

Employee Handbook Savannah Presbytery

Developed by the Personnel Committee

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Section 1 - Overview

1.1 Introduction and Welcome

Welcome to the staff of the Savannah Presbytery! Every employee is important to the success of our ministry and we want you to know that you are valued and appreciated. Our hope is to provide an environment where you can be your very best for our staff team, our colleagues, our congregations and their members and visitors, and the area of southeast Georgia that we serve.

1.2 General Provisions, Scope and Coverage

This Employee Handbook has been compiled to provide you with information about the Savannah Presbytery's practices, policies, benefits, and your responsibilities as a paid member of the staff. This Handbook cannot anticipate every circumstance or question about a policy or practice. The need may arise and the Employer (Presbytery) reserves the right to revise, supplement or rescind any policies or portion of the Handbook as it deems appropriate. This Handbook is intended to serve as a guide for consistency in our work. In the event of a discrepancy or question, please ask your supervisor or the Director of Administration. Changes in our policies will be communicated to you by your supervisor or through official notices. You are responsible for staying informed of these changes.

This Handbook is neither a contract of continued employment nor a contract to provide specific compensation or benefits nor a guarantee of continued employment. Should any provision of the Handbook be found unenforceable or invalid, such a finding does not invalidate the entire Handbook but only the subject provision.

Your employment is at-will and can be terminated at any time for any reason (except for an illegal reason), with or without notice, with or without cause. This Handbook does not alter the nature of your at-will employment status.

These policies apply to all staff. However, if a topic covered in this Handbook is in conflict with a provision of an employee's contract, the contract will be controlling.

1.3 Standards of Ethical Conduct and Confidentiality

1.3.1 - In 1998 the 201st General Assembly of the PC (U.S.A.) adopted Standards of Ethical Conduct for employees and volunteers of the PCUSA. Staff of Savannah Presbytery are expected to honor these Standards. These standards provide that staff and volunteers of the Presbytery be supportive of the mission of the PC (U.S.A.) and abide by the following:

1. Be honest and truthful in my relationships with others;
2. Treat all persons with equal respect and concern;

3. Maintain a healthy balance among the responsibilities of my position, my commitments to family and other primary relationships, and my need for spiritual, physical, emotional, and intellectual renewal;
4. Refrain from abusive, addictive, or exploitative behavior and seek help to overcome such behavior if it occurs; and
5. Refrain from gossip and abusive speech.

1.3.2 - I will conduct myself at my workplace in a manner that will support its ministry.

Therefore I will:

1. Honor relationships within the workplace and observe appropriate boundaries;
2. Be judicious in the exercise of the power and privileges of my position;
3. Avoid conflicts of interest that might compromise the effectiveness of my work;
4. Refrain from exploiting relationships within the workplace for personal gain or gratification, including sexual harassment and misconduct as defined by Presbyterian Church (U.S.A.) policy; Also see Appendix 1.
5. Respect the privacy of individuals and not divulge information obtained in confidence without express permission unless an individual is a danger to self or others;
6. Recognize the limits of my own gifts and training, and refer persons and tasks to others as appropriate;
7. Claim only those qualifications actually attained, give appropriate credit for all sources used in papers, music, and presentations, and observe copyrights;
8. Observe limits set by the appropriate governing body for honoraria;
9. Deal honorably with the record of my predecessor and, upon leaving a position, speak and act in ways that support the work of my successor;
10. Be a faithful steward of and fully account for funds and property entrusted to me;
11. Accept the appropriate guidance of those to whom I am accountable;
12. Participate in continuing education and seek the counsel of mentors and professional advisors;
13. Show respect and provide encouragement for colleagues; and
14. Cooperate with persons of other faith traditions.

1.3.3 - Confidentiality is absolutely essential in building and respecting relationships with others. In the course of our work, staff will gain knowledge of confidential and private information about co-workers, volunteers, parishioners, and other members of our community. Such information could include personal, medical or financial information. While the essence of relationship lies in supporting one another and often involves confidential information, staff must be mindful that such information must not be shared without express permission. To do otherwise risks violation of trust and can cause irreparable damage. If in doubt about whether such information should be shared, staff are encouraged to err on the side of caution and silence. Questions should be referred to the Director of Administration.

Section 2 - Employment Foundations

2.1 At Will Employment

Employment with the Presbytery is "at will". Unless a staff member's/employee's contract or

terms of call states otherwise, employees are not hired for any definite or specified period of time even though employee wages are paid regularly. Employment can be terminated at any time, with or without cause and with or without prior notice. At-will employment cannot be changed by any oral modifications. There are no implied or verbal agreements or promises to an employee that s/he will be discharged only under certain circumstances or after certain procedures are followed. There is no implied employment contract created by this Handbook or any other Presbytery document or written or verbal statement or policy. An employee may terminate employment at any time and the Presbytery maintains the same right.

2.2 Equal Employment Opportunity

The Presbytery strives to provide equal employment opportunities in all aspects of employment.

Employment policies and practices, including recruiting, selection, benefits, compensation performance reviews, promotions, transfers, corrective action, training and separation will be administered without discrimination based upon race, color, national origin, gender, age, marital status, sexual orientation, gender identity/expression, transgender status, creed, protected disability status, citizenship status, genetic information, uniformed service (e.g. U. S. Armed Forces or National Guard) or status as a Vietnam Era or special disabled veteran in accordance with applicable federal, state and local laws, or veteran status, or any other characteristic protected by law.

The Presbytery will strive to comply with the Americans with Disabilities Act (ADA) to ensure equal opportunity in employment for qualified persons with disabilities where possible. Reasonable accommodation may be available to qualified applicants, candidates, and employees with known physical or mental impairments, where the disability impacts the application or interview process or affects the performance of job functions unless to do so would impose an undue hardship or a direct threat to the Employer. An employee or candidate seeking an accommodation shall notify the Supervisor or Director of Administration, providing adequate information about the disability and requested accommodation, including medical documentation necessary to properly respond to the request. Appropriate administrative staff will manage the process of responding to the request

Such applicant and employee medical information shall be stored separately from the employee personnel file and recruiting records, and are maintained as confidential records available only on a strict "need to know" basis.

2.3 Discrimination, Harassment and Bullying

The Presbytery will not tolerate discrimination or harassment on the basis of race, gender, age, or any other protected class described in the Equal Employment Opportunity Section of this Handbook or described by law. Bullying is also prohibited whether based on a protected class or other personal characteristic.

Examples of harassing behavior may include, but are not limited to: insulting, obscene or profane language; unwelcome disparaging comments about physical appearance, manner of dress, attire, unwelcome jokes, innuendo; displaying inappropriate cartoons, photographs, computer screen savers or wallpaper; unwelcome and/or inappropriate touching of another

employee's body; and any other harassing behavior that is abusive or offensive to another reasonable person and which creates an intimidating, hostile or offensive working environment.

The scope of this policy is not limited to the physical location of the employee's workplace and relationships with other employees at this location. It includes contacts anywhere in connection with carrying out employee responsibilities and relationships with employees, volunteers, and members of any church whether on church or Presbytery property or off.

2.4 Sexual Harassment and Misconduct

Sexual Harassment is a form of harassment and misconduct. The Presbytery strives to provide a workplace free from any form of sexual misconduct or harassment by any employee, member of the congregation, or visitor. This policy is based on the "Presbyterian Church (U.S.A.) Sexual Misconduct Policy and its Procedures." This topic is covered in great detail in the Sexual Harassment Policy of Savannah Presbytery - [sexual-harassment-policy.pdf \(savannahpresbytery.org\)](https://www.savannahpresbytery.org/sexual-harassment-policy.pdf). Staff members are required to follow the guidelines, prohibitions and procedures outlined in this policy. The scope of this policy is not limited to incidents that occur on the property of the Presbytery or its churches. Any form of sexual misconduct is unacceptable behavior, wherever it occurs. All allegations will be taken seriously, investigated, and appropriate corrective or disciplinary action taken as outlined in the policy. Any employee who feels that s/he has been the victim of or witnessed illegal harassment or sexual harassment should immediately report the incident following the **Report of Possible Sexual Harassment or Bullying (Appendix 1)**.

2.5 Workplace Violence

The Presbytery is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the following guidelines deal with intimidation, harassment, or other threats of (or actual) violence that may occur during work hours or on the Employer's premises or on a church property being served by staff.

All employees and volunteers, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees must refrain from fighting, "horseplay," disorderly conduct, acts of violence, physical abuse, verbal abuse, threats or any type of behavior that may or does endanger the health, welfare or safety of any person or that disrupts business activities on the premises at which we work.

No one may threaten, intimidate, or coerce an employee, supervisor or third party at places of work, at any time, while carrying out Presbytery business. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or the Director of Administration. This includes threats by employees, as well as threats by customers, vendors, solicitors, or visitors. When reporting a threat of violence, you should be as specific and detailed as possible. Appropriate persons will promptly and thoroughly investigate all reports of threats of violence or actual violence.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor or the

Director of Administration.

Anyone found to be responsible for threats of or acts of violence or other conduct that is in violation of provisions of this Employee Handbook will be subject to prompt corrective action, up to and including termination of employment or charge under local laws.

Threats or violent behavior off Presbytery or church premises should be reported to local law enforcement authorities.

2.6 Reporting Complaints

Employees who, in their work for Savannah Presbytery, believe they have been discriminated against or bullied or threatened with violence, or have witnessed such behavior, should report the event to the Director of Administration immediately. If the Director is not available, the employee should report to the Chair of the Personnel Committee. Employees should report the event in writing, however, this should not be a barrier to reporting verbally. The matter will be investigated promptly and appropriate corrective action taken.

Individuals reporting such action must understand that the Presbytery cannot provide complete confidentiality. While those persons receiving/sharing information about the complaint will be strictly limited to those who have a need to know, the Presbytery must have the ability to investigate freely and thoroughly and all named parties must be made aware of the details of the complaint in order to respond.

2.7 No Retaliation

Employees who have made a complaint of discrimination, harassment, threat of violence or bullying shall not be treated differently because they have made a complaint. Retaliation or reprisal of any type is strictly prohibited. Retaliation against a person who submits a report, complains, or asks a question, or gives information about discrimination or harassment, whether that person is a victim or a witness, is a violation of this policy and will be treated as a separate and distinct cause for corrective action. Any acts of retaliation must be reported immediately. All persons must be able to report concerns in good faith without fear of retaliation.

2.8 Drug Free Work Environment

The Presbytery strives to provide a safe, drug-free work environment. To promote this goal, employees are prohibited from conducting presbytery work under the influence of intoxicants or drugs or having any detectable amount of illegal drugs in the employee's system. Exceptions to this may be made when social functions allow the consumption of alcohol. However, in such an environment, employees should use good judgment and exercise respect for one another.

The legal and proper (according to dosage instructions) use of prescribed or over-the-counter medications is permitted on the job only when such use does not impair the employee's ability to perform the essential function of the job effectively and safely. Of primary concern is the employee's ability to perform in a manner that does not endanger the employee or others in the

work environment.

Employees shall be aware that “reasonable suspicion” drug testing may be conducted where circumstances warrant. This means when supervisors have evidence or reasonable cause to suspect an employee of drug use. Evidence is based upon direct observation, either by a supervisor or another employee or presbytery officer. **(See Appendix #2 Behavioral Checklist for Reasonable Suspicion Drug Testing.)**

Section 3 – Conditions of Employment and the Work Environment

3.1 Employment

Regular Full-time - Works an average of 35 hours per workweek and is paid by the Presbytery. This employee has been employed for 90 days or longer.

Regular Part-time – Works an average of less than 35 hours per workweek and is paid by the Presbytery. This employee has been employed for 90 days or longer.

Temporary – Works for a limited predefined period of time (full-time or part-time) to fill a seasonal or other extraordinary work need. Temporary employees do not accrue paid time off or participate in any other standard benefits.

Exempt – Performs work that is defined by the Fair Labor Standards Act as “Exempt” from overtime payment. Exempt employees are paid a “salary” that is not affected by the number of hours worked in a 40 hour work week.

Non-exempt – Performs work that is defined by the Fair Labor Standards Act as “not exempt” from overtime payment. Non-exempt employees are paid on an hourly basis.

Introductory Employee – A part-time or full-time employee who has not completed the 90-day introductory work period.

As Needed – Employees who may be available for work “as needed”. These could be current employees who occasionally work in a secondary role and are paid a stipend.

3.2 Recruitment and Selection

3.2.1 Employment Process

Written Job Descriptions are maintained for all regular positions within the organization. Job descriptions are reviewed each time a position is vacated or when the assigned work changes. Recruitment may be done in a variety of ways including outreach, advertisements, and referrals. Interviews are conducted using job-related questions. The employment process includes a criminal background check, certification in a child/youth protection training, and submission of a 7-year motor vehicle record for positions where driving is job-related.

The Savannah Presbytery, an Equal Opportunity Employer, chooses its staff based on a

combination of knowledge, skills, abilities, experience, training, education and other job-related characteristics.

3.2.2 Introductory Employment Period.

The employee's first 90 calendar days of employment with the Presbytery are considered an introductory employment period. This period is a time for the new employee to get to know our organization, fellow employees, managers and the tasks involved in the position.

This period is an extension of the selection process for the employee and the Presbytery during which the supervisors will evaluate the employee's suitability for employment and employee can evaluate the Presbytery as a suitable position/employer. If, during this period, employee work habits, attitude, attendance, performance or other relevant factors do not meet the Presbytery's standards, or if the employee finds the job a less than optimum fit, either party may terminate employment.

Completion of the introductory work period does not guarantee continued employment for any specified period of time (unless otherwise stated by contract), nor does it require that an employee be dismissed only for cause. Successful completion of the introductory period does not alter the at-will employment relationship.

3.3 Volunteers

Volunteers are valuable contributors to the work of our organization. While volunteers are not considered "employees" of the organization, we do invite volunteers to embrace the policies, work rules, and guidelines for smooth and consistent operation of Presbytery programs and activities. Volunteers do not receive any pay or benefits accorded to paid employees.

3.4 Attendance and Hours Worked

Work within a "virtual" presbytery operation requires regular communication and accessibility by email and phone. Actual work schedules of individual staff members will be flexible and varied, depending upon the work to be done. The "virtual team" concept works best when each member of the team recognizes the needs of the others. To honor that sense of "team", staff members who are unable to be in communication for more than 48 consecutive hours during the work week should notify the appropriate supervisor (or co-worker in the case of Directors).

Unavailability due to personal time away for more than 48 hours in a work week requires sufficient prior notice to the Director of Administration to allow for coverage of responsibilities.

When a staff member is unavailable for more than 48 hours in a work week, they should program their email response to indicate their unavailability and provide an alternate staff contact.

3.5 Outside Employment, Volunteer Work and Conflicts of Interest

Employees shall be guided by the "Ethical Standards of Conduct" when performing work outside the Presbytery whether paid or volunteer.

Employees who are engaged in other paid work outside the Presbytery should inform the appropriate supervisor. The reason for this is so that the Presbytery can assure there is no conflict of interest or scheduling.

3.6 Gifts and Gratuities

Any gifts or gratuities (other than standard honorariums or stipends) received by employees shall be reported to the Director of Administration. Care must be taken such that any gifts received by individual staff members do not result in favored treatment or the appearance of favored treatment of the giver.

3.7 Safety

While the Presbytery does not have a physical workspace, the Presbytery strives for its employees to work in environments free of obvious dangers that could cause physical harm. Employees are required to observe basic safety and security procedures and to call attention to any dangerous conditions. Employees should:

1. Report any accident or injury received by a staff member or visitor immediately to the appropriate supervisor.
2. Not operate any machinery or equipment without proper training and only in accordance with manufacturer's instructions.
3. Use care in lifting heavy objects. Get Help!
4. Be mindful of wet floors or spills. Wipe up spills immediately.
5. Pick up loose or inappropriate objects on a floor surface that could cause trips, falls, or other injury. Be mindful of extension cords that are potential hazards. Move them to a safe location or mark them with appropriate warnings or covers.
6. Use appropriate ladders to reach high places or ask for help.
7. Report any unsafe condition to the appropriate person or supervisor so that it can be remedied.
8. Maintain all work areas to be free of conditions that could cause injury.
9. Stow personal property in a secure location and keep personally owned vehicles locked while on church or Presbytery properties.
10. Become familiar with the locations of fire extinguishers in each location where you work.
11. Maintain awareness of safe places in case of tornadoes. Be prepared to guide any visitors to safe places.

3.8 Dress Code

Staff members are expected to dress in an appropriate and professional manner and to be neatly groomed when engaged in Presbytery work. The Director of Administration may call the employee's attention to any dress or grooming not deemed appropriate.

3.9 Equipment Use, Care and Maintenance (including tools, materials and supplies)

Staff are expected to be good stewards in the care and use of Presbytery and church equipment, tools and supplies. Equipment should only be used by persons who are trained in proper use and in accordance with the manufacturer's instructions. Equipment maintenance should be performed when needed by qualified persons. Such equipment shall be used for work-related purposes and for the benefit of the churches and members. Equipment, tools, materials and supplies shall not be removed from the appropriate property or building without the express approval of the Director of Administration.

All equipment, materials, tools and supplies shall be maintained in a secure manner to prevent unauthorized use or theft.

Persons using such equipment/materials/supplies may be required to reimburse the Presbytery or appropriate church for damage/loss due to negligence.

3.10 Facilities Use, Care and Maintenance

Church buildings within Savannah Presbytery are available, under certain conditions, for meetings and gatherings of the Presbytery. The primary use of the facilities is to support the official functions of the church, and, therefore, church functions may preempt use by the Presbytery.

When the staff or entities of the presbytery use Church facilities, they must adhere to established policies and, where applicable, pay any fees. The Presbytery may be asked to reimburse the Church for any damage caused during use.

3.11 No Smoking

No smoking is allowed by Presbytery staff in the Presbytery Records Room or while engaged in work for the Presbytery within member churches.

3.12 Use of Electronic Communications, Social Media, and Internet

It is the policy of the Presbytery that all employees (full/part-time employees, volunteers, and temporary workers, and those who represent themselves as being connected with the Presbytery) will adhere to the standards and procedures set forth in this policy. Electronic mail refers to both the email and voicemail systems. The word "system" is intended to include all types of electronic media and the internet.

3.12.1 Purpose

The purpose of the policy is to communicate the rules regarding access to and disclosure of email or voicemail messages created, sent, or received by Presbytery employees using the Presbytery's electronic communication systems. It is further intended to provide guidance to staff in their personal use of social media as it might affect the Presbytery, our churches, our mission, members, and reputation.

3.12.2 Social Media and Appropriate Use Defined

Social media includes all means of communicating or posting information or content of any sort on the internet, including to an employee's own or someone else's web log or blog, journal or diary, personal web site, social networking site, web bulletin board, or a chat room, whether or not associated or affiliated with the Presbytery, as well as any other form of electronic communication. Employees are expected to be fair and courteous to fellow employees, members, visitors, suppliers, or people who work on behalf of the Presbytery.

Employees are encouraged to resolve work-related complaints internally and not on social media sites.

Appropriate use is that which is respectful, honest and accurate, and that which will not harm the reputation or mission of the Presbytery or those we serve.

Employees are reminded that conduct on social media reflects upon the Presbytery whether the employee is engaged in Presbytery work or on personal time.

3.12.3 No expectation of Privacy

All Presbytery or church-supplied technology including computer systems and Presbytery-related work records belong to the Presbytery and not the employee/staff. However, if a laptop has been provided for a staff member, the computer becomes the property of the staff member after 4 years of service to the Presbytery but the records continue to belong to the Presbytery. The Presbytery routinely monitors usage patterns for its email and internet communications. There shall be no expectation of privacy regarding the use of Presbytery-supplied technology and work-related records.

3.12.4 Terms of Use of Electronic Communications/Computer Systems

- a. Our systems will be used for appropriate purposes only. Questions should be referred to the Director of Administration.
- b. Our systems are the property of the Presbytery or local churches.
- c. Our systems will be used to post notices of general interest.
- d. Our systems will not be used to create any offensive or disruptive messages.
- e. Our systems will not be used to transmit confidential information without authorization.
- f. The Presbytery reserves the right to review, audit, and access all messages on the email system.
- g. The confidentiality of any message should not be assumed.
- h. When using our systems, always evaluate the message and the proper communication channel to use.
- i. Any employee/staff member who discovers a violation of the policy should report it to the Director of Administration.
- j. Employees/staff members may not establish Internet web pages that mention the Presbytery or our churches unless doing so is included in the employee's job duties.
- k. Posting any unauthorized information relating to the Presbytery or our churches on any publicly accessible Internet site is prohibited.
- l. Presbytery internet and email access may not be used for transmitting, retrieving, or storing of any communications of a defamatory, discriminatory or harassing nature, or materials that are obscene or X-rated. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, sexual preference, or any other federal or state protected status may be

- transmitted. Harassment of any kind is prohibited.
- m. Disparaging, abusive, profane, or offensive language (materials that would adversely or negatively reflect upon the Presbytery or our churches or be contrary to the the best interests of our entities) or any illegal activities including piracy, hacking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the internet or email are forbidden.
 - n. Copyrighted materials belonging to entities other than the Presbytery may not be transmitted by employees on the Presbytery's network. All employees obtaining access to another company's or individual's materials must respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials except with permission or as a single copy to reference only. If employees find something on the internet that may be interesting to others, they should not copy or download it. Instead, they can give the URL (uniform resource locator or "address") to the person who may be interested in the information and have that person look at it on their own.
 - o. Employees should not use our systems in a way that disrupts its use by others. This includes but is not limited to streaming of any video, unless work-related, streaming of music unless approved by management, sending or receiving many large files, and sending email messages to an excessive number of users or sending emails that are not work-related in content.
 - p. The internet is full of useful programs that can be downloaded, but some of them may contain computer viruses or spyware that can extensively damage our computers and compromise security of our information. Be sure to virus-check downloaded files immediately. Also, many browser add-on packages (called "plug-ins") are available to download. There is no guarantee that such will be compatible with other programs on the network and such may cause problems; therefore, please refrain from downloading such plug-ins.
 - q. Each employee/staff member is responsible for the content of all text, audio, or images that s/he places on the appropriate drives or sends using the Presbytery's internet and email system. No email or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. Also, be aware that the Presbytery's name is embedded in the Presbytery email addresses provided to staff members so staff must use discretion in formulating messages.

3.12.5 Media Contacts

Employees should not speak to the media on the Presbytery's behalf without contacting the Director of Administration. All media inquiries should be directed to the Director of Administration.

3.13 Travel and Expense Reimbursement

Employees who travel on behalf of the Presbytery or in the course of work will be compensated for expenses upon return. Travel and related expenses must be preapproved. The IRS Business Rate will be applied for staff.

The Presbytery's credit card is overseen by the Treasurer who must preauthorize its use which is for business/work-related purposes only.

Staff members who must purchase work-related items or supplies without a credit card must

have preapproval to do so and must provide receipts and documentation of work-relatedness of the purchase. See **Appendix #3 Travel and Expense Guidelines** or [Savannah-Presbytery-Travel-and-Expense-Guidelines.pdf \(savannahpresbytery.org\)](https://savannahpresbytery.org/Travel-and-Expense-Guidelines.pdf) .

3.14 Compensation and Payroll

The Savannah Presbytery strives to provide reasonable compensation packages to all employees. Periodically, surveys will be conducted to determine pay equity. Job descriptions and performance evaluations will also be reviewed periodically to ensure compensation is reflective of responsibilities and level of performance. Increases in compensation will also be dependent on budget conditions.

Rates of pay are based on a variety of job-related factors including the level of responsibility of each position, the knowledge, skill, ability, training and education required for the position, level of experience of each applicant/employee, level of discretion and independent judgment, consequence of error and other job-related characteristics.

Presbytery employees will be paid monthly. All authorized payroll deductions will be made by payroll before an employee receives his/her paycheck. Deductions include all applicable taxes, Social Security (FICA) and other mandatory or authorized deductions.

Payroll records will reflect hours worked for non-exempt hourly staff.

3.15 Emergency Conditions

Working conditions within the Presbytery may be challenging during periods of inclement weather or other natural or man-made conditions that may create dangerous working conditions or require travel. The Presbytery will strive to honor the employment relationship by continuing pay for salaried employees for short periods of closure. In the event of an extended period of closure (such as a catastrophic hurricane), the Presbytery reserves the right to limit continued compensation.

3.16 Pandemic Policy

Employees may be required to adjust work schedules, locations, and conditions due to a pandemic or other occurrence involving the spread of communicable or contagious diseases. The Presbytery will strive to meet the needs of employees, members, and visitors while balancing the need to keep everyone safe and minimize risk.

Employees who are sick or who show signs of illness are encouraged to stay home and work remotely if possible. It may become necessary to request information from your health care provider. In general, we would request medical information to confirm your need to be absent from the work commitments outside of the home, and to show that it is safe for you to return to the work environment. Such medical information will be kept confidential.

Employees may be required to take time away from work or work remotely if they test positive or have been exposed to someone who tested positive for a highly contagious medical

condition, such as COVID-19.

The Presbytery may require preventative measures such as social distancing and wearing a mask. All staff are asked to help keep work areas disinfected as much as possible. Staff are also encouraged to take personal safety precautions during an outbreak such as avoiding crowds in poorly ventilated areas, avoiding face-to-face meetings and using technology as a means of communication.

Travel may be limited during periods of contagious disease outbreak. Some services and programs may be suspended or conducted/delivered via electronic technology.

3.17 Leaving the Organization

3.17.1 Resignation- Employees are expected to provide a minimum of two weeks to 30 days notice of intent to resign, depending on the nature of the position. This provides time for ensuring continuity of programs and services, training replacements, and/or reassigning work.

3.17.2 Dismissal- Should an employee be involuntarily separated from employment, advance notice may not be given. Each situation will be considered on its own merit.

3.17.3 Layoff – Should it become necessary to eliminate positions, employees will be given as much notice as possible. Every effort will be made to reassign employees whose positions are to be eliminated. Reassignment will be dependent on required knowledge, skills, and abilities.

Section 4 – Managing Performance

4.1 Job Descriptions and Performance Expectations

Job descriptions will be maintained for each regular position and reviewed periodically for currency. Job descriptions may not be all inclusive but will contain a list of essential functions of the job, duties and responsibilities, and desired qualifications. Job descriptions will be reviewed with each vacancy in order to provide for current recruiting needs.

Job descriptions are used to recruit new employees, to orient and train new employees, to compensate employees and as a basis for performance evaluation and management.

4.2 Performance Evaluations

Supervisors and employees are encouraged to discuss performance-related issues on an informal, continuing, day-to-day basis. This will help to ensure shared expectations and prevent the element of surprise. Performance will be reviewed at least annually and will be based on the job description. See **Appendix #4 Performance Evaluation Format/Personnel Visit**.

Employees are encouraged to set goals and accomplishments for each evaluation period. If additional training or development is desired or needed, employees and supervisors should discuss these together and establish plans and resources needed for successful completion.

4.3 Performance Improvement Plans

Should performance fall short of expectations, written plans shall be developed by the supervisor and the employee together to identify specific areas of concern. Such plans shall include specific, measurable, achievable, reasonable, and time-bound benchmarks for improvement. The plan shall also include consequences for failure to meet expectations. See **Appendix #5 Performance Improvement Plan.**

4.4 Code of Conduct and Corrective Action

4.4.1 General Conduct Guidelines

Orderly and efficient operation of the Presbytery requires that employees maintain proper standards of conduct and observe certain procedures. These guidelines are provided for informational purposes only and are not intended to be all-inclusive. Nothing here is intended or will be construed to change or replace, in any manner, the "at-will" employment relationship between the Presbytery and the employee.

The following actions will result in corrective/disciplinary action. They do not form a complete listing of all behaviors which are unacceptable but provide guidance. These guidelines are intended for safe, efficient operation and are not absolute, inflexible rules, but must be tempered with common sense on the part of our employees. In the absence of a reasonable basis for departure from the guidelines, failure to perform and behave according to the Code of Conduct will result in corrective action, disciplinary action, up to and including dismissal from employment with or without warning.

The Presbytery views the following as inappropriate behavior:

1. Failure to follow the policies and procedures outlined in this handbook.
2. Negligence, carelessness or inconsiderate treatment of co-workers, individuals in our member congregations, ministers in our Presbytery, and others we serve to support.
3. Theft, misappropriation or unauthorized possession or use of property, documents, records or funds belonging to the Presbytery, or any member or employee; removal of same from appropriate premises without authorization.
4. Divulging confidential information to any unauthorized person(s) or to others without an official need to know.
5. Obtaining unauthorized confidential information pertaining to members or employees.
6. Making unauthorized changes to Presbytery records or falsifying Presbytery records, personnel or pay records.
7. Willfully or carelessly damaging, defacing or mishandling property of the Presbytery, a member church, or other employees.
8. Taking or giving bribes of any nature, or anything of value, as an inducement to obtain special treatment, to provide confidential information or to obtain a position. Acceptance of any gratuities or gifts must be reported to the Director of

Administration.

9. Willfully or carelessly violating security, safety, or fire prevention equipment or regulations.
10. Conduct that is illegal under federal, state, or local law.
11. Conviction of a felony or serious misdemeanor.
12. Creating a disturbance on premises where we serve.
13. Use of abusive language.
14. Any rude, discourteous or un-businesslike behavior, on or off Presbytery or church premises, and which adversely affects the Presbytery or its churches' services, operations, property, reputation or goodwill in the community or interferes with work.
15. Insubordination or refusing to follow instructions from a supervisor or manager refusal or unwillingness to accept a job assignment or to perform job requirements.
16. Failure to be available when scheduled, to give notice of a planned period of unavailability, or abuse of leave or any other leave of absence.
17. Taking other unauthorized employment while on a leave of absence.
18. Violation of the drug and alcohol policies.
19. Falsification of one's employment application or employment history.

4.4.2 Corrective Action

Corrective Action is intended to call attention to a deficiency in conduct or performance and to provide an opportunity for immediate and sustained improvement. It is the intent of the Presbytery to provide the support, guidance, and resources to help all employees perform at the best and most productive levels. It is in such an environment that all employees can find joy and share their gifts with our members and constituents. The following are guidelines to help supervisors and employees correct any deficiencies. These steps need not be taken one after the other, but can be used in any order necessary, or may be skipped entirely. There may be times when behavior is so serious that no reasonable person would expect to be warned before employment is ended. See **Appendix #6 Employee Corrective Action Report**.

Oral conference. This is the first opportunity for the supervisor to call attention to an area of deficiency. The discussion should include specific information about what needs to be corrected, why, and when. The supervisor should document this discussion but need not include this documentation in the employee's personnel file. Employees are encouraged to make notes about the discussion for further reference. The job description and performance evaluation form should be used as a reference for the topic/area of deficiency.

Retraining or extended orientation period. When an employee is unable to master a skill set or job responsibility, and where retraining or extended training may be useful, a new employee may need additional time before becoming a "regular" employee.

Written Warning. This is an opportunity to emphasize the seriousness of an incident. It can also be used as a follow up to previous discussions which have failed to produce adequate improvement.

Suspension with or without pay. An employee may be removed from the workplace when further investigation is necessary, and in cases where further liability may accrue by keeping the employee at work.

Provisional Employment Status. When an employee is under corrective action, improvement is expected to be immediate and sustained. In the event that such improvement is not demonstrated to the degree expected, the employee may be placed in a provisional employment status indicating that employment is in jeopardy. (This does not mean that employment cannot be in jeopardy without Provisional Status. There are times when behavior is so serious that no reasonable person would expect to be warned.)

Demotion or reassignment. An employee who has not been able to master a skill set for a given job may be reassigned to another position if one exists. Compensation will be adjusted to reflect the change in job duties.

4.5 Conflict Resolution and Problem Solving

Any problems arising from employment or conditions of employment are to be directed to the person's immediate supervisor, and if not resolved, to the Director of Administration. If the Director is unable to resolve the issue, a member of the Personnel Committee may be invited to assist in resolution.

Section 5 – Benefits

5.1 Social Security

All employees are covered by the Social Security Act. The employee's share of the tax is withheld in the form of FICA from the payroll check.

5.2 Pension and Health Insurance

Some employees may elect pension benefits and health insurance coverage as a part of their total compensation package. The details of these benefits are outlined in the PCUSA Board of Pensions coverage documents.

5.3 Workers Compensation Insurance

Employees are covered by the Georgia State Board of Worker's Compensation Insurance. Any injuries must be reported immediately or within 24 hours of the injury if immediate injury is not known. Reports must be submitted to the supervisor and the Director of Administration using

the standard form for **Employer's First Report of Injury or Occupational Illness (Appendix #7)**.

5.4 Holidays

The Presbytery recognizes the following holidays as paid days off for all of its employees. During these days, communication on Presbytery matters is not expected:

- New Year's Eve and Day
- Martin Luther King Day
- President's Day
- Maundy Thursday through Easter Monday
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Thanksgiving Day and the Friday after Thanksgiving
- Christmas Eve and Day

When established holidays fall on a Saturday, they will ordinarily be celebrated on the preceding Friday. Holidays which occur on Sunday will ordinarily be celebrated on the following Monday. Exceptions may occur and will be announced prior to the holiday. Additional holiday time may be granted, at the discretion of the Director of Administration.

5.5 Leave

5.5.1 Family Leave of Absence – Hourly and salaried employees are considered "church professionals" so that the **Guidelines for Family Leave Savannah Presbytery (Appendix #8)** applies to all presbytery employees. For hourly paid employees, continued compensation would be calculated based on the average weekly pay for the previous 6 months.

5.5.2 Military Leave – Military leave shall be granted in accordance with applicable state and federal laws.

5.5.3 Jury Duty – The Presbytery encourages our employees to perform their civic responsibilities as they are called. Staff called to jury duty should notify the Director of Administration by email.

5.5.4 Medical Leave – Employees may request leaves of absence due to a serious medical condition which requires continued medical treatment by a healthcare provider. A serious medical condition is defined as one that can involve some or all of the following:

1. Conditions that require inpatient care in a hospital, hospice, or residential medical care facility
2. Conditions that incapacitate an employee for more than 3 consecutive days and require ongoing medical treatment
3. Chronic conditions that cause occasional periods of incapacity and requires treatment by a healthcare provider.

This definition includes conditions such as cancer, heart attacks, strokes and severe injuries. A serious health condition is not intended to cover short-term illness such as the cold or flu unless complications arise.

Provisions would include:

1. The employee must have completed 90 days of employment;
2. Leave may be granted for up to 91 consecutive days or the equivalent of 13 weeks with continued compensation and health care coverage;
3. Medical Certification from the health care provider will be required;
4. The employee will be required to maintain contact with the employer during the period of absence.

Medical certification will be required by the treating physician. See **Appendix #9 Certification of Health Care Provider for Employee's Serious Health Condition under the Family and Medical Leave Act.**

Section 6 – Record Keeping

All personnel records will be kept confidential with limitations based on a strict need to know. Employees are to notify the Director of Administration, in writing, of any changes in the following: Name, Address, Telephone Number, Emergency Contacts, W-4 or G-4 elections, Benefit status changes.

All requests for information from outside sources concerning current or former employees must be handled through the Director of Administration.

Savannah Presbytery

Report of Possible Sexual Harassment or Bullying

Please describe in as much detail as possible what happened and submit this report to the Director of Administration.

Name and title of Person Reporting suspect behavior:

Name and title of the Victim, if someone other than the Person Reporting:

Your Address, City, State, Zip Code, and Telephone:

Date of Report:

Name and title of the Person Suspected of misconduct:

Contact information of the Person Suspected, if known:

Report of Suspected Sexual Misconduct or Bullying:

What happened?

When?

Where?

If the behavior occurred more than once, please explain:

Were there any witnesses? If so, please name and provide contact information.

Do you have any evidence that may be helpful? If so, please describe or attach.

Savannah Presbytery

Behavioral Checklist for Reasonable Suspicion Drug Testing

Employee Name: _____

Supervisor/Manager Name: _____

Indicate information and observations that have caused you to be concerned about the employee. Please be specific and include dates, times, and actions taken. Attach additional documentation or record as needed.

Appearance

_____	Changes in or unusual personal appearance (dress, hygiene, increase/decreased pupil)
_____	Changes in or unusual speech (incoherent, stuttering, loud)
_____	Changes in or unusual physical mannerisms (gestures/posture)
_____	Changes in making eye contact
_____	Excessive fatigue (red, swollen eyes)
_____	Changes in physical health (major & unexplained weight loss or gain)
_____	Physical signs of violence/injury

Absenteeism/ Lack of Availability

_____	Frequent, unauthorized or unexplained absences
_____	Frequent, unexplained disappearance
_____	Constant sniffing or coughing
_____	Frequent colds, flu or other vaguely defined ailments

Behavior

_____	Behavior that disrupts work flow
_____	Interferes with or ignores established procedures
_____	Procrastination on significant decisions/tasks
_____	Unsupported excuses for poor performance/errors
_____	Difficulty in concentration
_____	Frequent/intense arguments

Appendix 2 (cont.)

_____	Verbal and/or physical abusiveness
_____	More than usual supervision necessary
_____	Unpredictable response to supervision
Job Performance	
_____	Significant increase in errors/poor judgment
_____	Inconsistent or sudden change in quality/quantity of work or productivity
_____	Missed deadlines
_____	Difficulty recalling instructions, details
General Behavioral Indicators (changes)	
_____	Refusal to perform assigned tasks
_____	Suspicious behavior; resentment toward others
_____	Cynical or distrustful comments
_____	Making unfounded accusations toward others
_____	Making unreliable or false statements
_____	Unusual sensitivity toward critiques or advice
_____	Blaming others
_____	Extreme mood shifts
_____	Loud or disruptive behavior
_____	Displays of emotion that are out of context
_____	Increasingly irritable
_____	Unusually demanding, rigid or inflexible behavior
_____	Specific concerns or complaints from co-workers
Other Signs	
_____	Odor of alcohol or marijuana apparent
_____	Signs of possible intoxication (slurring, coordination, and/or balance impaired)
_____	Frequent conversations about alcohol use, drug use and/or hangovers
_____	Engages in discussion about obtaining or using drugs and/or alcohol

Observers must consider that there may be other explanations for varied behaviors. Note that this checklist provides general guidance only and is not intended to be used in isolation of other indicators or considerations.

Approved by Council 6.24.22

SAVANNAH PRESBYTERY TRAVEL AND EXPENSE GUIDELINES

The leaders of Savannah Presbytery are aware that expenses will be incurred to carry out the presbytery's mission and ministry of overseeing and supporting its churches and membership. These guidelines pertain to the leadership (committee chairs, directors), staff, and volunteers doing work directly for Savannah Presbytery.

Savannah Presbytery will pay for business travel, meals, and professional expenses that are reasonable and necessary to conduct Presbytery/Church business and which have been properly documented and approved. This document is written in general terms to allow reasonable discretion. It is not expected to cover every possible situation.

Travel and vehicle usage:

Savannah Presbytery will pay for business travel for approved and sanctioned Presbytery business. If there is a question regarding qualifications of a trip, please contact the Chair of Council or the Director of Administration.

Travel using one's own vehicle is reimbursed at the standard IRS reimbursement rate for paid staff and at the rate of \$0.30 cents/mile for volunteers (as previously set forth by the presbytery). If there is a preference to deduct the expenses from taxes, a person can also track mileage or cost of fuel for the trip. Travel involving bus, train or airfare should have prior approval.

Regardless of whether one is seeking reimbursement or offering expenses as a charitable contribution, persons are respectfully asked to still complete the Travel Expense Voucher so the Presbytery can fully capture the cost of carrying out its ministry.

These guidelines apply to staff and any others whose travel, food, or other expenses are to be paid by Presbytery funds. Travel using grant funding may have additional requirements and require additional documentation.

Approval for overnight travel, lodging and meals:

Overnight travel and all meal requests (separate from ongoing regular expenses previously approved through the presbytery's budgeting process) must be emailed to the Chair of Council **and** the Director of Administration **in writing** and **in advance** (except in cases of emergencies) and properly documented according to Presbytery policy and IRS regulations. In case of emergency, the Chair of Council and Director of Administration will consult and, if needed, seek guidance from the Council.

For example, under the new Presbytery Meeting Hybrid System combining in person attendance and on Zoom some basic expenses are expected. Someone may have to travel to the site and to make arrangements to be able to broadcast the meeting. There might be an overnight stay and an evening meal.

Expenses for lodging and meals that are reasonable and necessary to conduct Presbytery business, and which have been properly documented and approved, will be processed and reimbursed promptly once submitted.

- Requirements for pre-approval and for documentation are the same whether a Presbytery credit card, cash advance, Presbytery check, or personal funds are used.
- A request for the use of the Presbytery credit card is submitted to the Treasurer who will execute payment if the request is properly approved and the credit card is deemed the most expedient course and resource for payment.

- The credit card usage will be reviewed regularly by the Treasurer and Director of Administration.
- For routine ongoing expenses, a monthly budget and pre-approval is sufficient as approved by Council, Committee and Directors.
- No one may be the sole approver of their own travel or expenses including the Treasurer who holds the credit card for Presbytery. Please ask the Director of Administration for instructions.
- When submitting for approval, no set form is required; however, the following items must be included:
 - Description and dates (where and when)
 - Business purpose of the trip or event - *Why* is this a Presbytery expense?
 - Names of Presbytery employees traveling or hosting
 - As a standard of guidance, meals are approved for overnight stays for dinner only.
 - Director may use their discretionary allowance for a meeting such as counseling sessions, meeting with church-on-church matters, training, etc.
 - Requests for meals should be submitted by each individual, even if several are rooming together.
 - A detailed budget, sufficient for understanding the cost and scope, should be part of the request.

Receipts and documentation of expenses for travel:

Detailed receipts (as opposed to a credit card signature slip) are required for transportation, lodging, meals, and any business-related purchases of goods or services.

- For each trip, persons should present group receipts with the pre-approval form and make sure the business purpose of the trip is clearly noted.

Receipts and documentation of expenses non-travel:

Professional expenses (continuing education, dues, subscriptions, conference fees, memberships, etc.) will be reimbursed with the appropriate documentation provided to the Treasurer and Director of Administration using the voucher for non-travel expenses.

Credit Card Usage

Credit card use will be limited and handled by the Treasurer and Director of Administration who will review this on a regular basis.

Savannah Presbytery Performance Improvement Plan

Employee Name: _____

Position: _____

Area of Job Function & Responsibility: Describe in detail, with examples, the Performance Deficiency (what is employee not doing that s/he should be doing?):

Summary of prior discussion and/or action related to this or other performance deficiency:

Date: _____ Written _____ Oral _____ Action: _____

Date: _____ Written _____ Oral _____ Action: _____

Plan to Bring Performance to Standard: What action will employee take to meet the standard and when? *(Actions should be specific, measurable, attainable, reasonable, and time bound.)*

What action will supervisor or others take to help employee meet the standard and when? Include follow up date(s).

Failure to achieve immediate and sustained improvement or recurrence of substandard performance may result in further corrective action, up to and including termination of employment.

Employee comments:

Signatures

Employee*: _____ Date: _____ Supervisor: _____ Date: _____

*Employee's signature indicates that employee participated in this discussion and agrees to take the action planned. If employee disagrees with any part of this plan, employee should write concerns on the back of this page or additional page.

Savannah Presbytery Employee Corrective Action Report

Employee Name: _____ Position: _____

Date Issued: _____

Type of Action (circle one) Consultation/ Counseling/ Warning/ Reassignment/
Demotion/ Suspension/ Termination of Employment

1. Incident/event which forms the basis for this report: (What happened?)

2. In what way did this incident affect business operations? (What was the impact?
Why is this discussion important?)

3. Were there any prior incidents of this or any other type?

4. What action must the employee take to improve performance? (Include time frame)

4. Follow up date and results:

My signature below acknowledges that I participated in this discussion and that I understand that improvement must be immediate and sustained. My failure to improve performance/behavior may result in further corrective action up to and including termination of employment. I understand that it is my responsibility to ask questions for clarification.

Employee signature Date

Supervisors signature Date

Employer's First Report of Injury or Occupational Illness
(See instructions on reverse)

U.S. Department of Labor
Office of Workers' Compensation Programs



OMB No. 1240-0003
Expires: 03/31/2027

1. OWCP No.		2. Carrier's No.		3. Date and Time of Accident (mm/dd/yyyy) (hh:mm am/pm)		Is this an Amended filing? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If yes, list Box(es) Amended (i.e. Box 12, 19, etc.)</small>	
4. Name of injured/deceased employee (Type or print - first, M.I., last) First Name M.I. Last Name Telephone						5. Employee's address (No., street, city, state, ZIP, country) Street: City: St: Zip: Ctry:	
6. Injury is reported under the following Act (Mark one) A <input type="checkbox"/> Longshore and Harbor Workers' Compensation Act B <input type="checkbox"/> Nonappropriated Fund Instrumentalities Act C <input type="checkbox"/> Outer Continental Shelf Lands Act D <input type="checkbox"/> Defense Base Act 1. Contracting Agency 2. Prime Contract # 3. Sub-Contract #			7. Indicate where injury occurred (Longshore Act only) (Mark one) A <input type="checkbox"/> Aboard vessel or over navigable waters B <input type="checkbox"/> Pier/Wharf C <input type="checkbox"/> Dry dock D <input type="checkbox"/> Marine terminal E <input type="checkbox"/> Building way F <input type="checkbox"/> Marine railway G <input type="checkbox"/> Other adjoining area			8. Sex <input type="checkbox"/> M <input type="checkbox"/> F	
						9. Date of birth (mm/dd/yyyy)	
						10. Social security no. (Required by law)	
						10a. Nationality (DBA only)	
						11. Did injury cause death? <input type="checkbox"/> No <input type="checkbox"/> Yes - If yes, skip to 16	
						12. Did injury cause loss of time beyond day or shift of accident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
						13. Date and hour employee first lost time because of injury Date (mm/dd/yyyy) Time (hh:mm am/pm)	
14. Did employee stop work immediately? <input type="checkbox"/> Yes <input type="checkbox"/> No			15. Date & hour empl returned to work (mm/dd/yyyy) (hh:mm am/pm)			16. Was employee doing usual work when injured/killed? (if no, explain in Item 26) <input type="checkbox"/> Yes <input type="checkbox"/> No	
17. Did injury/death occur on employer's premises? <input type="checkbox"/> Yes <input type="checkbox"/> No			18. Dept. in which employee normally works(ed)			19. Occupation	
20. Date and hour pay stopped (mm/dd/yyyy) (hh:mm am/pm)			21. Which days usually worked per week? (Mark (X) days) S M T W T F S			22. Date employer or foreman first knew of accident. (mm/dd/yyyy) (hh:mm am/pm)	
23. Wages or earnings (include overtime, allowances, etc.) a. Hourly b. Daily c. Weekly d. Yearly			24. Exact place where accident occurred (Street address, city, town, country) (For Longshore also include: name of vessel, pier, terminal, etc.) (For DBA also include: name of the DOD facility or associated worksite - i.e. base, FOB, camp, etc.)			25. How was knowledge of accident or occupational illness gained?	
26. Describe in full how the accident occurred (Relate the events which resulted in the injury or occupational disease. Tell what the injured was doing at the time of the accident. Tell what happened and how it happened. Name any objects or substances involved and tell how they were involved. Give full details on all factors which led or contributed to the accident.)							
27. Nature of Injury (Name part of body affected - fractured left leg, bruised right thumb, etc.) If there was amputation of a member of the body, describe.							
28a. Has medical attention been authorized? <input type="checkbox"/> Yes <input type="checkbox"/> No		28b. LS-1 issued? Yes <input type="checkbox"/> No <input type="checkbox"/>		29. Enter date of authorization.		30. Was first treating physician chosen by employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	
						31. Has insurance carrier been notified? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of:				Address - Enter number, street, city, state, zip code			
32. Physician							
33. Hospital							
34. Insurance Carrier							
35. Employer							
36. Employer's Business				37. Signature of person authorized to sign for employer Phone number			
38. Official title and phone number of person signing this report				Name of person signing this report		39. Date of this report (mm/dd/yyyy)	

Form LS-202
Rev. Nov 2020

This report is required by 33 U.S.C. 930(a) and must be filed with the U.S. Department of Labor, Office of Workers' Compensation Programs, Division of Federal Employees', Longshore and Harbor Workers' Compensation by electronic submission via OWCP web portal, facsimile or Central Mail Receipt Site. File form within 10 days from the date of injury or death or from the date the employer first has knowledge of an injury or death. Under the law all medical treatment and compensation must be furnished by the employer or its insurance company. Treatment must be by a physician chosen by the employee, unless the physician is on a list of physicians currently not authorized by the Department of Labor to render medical care under the Act. Compensation payments become due and are payable on the 14th day after the employer first has knowledge of the injury or death. Penalties may be charged for failure to comply with provisions of the law. The information will be used to determine entitlement to benefits. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. For further information, visit our website at <https://www.dol.gov/agencies/owcp/dlhw/lscontac>

REPORTABLE INJURY – Any accidental injury which causes loss of one or more shifts of work or death allegedly arising out of and in the course of employment, including any occupational disease or infection believed or alleged to have arisen naturally out of such employment, or as a natural or unavoidable result from an accidental injury. If the employer controverts the right to compensation it must also file a notice of controversion with the District Director within 14 days after it has knowledge of the alleged injury or death.

Item 6 – A. Longshore and Harbor Workers' Compensation Act covers employees injured while engaged in maritime employment upon the navigable waters of the United States (including any adjoining pier, wharf, dry dock, terminal, building way, marine railway, or other adjoining area customarily used by an employer in loading, unloading, repairing, or building a vessel); - employees injured upon the navigable waters of the United States and other described areas who at the time of injury were engaged in maritime employment and are not otherwise specifically excluded under the Act (33 U.S.C. 902).

B. Nonappropriated Fund Instrumentalities Act covers employees of nonappropriated fund instrumentalities of the Armed forces, e.g., post exchanges, motion picture service, etc.

C. Outer Continental Shelf Lands Act covers employees of private employers engaged in operations conducted on the Outer Continental Shelf for the purpose of exploring for, developing, removing, or transporting by pipeline the natural resources of submerged lands.

D. Defense Base Act covers any employment (1) at military, air, and naval bases acquired by the United States from foreign countries; (2) on lands occupied or used by the United States for military or naval purposes outside the continental limits of the United States; (3) upon any public work in any Territory or possession outside the continental United States under a contract of a contractor with the United States; (4) under a contract entered into with the United States where such contract is to be performed outside the continental United States and at places not within the areas described in (1), (2), and (3) above for the purpose of engaging in public work; (5) under certain contracts approved and financed by the United States under the Mutual Security Act of 1954, as amended; and (6) in the service of American employers providing welfare or similar services for the benefit of the Armed Forces outside the Continental United States.

Item 24 – "Exact place where accident occurred" requires the nearest street address, city and town. In addition -

- If on a vessel, Give place on vessel where injury happened (Deck, hold, tweendeck, engine room, etc.) Name of vessel
- If either on an adjoining pier, wharf, dry dock, terminal building way, marine railway, or other area customarily used in loading, unloading, repairing, or building a vessel Name or number of pier, dry dock, marine railway, etc. Name of the terminal or shipyard Nearest street address – City and State
- If injury or death is reported under the Defense Base Act, give the name of the country where injury or death occurred.
- If on the Outer Continental Shelf, Give drilling site and block number Area name (e.g. West Delta Area) Federal Lease Number, State Lease Number Distance from and name of nearest land, name of State
- If DBA, give the City, Country, Base, Camp, DOD facility or any additional information that will assist with determining exact location.

SUBMISSION

The form can be uploaded via SEAPortal (<https://seaportal.dol.gov/portal/>) or mailed to us at: U.S. Department of Labor Office of Workers' Compensation Programs Division of Federal Employees', Longshore and Harbor Workers' Compensation 400 West Bay Street, Suite 63A, Box 28 Jacksonville, FL 32202

PRIVACY ACT OF 1974 NOTICE

In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a) you are hereby notified that (1) the Longshore and Harbor Workers' Compensation Act, as amended and extended (33 U.S.C. 901 et seq.) (LHWCA) is administered by the Office of Workers' Compensation Programs of the U.S. Department of Labor, which receives and maintains personal information on claimants. (2) Information which the Office has will be used to determine eligibility for the amount of benefits payable under the LHWCA. (3) Information may be given to the claimant or his/her representative. (4) Information may be given to physicians and other medical service providers for use in providing treatment or medical/vocational rehabilitation, making evaluations and for other purposes relating to the medical management of the claim. (5) Information may be given to the Department of Labor's Office of Administrative Law Judges (OALJ), or other person, board or organization, which is authorized or required to render decisions with respect to the claim or other matter arising in connection with the claim. (6) Information may be given to Federal, state and local agencies for law enforcement purposes, to obtain information relevant to a decision under the LHWCA, to determine whether benefits are being or have been paid properly, and, where appropriate, to pursue salary/administrative offset and debt collection actions required or permitted by law.

NOTE: FILING THIS FORM DOES NOT CONSTITUTE AN ADMISSION OF LIABILITY UNDER THE COMPENSATION ACT. Any employer, insurance carrier, or self-insured employer who knowingly and willfully fails to submit this report when required or knowingly or willfully makes a false statement or misrepresentation in this report shall be subject to a civil penalty based on amounts outlined in the Federal Civil Penalties Inflation Adjustment Act Improvements Act of 2015, for each such failure, refusal, false statement, or misrepresentation. [33 U.S.C.930(e)] This report shall not be evidence of any fact stated herein in any proceeding in respect to any such injury or death on account of which the report is made. [33 U.S.C. 930(c)]

Public Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Completion of this form is mandatory. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U. S. Department of Labor, 200 Constitution Avenue, N.W., Room S-3229, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THIS OFFICE**

Guidelines for Family Leave Savannah Presbytery

(Previously approved by the Savannah Presbytery as the Parental Leave Policy)

I. Theological Introduction

God created us to be in relationship with one another. Human beings are nurtured in families where we care and are cared for at the most basic level, which equips us for life in the larger community. The Church recognizes the significance of family in the lives of its church personnel and seeks to be fair, reasonable and compassionate in all its dealings related to family. Scriptures instructs us to honor those we call “father” or “mother” (Exodus 20:12), and to care for children, for such is “the Kingdom of God” (Mark 10:13-16). Therefore, it is the policy of the Savannah Presbytery and its member congregations to meet or exceed the following minimum compensation terms regarding family and or bereavement leave that shall be included in the calls and covenants of Teaching Elders, Certified Christian Educators, and Commissioned Ruling Elders (hereafter referred to as “church professionals”) serving within the bounds when a child(ren) are added to their family through birth or adoption of a child, or upon the death of an immediate family member (immediate family member is defined for the purposes of this guideline as a spouse, child, sibling, or parent – including guardian or foster parent).

II. Parental Leave

Parental Leave shall be provided by Sessions and/or congregations based on the minimum standard for a church professional’s parental leave being thirteen weeks (91 consecutive days) and this shall be included in all terms of call packages.

III. Parental Leave Guidelines

A. When a church professional or professional’s spouse or partner becomes pregnant, s/he/they shall customarily inform the Session and/or congregation by the 24th week of the pregnancy. In the event of adoption, the church professional desiring to adopt shall customarily notify the Session and/or congregation at least three months prior to the placement of the child.

B. Parental leave of thirteen weeks (91 consecutive days) shall be granted to a church professional for a birth or adoption. The church professional shall receive full compensation and benefits during the parental leave. It is anticipated that individual churches will not feel limited by these requirements but will respond to the need for parental leave responsibly and generously.

C. A church professional may use accrued vacation and/or sick leave to lengthen the parental leave, providing this information is conveyed as soon as possible to the Session and/or congregation.

IV. Bereavement Leave Guidelines

To provide Sessions and/or congregations minimum standards for a church professional's bereavement leave of six weeks (42 consecutive days) is to be included in all terms of call packages.

V. Bereavement Leave Guidelines

A. When a church professional's spouse or immediate family member dies, s/he/they shall inform the Session and/or congregation immediately.

B. Bereavement leave of six weeks (42 consecutive days) shall be granted to a church professional in the event of the death of a spouse or immediate family member. The church professional shall receive full compensation and benefits during the bereavement leave. It is anticipated that individual churches will not feel limited by these minimum requirements but will prayerfully respond to the need for bereavement leave responsibly and generously.

C. A church professional may use accrued vacation and/or sick leave to lengthen the bereavement leave, providing this information is given to the Session and/or congregation as soon as is possible and practical.

VI. Additional Considerations:

A. Study leave shall not be used in lieu of parental or bereavement leave by the church professional, the Session, or Congregation.

B. Re-entry after parental or bereavement leave may be negotiated on a full-time or part-time basis, with commensurate adjustments of compensation as agreed upon by the church professional, Session, congregation and in consultation with the Commission on Ministry.

C. If a church professional initiates dissolution of a call, or non-renewal of a contract within one year following parental leave any unused vacation time shall be credited against the leave.

D. In the event of a miscarriage or stillbirth, a church professional should be granted at least half the parental leave allotted in the terms of call / employment agreement.

E. Church professionals who are serving the same congregation are both entitled to parental leave, and bereavement leave, which may be taken either simultaneously or sequentially.

F. If the financial considerations surrounding parental or bereavement leave of a church professional prove to be a hardship for the Session and/or congregation, they should be in touch with the Church companion and or moderator of the Committee on Ministry, who will seek ways to assist the Session and/or congregation to make the parental or bereavement leave possible.

Certification of Health Care Provider for Employee's Serious Health Condition under the Family and Medical Leave Act

U.S. Department of Labor Wage and Hour Division



DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

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The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. 29 U.S.C. §§ 2613, 2614(c)(3); 29 C.F.R. § 825.305. The employer must give the employee at least 15 calendar days to provide the certification. If the employee fails to provide complete and sufficient medical certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found on the WHD website at www.dol.gov/agencies/whd/fmla.

SECTION I - EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, this form asks the health care provider for the information necessary for a complete and sufficient medical certification, which is set out at 29 C.F.R. § 825.306. You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Additionally, you may not request a certification for FMLA leave to bond with a healthy newborn child or a child placed for adoption or foster care.

Employers must generally maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

(1) Employee name: [First] [Middle] [Last]

(2) Employer name: [] Date: [] (mm/dd/yyyy) (List date certification requested)

(3) The medical certification must be returned by [] (mm/dd/yyyy) (Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

(4) Employee's job title: [] Job description [] is / [] is not attached.

Employee's regular work schedule: []

Statement of the employee's essential job functions: []

(The essential functions of the employee's position are determined with reference to the position the employee held at the time the employee notified the employer of the need for leave or the leave started, whichever is earlier.)

SECTION II - HEALTH CARE PROVIDER

Please provide your contact information, complete all relevant parts of this Section, and sign the form. Your patient has requested leave under the FMLA. The FMLA allows an employer to require that the employee submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to the serious health condition of the employee. For FMLA purposes, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. For more information about the definitions of a serious health condition under the FMLA, see the chart on page 4.

You also may, but are not required to, provide other appropriate medical facts including symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment. Please note that some state or local laws may not allow disclosure of private medical information about the patient's serious health condition, such as providing the diagnosis and/or course of treatment.

Employee Name: _____

Health Care Provider's name: (Print) _____

Health Care Provider's business address: _____

Type of practice / Medical specialty: _____

Telephone: _____ Fax: _____ E-mail: _____

PART A: Medical Information

Limit your response to the medical condition(s) for which the employee is seeking FMLA leave. Your answers should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. **After completing Part A, complete Part B to provide information about the amount of leave needed.** Note: For FMLA purposes, "incapacity" means the inability to work, attend school, or perform regular daily activities due to the condition, treatment of the condition, or recovery from the condition. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b).

(1) State the approximate date the condition started or will start: _____ (mm/dd/yyyy)

(2) Provide your **best estimate** of how long the condition lasted or will last: _____

(3) Check the box(es) for the questions below, as applicable. For all box(es) checked, the amount of leave needed must be provided in Part B.

Inpatient Care: The patient (has been / is expected to be) admitted for an overnight stay in a hospital, hospice, or residential medical care facility on the following date(s): _____

Incapacity plus Treatment: (e.g. outpatient surgery, strep throat)
Due to the condition, the patient (has been / is expected to be) incapacitated for **more than three** consecutive, full calendar days from: _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy).
The patient (was / will be) seen on the following date(s): _____

The condition (has / has not) also resulted in a course of continuing treatment under the supervision of a health care provider (e.g. prescription medication (other than over-the-counter) or therapy requiring special equipment).

Pregnancy: The condition is pregnancy. List the expected delivery date: _____ (mm/dd/yyyy).

Chronic Conditions: (e.g. asthma, migraine headaches) Due to the condition, it is medically necessary for the patient to have treatment visits at least twice per year.

Permanent or Long Term Conditions: (e.g. Alzheimer's, terminal stages of cancer) Due to the condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).

Conditions requiring Multiple Treatments: (e.g. chemotherapy treatments, restorative surgery) Due to the condition, it is medically necessary for the patient to receive multiple treatments.

None of the above: If none of the above condition(s) were checked, (i.e., inpatient care, pregnancy) no additional information is needed. Go to page 4 to sign and date the form.

Acknowledgement of Receipt for Employee Handbook

(Employee Copy – Keep this page with your handbook)

I acknowledge that I have received a copy of the Employee Handbook. I understand that I am responsible for reading the information contained in the Handbook.

I understand that the handbook is intended to provide me with a general overview of the organization’s policies and procedures. I acknowledge that nothing in this handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I understand and accept that my employment with the Savannah Presbytery is at-will. I have the right to resign at any time with or without cause, just as the Presbytery may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in the handbook or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and the Director of Administration.

I acknowledge that my employer may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this handbook or elsewhere, in whole or in part, with or without notice at any time, at the company’s sole discretion.

I understand that it is my responsibility to maintain current knowledge about the information in this Handbook. If I have any questions, I am to ask my supervisor or Director of Administration.

_____ (Signature of Employee)

_____ (Employer Representative)

_____ (Date)

Acknowledgement of Receipt for Employee Handbook
(Employer Copy – Keep in the Employee’s Personnel File)

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I understand that it is my responsibility to maintain current knowledge about the information in this Handbook. If I have any questions, I am to ask the Director of Administration.

_____ (Signature of Employee)

_____ (Employer Representative)

_____ (Date)