



First Presbyterian Church

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Policy Number

Personnel 2.1

Human Resources Manual

Reviewed by Personnel Committee:

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Note: This version of the Human Resources Manual supersedes all previous versions.

HUMAN RESOURCES MANUAL

Foreword

Foreword

This manual is designed to acquaint employees with policies, procedures and staff benefits of the First Presbyterian Church of Santa Fe (FPC or the Church), including the Child Development Center (CDC). This manual has been developed by the Personnel Committee of the Session (Personnel Committee) and the Head of Staff and approved by the Session of FPC to explain the policies, procedures and practices that will affect all staff during employment with FPC consistent with Federal, State, and local laws and consistent with the goals and mission of the Church. The manual is made available to each employee at the time of employment for information and subsequent reference. FPC is an “at will” employer.

FPC reserves the right to change, interpret, withdraw or add to the policies, benefits, or terms without prior notice, consideration, or approval by any employee group. As the information changes, revised pages will be distributed to staff members. Each new staff member is expected to read the Human Resource Manual indicating an understanding and acceptance of the policies and provisions contained therein.

Personnel Policies contained in this manual apply to all personnel employed by FPC. In instances in which a letter of employment contains exceptions to the policies of this manual, such a letter or written document will control.

The Personnel Committee of the Session is responsible for annual review of the Human Resource Manual, working with Head of Staff and CDC Director to ensure compliance and uniform application of the policies as stated in this manual. Revisions of the manual are approved by the Session. The intention of the Session is to set forth clear guidelines delineating expectations, evaluation of performance, benefits and personnel policies for all staff members. Suggestions for change are welcomed by the Personnel Committee. Final responsibility rests with the Session.

The Head of Staff (the Pastor unless otherwise designated by the Session of FPC) is administratively responsible for implementing the policies outlined herein and will work closely with the Personnel Committee concerning personnel issues. The Child Development Center Director, reporting to the Head of Staff, is responsible for implementing the policies within the CDC.

Mission

First Presbyterian Church of Santa Fe, a part of Christ's universal church and of the Presbyterian Church (U.S.A.), is a fellowship of believers of all ages who profess faith in God the Creator; Jesus Christ the Savior and Lord; and the Holy Spirit the Sustainer. In response to God's grace, we gather together for the service of God as set forth in Scripture, to be a caring, inclusive, reconciling community here and throughout God's world.

As that community, we proclaim good news through:

Worship

Sacraments

Education

Mission

Social justice advocacy

Pastoral care

Child Development Center Philosophy and Mission

The Child Development Center is a community outreach program that embraces...

- A child-centered philosophy of education while striving to accommodate the needs of the surrounding community.
- A natural, joyful learning experience that enhances development of the child; therefore, we are sensitive to each individual child's social, emotional, intellectual and physical needs.
- Programs open to those of all faiths, as we embrace and teach global principles of kindness, compassion, tolerance and inclusivity.
- A learning environment that fosters each child's chance for gaining self-confidence and interpersonal skills in all settings.
- Physical safety as of the utmost importance and security measures that are strictly enforced.

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I. Categories of Employees

A. Exempt Status

Staff members whose positions meet specific exemption tests for executive, administrative, or professional positions as established by the federal Fair Labor Standards Act (FLSA) are exempt from FLSA's provisions and do not receive overtime pay when they work in excess of 40 hours per week.

B. Nonexempt Status

Staff members whose positions do not meet the FLSA exemption tests and must be paid additionally for all hours worked beyond their regular work schedule: at their regular hourly rate of pay for those hours worked above their regular schedule up to 40 hours per week and at (at least) time and a half of their regular hourly rate of pay for time worked in excess of 40 hours per week.

C. Full Time Employees

Full time employees are hired to work forty or more hours per week.

D. Part-Time: 20 or More Hours Per Week

Part-time employees hired to work 20 or more hours per week, but less than 40 hours per week.

E. Part-Time: Less Than 20 Hours Per Week (PTLT20)

Part-time employees hired to work less than 20 hours per week.

F. Temporary Employees

Temporary employees are those who are under specific contractual arrangements that are periodically renewed.

G. Ordained Staff

II. Work Week: Attendance, Punctuality, and Hours

Each staff member is expected to be present and ready to work during all scheduled work hours. A staff member's late arrival is a reduction in the quality of service at FPC.

Professional practice dictates that the employee personally call the supervisor if the employee will be late or absent. That call should provide enough notice prior to the staff's starting time for a substitute to be located, if needed. It is not adequate to leave a message on the church answering machine except in an emergency. The work week is defined as a period of 168 hours during 7 consecutive 24-hour periods. The work week is defined for each employee according to the schedule as described in the letter of employment.

The core hours of the church office are 9:00am to 4:00pm Monday through Friday. This is the time period in which church members can reasonably expect to find someone in the office and can expect phones to be answered with the help of volunteers.

Staff will take lunch breaks and other breaks as needed. The work schedules for staff members may vary and any deviation from the regular hours of work will be identified in the letter of employment.

III. Employee Benefits

A. Compensation

1. Pastors

A Pastor's terms of call shall enumerate salary and other benefits. Changes therein must be accepted by the Pastor, approved by the Congregation and approved by the Presbytery of Santa Fe.

2. Exempt Staff

Salary and other benefits for all other exempt staff shall be discussed with the Head of Staff and negotiated with the Personnel Committee, with recommendations concerning salary and benefits made to the Session for final approval. Salary and benefits will be included in a letter of employment.

3. Nonexempt Staff

Hourly wage and other benefits for all nonexempt staff shall be discussed with the Head of Staff and negotiated with the Personnel Committee, with recommendations concerning salary and benefits made to the Session for final approval. Salary, benefits, and exceptions to policies in this manual will be included in a letter of employment.

4. Overtime

Nonexempt employees will be paid at straight time for all pre-approved hours worked up to 40 hours per workweek, and at a rate of 1.5 times their hourly wage for all pre-approved hours worked over 40 hours per workweek. All overtime must be approved by Head of Staff or CDC Director. Exempt employees will not be paid for hours worked over 40, but in extenuating circumstances may be granted compensatory time off within the pay period in which the overtime occurs with approval of Head of Staff or CDC Director. Compensatory time cannot be accumulated.

5. Social Security

Staff members other than ordained pastors are covered under Social Security. The FICA tax will be deducted from the employee's salary and FPC will pay its share. Pastors are considered self-employed by the IRS. FPC pays 50% of the Social Security Trust Fund (SECA) for clergy.

B. Medical and Disability Insurance

Exempt employees, full-time non-exempt employees, and part-time employees who work 20 or more hours per week (1040 hours per year) and their families shall be eligible to participate after 90 days of employment in the medical benefits portion of the Benefits Plan

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of the Presbyterian Church (USA). Employees who lose their qualification for this benefit because of insufficient hours over a period of one month must reapply for participation.

C. Pension

Employees who participate in the medical benefits program may participate in the pension benefits portion of the Benefits Plan of the Presbyterian Church (USA) after three years of employment. Part-time employees: Less than 20 hours per week are not eligible to participate in the retirement plan.

D. Workers Compensation

In accordance with the law of the State of New Mexico, exempt and non-exempt employees are covered under the Workers Compensation and Employer Liability insurance policy issued to FPC.

E. Emergency Closings

At times, emergencies such as severe weather, fires, or power failures can disrupt operations. The church office will follow the same schedule as the public schools in inclement weather for delayed opening or full-day closing. Church members can check the church's voice mail about changed meeting schedules by calling the main church telephone, 505-982-8544, extension 10.

F. Vacation and Vacation Approval

These policies apply to all staff unless the letter of engagement of services specifies otherwise. Vacation time must be approved by the Head of Staff or CDC Director as far in advance as possible so that the workload is not seriously jeopardized, FPC reserves the right to deny vacation requests due to work load. Compensation for accrued but untaken vacation leave will be made only upon termination of employment.

1. Ordained Staff:

FPC agrees to the regulations established by the Presbytery of Santa Fe and provides vacation time which meets or exceeds the Presbytery minimum. On January 1 ordained staff receive their total vacation allotment for the year.

2. CDC Teachers:

Teachers receive 24 hours of vacation on January 1. If hired during the year, they receive 24 hours if hire date is in the months of January to April, 16 hours if hire date is in the months of May to August or 8 hours if hire date is in the months of September to December.

As salaried employees, they receive regular pay during scheduled breaks in line with the CDC operations calendar. No vacation leave carries over.

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3. Part-time: Less Than 20 Hours per Week and Temporary Employees:

These employees are not eligible for vacation time unless noted in the required letter of employment.

4. All Other Employees:

Accrual rates are for a 1.0 full-time equivalent (FTE) working 40 hours per week. Those working less than 40 hours (but 20 or more hours per week) accrue at a percentage rate based on the FTE established by letter of engagement or Personnel Action Form.

During the first 12 months of employment, 3 hours accrues per pay period in a 26 pay period payroll system.

After 12 months, 4 hours accrues per pay period in a 26 pay period payroll system.

After 24 months, 5 hours accrues per pay period in a 26 pay period payroll system.

Employees may only use previously accrued vacation time. Otherwise, the employee must use Leave without Pay for such absences.

Vacation leave must be used in the calendar year in which it is accrued; however, up to 80 hours may be carried over to the next year.

- Accrual rate will change in first full pay period following the employee's anniversary of hire date.

G. Personal Leave

1. Exempt and Nonexempt employees working 20 or more hours per week:

Personal leave for Full Time employees of up to 24 hours per calendar year will be granted to allow employees paid time off, when approved by the supervisor, to attend to personal business. Personal leave is non-cumulative. No compensation shall be paid for personal leave not taken. It is the responsibility of each employee to schedule personal leave to the extent possible.

Personal leave will be credited on January 1st of each year for the coming year.

2. Part-time: Less Than 20 Hours per Week and Temporary Employees:

These employees are not eligible for personal leave unless noted in the required letter of employment.

H. Sick Leave

This benefit provides for absences due to temporary inability to work. Sick leave may be used for: illness or injury, medical appointments, temporary disability, caring for a member of the immediate family or death in the immediate family. **Sick leave days may not be used for any other purpose.**

Accrual rates are for a 1.0 full-time equivalent (FTE) working 40 hours per week. Those working less than 40 hours (but 20 or more hours per week) accrue at a percentage rate based on the FTE established by letter of engagement or Personnel Action Form.

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Full-time employees accrue sick leave according to the following schedule:

During the first 12 months of employment, 3 hours accrues per pay period in a 26 pay period payroll system.

After 12 months, 4 hours accrues per pay period in a 26 pay period payroll system.

After 24 months, 5 hours accrues per pay period in a 26 pay period payroll system.

- Accrual rate will change in first full pay period following the employee's anniversary of hire date.

Part-time: Less than 20 Hours per week and temporary employees are not eligible for sick leave.

Sick days not used may be accumulated up to a maximum of ninety-one (91) days. Sick leave can be advanced by the Head of Staff up to an amount equivalent of one year's accrued sick leave with doctor's statement of need and an agreement by the employee to return to employment at the end of that leave. Beyond that, the individual must request to be placed on leave without pay.

No compensation will be paid by the church for sick leave not used. Upon termination (voluntary or involuntary), an employee has no claim for pay *in lieu* of unused sick leave. Sick leave is not reimbursed as a cash payment when the person leaves the employment of the church. Payment of normal compensation for each sick day taken shall be made on the customary dates for regular service payments.

After three consecutive days of sick leave, the Church may require a physician's certification of illness before returning to work. If a staff member anticipates the need for sick leave, a sick leave form must be filed with the Head of Staff or CDC Director before taking the leave. If the staff member unexpectedly requires sick leave the sick leave form shall be filed with the Head of Staff or CDC Director on the day of return to work.

I. Parental Leave

Employees who have completed one year of service and are covered by the Presbyterian Benefits Plan, are entitled to parental leave immediately preceding and following the arrival, birth or adoption of a minor child. Such leave shall not exceed three months. After three months an employee may be removed from employment and replaced. (See 6 below.)

Extensions may be granted by the Head of Staff with the concurrence of the Personnel Committee but only under unusual circumstances. It is anticipated that the employee will return to work at the conclusion of the parental leave. Parental leave may not be used as terminal leave without the prior approval of the Head of Staff and concurrence of the Personnel Committee or because of unusual extenuating circumstances.

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The employee should apply for the leave at least one (1) month in advance of the expected arrival of the child and specify the amount of leave time desired. This application should be in writing and submitted to the Head of Staff and the Personnel Committee.

The leave may include a period in advance of the expected arrival of the child. Such leave may not exceed three (3) months in total for the birth. The leave normally should be unbroken except for any periods of absence caused by illness or disability.

The first six weeks of the parental leave is reimbursed by FPC at the employee's regular compensation. Any approved leave beyond First Presbyterian Church's reimbursement period is leave without pay.

Benefit coverage and service credit continues during the entire leave. FPC will continue to pay its contribution toward the cost of benefits during an authorized leave period.

Upon completion of a period of parental leave of three months or less, the employee is entitled to return to the same position. Generally, the position will not be filled during the leave except on a temporary basis. However, if FPC's Head of Staff and Personnel Committee deem it necessary to fill the position permanently, a different but comparable position and pay will be offered to the employee returning from parental leave.

Any pay increase action for which the employee would become eligible while on leave is effective upon the return from parental leave.

Employees may not bring infants or children to work with them on a regular basis unless suitable arrangements are made for child care elsewhere in the building. Employees may not be the primary care giver for their child during working hours.

J. Disability Leave

Employees who have worked for FPC for at least three years and who become unable to work due to a medical disability may be eligible for disability benefits from FPC. Employees who have worked for FPC for less than three years may be considered for disability benefits only with the approval of the Session. In either event, the employee must have exhausted all vacation, personal, and sick leave before receiving disability benefits from the church. The total of expended leave and church benefits may not exceed ninety (90) days.

To be eligible for these benefits, the individual must have a medical condition which prevents employment and which is documented by a physician's certification of disability. Approval of these benefits requires authorization by the Session. Such approval may include full salary and benefits. A physician's recertification of the disability and Session review of the ongoing disability may be required on a monthly basis. The effective beginning and ending dates of the period of disability are medically determined. If the individual remains disabled at the end of the maximum ninety days, the employee shall be transferred to the status of leave without pay. The individual, if a participating member of the Board of Pensions plan, may also be eligible for additional disability benefits from the plan commencing no earlier than the ninety first (91) day of the disability. The individual should anticipate possible extended disabilities and confer with representatives of the

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Board before that time. The Board will make a determination of eligibility. These benefits end after 180 days. Part-time and temporary employees are not eligible for disability benefits. Employees who are injured on the job are not eligible for disability benefits under this plan, but may be eligible for benefits under the Workers' Compensation program. Benefits from Workers' Compensation shall also require physician certification according to the guidelines and policies of the program.

K. CDC Fee Discount

CDC provides a 10% discount on fees for the children of teachers in CDC and other employees or contractors of First Presbyterian Church. Families who have more than one child enrolled in the CDC program will also receive a 10% discount on fees.

L. Holiday Schedule

Paid holidays for employees except those of CDC:

- New Year's Day
- Martin Luther King Day
- Good Friday (one-half day)
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Friday following Thanksgiving
- Christmas Day

The CDC Director will determine the holidays for CDC staff based on the Santa Fe Public School Calendar.

Exempt and full-time non-exempt employees whose regular day off occurs on a paid holiday are entitled to paid time off on the next regular work day following the holiday. Exempt and full-time non-exempt employees will be paid for these holidays. Part-time and temporary employees are not eligible for holiday benefits.

M. Time for Voting

Adequate time off (up to two hours) for voting on election day will be allowed, if needed and scheduled and approved by the supervisor.

N. Professional Advancement

1. Staff Development and Continuing Education

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FPC encourages and supports staff development through training and continuing education. Such programs afford staff members the opportunity to acquire new skills and knowledge and to refresh current skills needed to accomplish their goals and objectives. The process of staff development is an integral part of the annual performance evaluation. Staff members may request training related to the member's current job responsibilities. CDC staff will attend all in-service activities as determined by the CDC Director.. This includes monthly meetings, workdays at the end of the school term and workdays before school year begins.

CDC employees will comply with all Child Care Licensing educational regulations through the Department of Children Youth and Families Division

CDC staff must complete 24 hours of continuing education each employment year. This training must be completed by a registered early childhood trainer through the New Mexico Early Childhood Training Registry and each employee must ensure that training is completed in all 7 competency areas every two years. It is the responsibility of each staff member, including part-time and temporary employees, to complete this training requirement. Documentation shall be filed in the staff member's personnel file.

Generally, classes should be attended during non-teaching hours. The CDC Director may determine participation in continuing education scheduled at times which would require granting a teacher paid time off to attend. Tuition fees will be provided by the Church. Funds are available to support the CDC Director's attendance at a national conference each year. Tuition fees will be paid by the Church and the Director will be reimbursed at the recognized US Government Services Administration per diem. Since these rates are variable according to meeting location, the Director will begin plans to attend the conference as part of the annual performance review with the Head of Staff. The Director will provide an estimated budget.

The State of New Mexico requires that persons working in licensed child development centers complete the 45 hour course (or other approved 3 credit hour early childhood education course). If the staff member has not completed the required 45 hour requirement or other approved 3 credit hour early childhood education course prior to employment, then the 45 hour requirement shall be completed within the first six months of employment. All employees working with children are required to attend the annual Ethics and Sexual Misconduct Training Sessions.

2. Sabbatical Leave

Eligibility

Clergy and Director of Music/Organist shall be eligible for sabbatical upon completion of seven years of service at FPC. Clergy are required to notify the Presbytery of Santa Fe of their plans for sabbatical leave.

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Application

At least 12 months in advance of the anticipated leave of absence, the staff member shall submit a sabbatical proposal in writing to the Head of Staff, Personnel Committee and the Session committee working closest with the employee. The proposal shall include:

- Inclusive dates of the proposed leave of absence
- The type of ministry-related activity planned for sabbatical;
- Other plans for physical rest, personal recreation, family responsibilities, intellectual stimulation and spiritual renewal; and
- A strategy for coverage of staff position during the sabbatical leave.

Clergy staff shall communicate sabbatical plans to the Commission on Ministry of the Presbytery of Santa Fe

Obligation

Participants in the sabbatical leave program are expected to commit to one year of employment at First Presbyterian Church Santa Fe following the completion of the sabbatical leave.

Approval

Award of sabbatical leave requires that the individual fulfills the eligibility requirements for seeking leave and also requires the approval of the Session of the First Presbyterian Church of Santa Fe.

The proposal should demonstrate that the planned activities of the sabbatical meet the professional and spiritual needs of the individual as well as the needs of the church.

Maintaining the total functions of the church and the budget will also be primary factors in considering the granting of sabbatical leave.

Approval of all requests for sabbatical leave is dependent upon availability of funds and the approval of the Session at the time of the request.

O. Leave of Absence with Pay

If prompt notice is provided to the Head of Staff, a leave of absence with regular pay is available to employees working 20 or more hours per week under the following circumstances:

- For regular training in U.S. Armed Forces (up to two weeks annually).
- Jury Duty.
- Marriage of an employee who has been employed by the Church for one year or longer (up to three days).
- Bereavement leave: In case of death in the immediate family (husband, wife, partner, parent, parent-in-law, brother or sister-in-law, child, grandchild, brother, sister, grandparent) the employee will receive full pay for the absence from the day of death up to and including day of burial. This leave should not exceed four working

days. Time off work to attend a funeral may also be counted as personal leave to be arranged in consultation with the employee's supervisor and Head of Staff.

- Upon agreement of the employee, the Head of Staff and Personnel Committee; and the approval of Session, a leave of absence may be granted for other personal reasons.

This policy does not apply to part-time: Less than 20 hours per week employees or to temporary employees

P. Leave of Absence without Pay

If prompt notice is provided to the Head of Staff, leave of absence without pay may be provided to full-time employees by the Session under the following circumstances:

- For military service: Upon return, the employee will be returned to employment in accordance with United States law.
- Upon agreement of the employee and the Head of Staff as to duration, a leave of absence may be granted for other personal reasons.

This policy does not apply to part-time: Less than 20 hours per week employees, or to temporary employees.

IV. Employment Policies

A. Equal Employment Opportunity

FPC will recruit, hire, call, train, and promote all persons in all job classifications without regard to race, creed, color, national origin, sex, sexual orientation, age, marital status, religious affiliation (except when religious affiliation is determined to be a *bona fide* occupational qualification, e.g. the call of a pastor or associate pastor) and without regard to physical, mental or medical disability unrelated to the ability to engage in activities involved with job performance. This policy applies, but is not limited, to hiring, placement, promotion, demotion, transfer, recruitment, or recruitment advertising, lay off or termination, rate of pay or other forms of compensation, and all other aspects of employment.

Retaliation is investigated in the same manner as a complaint for discrimination and/or sexual harassment. Any employee who believes they have been subject to retaliation shall report such conduct immediately in accordance with this policy.

B. Process of Employment

FPC is an employment-at-will employer. This means that either the employee or FPC may choose to terminate the relationship at any time, with or without cause or notice. While FPC would appreciate the employee's courtesy and professionalism in giving two (2) weeks notice of the intent to leave, this is not mandatory. Providing two (2) weeks notice of intent to leave will make the employee eligible for rehiring at a later date. FPC hopes to have a long and productive employment relationship with its employees, but it does not promise lifetime or long-term employment.

This Human Resources Manual is not a contract. FPC reserves the right to amend and add to these policies at any time and for any reason. Under exceptional circumstances, FPC may choose to enter into a contract of employment with an employee for a specific term.

That contract must be in writing and must be signed by the Clerk of Session. A supervisor's oral statement cannot modify the employment-at-will status or any other material term of this manual. No other person has authority to establish a contract with an employee or to promise long-term employment. Any agreement will be approved by Session and signed by the Clerk of Session.

Ordained ministers are recruited, selected, and called in accordance with the provisions of the Presbyterian Church (USA) Book of Order.

All Church staff employees are recruited by members of the Personnel Committee, the Head of Staff, and members of that Session committee who will work directly with the employee. Employment must be approved by the Session.

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Employment Policies

The CDC Director and representatives from The Child Development Center Advisory Committee (here after referred to as CDCAC) and the Personnel Committee will be responsible for interviewing potential CDC staff. The CDC Director will make a recommendation for employment through the Personnel Committee to the Session.

Positions may be established or abolished according to the needs of the Church and within the constraints imposed by the budget.

As part of the process of recruitment, and before recruitment can begin, a written position description which accurately reflects the job functions, training or other requirements, working hours, and salary/wage range will be developed by the Personnel Committee, Head of Staff and/or CDC Director, and members of the committee who will work directly with the employee to be recruited. The job description must be approved by the Session. The approved job description may be revised in consultation with the potential staff member, if needed, but any revisions must be approved by the Session.

Each new employee is required to submit to a background and finger printing check within the first 10 days of employment. See **Appendix A** for further information about the policy and the steps associated with completing the process.

C. Staffing Adjustments

In general, staffing assignments are determined on an annual basis. The Session is responsible for developing an annual budget which incorporates the anticipated staffing requirements for the next year. However, within the CDC, more frequent staff adjustments may be necessary in order to maintain appropriate ratios of instructional staff to children. These changes might occur when enrollment increases or declines and is the responsibility of the CDC Director.

D. Keeping the Church Safe for Children and Youth

1. Goal

The goal is to assure the physical and emotional safety of all children and youth attending First Presbyterian Church Santa Fe and to protect FPC paid and volunteer staff.

2. Purpose

The purpose of this policy is to build safeguards in FPC that create an environment where healthy, safe, and nurturing relationships can take place between children, youth, and adults.

3. Policies for Keeping Children and Youth Safe

a. Children in Photos

Parents or guardians may sign a “Do Not Print” instruction if they do not wish to have photos of their child(ren) to be published in any written Church publication including the website. No identifiable pictures of children will be used on the website.

b. Application and Screening

1. Volunteers choosing to work with children and youth will complete a primary screening which includes an application, a personal interview, references, and possibly a background check.
2. All persons working with children or youth must sign an agreement to abide by these policies.
3. Persons under the age of eighteen must work under the supervision of a teacher or an adult leader

c. Training and Education

1. A one-on-one discussion of sexual misconduct will be included in the interview process.
2. Additional training will be offered according to the Sexual Misconduct Policy

d. Reporting

1. Anyone who knows or has a reasonable suspicion that a child has been abused or neglected shall report the matter immediately to the CDC Director and Head of Staff who will report the matter to the New Mexico Children and Youth Protective Services.
2. The Head of Staff will also notify the parents(s) or guardian if notification does not endanger the child or youth.

e. General Supervision Guidelines for Children

1. Two approved adults must be present for programs and activities for children and youth.
2. Personal conferences or talk sessions between adult, children or youth shall be conducted in view of other adults, children or youth.
3. Group meetings and programs will be announced in church bulletins, church newsletters, and the church web site.
4. All group outings require written permission forms signed by parent or guardian. Permission forms will cover a specific outing or time period.
5. Volunteers and/or paid staff may transport an individual child or youth only with approval of the parent or guardian. This approval may be arranged by telephone, if necessary.
6. When possible, the privacy of children, youth and adults must be respected. Physical punishment will not be tolerated.
7. All overnight programs require at least two approved adult chaperones for every 12 participants. If participants are male and female, chaperones must include

both male and female. If these conditions cannot be met, then the event shall be canceled.

8. New volunteers will work with experienced volunteers for a 3 month period.

E. Sexual Misconduct

It is the policy of FPC that sexual misconduct by church professionals, employees, volunteers or any others serving in the name of the Church or on behalf of any church-related organizations or entities, whether or not such conduct is on church premises, is not permitted. All church professionals, employees, volunteers or any others serving in the name of the Church, who are working with, or caring for, children must attend the FPC Workshop on Sexual Misconduct as soon as possible after beginning work. Ordained clergy must also complete the Presbytery-directed sexual misconduct workshop. Each Staff member, volunteer, Session member and employee is required bi-annually to take the FPC training session on sexual misconduct.

Sexual misconduct is defined as:

- Physical sexual contact of any kind between a church minister, professional, volunteer, or other employee who is providing a service or benefit as part of a church program and any person receiving such service or benefit whether or not consent is given or implied;
- Offensive, obscene, or suggestive language, seductive behavior, unwelcome touching or fondling;
- Sexual harassment is constituted by unwelcome sexual advances, either in person, by telephone, or through e-mail, requests for sexual favors, and verbal or physical conduct of a sexual nature when:
- submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment or their continued status in an institution;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment.
- Rape, sexual contact by force, threat, or intimidation, or any other sexual conduct that constitutes a violation of the criminal laws of the state where the conduct occurred.

As defined by statute in the State of New Mexico, child sexual abuse includes but is not limited to criminal sexual contact, incest or criminal sexual penetration, as those acts are defined by state law, and sexual exploitation, which includes involving a child in prostitution or the production of pornography.

Anyone who believes that a violation of this sexual misconduct policy has occurred should contact the Pastor (Head of Staff), Clerk of Session, or an Elder of First Presbyterian Church of Santa Fe who, when notified, should take appropriate prompt remedial action designed

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to stop the conduct. The Head of Staff, guided by the Session through its Personnel Committee and/or Administrative Committee will take action deemed appropriate against the alleged offender.

If the alleged offender is clergy, the Chair of the Personnel Committee, the Clerk of Session, the Presbytery of Santa Fe shall be contacted promptly. Such allegations then become the administrative responsibility of the Presbytery.

The Session of First Presbyterian Church of Santa Fe will be guided by this policy and any related policies of the Presbytery of Santa Fe or the PC(USA) General Assembly.

The State of New Mexico requires that every person who knows or has reasonable suspicion that child abuse or neglect has occurred shall report the matter immediately to local law enforcement or county social services in the county where the child resides.

F. Alcohol and Drug Use

FPC is committed to providing a safe work environment and to promoting and protecting the health, safety and well-being of its employees. Substance abuse may have a detrimental effect in terms of staff productivity, absenteeism, accidents, medical costs, theft and workers' compensation costs.

It is a violation of FPC policy for any employee to use, possess, sell, convey, distribute, or manufacture illegal drugs, intoxicants, or controlled substances, or to attempt to do same in the workplace. If an employee must take prescription medications that affect the ability to perform the job, the employee shall notify the Head of Staff to determine what action is necessary.

It is a violation of FPC policy to use or be under the influence of alcohol at any time while on church property, or officially conducting church business.

It is a violation of FPC policy to use prescription drugs illegally. However, nothing in this policy precludes the appropriate use of legally prescribed medications.

Violations of this policy are subject to disciplinary action, including termination of employment and referral for criminal prosecution.

Each employee will be asked to sign an agreement of understanding concerning this policy. This agreement will be maintained in the individual's personnel file.

Currently, testing does not include pre-employment or random testing. However a drug test may be initiated by the Head of Staff and/or CDC Director in consultation with the Head of Staff as a consequence of the following situations: post-accident or reasonable suspicion.

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Post Accident - When a staff member either sustains an injury that requires medical treatment in the course and scope of employment or contributes to or causes another person to sustain an injury in the course and scope of employment; or

When a staff member causes indirectly or directly, damage to church property or the property of another.

Reasonable Suspicion - When a staff member while in the course and scope of employment exhibits behavior that causes the Head of Staff and/or CDC Director to be concerned about the employee's ability to function.

The Head of Staff and/or CDC Director will document such behavior and concerns and reflect the employee's performance in relation to the job, and will review information with the Head of Staff.

If the Head of Staff is suspected of violation of FPC's drug and alcohol policy any staff member may notify the Chair of the Personnel Committee or the Clerk of Session. The Personnel Committee will work with the Commission on Ministry of the Presbytery of Santa Fe if clergy are in violation of FPC's drug/alcohol policy.

Any employee with a confirmed positive result may provide a valid explanation for the test result and a review of the tests at staff member's expense. After review, if results are positive, the staff member will be placed on administrative leave. A meeting of the Session will be called to review the drug test results. Upon recommendation of the Head of Staff and with approval of the Personnel Committee, the employee may be terminated. If an employee is actively using any illegal drugs or alcohol while on duty, the employee is not considered to be disabled as defined by the Americans with Disabilities Act (ADA).

FPC is committed to providing guidance and leadership to its entire staff. FPC will provide information on the employee education program upon request.

Supervisory Responsibility - Supervisors have a significant role in establishing and maintaining the Church's policy. Supervisors are not required to undertake any actions beyond their normal supervisory responsibilities, but they shall report any conduct they believe would constitute a violation of work place policies, including sexual harassment, discrimination, retaliation, or drug/alcohol policies.

For testing process and policies, see **Appendix B**

For medical coverage for alcohol and drug abuse, see **Appendix C**

G. Appropriate Dress

FPC and CDC serve as places of worship and education, respectively. Therefore, employees are expected to dress accordingly. While FPC does not have a strict dress code, all

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employees should dress comfortably and conservatively. Tight fitting, revealing, and suggestive clothing should not be worn in the workplace. Shirts or other clothing with slogans or suggestive language are considered improper in the school or church setting. If the employee has questions about appropriate dress, those issues should be addressed with the supervisor. The supervisor has the authority to ask that an employee return home to change clothes that are deemed inappropriate for the workplace.

H. Tobacco - Free Facility

First Presbyterian Church of Santa Fe has implemented a Tobacco Free Policy for the overall health and welfare of its members, staff, children in the Child Development Center, and visitors. Tobacco use will not be permitted within Church buildings or on Church grounds. This also means that FPC does not provide a designated smoking area. This policy applies to all employees, members, visitors attending events at the Church, and groups who rent the facility.

In hiring staff, FPC will not refuse to select nor terminate persons who smoke, provided the Tobacco-Free Facility policy is followed.

For medical coverage on smoking cessation, see **Appendix C**.

I. Ethical Conduct

FPC is a community of faith, and as such it is committed to providing an environment in which staff members are encouraged and enabled to grow in their own beliefs and behaviors, and to promoting the highest ethical conduct in the workplace. FPC believes in the law and conducts church activities within the framework of the law. At the same time, FPC believes that humans have a responsibility to conduct themselves in the highest moral and ethical manner. In the workplace, this means that staff strive to show respect to others and to behave toward them with understanding and conciliation. All church employees should act in an ethical and moral manner. All full-time employees are required to attend an annual workshop on ethical conduct.

Interpersonal Actions

All staff members shall strive to conduct themselves in a professional and supportive manner in all of their dealings with other individuals. Within the workplace, this implies that the individual treats others in a collegial fashion respecting their beliefs, perspectives and personal concerns. At the same time, it is recognized that disagreements do arise. As much as possible, it is appropriate that these matters should be dealt with in a direct, private, and non-confrontational fashion. If this does not resolve the issue, then the advice of the supervisor should be sought. If the issue is still unresolved, then the matter should be brought to the Head of Staff. If the conflict is with the Head of Staff, the staff member may speak with the Personnel Committee and request a conference with the Personnel Committee and the Head of Staff. FPC desires to handle interpersonal disputes internally.

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Similar behavior is expected in dealings with congregants. Often a conciliatory approach will resolve even the most extreme conflicts. The staff member should make every effort to take the lead in resolving potential conflicts.

Verbal or physical abuse or theft of property, personal or institutional, will not be tolerated. Staff members will be terminated for such actions.

Staff members are asked to refrain from the use of cell phones for personal conversations or for text messages except in emergencies or with the express approval of the appropriate supervisor. Telephones which are available within the classrooms should be used for most communications.

Staff members often serve as the public image of FPC. They should be aware of this and make every effort to comport themselves accordingly.

Boundaries Between the Individual and the Institution

The individual staff member and the church are separate and distinct entities which have unique rights and needs. FPC is responsible for providing a workplace conducive to the efficient discharge of staff responsibilities. This includes the provision of appropriate supplies and equipment and an awareness of special needs or circumstances of the individual staff member. Among other things, the staff member will not be held responsible for providing materials needed for work. At the same time, the employee should not consider the supplies and equipment provided by the church to be available for personal use. Similar guidelines apply to time on the job and work space.

Employees may have part-time jobs outside of FPC, but the responsibilities of such work must not conflict with the responsibilities that the individual has toward FPC. When the employee is considering an additional part-time position, the CDC Director and/or the Head of Staff shall be advised so that appropriate consideration of responsibilities can be made. First Presbyterian Church will assume no responsibility for the employee or the performance of the employee while on outside jobs.

Acceptance of Things of Value

It is acceptable for employees to receive a gift of small monetary value in commemoration of a birthday, holiday, or other celebration. However, employees should also be mindful to avoid the appearance of inappropriate behavior in the acceptance of such a gift. No employee should accept a favor with monetary value, discount, loan, or forbearance from another employee or member of the congregation which could be interpreted by others as an inducement which might place the employee under an obligation to the donor. In particular, the employee may not provide special recognition or exchange of service for such a favor. If in doubt, the employee should discuss the situation with the supervisor.

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Conflict of Interest

A conflict of interest arises when an employee's personal interests might benefit from their official actions or influence. Employees must avoid situations in which they have or may have the appearance or the potential to have direct or indirect benefit to themselves or to members of their family. If a staff member is uncertain whether a potential conflict of interest exists, the employee should confer with the supervisor before taking action.

Nepotism

The employment of relatives in the same program area may cause problems with favoritism and staff member morale. Ordinarily first-order family members (parent, child, sibling, or spouse/partner) may not be hired to work in the same program. No person may be employed in a position that is under the direct supervision of an immediate family member.

Members of FPC are not eligible for employment. However, exceptions can be made for part-time and temporary employees for unusual circumstances upon recommendation of the Head of Staff and approval by the Session.

Confidentiality

Maintenance of strict confidentiality is implicit in the ministry of this church and in the conduct of its business. This includes confidentiality in matters related to other staff members, members of the congregation, children enrolled in the CDC or their parents. Information acquired in the course of performing church duties which is or appears to be confidential should be treated as such. Such information is not to be divulged without appropriate authorization. These restrictions do not apply to confidential information that the individual staff member must share with the Head of Staff and appropriate committees of the Session in order to provide effective and complete communications about the operations and function of the church administration. Exceptions to this policy can only be made with the full knowledge and consent of the Head of Staff and only when there is a legitimate need to know.

All information concerning the children who are enrolled in the CDC and their parents should be considered confidential and may not be discussed with anyone other than the parent or legal guardian of the child. Exceptions to this policy can only be made with the full knowledge and consent of the CDC Director and only when there is a legitimate need to know.

Each employee shall sign a statement indicating an understanding of the policies of FPC concerning confidentiality and the intention to abide by these policies. Employees who disclose confidential information or non-confidential business information will be subject to disciplinary action up to and including dismissal.

Dealing with Questions Concerning Ethical Issues

If an individual employee encounters a situation in which there is uncertainty about the appropriate ethical resolution to the matter, it is the employee's responsibility to confer with the Head of Staff or CDC Director as soon as possible to receive guidance before taking any action.

Observation and Reporting of Perceived Unethical Behavior

If an employee observes another employee behaving in an unethical or questionably ethical fashion, the observer should discuss the observation immediately in a private conversation with the suspected individual. If this resolves the situation, both individuals should consider the conversation closed and maintain confidentiality. If this conversation does not resolve the matter, the observer should consult with his/her immediate supervisor who should either resolve the matter to the satisfaction of the observer or meet with the suspected individual and propose a resolution. If this does not resolve the matter, the concern should be taken immediately to the Head of Staff for disposition.

If the perceived unethical behavior involves the Head of Staff, the Chair of the Personnel Committee or the Clerk of the Session may be notified.

If an employee observes institutional behavior that is believed to be unethical, the employee should immediately meet privately with the Head of Staff to explain the concern and to seek a resolution to the concern. If this results in an unsatisfactory outcome, the employee should submit in writing a statement of concern to the Clerk of Session. It may be possible to handle the concern at this point in a confidential matter. If not, the matter should become an item of business for the Session with the expectation that the issue will be resolved in less than three months time.

J. New Employee Orientation

All new employees shall be provided with a current copy of the Human Resources Manual upon employment. The employee will also review the manual with a supervisor. The employee will receive information concerning benefits, including medical insurance, retirement benefits, payroll information, and accumulation of vacation and sick leave. The employee will also receive education concerning sexual misconduct and ethical issues. At the conclusion of this orientation, the employee will be asked to sign a document acknowledging receipt of the information and agreement to abide by the policies of FPC. The employee shall attend the first available Sexual Misconduct and Ethics workshop scheduled after beginning work.

See **Appendix D** for additional information.

K. Staff Orientation Period

New employees will participate in ongoing discussions with their supervisors concerning job performance and employee orientation; these ongoing observations and discussions

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will be summarized in an evaluation to be completed at the end of the first three months of employment. This evaluation does not alter the employee's at-will status.

An employee may begin employment before results of the background and fingerprint check have been received. Continued employment depends on receiving satisfactory results from the employee's background and fingerprint check and approval of Session.

L. Part-Time and Temporary Employees

Generally, all employees are required to complete all of the requirements of employment. Some part-time and temporary employees may be exempted as detailed in the letter of employment.

M. Employee Compensation

Employees receive compensation every other week (26 pay periods per year) per the letter of employment. The regularly scheduled pay day is every other Wednesday except when that day falls on a holiday. Adjustments may be required at the end of the calendar year to meet IRS requirements. Checks are distributed through staff boxes. Child care providers' compensation is requisitioned by the CDC Director periodically; checks are written and returned to the CDC Director for distribution.

If a staff member is terminated, the termination must be approved by the Session and must be in writing. An employee may be placed on administrative leave by the Head of Staff pending approval of the termination by the Session.

N. Staff Meetings

Staff meetings are held weekly. The Director of Music, Business Manager, Office Manager, Facilities Manager, CDC Director and Pastor(s) are requested to attend; and other staff may be involved as needed.

O. Children in the Workplace

As a general rule, staff should not bring children into the workplace except for a short visit. When childcare cannot be arranged, the staff member may use available leave, with the CDC Director's approval. Part-time and temporary employees may be allowed to bring nursing children less than 12 months of age for short periods of time, if they are not in the CDC area. The employee is responsible for maintaining the integrity of the workplace.

P. Health and Safety

All employees are expected to comply with state and local laws and regulations. Failure to do so may result in corrective action, up to and including termination. If an employee believes there is a health or safety issue, the employee should bring the condition to the attention of the supervisor.

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Staff should not leave valuables unattended in the work area nor should staff bring large sums of cash into the office or leave purses, wallets, or cash unattended.

Q. Weapon and Firearm Policy

The carrying or possession of any type of weapon or firearm on the premises of First Presbyterian Church of Santa Fe is strictly and absolutely prohibited. ***This prohibition expressly includes those persons licensed to carry concealed firearms (other than those who are licensed peace officers).*** For purposes of this policy, the premises of FPC are defined as any property, building, or portion of a building or property that FPC owns or occupies, whether on a temporary or permanent basis, and any off-site premises where FPC is conducting any activity sponsored by FPC. ***This includes all parking lots, parking areas, sidewalks and walkways, and all FPC owned or leased vehicles and equipment.*** Any person violating this policy will be required to leave FPC's premises immediately. Any employee found to be in violation of this policy will be subject to discipline, including immediate termination. The only valid exceptions to this policy must be obtained ***in advance*** of coming on FPC's premises while possessing a weapon or firearm and approved in writing by FPC's Session. No FPC officer or staff member has authority to grant verbal extensions to this policy.

R. Annual Review of Policies

All employees will be required to participate in an annual review of FPC policies, including those concerning sexual misconduct, substance abuse and ethics unless exempted in the letter of employment. The purposes of this review are to refresh the individual's understanding of FPC policies and to provide information about changes or modifications of these policies.

V. Performance Review

A. New Employees

Each new employee will meet monthly with the Head of Staff or CDC Director to discuss all aspects of the job. At the end of the three months the supervisor will conduct a formal performance review with the staff member. The supervisor will document the review, acquire staff signature acknowledging the review, and file copies in the employee's personnel file. This written review should be considered confidential.

B. Ongoing Performance Review

Each employee will participate in ongoing discussions with the Head of Staff or CDC Director to discuss goals and effectiveness. The purposes of this review are to maintain lines of communications among the staff and their supervisors, to identify changes in the work situation, and to encourage the maintenance of an effective organization. Such a review should occur at the end of every six months of service, but may be more frequent as needed by staff member and/or supervisor. During the periodic discussions, work performance will be noted, and the work plan will be adjusted as needed.

Annual Performance Review

Annually the staff member and supervisor will assess the accomplishment of previous performance goals and establish a new set of performance goals for the year ahead, based upon job description, work plan, and expected level of performance. Comments from the periodic reviews will be incorporated into the annual performance report. The supervisor may report to the Personnel Committee, and as needed the Personnel Committee may review the evaluation report. A copy of the annual performance review report will be placed in the employee's personnel file

The Head of Staff and the Personnel Committee will conduct an annual performance review with other clergy using the method outlined above.

The Head of Staff shall have an annual review conducted by the Personnel Committee at a regular meeting before the annual church budget has been developed. This review will be completed using a process that incorporates the work plan, similar to that used for other staff.

Modifications of the review process will be the responsibility of the Personnel Committee and the Head of Staff, with Session approval, and will apply only in subsequent fiscal years.

C. Compensation Review

Compensation shall be determined and adjusted in consideration of factors including performance review, parity with the community, Presbytery guidelines, longevity, and budget limitations. The Personnel Committee is responsible for recommending to the Session on an annual basis all compensation changes in a manner that is responsive to such factors as well as changes in the cost of living, and in keeping with the church's compensation standards.

Comprehensive analysis of employee compensation will be undertaken by the Personnel Committee in conjunction with other concerned committees as required, and within the budget of the church.

Approval of changes in compensation (change in call) for all ordained staff members is the responsibility of the congregation. Such changes are submitted to the Santa Fe Presbytery for its action. Changes are effective upon approval of the Santa Fe Presbytery.

APPENDIX A

Procedure for Obtaining Background Check and Fingerprints

Employees who are asked to complete background and fingerprint checks should complete the following steps. The background check is considered part of the employment process and is completed during work hours. It is important that the employee complete the process as soon as possible as it takes some time for reports to be returned to FPC, and employment cannot be considered complete until the reports have been received and reviewed. This is an FBI national background check.

1. Go to the Department of Public Safety offices, 4491 Cerrillos Road on Jaguar Drive, Tuesday or Thursday, between 8:00 am and 4:30 pm.
2. Request a background check and fingerprinting for employment purposes.
3. There is a cost of \$7 for the background check and \$5.00 for the fingerprinting. Pay that and keep your receipt. You will be reimbursed by the Church, but you must have the receipt for documentation.
4. Two fingerprints will be made. The DPS keeps one and you get the other.
5. Purchase a money order for \$18.00 made out to the US Treasury Department. Again, keep the receipt and you will be reimbursed by the Church.
6. You will need FPC's ORI # : **NM 920120Z** to complete the information
7. Mail the fingerprint card, the \$18.00 money order, and a letter requesting the fingerprinting service (***See the attached sample letter below***) to:

FBI Record Request Division
1000 Custer Hollow Rd
Clarksburg, West Virginia 26306

8. The response will go to the Pastor as noted in the letter.
9. The local number of the records office is 505.827.9190

Sample Letter to Be Sent to FBI

(date)

FBI Records Request Division
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

To whom it may concern:

I, (your name), living at (address), request the processing of my fingerprints for the purpose of employment at First Presbyterian Church, 208 Grant Avenue, Santa Fe, New Mexico 87501, whose ORI Number is: NM 920120Z

The response of the processing should be sent to:
The Rev. Dr. Harry Eberts III, Pastor
First Presbyterian Church
208 Grant Ave
Santa Fe NM 87501

Enclosed are the fingerprint cards and an \$18.00 money order made out to the US Treasury Department.

Thank you for the prompt processing of this request.

Sincerely,
(your name), printed and signed

APPENDIX B

Drug and Alcohol Testing

In order to assure the rights and confidentiality of both FPC and its individual employees, the administration of drug and alcohol testing shall be conducted in a standardized and consistent fashion as soon as it is determined by the Head of Staff and/or CDC Director that testing is needed.

1. The Head of Staff and/or CDC Director will document in writing the reason for the decision to institute drug or alcohol testing. The Head of Staff and/or CDC Director will inform the individual employee(s) of the decision for drug or alcohol testing
2. The Head of Staff or CDC Director will arrange immediate transportation and accompany the individual(s) to be tested to the collection site and accompany the individual(s) back to the work site.
3. FPC shall compensate the individual(s) at his/her established pay scale for time spent in travel to and from the collection site and time spent at the collection site.
4. The individual(s) tested shall provide valid photo identification and sign the necessary laboratory and chain-of-custody forms at the time of administration of the specimen collections.
5. The individual(s) will provide urine and breath analysis specimens according to the established protocols of the collection site.
6. FPC shall be responsible for the costs of test collection and analysis.
7. Refusal by the individual(s) to submit to testing will be considered equivalent to a positive result thus subjecting the individual(s) to immediate dismissal from employment.
8. The results of the drug and alcohol testing will be reviewed by the Head of Staff, the CDC Director if applicable, and the individual. If the results are reported as positive, the employee will have the right to provide a valid explanation for the test result. If the explanation is found to have merit, the employee may be reinstated. Alternatively, additional testing may be requested.
9. Additional review and/or testing will be provided at the individual's expense and must include documentation from a reliable and certified drug and alcohol testing facility.
10. When a positive test without valid explanation has been confirmed, the individual is subject to immediate termination of employment.
11. All information received through a drug or alcohol testing program is confidential. Access to this information is limited to the Head of Staff, CDC Director, and Chair of the Personnel Committee. If findings indicate termination, the Session will be advised of the test results so that they may make an informed decision about termination.
12. Unless required by law, this information will not be released to any third party without the written authorization of the tested individual. Written records will be destroyed three years after termination of employment.

APPENDIX C

Medical and Counseling Assistance for Alcohol, Drug, and Tobacco Abuse

Substance Abuse and Mental Health

The Board of Pensions medical coverage includes the Employee Assistance Program (EAP) which is administered by CIGNA Behavioral Health (866.640.2772), or www.cignabehavioral.com. This provides a confidential way to get help coping with life's challenges. A participating employee or family member may call anytime to talk about stress, relationships, family issues, emotional health concerns, career concerns, financial concerns, legal issues, exercise, diet and nutrition, weight loss, or substance abuse issues. EAP offers six free face-to-face sessions per identified issue with an in-network counselor. See the Health Benefits Handbook - 2009 for all benefits. Each member's account will be monitored to insure the combined member liability in co-pays is not greater than the overall plan limit.

Medical Coverage for Smoking Cessation

All members, their spouses and dependents may enroll in the Mayo Clinic Tobacco Quitline Smoking Cessation program, a phone-based counseling program to help persons stop using tobacco. Each person receives a personal quit plan, a self-paced workbook, and materials chosen by the counselor to fit the member's personal circumstances.

To enroll, call the Mayo Clinic Tobacco Quitline at 888.642.5566 or go to pensions.org for more information.

The Food and Drug Administration has identified certain pharmaceutical aids that reliably increase long-term abstinence rates: the nicotine patch, nicotine gum, nicotine inhaler, nicotine nasal spray, and certain prescription medications. If the employee or family member and counselor determine that one of the over-the-counter nicotine replacement therapies is appropriate, these products will be sent directly to the employee free of charge from the Mayo Clinic Pharmacy.

If the employee or family member and counselor determine that a prescription smoking cessation medication is appropriate, the Board of Pensions, through Express Script, will allow coverage of this medication subject to normal Plan provisions. The co-pay is the formulary rate, which is 30 percent of the cost of the medication, after the deductible is satisfied. The individual must remain in the Mayo Clinic program to receive coverage for any smoking cessation product.

APPENDIX D

New Employee Orientation

Purpose

The purpose of the new employee orientation process is to make sure that the new employee is comfortable with the new work environment, meets with individuals who can assist in welcoming the individual, and is aware of the various benefits and policies that are designed to promote an effective and productive employment team.

The goals of orientation are to:

- Increase awareness of FPC's services, culture, values, goals, and mission
- Promote networking and socialization within the FPC "family"
- Reduce confusion about the employee's role as well as reporting structures and expectations
- Alleviate employee anxiety and stress

Schedule

Although FPC does not have a regularly scheduled new employee orientation program, it does provide scheduled time for the new employee to meet key individuals and committees, and to review information that will be needed in the day-to-day performance of one's job. The new employee should plan on spending between five and ten hours during the first three weeks of work in the orientation process.

Important Meetings

Head of Staff

Within the first few days after the employee reports to work, the Head of Staff will schedule an individual meeting with the employee. The purposes of this meeting are to provide the employee with general information about FPC. The Head of Staff will also use this opportunity to introduce other staff members and to make clear the lines of reporting responsibility and the expectations for staff interactions. The Head of Staff should also describe in detail the evaluation process, including how and when the employee's performance will be evaluated. At this time, opportunities for professional development should be described.

Office Manager and Facilities Manager

This meeting or these meetings should take place within the first few days after the new employee reports to work so that a number of essential matters can be addressed in a timely fashion. These include:

- Issuance of keys, parking information, garage entrance code and similar information
- Tour of facilities including exits and entrances, work spaces, break room, coffee, and patios
- Instruction on website information and entry into the internet directory

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- Assignment of workspace and furnishing of work needs including supplies, equipment, computer software, and other work-related requirements
- Introduction to desk volunteers and their duties

Business Manager

This meeting should take place within the first 3 to 5 days of employment so that the records of employment are established and the individual becomes familiar with these records, and the system used for pay including the pay schedule and picking up pay checks. The employee should also be instructed concerning methods used for requisitioning supplies and materials and the mail system.

Personnel Committee

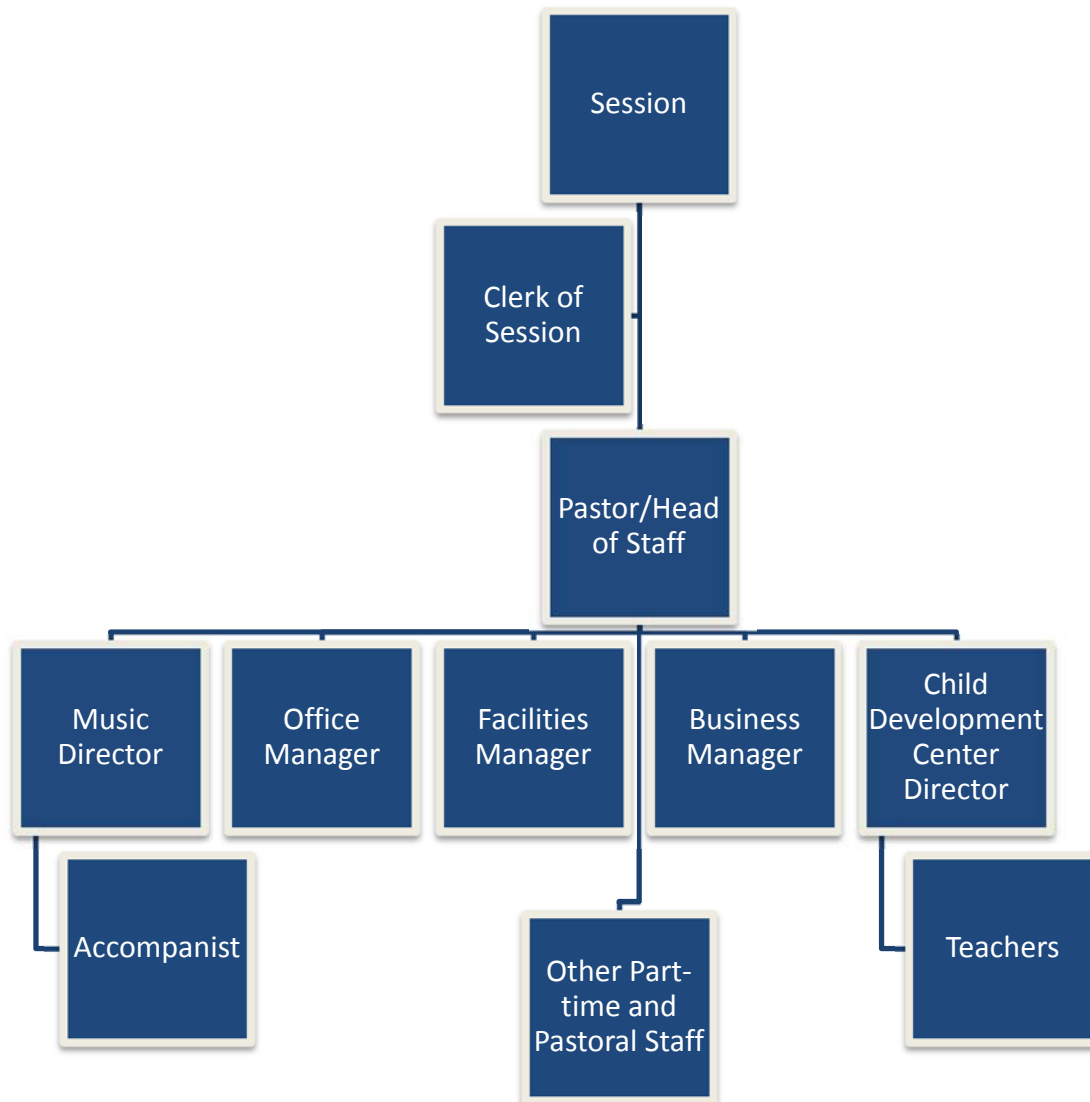
A meeting will be scheduled with the Personnel Committee in order to meet the members and learn about their role in the employment process. In addition, the committee will review the materials contained in the Human Resources Manual including benefits, policies, and an overview of the Policy on Sexual Misconduct. Workshops on Sexual Misconduct are scheduled from time to time during the calendar year. The new employee will be required to participate in the first workshop scheduled after employment. The employee's personnel file will be initiated at this meeting, and the committee will also review the evaluation process. The employee will receive a packet of information that includes the Human Resources Manual as well as additional information about the church, emergency procedures, and detailed information about the benefits program.

Supervisor

The new employee should meet with the immediate supervisor within the first day of employment in order to establish a working relationship, afford the supervisor an opportunity to describe the specific requirements of the job, and to allow the new employee to ask questions about the position that may not have been clarified during the recruitment process.

APPENDIX E

Staff Organizational Chart



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