

# **UNITY PRESBYTERIAN CHURCH**

**Fort Mill, SC**

## **EMPLOYEE MANUAL**

**Approved by Session**

**September 28, 2020**

**Revised October 23, 2023**

# UNITY PRESBYTERIAN CHURCH EMPLOYEE MANUAL

## IMPORTANT NOTICE

### THIS MANUAL IS NOT A CONTRACT OF EMPLOYMENT

**THIS EMPLOYEE MANUAL DOES NOT CREATE A CONTRACT OF EMPLOYMENT BETWEEN YOU AND UNITY PRESBYTERIAN CHURCH ("UNITY"). YOUR EMPLOYMENT WITH UNITY IS "AT WILL," MEANING THAT EITHER YOU OR UNITY MAY TERMINATE YOUR EMPLOYMENT AT ANY TIME WITH OR WITHOUT CAUSE. THIS EMPLOYEE MANUAL SUPERSEDES ANY EMPLOYEE MANUAL(S) PREVIOUSLY ISSUED BY UNITY, AND THUS ANY EMPLOYEE MANUAL(S) PREVIOUSLY ISSUED BY UNITY ARE HEREBY REVOKED. NO SUPERVISOR OR MANAGER HAS THE AUTHORITY TO CREATE A CONTRACT BETWEEN YOU AND UNITY OR ALTER YOUR AT-WILL EMPLOYMENT RELATIONSHIP WITH UNITY.**

The employee manual describes important information about Unity. As an employee of Unity, I understand that I should consult the Pastor/Head of Staff if I have any questions that are not answered in the manual.

I became an employee of Unity voluntarily. I understand and acknowledge that there is no specified length to my employment at Unity and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that "at will" means that Unity may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate federal or state laws.

I understand and acknowledge that there may be changes to the information, policies, and benefits in the manual. The only exception is that Unity will not change or cancel its employment-at-will policy. I understand that Unity may add new policies to the manual as well as replace, change, or cancel all other existing policies. I understand that I will be notified about any manual changes and I understand that manual changes can only be authorized by Unity.

I understand and acknowledge that this manual is not a contract of employment or a legal document. I have received instructions on how to access the manual and I understand that it is my responsibility to read and follow the policies contained in this manual and any changes made to it.

EMPLOYEE'S NAME (print): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

## WELCOME

Welcome to the staff of Unity Presbyterian Church! We are glad that God has led you to us and trust that our employment relationship will be one of mutual respect as we all continue to grow in the path that God has set before us. This manual was created in order to outline general personnel related policies and procedures for the full-time and part-time staff of Unity Presbyterian Church. In addition, the information in this manual is intended to provide staff members with guidance for establishing and maintaining a mutually beneficial and rewarding employment relationship. Unity's mission statement is, **“United in Christ's love, we glorify God through worship, nurture, and service to all people.”**

# **EMPLOYMENT**

## **DEFINITIONS**

### **Church Positions**

“**Ordained Staff**” refers to those persons ordained to the ministry of word and sacrament by the Presbyterian Church (U.S.A.). For purposes of this manual, Ordained Staff will be treated in accordance with their call, although they may on occasion assume functional duties of Program Staff or Support Staff.

“**Program Staff**” refers to salaried, professional personnel engaged in management, educational, and supervisory positions as designated by the Pastor/Head of Staff or designee.

“**Support Staff**” refers to all others employed by Unity Presbyterian Church.

“**Head of Staff**” refers to the Pastor/Head of Staff or designee. (Note: When the Pastor/Head of Staff is absent for a period of time, they may designate someone else on staff to act in their behalf.)

“**Full-Time**” refers to all exempt and non-exempt employees who are regularly scheduled to work a minimum of thirty (30) hours per week.

“**Part-Time**” refers to all persons who are regularly scheduled to work less than thirty (30) hours per week.

Employees will be informed of employment classification as exempt or nonexempt employee at the time of employment. Employees will be informed of FLSA classification changes that may occur as a result of a promotion, transfer, or otherwise. Questions regarding employment classification or exemption status may be directed to the supervisor.

“**Salaried (Exempt)**” refers to all persons who are in a supervisory, administrative or professional position and whose principal duties and rate of pay conform to specific standards established under the Fair Labor Standards Act (FLSA). They are not typically eligible for overtime pay.

“**Hourly (Non-Exempt)**” refers to all employees whose principal job duties or rates of pay make them subject to the overtime provisions of the FLSA.

Other entities that are important to the ministry of Unity Presbyterian Church and its staff include the Session and the Human Resources Ministry Team.

“**Session**” refers to the governing council of Unity Presbyterian Church. In the Presbyterian Church (U.S.A.), the denomination to which Unity Presbyterian Church belongs, the Session is the governing council of each local congregation. The Session is comprised of Ruling Elders and Teaching Elders (Pastors) elected by the congregation. The Session is responsible for and has authority over all aspects of carrying out the mission of the Church. In particular, with regards to

this manual, the Session has final responsibility and authority for all employment decisions, actions, and policies.

**“Human Resources Ministry Team (HRMT)”** is the team/committee appointed by Session to advise it regarding Unity’s staff needs, employment recommendations, employee issues, and employment policies. The HRMT provides a process for periodic employee performance reviews and makes recommendations to the Session regarding compensation and benefits packages for all employees. The HRMT is the employee’s resource beyond their supervisor and the Head of Staff for issues such as, but not limited to, interpretation of policy, resolution of issues, complaints, and reporting of workplace issues such as harassment, violence, interpersonal relationship issues, etc. Employees should first seek to resolve such issues with their supervisor, then the Head of Staff, before seeking help from HRMT.

## **EMPLOYEE MANUAL APPLICABILITY**

Unless specifically stated otherwise, all **COMPENSATION** and **EMPLOYEE BENEFITS** terms of this Employee Manual apply to non-ordained staff only. Compensation and benefits terms for ordained staff are specified in their official Call or, in the case of interim pastors, in a three-way contract between the Pastor, the Session, and Providence Presbytery. Changes to a pastor’s Call can only be made by a vote of the congregation of Unity Presbyterian Church with approval by Providence Presbytery. Changes to an interim pastor’s contract can only be made as a written change to the contract signed by the Pastor, the Session, and Providence Presbytery.

Staff members of Unity Preschool are considered employees of Unity Presbyterian Church. However, their compensation and benefits are defined by the Unity Preschool Advisory Board as described in a separate Unity Preschool Staff Handbook. The Advisory Board serves under the authority of the Session of Unity Presbyterian Church.

All **POLICIES**, unless specifically stated otherwise, apply to all staff, including ordained staff and Unity Preschool staff. All matters of discipline for ordained staff must be referred to Providence Presbytery in accordance with the *Book of Order of the Presbyterian Church (U.S.A.)*. Termination of Pastoral Relationships, whether voluntary or involuntary, must be approved by Providence Presbytery.

## **POLICIES**

### **OPEN DOOR POLICY**

Unity Presbyterian Church is interested in the success of all employees, and therefore, promotes an atmosphere whereby employees can talk freely with supervisors, the Head of Staff, or the Chair of the Human Resources Ministry Team to discuss problems or concerns. Employees are encouraged to communicate with supervisors and may do so with the knowledge that private discussions are held confidential when at all possible. Supervisors who learn of issues or concerns during private conversations that raise safety or legal concerns cannot maintain confidentiality.

### **EQUAL OPPORTUNITY EMPLOYMENT**

It is the intent of Unity Presbyterian Church that employees are provided an environment to perform the duties of their positions free from any form of unlawful discrimination. Unlawful discrimination includes any form of discrimination in employment on the basis of race, color, sex, sexual identity or orientation, age, national origin, protected disability, or veteran's status. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits. The Session of Unity Presbyterian Church is the final authority for all hiring. All employment decisions will be made in compliance with applicable employment-related laws.

## **HARASSMENT**

Unity Presbyterian Church prohibits harassment of any kind based on an employee's race, color, sex, sexual identity or orientation, national origin, age (40+), protected disability, or veteran status. Harassment may include verbal or physical conduct (including improper joking or teasing) that denigrates or shows hostility or aversion towards an individual because of these protected attributes and that has the purpose or effect of:

1. Creating an intimidating, hostile or offensive working environment as defined by law;
2. Unreasonably interfering with an individual's work performance;
3. Otherwise adversely affecting an individual's employment opportunities.

Unity also prohibits harassment based upon sex, sexual identity or orientation, or gender. Sexual harassment may encompass a variety of behaviors, including unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars, posters, Internet sites or other materials. Sending sexually explicit e-mail or voice-mail and other verbal or physical conduct of a sexual nature, such as uninvited touching or sexually-related comments are prohibited. The conduct can also include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life and teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create a hostile working environment.

**Complaint Procedure Regarding Discrimination and/or Harassment:** All Unity employees are responsible for helping to assure that this policy is followed and to ensure that everyone is committed to maintaining a workplace that is free of unlawful discrimination and harassment.

Employees who believe they are being subjected to unlawful harassment or discrimination must notify the Head of Staff or, if the alleged action involves the Head of Staff, the Chair of the Human Resources Ministry Team. Employees who witness conduct that may be in violation of these policies must notify the Head of Staff or, if the alleged action involves the Head of Staff, the Chair of the Human Resources Ministry Team.

Unity Preschool staff members who believe they are being subjected to unlawful harassment or discrimination must notify the Preschool Director or, if the alleged action involves the Preschool Director, the Pastor/Head of Staff or the Chair of the Human Resources Ministry Team. Unity Preschool staff members who witness conduct that may be in violation of these policies must notify the Preschool Director or, if the alleged action involves the Preschool Director, the Pastor/Head of Staff or the Chair of the Human Resources Ministry Team.

Unity will promptly and thoroughly investigate the facts and circumstances of claims of perceived harassment or discrimination as confidentially as possible. Due to the sensitivity of the issues involved in an investigation, employees interviewed during the investigation must treat the information discussed as confidential. Disclosure of such information is a violation of Unity's policies and procedures and may lead to disciplinary action. Anyone, regardless of position or title, whom Unity determines has engaged in unlawful harassment or discrimination, will be subject to disciplinary action, up to and including termination of employment.

No one will be subject to – and Unity prohibits – any form of discipline or retaliation for reporting incidents of unlawful harassment or discrimination, pursuing any such claim or cooperating in the investigation of such reports.

## **DRUG-FREE WORKPLACE**

It is the policy of Unity Presbyterian Church that the workplace shall be free from the illegal use, possession or distribution of controlled substances (as defined in the Controlled Substances Act). Controlled substances include, but are not limited to, marijuana, cocaine, amphetamines, phencyclidine (PCP), and opiates.

Employees are expected to report for work and while at work to remain in condition to perform assigned duties free from the effects of controlled substances. It is Unity's intent and obligation to, in good faith effort, and on a continuing basis, provide a drug-free, healthful, safe and secure work environment.

The unlawful manufacture, distribution, dispensation, possession or use of controlled substances on property owned or controlled by Unity Presbyterian Church, or while conducting official Church business, is prohibited. Any illegal substances discovered on the Church's property will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Disciplinary action, which may include suspension without pay and/or termination, will be taken against any employee who is found to be in violation of this policy. Any employee of Unity Presbyterian Church who is convicted of a drug-related offense for a violation occurring on Unity property or while conducting official church business must report that conviction to his/her supervisor or the Head of Staff. The fact that an employee is convicted of a controlled substance related offense may affect the status of his/her employment. The nature of the offense together with the nature of the employee's work assignment will be considered in determining what actions should be taken by Unity.

## **WORKPLACE VIOLENCE**

Unity is committed to providing employees with a workplace free from violence of any kind, including workplace domestic violence. This zero tolerance policy prohibits the commission of any violent act or the threat of committing any violent act on Unity Presbyterian Church property by an employee, member, or visitor. This zero tolerance policy also prohibits any form of workplace domestic violence in the workplace, including, but not limited to, physically, sexually and/or psychologically abusive behavior perpetrated upon one household member by another. Workplace domestic violence may include violence of any kind (usually targeting an employee) by an employee's family member or domestic partner; or by an employee targeting a family member or domestic partner on Unity's property.

Unity also prohibits employees, members, and visitors (with the exception of law enforcement officers) from possessing at work or while on any property of Unity Presbyterian Church any

firearm, other weapon, or any components which can readily be assembled into a firearm or any other weapon. Any such weapon or firearm can be confiscated and violators will be subject to the appropriate legal and/or disciplinary action including termination of employment. No one will be subjected to, and Unity prohibits, any form of discipline or retaliation for reporting, pursuing or cooperating in the investigation of incidents of workplace violence or workplace domestic violence that occur on the Unity Presbyterian Church property or premises.

Employees who engage in any kind of violence in the workplace or who use Unity facilities, property or resources to engage in violence are subject to disciplinary action up to and including termination. Appropriate disciplinary action, consistent with zero tolerance, may be taken against employees who are charged with a violent act or threat in the workplace. Criminal prosecution may result if federal, state or local laws are violated.

Any person, including non-Unity employees, who makes threats, exhibits intimidating or threatening behavior or engages in destructive violent acts against employees, members, or visitors or against Church buildings, equipment or property while on Unity Presbyterian Church property shall be subject to removal from the premises and will be subject to arrest and/or criminal prosecution. For the purpose of this policy, violence and threats of violence include, but are not limited to:

- Any act that is physically abusive.
- Any physical or verbal threat, behavior or action which could be interpreted to carry the potential to: harm or endanger the safety of others; result in an act of aggression; or, destroy or damage property.
- Any physical or verbal threat, behavior or action which may place a person's workplace productivity at risk.

**Complaint Procedures for Workplace Violence:** Any employee who has witnessed violent behavior or threats of violent behavior is responsible for reporting it to the supervisor or Head of Staff (or designee) immediately. Employees should feel free to report any behavior regarded as threatening or violent, even without an actual threat. All Unity supervisors are responsible for contacting the Head of Staff (or designee) with any report that was made to them of a potential threat, actual threat or actual act of violence. The Head of Staff (or designee) will contact the proper authorities if necessary.

Unity intends to respond promptly and firmly to threats or acts of workplace violence or workplace domestic violence. All reports of workplace violence or workplace domestic violence will be treated confidentially to the maximum extent possible. Employees who violate this policy will be handled in accordance with Unity policies and procedures, in addition to federal, state and local laws. Non-employees who exhibit behavior described in this policy will be subject to prosecution under federal, state and local laws.



## **DISCIPLINE**

In the event of disciplinary matters of concern involving ordained personnel, the Session will determine the need to refer the matter to the Providence Presbytery for investigation as outlined in the Presbyterian Church (U.S.A.) Book of Order.

The guidelines for discipline outlined in this policy pertain to non-ordained employee misconduct. Depending upon the nature and severity of the offense and whether it is a repeat offense, any of the following disciplinary actions may be taken: oral reprimand; written reprimand; suspension without pay; and/or termination. These actions are not listed in any progressive order and any of the actions may be taken as warranted by the offense. The Head of Staff in conjunction with the Human Resources Ministry Team will make recommendations to the Session with regard to disciplinary actions.

Employees who voluntarily fail to report to work for three consecutive workdays and fail to contact the supervisor during this time period will be considered to have abandoned their positions and voluntarily resigned.

Offenses which may result in disciplinary action include, but are not limited to, those presented below. The offenses are not in any particular order or severity. The list of offenses is intended to serve only as a guide and is not intended to be all inclusive. Other offenses, as determined by Unity, may require disciplinary action.

- Unauthorized leave.
- Habitual tardiness or failure to observe assigned work hours.
- Excessive absenteeism.
- Failure to report to work and failure to contact the supervisor for up to two work days.
- Failure to obtain or maintain a license or certification required as a condition of employment.
- Reporting to work under the influence of, or otherwise impaired by, alcohol at any time during the day (i.e., at the beginning of the day, after lunch or breaks, the beginning of shifts, etc.).
- Drinking alcoholic beverages on the job.
- Reporting to work under the influence of, or otherwise impaired by, illegal drugs or drugs for which the employee does not have a valid prescription.
- Possession or use, while on the job or at a Unity sponsored activity, of illegal drugs or drugs for which the employee does not have a valid prescription.
- Insubordination.
- Falsification of records or documents, including employment applications, leave records, time cards, etc.
- Stealing.
- Carelessness or negligence, including that which results in personal injury or damage to property.
- Willful violation of written rules, regulations, or policies.
- Fighting.

- Deliberate destruction or misuse of property or equipment.
- Unauthorized release of confidential information.
- Sleeping while on duty.
- Malicious use of profane/abusive language to others.
- Failure to maintain satisfactory or harmonious working relationships with employees, congregation members, or visitors.
- Inappropriate use of computers or the Internet.
- Sexual harassment.
- Threats of violence.
- Engaging in hands-on cell phone usage or texting while operating a motor vehicle on church business.
- Any other conduct Unity considers to be inappropriate or adverse to the interest of Unity.

## **ABSENTEEISM AND TARDINESS**

Unity expects all employees to assume diligent responsibility for their attendance and promptness. If unable to report to work because of illness, or for any other reason, employees must notify their immediate supervisor prior to or at the start of the workday, and must provide reason(s) for the absence or tardiness. Unity reserves the right to request a doctor's excuse or release from any employee after an absence due to illness. Absenteeism or tardiness that is unexcused or excessive in the judgment of Unity is grounds for disciplinary action up to and including termination. Failure to report back to work after being released from a doctor or after an absence of three (3) consecutive days without contacting an immediate supervisor will be assumed to be a voluntary resignation.

## **PERSONAL APPEARANCE**

Employees are generally required to dress in business casual attire, however, at times more casual dress is allowed. In all circumstances, employees should dress in a manner which is appropriate to the situation and work location. Any questions about "appropriate dress" can be referred to your supervisor.

## **CODE OF CONDUCT**

Unity Presbyterian Church employees are expected to treat co-workers, supervisors, church members, and visitors with respect at all times and conduct in the workplace should be professional. Unity employees are expected to abide by Unity's policies, procedures, and all applicable state and federal laws.

## **UNITY PRESBYTERIAN CHURCH EQUIPMENT AND COMPUTER SYSTEMS USE**

Unity provides supplies, equipment, and materials necessary for employees to perform their job. These items are to be used solely for Unity Presbyterian Church purposes.

Unity provides for its employees the use of computers, computer files, Internet access, email system and accounts, and software to further Unity's work. The computers, computer files,

software, hardware, and all other materials associated with the computer are the property of Unity Presbyterian Church and their use must comply with Unity policies.

All employees are responsible for ensuring that Unity Presbyterian Church's computer systems, including the Internet and email are used in an effective, professional, ethical, and lawful manner. Employees should ensure that all communications through its computer systems maintain a positive and professional public image for Unity.

Employees should only access the Internet through an approved Internet firewall. Unity is not responsible for materials viewed on the Internet. While Unity uses software to block access to inappropriate or sexually explicit sites, employees should be aware that even innocuous search requests might lead to such sites. Employees encountering such material should immediately disconnect from the site.

This policy supports Unity's commitment to maintain a productive workplace, a workplace in compliance with all laws. The policy strictly prohibits the use of computers, the Internet, email, and all other computer-related materials in ways that may be considered unlawful or harassing, disruptive or offensive to any other person(s).

Unity's computer/Internet/e-mail and telephone systems (the "systems") are Unity's property. Use of such systems and church owned or leased equipment to access such systems is granted to staff for official approved purposes only. Employees may use the systems to assist them in the performance of their jobs. Occasional, limited, appropriate personal use of the systems is allowed when the use does not: (1) interfere with the employee's work performance; (2) interfere with any other employee's work performance; (3) unduly impact the operation of the systems; or (4) violate any other provision of this policy or any other policy, guideline or Unity standard or any federal, state or local laws or ordinances. Use of the systems is a privilege that may be revoked at any time, with or without reason, with or without notice.

All employees should understand (a) Unity maintains the right, for any reason or no reason at all, and with or without notice to employees, to access or monitor all files, images, documents, messages or information created on, with or transmitted over the systems, including employee e-mail and Internet usage. All such files, images, documents, work products, messages or information are the property of Unity and can, and likely will, be reviewed by others; (b) employees have no expectation of privacy of any kind related to their use of the systems or any files, images, documents, messages or information created on, with or transmitted over the systems; (c) employees expressly waive any right of privacy or similar right in the documents, messages or information created on, with or transmitted over the systems.

No employee should delete or otherwise destroy any documents nor delete any email without discussing the matter with the Head of Staff.

## **CONFIDENTIALITY**

All non-public information obtained by an employee from Unity Presbyterian Church must be treated as confidential and shall not be disclosed by the employee except as necessary for the

employee to perform his or her duties at Unity or to the extent the employee is required to disclose the confidential information upon advice of counsel or by legal or regulatory process.

## **TERMINATION OF EMPLOYMENT**

Terminations are to be treated in a confidential, professional manner by all concerned. Terminated employees are entitled to receive all earned pay. Employees are not entitled to unused sick days, holidays or personal time upon termination.

Employees desiring to terminate their employment relationship with Unity are urged to notify their supervisor or Head of Staff in writing at least two weeks in advance of their intended termination. Proper notice generally allows the Church sufficient time to calculate all accrued overtime (if applicable) as well as other monies to which you may be entitled and to include such monies in your final paycheck. Without proper notice, however, you may have to wait until after the end of the next normal pay period to receive such payments.

Employees who plan to retire are urged to provide Unity with a minimum of two months' notice. This will allow ample time for the processing of appropriate forms to ensure that any retirement benefits to which an employee may be entitled commence in a timely manner.

## **COMPENSATION**

### **WORK WEEK HOURS AND DAYS**

The Church office is open from 8:30 a.m. to 5:00 p.m., Monday through Thursday. These hours are subject to change to meet the needs of the Church. All non-exempt employees are expected to work the hours established with their supervisor. Work hours can be changed by the supervisor to meet the needs of Unity. Exempt employees are expected to establish with their supervisor normal working hours to support the operations of the church. Exempt employees may occasionally need to work different hours to meet the needs of the Church. This should be coordinated with the supervisor.

### **PAYDAY**

Payday varies based on your job classification. Your supervisor will inform you of your payday.

### **TIME SHEETS**

Non-exempt employees are required to complete a time sheet to include all hours worked during the work week. Time sheets should be submitted to the supervisor, or as otherwise directed, for time worked.

## **OVERTIME COMPENSATION**

All non-exempt employees receive overtime pay for hours worked in excess of 40 in a work week at a rate not less than time and one-half their regular rate of pay. All overtime work must be pre-approved by the supervisor. The official work week begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday.

## **HOLIDAY WORK**

Non-exempt employees required to work on any work holidays observed by Unity Presbyterian Church will be paid at a rate of two times their regular hourly rate (double time) for the hours worked on the holiday. In order to receive the holiday pay rate, the holiday work must be required work and approved in advance by the supervisor.

## **PERFORMANCE REVIEWS**

Performance reviews will be conducted for all Unity employees annually, including ordained personnel. These performance reviews shall be conducted during the three month period prior to the end of Unity's fiscal year. The supervisor of the employee will prepare and conduct the evaluation with the employee. The Head of Staff will review, discuss, and approve the comments on the evaluation with the supervisor before the formal review of the employee. The performance review for the Pastor/Head of Staff shall be prepared and conducted by the Chair of the Human Resources Ministry Team upon advice and consent from the Human Resources Ministry Team. Performance evaluations will be submitted to the Human Resources Ministry Team for review and the original document will be maintained in the employee's personnel file.

## **EMPLOYEE BENEFITS**

### **HOLIDAYS**

Unity Presbyterian observes nine holidays annually. All Unity Presbyterian employees, who are regularly scheduled to work twenty hours per week or more, are eligible for holiday pay equivalent to the number of hours the employee would otherwise be scheduled to work on the holiday. Employees who are not scheduled to work on the holiday (for example, an employee who works Monday through Thursday and the holiday falls on Friday) will be eligible for one additional floating holiday as described below. Unity Presbyterian observes the following holidays:

- New Year's Day
- Easter Monday
- Independence Day Observed (1 day to be determined annually by Head of Staff )
- Labor Day
- Thanksgiving Holidays ( 2 days to be determined annually by Head of Staff)
- Christmas Holidays (3 days to be determined annually by Head of Staff)

The Head of Staff will publish the annual holiday schedule by September 30 of the preceding year.

Employees may also choose two more floating holidays to use during the calendar year (i.e., President's Day; Memorial Day; or Martin Luther King Day; employee's birthday, etc.). The floating holidays must be approved in advance by the employee's supervisor. If an emergency requires an employee to work on a previously scheduled floating holiday, the floating holiday should be rescheduled.

## VACATION

All employees are eligible for paid vacation equivalent to the number of hours the employee is regularly scheduled to work per week.

During the first calendar year of employment, non-ordained employees hired between January 1 and April 30 will be eligible for two weeks of paid vacation; employees hired between May 1 and August 31 will be eligible for one week of paid vacation; employees hired between September 1 and December 31 are not eligible for vacation in that calendar year. No vacation may be taken within the first three months of employment.

Beyond the first calendar year of employment, employees will be eligible for paid vacation as follows:

- One through three years of employment = two weeks of vacation;
- Four through nine years of employment = three weeks of vacation;
- Ten through fourteen years of employment = four weeks of vacation.
- Fifteen years of employment and beyond = five weeks of vacation

Vacation time is calculated based on the calendar year in which the above employment anniversaries occur. (For example, if an employee reaches his or her fourth anniversary on May 12, 2021, he or she would be eligible for three weeks of vacation in 2021 and could take that vacation any time during that calendar year.)

A week of vacation is determined by the number of hours the employee is regularly scheduled to work per week. All vacation should be taken during the calendar year in which it is earned. Vacation may not be carried over into the next calendar year. In extenuating circumstances, the Head of Staff may approve a carryover amount of vacation. Generally, vacation should be taken in one-week blocks; however, single days may also be requested. Vacation requests should be made to and approved by the supervisor or Head of Staff as early as possible. **If an employee voluntarily terminates or is terminated due to a staff reduction, the employee shall be paid for unused vacation for that calendar year prorated as follows based on the month in which the termination occurs. If the termination occurs January through March, the employee will receive compensation for unused portions of 25% of the otherwise eligible amount; if the termination occurs April through June, the employee will receive compensation for unused portions of 50% of the otherwise eligible amount; if the termination occurs July through September, the employee will receive compensation for unused portions of 75% of the otherwise eligible amount; and if the termination occurs October through December, the employee will receive compensation for**

**unused portions of 100% of the eligible amount.** An employee terminated for cause shall not be paid for unused vacation.

*For illustration purposes: If an employee is regularly scheduled to work four hours on Sundays that individual's week equals four hours. If employed for three years that employee is eligible for "two weeks" of paid time off (vacation) or eight hours which is two Sundays off with pay (4 hours x 2). If an employee is regularly scheduled to work 35 hours throughout the week that individual's week equals 35 hours. If employed for five years that employee is eligible for "three weeks" of paid time off (vacation) or 105 hours with pay (35 hours x 3).*

**In the event terms for vacation in written terms of call for pastors or offer letters for salaried, exempt staff differs from the information in the Employee Manual, the written terms of call or offer letters shall prevail until such time that the vacation accrual outlined in the Employee Manual provides the greater amount of vacation.**

## **SICK LEAVE**

All full-time and part-time non-ordained employees who are regularly scheduled to work 20 or more hours per week are eligible for up to eight (8) days of paid sick leave per calendar year for their own minor personal illness or to care for a sick member of the employee's immediate family (immediate family member means; spouse, child, mother, siblings, or father of either the employee or the spouse of the employee). New employees shall be eligible for one day of sick leave during their first three months of employment. Sick leave should be requested in advance when possible. When not possible, the employee should contact the supervisor as soon as possible of the need to take sick leave. Additional sick leave may be requested on a case by case basis. Any additional sick leave would be at the discretion of the Pastor/Head of Staff. Sick leave is a health benefit that is intended to be used as needed by the employee. There is no accrual of monetary value to unused sick leave, nor should it be used to gain additional time off. No payment will be made for any sick leave balance at the end of the year or at the time employment with Unity terminates.

## **FAMILY MEDICAL LEAVE**

For more serious illnesses or medical situations, employees who work twenty hours per week or more may be eligible for up to twelve weeks of paid leave for their own personal illness or the illness of a qualified family member. For the purposes of this leave, a qualified family member will include a spouse, a child, a mother or a father. Employees must have been employed at Unity for twelve months to be eligible for Family Medical Leave. For illness and medical needs, Family Medical Leave must be certified as necessary by the treating physician by the submission of a statement outlining the employee's need to be away from work, and the expected return to work date. Medically certified Family Medical Leave will be paid leave, for the period of time certified as medically necessary to be away from work for up to a total of twelve weeks per year. The Head of Staff will approve leave requested under Family Medical Leave. If the leave was taken for the employee's own personal illness, the employee must submit a written statement from the treating physician indicating that the employee has been released to return to work.

Family Medical Leave may also be granted for up to twelve weeks of paid leave for the birth or placement of a child. This leave must be completed within twelve months of the birth or placement.

## **BEREAVEMENT LEAVE**

An employee will be granted up to four (4) days leave with pay for a death in the immediate family. “Immediate family” is considered to include grandparents, parents, spouse, children, siblings and the spouse's immediate family. The Head of Staff may at his/her discretion allow flexibility with regard to whom an employee considers to be an “immediate family member.”

## **PERSONAL EMERGENCY LEAVE**

In the event of a personal emergency, the Head of Staff (or a designee) may at his/her discretion grant leave as necessary, and on a case by case basis. Leave taken for the purposes of a personal emergency that does not qualify as Family Medical Leave or another type of paid leave will be leave without pay.

## **JURY DUTY**

Employees who are scheduled to work on a day that they are required to report for jury duty will be granted leave and be paid for the time they are on jury duty and away from work for up to two weeks per year. The Jury Summons must be attached to and submitted with the employee’s time sheet for non-exempt employees. Exempt employees must submit the Jury Summons to the supervisor.

## **COURT LEAVE**

Employees who are scheduled to work on a day that they are required by subpoena to report to court will be paid for the number of hours normally scheduled to work that day. Employees who report to court as a non-subpoenaed witness, a plaintiff, a defendant, or for any other non-subpoenaed court appearance will not be paid for the time. Employees have the option to use vacation leave for such absences. If an employee knows this leave could exceed more than three (3) days, the employee must discuss the matter with a supervisor to determine how the leave will be handled.

## **SABBATICAL LEAVE**

Sabbatical leave is an extended period of time granted to ordained and specific salaried, exempt staff members (as outlined in the Sabbatical Leave Policy) for the purpose of disengagement from the regular tasks and routines of their positions allowing the opportunity for rest, travel, study and reflection. Sabbatical leave is qualitatively different from “time off” or “vacation.” The purpose is personal and professional renewal for the staff member and the congregation. The Sabbatical Leave Policy shall guide eligibility criteria, application and approval processes and procedures, and expectations regarding sabbatical leave.



## PERSONNEL FILES

Employee personnel files are confidential documents maintained in the church office. Unity takes seriously the responsibility to protect all personnel files, including the health/medical information provided to Unity for the purpose of determining Family Medical Leave eligibility or for any other reason. Protected health/medical information will be maintained separately from the employee's personnel file or other employee records, and in a separate health information file. Files containing protected health/medical information for Unity employees will be stored in a locked file cabinet and the Head of Staff will maintain security procedures for accessing the locked file cabinet.

## INCLEMENT WEATHER

In the event of inclement weather, the Head of Staff will make a determination regarding closing or delaying the opening of Unity's office. Employees will be notified via Email if the office will be closed. When school is in session, Unity typically follows the Fort Mill School District directives for school closure. When Unity's office is closed or delayed due to inclement weather, the employee will be paid for the time they were scheduled to work. If an employee deems it unsafe to travel and is unable to report to work or reports to work late on a day that Unity's office is open, the employee may take leave with pay for the hours they were scheduled to work.

## INSURANCE

**Major Medical, Death and Disability, and Retirement Benefits:** All Ordained Staff in installed positions and all full-time, non-ordained employees are eligible for benefits offered under the Benefits Plan of the Presbyterian Church (U.S.A.) Board of Pensions, including major medical insurance, death and disability coverage, retirement benefits, and 403b retirement options. Additional information may be found at [www.pensions.org](http://www.pensions.org), or by calling (800) 773-7752.

**Additional Optional Benefits:** The Presbyterian Church (U.S.A.) Board of Pensions offers optional benefits to eligible full-time employees, including long-term disability, life insurance, accidental death and dismemberment, dental, and a retirement savings plan or 403b options. Part-time employees are eligible for an optional 403b program. Optional benefits are available at the expense of the employee. Additional information may be found at [www.pensions.org](http://www.pensions.org), or by calling (800) 773-7752.

**Additional Benefits:** Benefits paid by Unity on behalf of the employee are as follows:

- Approved travel expenses for church related business will be reimbursed at the current rate to all staff members.
- Approved educational expenses for Church-related courses or materials will be reimbursed to staff members as appropriate. Education expenses to be reimbursed must be approved in advance by the employee's supervisor.
- Unity will pay the employer portion of Social Security for all employees.