those present and voting as one that is in the best interest of the Church. The basis for approval of the related party transaction must also be documented.

#### VIII. Violations of Policy

If the Council has reasonable cause to believe that an officer, Council member, or covered employee has failed to disclose an actual or potential conflict of interest, it shall inform the person of the basis for such belief and afford the person the opportunity to explain the alleged failure to disclose. If, after hearing the response of the person and making such further investigation as may be warranted under the circumstances, the Council determines that the person has in fact failed to disclose an actual or potential conflict of interest, it shall take appropriate disciplinary and/or corrective action. Such action may include suspension or termination of the person's service for Plymouth Church, either as Council member, officer, or covered employee.

# SAFE CHURCH POLICY CONCERNING CHILD ABUSE PREVENTION

## Introduction

As a community of Christian faith, Plymouth Church (“Plymouth”) is committed to maintaining a safe and healthy environment for children. In furtherance of this goal, Plymouth has created and implemented this policy to ensure the prevention of child abuse, as defined below, and to promote compliance with legal requirements for reporting child abuse. This policy shall apply to all those responsible for the care, custody and control of children and to anyone engaging in “Ministerial Conduct” on behalf of Plymouth, as defined below. All individuals subject to this policy are to support the policy and to comply with the procedures developed to implement the policy.

## Ministerial Conduct

For the purposes of this policy, all Authorized Ministers, Employees and Authorized Children and Youth Volunteers are Ministers to the congregation (see definitions below). It is important that every Minister to the church be adequately prepared and educated for the ministry in which they serve others, and to understand the ways in which their use or misuse of authority may impact others. It is the policy of Plymouth to encourage its Ministers to nurture safety within Ministerial Relationships by being attentive to self-care, education, maintaining appropriate boundaries, and the importance of referring those in need to supportive and helpful resources.

Child abuse, including sexual abuse and exploitation, by anyone engaged in Ministry on behalf of Plymouth is unethical behavior and will not be tolerated within this congregation. Moreover, as leaders in our faith community, Ministers are obligated to actively and vigilantly safeguard the welfare and safety of children by adhering to the policies and procedures set forth herein. Requirements for Commencing and Continuing Ministry

- Before beginning their duties (or in the case of current Ministers, within 5 months of official adoption of this policy by the Plymouth Council), all Ministers will be interviewed.
- The church will conduct a registered sex offender review for each Minister by searching their name on the Department of Justice website at [www.nsopr.gov](http://www.nsopr.gov). This registered sex offender review will be repeated on an annual basis for all Ministers.
- Authorized Ministers of the church will attend boundary workshops required by New York Conference – Metropolitan Association of the United Church of Christ, every three years.

- All Ministers will participate in Plymouth’s “Safe Church Awareness Training and Policy Orientation” prior to beginning activities as a Minister, or if already acting in such capacity, within 5 months of adoption of this policy by the Council. All Ministers who have participated in such training will participate on an annual basis in “Refresher Orientation.”
- We expect that Authorized Children and Youth Volunteers will have been members of Plymouth for at least six months or, if not members, regularly and frequently associated with Plymouth for at least a year.
- All Ministers will complete and submit a disclosure document attached hereto as Exhibit A (Employee/Authorized Children and Youth Volunteer Application and Disclosure Form). If already employed by the church or already working with minors, then such form is to be filled out within 5 months of the date that the Plymouth Council adopts this policy.
- All information obtained in the various processes contemplated by this policy (for example from completing Exhibit A, in background checks and in interviews) will be maintained in confidential locked filings in the Church Administrator’s office. Such information may only be shared with an Authorized Minister or the Church Administrator (or the designee of the Senior Minister).
- Before beginning their duties, all prospective Employees will undergo a background check, including but not necessarily limited to inquiries of references and a criminal history verification by a third party vendor. Included as part of this background check process is the fact that all Employees of the church must complete Exhibit A. Note that employees of Plymouth Church School are exempt from the requirements of this policy since they are covered under a similar policy for Plymouth Church School.
- It is the policy of this church to provide adequate supervision and safeguards for children’s and youth activities. In situations where participants are not readily visible in a public space (including, for example, rooms, enclaves and not well-trafficked parts of the church), there will be no fewer than two unrelated Ministers present with children. Youth over the age of 14 may assist in supervising children and youth activities; however, such assistance does not alter the requirement that at least two unrelated Ministers be present.
- Written consent of one parent or guardian of a minor will be required for all activities off the church property, and any overnight activities.

## Procedures for Handling Complaints of Child Abuse

Because of the serious nature of alleged or suspected child abuse for the victim, the family of the victim, the accused, Plymouth and Plymouth's community, the investigation and reporting of such incidents must be conducted in a manner which provides proper protection to all those involved. The investigation must be carried out in a way which: (i) will best lead to determining the facts, (ii) will fulfill moral and legal obligations to report incidents of probable child abuse, and (iii) will maintain confidentiality to the greatest extent possible.

### *Reporting Procedures*

All Ministers are required to report suspected incidences of child abuse when he/she has reasonable cause to suspect that a child has been subjected to abuse or observes a child being subjected to conditions or circumstances which could reasonably result in abuse. **When there is reasonable cause to suspect that child abuse has occurred, a report must be made immediately.** Reports must be made to the Senior Minister and Council President (or if one of these two are included in the complaint, to a member of the Executive Committee or the Assistant Minister) so that the church may take appropriate action in a timely manner. **When there is reasonable cause to suspect that child abuse has occurred, a report must be made immediately** by such Senior Minister or Council President to the New York State Child Abuse Hotline (which currently is: 1-800-342-3720). Note that this policy does not absolve professionals who by virtue of their professional requirements would be required to report such matters to legal authorities (e.g. mandated reporters such as social workers) of their legal responsibilities to fulfill such reporting requirement.

Apart from any legal requirements, Plymouth will make a report to appropriate authorities, including but not limited to the New York State Department of Children and Family Services, if at any time the church has reasonable cause to believe that a minor may be an abused child.

### *Investigation*

Upon receipt of a report, the Senior Minister and Council President (or if one of these two are included in the complaint, to a member of the Executive Committee or the Assistant Minister) may maintain a flexible approach to initiating and conducting the investigation depending upon the seriousness and urgency of the allegations, as outlined below. However, without respect to the severity of the report, the Senior Minister and Council President will, on behalf of Plymouth, form an internal Response Team.

The Response Team shall gather statements or other information from the individuals involved in the alleged abuse and from others who may have

pertinent information, such as qualified professional consultants, and present such information to the Executive Committee of the Council, or a subcommittee thereof (excluding any member of the Executive Committee who is involved in the complaint). Confidentiality will be maintained to the greatest extent possible. The Executive Committee, or an appropriate subcommittee thereof, shall make determinations and take actions appropriate to resolve the matter. These may include:

- (a) finding that child abuse has occurred, and that the appropriate body of the church is called upon to take action accordingly; such action may include one or more of the following:
  - (i) a formal reprimand, with defined expectations for changed behavior;
  - (ii) recommending or requiring psychological or psychiatric assessment, counseling and/or treatment;
  - (iii) probationary standing, with the terms of the probation clearly defined;
  - (iv) dismissal from employment or authorized volunteer position by, affiliation with, or membership in, the church.
  - (v) report to law enforcement and child protective services.
- (b) a finding that child abuse did not occur.

The Response Team may seek the advice of legal counsel or others to advise it in performing its functions.

A written summary of the Executive Committee (or subcommittee thereof) proceedings in such cases will be maintained in a confidential file in the Church Administrator's office.

Any person reporting or bringing a complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of employment or church membership or affiliation, or otherwise discriminated against or discharged.

If the complainant or respondent is not satisfied with the disposition of the matter by the Executive Committee (or subcommittee thereof), he or she has the right, individually or through their parent or legal guardian, to appeal to the Council President, or to the Treasurer or Secretary of the Council if the Council President is the subject of the complaint, who shall refer the matter to the

Plymouth Council. The subject of any such appeal to the Plymouth Council shall be limited solely to whether the procedures of this policy were followed. The matter will not be reconsidered on the merits of the investigation and the decision of the Plymouth Council will be the final resolution of the matter. If the Plymouth Council determines that the procedures of this policy were not followed, it will refer the matter back to the Executive Committee (or subcommittee thereof) to complete the processing of the complaint in accordance with these procedures.

### *Clergy*

Apart from any disposition of the matter by the church, all allegations of behavior which reasonably call into question the fitness for ministry of any Authorized Minister will promptly be forwarded to the National Association of Congregational Christian Churches and the New York Conference - Metropolitan Association of the United Church of Christ.

### *Other Considerations*

**Safe Church Recommendation for Plymouth Council:** It is recommended that Plymouth Council form a Task Force to investigate the unsupervised space in the Plymouth Church facility (stairways, rooftop areas, basement hallways, storage areas, etc.). It is also recommended that the Task Force determine whether those areas could expose the church to a risk of child abuse - particularly sexual abuse or exploitation to children, youth, and vulnerable adults - and if so, to recommend to Plymouth Council appropriate action to be taken.

In the meantime, all volunteers and employees working with children and youth will be aware of the environment in which their ministries are held. If there is unsupervised space in or near that area (stairways; access to the outside, rooftop, or basement; storage areas; etc.), those adults will ensure that children and youth are not allowed to be in the unsupervised space. Note that upon the implementation of the recommendations of the Task Force that was noted in the preceding paragraph, this policy may need to be amended to be consistent with such new situation.

### *Definitions*

**Annual Refresher Orientation:** See Safe Church Awareness Training and Policy Orientation.

**Authorized Minister:** a person who holds ordained ministerial standing, has been commissioned or licensed to ministry, or is hired by Plymouth into a role of ministry (including the Minister of Music, and the Director of Ministry to Families and Children). An Authorized Minister is one type of minister within the meaning of this policy.

**Authorized Children and Youth Volunteer:** a person who regularly works

with children and youth (whether a member or not) and is not an Employee of Plymouth Church. The Church Administrator's office will maintain a list of all persons deemed to be Authorized Volunteers. This list will be created by the Authorized Ministers in consultation with both other members of the church's staff and the church's governing Council.

**Child:** any person less than 18 years of age.

**Child Abuse:** Child abuse, which includes child neglect, is any harm to a child that is not an accident. Child abuse takes many forms.

- Neglect is when those responsible for a child's welfare fail to ensure a child's health and well-being. Neglect may result from not providing a child with appropriate shelter, schooling, clothing, medical care, or protection from hazards.
- Physical abuse is harmful physical conduct with a child that causes bodily injuries, such as bruises, burns, fractures, cuts, punctures, or organ damage.
- Emotional (psychological) abuse is a repeated pattern of intentional verbal or behavioral actions or lack of actions toward a child that give the message that he or she is worthless, flawed, unloved, unwanted, endangered, or only of value to meet someone else's needs. Withholding emotional support, isolating, or terrorizing a child are forms of emotional abuse.
- Sexual abuse is any act with a child that is intended to sexually gratify an

older child or adult. It includes any sexual activity that a child does not comprehend or consent to, or that is against the law. Exhibitionism, voyeurism, and exposing a child to pornography are also types of sexual abuse.

**Employee:** all employees of Plymouth Church. This definition does not include employees of Plymouth Church School, who are subject to a separate policy.

**Minister:** includes Employees, Authorized Children and Youth Volunteers, as well as Authorized Ministers.

**Ministerial Relationship:** the relationship between one who carries out the ministry of the church and the one being served by that ministry.

**Safe Church Awareness Training and Policy Orientation:** training, including Annual Refresher Orientation, provided by a consultant or by an Authorized Minister, Employee, or member of the congregation who has been trained by a consultant to conduct such training. Such training will be offered from time to time and may eventually involve on-line training.





As applicable:

I have been a member of this church since

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I have been a friend of this church since

---

I have been an employee since

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I am applying for a position at Plymouth Church on this date:

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**I have never been convicted of, nor pled guilty or no contest to, a crime. (Exclude convictions that have been sealed, expunged or legally eradicated, misdemeanor convictions for which probation was completed and the case was dismissed, or offenses about which inquiry is not permissible in this state)**

*If not true, please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case. The church will not deny a position to any applicant solely because the person has been convicted of a crime. The church, however, may consider the nature, date and circumstances of the offense, as well as whether the offense is relevant to the duties of the position applied for.*

True

Not True

**No civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; (and if applying for employment, financial misconduct) has ever resulted in a judgment being entered against me, been settled out of court, or been dismissed because the statute of limitations has expired.**

*If not true, give a short explanation of the lawsuit. (Please indicate the date, nature, and place of the incident leading to the lawsuit; where the lawsuit was filed; and the precise disposition of the lawsuit.)*

True

Not True

**I have never terminated my employment, professional credentials, or service in a volunteer position or had my employment, professional credentials, or authorization to hold a volunteer position terminated for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct.**

*If not true, give a short explanation. (Please indicate the date of termination; name, address, and telephone number of employer or volunteer supervisor; and nature of the incident(s) leading to your termination.)*

True

Not True

**Do you have a valid drivers' license?**

**Yes**

**No**

**With respect to my driving record, I have not had my license suspended or revoked within the last five years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance.**

**True**

**Not True**

**Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying?**

*If yes, please provide a brief explanation.*

**Yes**

**No**

The agreement between employees, authorized volunteers, prospective employees and persons seeking authorized volunteer positions requires honesty, integrity, and truthfulness for the health of the church. To that end, I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission may be grounds for termination or rejection of consideration for a position, paid or voluntary with Plymouth Church.

I acknowledge that it is my duty in a timely fashion to amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate.

I authorize Plymouth and/or its agents to make inquiries regarding my character and qualifications, including all statements I have set forth above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background, character, and qualifications to the extent allowable by law and hereby release them from all liability arising from their responses, comments, and statements.

Plymouth's authorized volunteer and employee recruitment process involves the sharing of information regarding applicants with those persons in a position to recruit, secure, and supervise both the position I am seeking to fill and program I am seeking to participate in. To that end, I authorize Plymouth and its agents to circulate distribute, and otherwise share information gathered in connection with this application to such persons for these purposes. I understand that Plymouth will share with me information it has gathered about me, if I request it to do so.

I acknowledge my receipt and understanding of the Plymouth Safe Church Policy.

**(PRINT NAME & SIGN)** \_\_\_\_\_

**DATE** \_\_\_\_\_

**(PRINT NAME & SIGNATURE OF PARENT OR GUARDIAN FOR APPLICANTS UNDER18)**

\_\_\_\_\_

**DATE** \_\_\_\_\_

For Plymouth Office Use

- Sex Offender Registry ([www.nsopr.gov](http://www.nsopr.gov)) review performed on \_\_\_\_\_
- Personal interview conducted by staff on \_\_\_\_\_
- Reference inquiries completed on \_\_\_\_\_
- Church membership for 6 mos. or association for 1 year confirmed on \_\_\_\_\_
- Safe church awareness training and policy orientation performed on \_\_\_\_\_

Additionally, if considered for employment:

- Criminal History Verification together with Fair Credit Reporting Act notices, completed on \_\_\_\_\_

*(Please sign this page, detach this section on the dotted line, and return to the Church Administrator.)*





# Plymouth

## *Church School*

### **Faculty Handbook**

**Introduction** - Teachers should be familiar with the employee policies of the Church as well as those that specifically address teacher responsibilities, expectations, and situations.

**Accident or Illness of a Child** - Remain calm. Take the child to the Office if possible or send another teacher to get help from the Office. A first aid kit is located in the Office, Gym and Playground. The Office will phone parents. The attending teacher must complete an Injury Report Form; a copy should be sent home with the child and the original submitted to the Director. Report to the Office any contagious illness. We are required to inform other parents in the class by the Department of Health. It is against the policy of the school to administer any medication (prescription or over the counter) to children unless it is a life or death situation, as in the case of Epi Pens. Please refer any medical questions to the School Director who has MAT certification.

**Absence (Teachers)** - Regular faculty attendance promotes continuity of instruction. We ask that all teachers keep absences to a minimum of eight sick days per school year. In the event of illness, please notify the School Director before 9:30 PM the night before or before 7:30 AM in order to arrange coverage for your class. Teachers are responsible for calling their own substitute from the approved sub list if they know in advance they will be out. These days should be approved by the Director and marked on the calendar in the Office. **Vacations should not be taken while school is in session and personal days should not be scheduled either before or after school holidays.** The Director is in charge of keeping track of sick days on the attendance chart next to the calendar in the Office.

**Absence (Children)** - Attendance must be taken daily. Parents are encouraged to call the Office if their child has a contagious disease. Please call or touch base with a child's parents if they have been missing for two or more days. Roll books must be turned in at the end of the school year.

**Allergies** – Teachers are required to post all allergies in the class.

**Assessments** – Teachers are required to assess students' progress in all the developmental domains three times a year. Curriculum should be tailored to the individual needs of the children as a result of the assessment. Children's work should be collected to serve as evidence of developmental milestones at parent/teacher conferences

**Bathroom** – Teachers are responsible for overseeing a student's use of the bathroom. Children using a toilet must wipe themselves. Teachers are responsible for checking a child's diaper every two hours and changing a child's diaper when necessary. They must do so in a designated changing area using the Dept. of Health standards posted.

**Building Use** – Teachers are allowed to rent the gym and playground for events on behalf of themselves or their family and not on behalf of or for the benefit of others. All events must be scheduled with the Plymouth Church Events Coordinator.

**Church Relations** – All Plymouth facilities are owned by Plymouth Church and are shared space. All personnel must use a spirit of cooperation and use their best efforts to get along. In the event that there are issues, please report them to the School Director for resolution with the School Committee or other appropriate staff.

**Classroom (care of)** – Each teaching team is responsible for leaving their classroom with respect for the custodian. All tabletops should be cleaned with the bleach/water solution required by the Department of Health. The last person in the room should lock the classroom.

**Classroom Use After School Hours** – Teachers are allowed to work in the building outside school hours but must notify the front desk at 5pm if they intend to stay later. Saturday usage is allowed during times when the building is open, which fluctuates week to week. Teachers must check the schedule before arrival and sign in and out. The building is used by the Church on Sundays so working in the building is discouraged.

**Communication (Home)** – Classroom teams are expected to send a class newsletter home on a weekly or monthly basis. A copy of all communication home must be given to the Director. Class highlights should be posted clearly on a regular basis. A school newspaper will be sent home seasonally. The Director will be responsible for reminding families about School and Church events. Teachers should make a sincere effort to notify parents of events taking place during the workday well in advance so they may arrange to attend.

In instances where a child presents unusual problems, a teacher is required to follow-up with a child's parents either over the phone or in person. These problems must also be reported to the Director.

**Communication (In-house)** - Teachers should check their mailboxes and Office message board daily. Each teaching team is expected to have a regular weekly meeting for curriculum planning. The Director must be notified of this time so that she can join on occasion.

**Computers** - Each classroom is outfitted with a laptop computer and digital camera. Each laptop has a wireless connection to the Church network and internet. There is also a computer available for teacher use in the Third Floor workroom. Teachers should use the color printer judiciously due to the cost of the ink. Laptops may be brought home but any damages incurred are the responsibility of the teacher.

**Conferences** - Parent/Teacher Conferences are held twice annually. Assessment forms should be used as a guideline for discussion. Documentation of each child's developmental achievements should be the basis for conference discussion. All assessment forms should be submitted to the Office after the spring conference to become part of the child's file.

**Cooking** - Each class is encouraged to cook a light snack on a weekly basis. Cooking supplies are kept in the Office. Use of a hot plate in the classroom must be kept out of the reach of children and closely monitored by the teacher. There must be careful consideration of children's allergies before choosing recipes. The oven in the little kitchen is available most days for use by the school.

**Curriculum** - Plymouth does not subscribe to a purchased curriculum product. Teachers are encouraged to plan curriculum based on the children's interest that integrates work in all the developmental domains.

**Discipline** - We believe that children need to know age appropriate rules and expectations. Those children unable to meet these expectations need to have age appropriate intervention, such as private discussion, separation from the group, and conferences with parents and the Director. Teachers never use physical punishment such as shaking or hitting and do not engage in psychological abuse or coercion.

**Dismissal** - All children are to be dismissed to an approved adult. Please refer to the dismissal instructions submitted by each family, a copy of which would be located in both the Office and the classroom. The parent must approve changes in dismissal. Teachers must be vigilant at dismissal time. Children must not exit the classroom unless accompanied by an approved adult.

**Dress** - Teachers should dress comfortably and appropriately for the activity in their classrooms. Teachers are discouraged from wearing clothing of extreme cut, i.e. revealing necklines and bare midriffs.

**Elevator Use** - Teachers are not allowed to use the elevator with students.

**Emergency Plan** - If the students must leave the 75 Hicks Street area in the event of an emergency, teachers will be directed to either take their classes to Hillis Hall or if necessary to the Presbyterian Church on Henry and Clark Streets. If the school must evacuate to a secure area below ground, teachers will be instructed to take their classes to the bowling alley on the ground floor of 75 Hicks Street. It is the responsibility of the teacher to stay with students until all have been dismissed to parents or designated adult. An emergency bag must accompany the Director during all fire drills or in the case of an alarm, which will contain first aid materials, emergency forms for all children and teachers and a cell phone.

**Evaluations** - Teachers are required to set professional goals for themselves each fall to be reviewed by the Director. The Director observes and meets individually with each staff member in the early winter.

**Fire Drills** - Practice drills will take place monthly from October through May. Teachers should give classes forewarning of the upcoming drills to help those with fears of loud noises. One teacher should lead the class down the main staircase and out the 75 Hicks Street door. The first class to leave should line up by the Playground fence and wait for the all-clear sign from the Director.

**Gifts** - Teachers are allowed to accept small gifts and class gift certificates. Teachers are not allowed to accept cash gifts from parents.

**Hygiene** - Teachers are required to wash hands after using the restroom, changing a child and before handling food. Teachers are also encouraged to wash their hands frequently, especially after touching objects that have been in a child's mouth and wiping a child's nose. Teachers and students hands must also be washed after using a water table with more than two persons.

**Holiday Celebrations** - Christmas and Easter will be part of the Chapel curriculum and should be celebrated in each classroom in some way. Other holidays important to the student body may be embraced in both Chapel and in the classroom. Parents are encouraged to share holiday traditions. Gifts made by the children for their parents should be a classroom activity both at Christmas and Mother's Day.

**Laminating and Copying Classroom Materials** - Machines are located on the Third Floor and are available for use during the school day.

**Lice** - A child should be brought immediately to the Office should a teacher suspect head lice. Students may not return to school until they are nit free.

**Lunch** - Teachers are encouraged to sit with the children during lunch. A microwave and refrigerator are located in the workroom for employee use. Teachers may take their breaks in that room as well.

**Copy, Postage and Fax Machines** - There are copy machines in both the school office and 3<sup>rd</sup> floor workroom. Please use the one in the school office if possible for cost reasons. The postage and fax machines are both located in the 3<sup>rd</sup> floor workroom. Please select the school account on the postage meter for all school mailings. All school mailing lists are to be used for school purposes only. They should not be distributed to any organization or firm.

**Meetings** - All teachers are required to attend monthly staff meetings. They are generally held the last Friday of the month. Attendance at the Open Enrollment meetings is also required. They are generally held during the month of November and you will be notified at least two weeks in advance.

**Office Supplies** - Small office supplies and school stationary are kept in the large cupboard in the School Office. Please note an item that is running low on the marker board in the Office. Copy paper is kept in the 3<sup>rd</sup> floor workroom.

**Classroom Supplies** - Teachers are expected to submit orders for new and replacement supplies by the end of the school year for the next fall. Back-up art supplies are kept in the art storeroom over the gym. Overflow materials are kept in the shelving units on the gym balcony and can be used by all classes. When an item is running low, please mark it on the marker board in the Office. Small orders can be placed throughout the year with the approval of the Director. Order forms are kept in a basket on top of the catalogue shelf in the Director's Office.

**Parents' Night** - Teachers are required to attend their class's scheduled parents' night.

**Paychecks** - Regular paychecks are issued twice monthly according to a teacher's contract. Teachers are encouraged to arrange for direct deposit through the Church Administrator. All hourly employees must complete a weekly time sheet.

**Pets** - Animals approved by the Dept. of Health may be purchased for the classroom. Teachers are responsible that the animal be properly cared for both during the school year and over vacations. Food and supplies may be charged to the School.

**Petty Cash** - Small items and cooking supplies can be purchased using petty cash. Receipts can be turned into the Office for reimbursement in cash up to \$20. The Director should approve any expenses over \$20 and a business expense form should be completed for reimbursement by check.

**Photography** - Teachers are encouraged to document work done in the classroom using the school's digital cameras. Permission by parents must be granted for any photos of children to be used for publication or promotional materials.

**Professional Development** - Teachers are required to do some outside professional development each year. All conferences requiring release time from the classroom should be cleared with the Director. Teachers pursuing a degree may request assistance with tuition. Documentation of fees paid should be presented to the Office for reimbursement up to \$600 annually. Teachers are awarded a \$500 award for completion of a degree.

**Punctuality** - Teachers need to arrive in classrooms one half hour before class time in order to prepare for the children's arrival.

**Recess** - All classes have regularly scheduled recess. Teachers must recognize that they cannot interfere with another classes' time without permission. Classes are to go outdoors, weather permitting. Teachers should make sure that both ends of the playground are being monitored. It is a teacher's responsibility to set-up and put away all gym equipment if they are the first or last group to use the gym. All yard equipment must also be put away in the cupboard and the sandbox must be covered by the last class using the playground.

**Recommendations** - Teachers who are asked to write recommendation letters for students must make a copy for the Director's review and the child's permanent file.

**Records** - Each child's file is kept in the Office. Teachers must consult health records at the beginning of the year to find out if a child has any allergies. Annual assessment sheets on each child are to be kept in the Office. Teachers must turn these forms in at the end of each school year.

**Safety** - Children may not carry glass objects. They must hold onto the railing when going down the stairs. Children, ages 2 and 3, must be in clear sight of a teacher at all times. Children, ages 4 and 5, must be in sound distance of a teacher at all times. If a child is injured, an injury report must be filled out to go home with the child. A copy is kept in the school office. First aid kits are kept on each floor, in the school office, the gym and the playground. A first aid kit must accompany each class that leaves the building on a field trip.

**Screening** - All children will be screened at age three for developmental delays or upon their entrance to the school. Results are confidential and should be kept in the children's file in the school office.

**Smoking** - is not permitted in the school building or on school property.

**Snow Days** - Notice of school closings due to inclement weather will be posted by 7:00 AM on the main school line. The Director will be responsible for notifying all Head Teachers and Administrative Staff. Head teachers will notify their assistants and together, they will call their class list. All families should be notified by 7:30 AM.

**Specialists** - Specialists should discuss their curriculum with classroom teachers and share observations of the children. They should submit comments about each child to be shared with parents at the mid-year conference. Teachers must check with the specialist to see if they would like them to remain with the students during the class.

**Supervision of Children** - Two and three year olds must be in sight and sound of teachers at all times. Four year olds may be out of sight for up to one minute but always within sound. Five year olds may be out of sight and sound for up to ten minutes but must never leave the same floor as the teacher.

**Storage** - Classroom supplies should be stored in classroom cupboards. Seasonal items may be stored the PCS designated area of the bowling alley. The hallway leading to the fire exit may not be used for storage. Cleaning supplies are kept in the hall closet, which must be locked. The key is kept hanging in the doorway of the bathroom door out of children's reach.

**Telephone** - Teachers are welcome to make local calls during breaks from the school office or staff workroom. Cell phone use is prohibited in the classrooms, school hallways and in the playground. All emergency calls should be directed to the main school line.

**Trips** - The Director must approve all trips outside the school building. Parents usually grant permission to take walking trips on the back of the Emergency Forms, which are on file in the Office. Please post when these trips are taking place and ask for parent chaperones if necessary. Bus trips require a signed permission slip and for children to be four years of age or older. Buses can be reserved through the Office and blank permission slips are available in the Office. Permission slips must be kept on file for the remainder of the school year. First aid kits must accompany the class.

**Tutoring** - No teacher shall tutor any of his or her students for compensation. There will be no tutoring of Plymouth students for pay on school grounds. Childcare done by teachers must be done after their normal work day.

**Valuables** - Please store handbags out of sight in the classrooms and avoid bringing valuables to school. Teachers should store any large amount of cash in the school safe. School AV equipment should be kept in a secure cupboard or in the safe.

**Visitors** - Parents and siblings may visit a child's class by arranging it with the teachers in advance. Other visitors must make appointments through the Office. Children of faculty may visit only with advance permission of the Director.



# PLYMOUTH CHURCH

## PERSONNEL POLICIES MANUAL RECEIPT AND ACKNOWLEDGEMENT

I understand that the Personnel Policies Manual contains employment and benefits information only and is in no way to be interpreted as an employment agreement between the Plymouth Church and me. I also understand that no manager or management employee has any authority to make any statements to the contrary. I further recognize that the Church reserves the right to modify or delete any of the policies contained therein and to add additional policies without notice at any time.

In a similar respect, I am free to voluntarily resign at any time and the Church can terminate or change the terms and conditions of my employment at any time, for any reason, with or without cause, notice or liability.

This Manual supersedes all prior manuals, handbooks, etc. previously issued by the Church.

Employee's Name (please print).

\_\_\_\_\_

Employee's Signature

\_\_\_\_\_

Date: \_\_\_\_\_

*(Please sign this page, detach on the dotted line, and return to the Church Administrator.)*