



| ST. ANDREW EMPLOYEE HANDBOOK |



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At St. Andrew, our mission is

**Calling** the “Christian-ish”  
to become **passionate servants** of Christ.

## MISSION AND BELIEFS

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### WE BELIEVE

At St. Andrew, we believe that our faith in Christ is real, practical, and life changing. Anything less is a shadow of what God wants for us. We know this because the God that we serve is the creator of everything that we see and don't see, sustaining the universe as God works for the redemption of the entire world.

We believe that this God is Triune-Father, Son, and Holy Spirit – and that God's defining characteristic is love, as shown most clearly by Jesus' willingness to die for us on the cross so that we might live with God and one another forever.

We believe that the Bible reveals the word of God, holy and inspired. The scriptures are authoritative in our lives and tell us all that is necessary for our salvation.

We believe the eternal life God offers begins here and now, which is why a nominal faith is simply unacceptable. We believe that God desires our transformation so that we can build for the kingdom of God.

### OUR MISSION

At St. Andrew, we are called to lead our community and beyond toward the transforming life that exists in Christ. We are compelled to love and challenge an often self-reliant people that frequently appear Christian from afar, but are seeking true biblical servanthood. We call this tendency in each of us “Christian-ish.” We do this by illuminating the need for salvation, developing spiritual foundations, and building strong God-centered families. We are called to serve by spreading the word of God and doing good works that have great impact for Christ.

In short, at St. Andrew, our mission is:

**Calling the “Christian-ish” to become passionate servants of Christ.**

## Our Ministry Strategy

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Worship | Connect | Serve | Give

## PURPOSE OF HANDBOOK

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This handbook is designed to set forth basic policies and procedures regarding staff employed by the Church but does not represent a guarantee of specific benefits or legal rights. It does not constitute a contract between you, as an employee, and St. Andrew Methodist Church or in any manner alter the employment at-will relationship between the Church and its employees.

The policies contained in the manual have been approved by the Staff Parish Relations Committee. Any variations from these policies must be approved in writing by the Senior Pastor, Chief Operating Officer and/or the SPR Committee.

### AT-WILL EMPLOYMENT

Employment with the Church is on an at-will basis, in accordance with applicable state law, meaning that you and the Church are each free to terminate the relationship at any time, with or without cause or advance notice.

Employees have no contract, assurances, or guarantee of continued employment with the Church. No verbal communication or written document will provide such a contract, assurance or guarantee unless specified in writing and signed by the SPRC and the Senior Pastor.

### EQUAL EMPLOYMENT OPPORTUNITY

The Church is an equal opportunity employer that maintains a policy of nondiscrimination with respect to lay staff and applicants for employment. All employment decisions will be made without regard to race, color, sex, national origin, age, disability (including pregnancy), veteran status, or any other status protected by applicable law. Employment decisions are based solely on the individual's qualifications, merit, and performance, subject to the business requirements of the Church. Requests for accommodations due to disability will be reviewed for qualified individuals. Reasonable accommodations will be made in accordance with applicable law.



Existing and functioning as a religious and faith-based Church, and under applicable Federal and State law, the Church reserves the right to employ persons who have a religious background and philosophy of ministry consistent with that of the Church and who, in the opinion of Church leadership, have a work history and lifestyle that is consistent with the vision and scriptural principles of the Church. All employment decisions will be made in compliance with applicable labor laws.

**Ministerial Exception Employees** | Ministerial exception employees have responsibility over some portion of the religious or spiritual needs of the congregation. Their work conveys and carries out the religious mission of the Church. Ministerial exception employees are not subject to the Equal Employment Opportunity paragraph above. Employees in this category include all Clergy Staff. Other Lay Staff who may not be officially designated as “Clergy Staff” may still qualify as a ministerial exception employee due to their “ecclesiastical” or “religious” responsibilities.



## EMPLOYMENT RELATIONSHIP

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### EMPLOYMENT CLASSIFICATION

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, St. Andrew Methodist Church classifies its non-ministerial type employees as shown below. Human Resources will inform each employee as to his/her classification and will record that classification in the employee's employment record/file. St. Andrew may review or change employee classifications at any time.

If an employee feels that he/she has been misclassified for overtime purposes or otherwise, an appeal of the classification may be made to the Business Administrator. The employee should draft a memo outlining all the reasons he/she believes a misclassification has occurred and deliver it to the Business Administrator for

presentation to the Executive Director of Operations. The Executive Director of Operations, in consultation with the Business Administrator, shall have fifteen (15) days to investigate sufficient facts to determine the proper classification, which decision shall be final. If a misclassification occurred, the employee would receive any wages and back pay required by law, and appropriate corrective measures will be instituted to mitigate further errors in classification.

**Exempt** | Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay. Exempt employees are not subject to the minimum wage or overtime pay provisions of the federal Fair

Labor Standards Act (“FLSA”). An exempt employee is one whose specific job duties and salary meet all of the requirements of the U.S. Department of Labor regulations. In general, an exempt employee is one who is paid on a salary basis at not less than the amount set by the Department of Labor and who holds an administrative, professional, executive, or managerial position as defined by the FLSA.

**Nonexempt** | Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked. Non-exempt employees are those who are not administrative, professional, executive, or managerial employees (as defined by the U.S. Department of Labor).

**Regular, Full-Time** | Employees who: (1) are not in a temporary status, (2) work a minimum of 30 hours weekly, and (3) maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

**Regular, Part-Time** | Employees who: (1) are not in a temporary status, (2) are regularly scheduled to work fewer than 30 hours weekly, and (3) maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by the Church and are subject to the terms, conditions, and limitations of each benefits program.

**Temporary, Full-Time** | Employees who: (1) are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project, and (2) are temporarily scheduled to work the company’s full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

**Temporary, Part-Time** | Employees who: (1) are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project, and (2) are temporarily scheduled to work fewer than 30 hours weekly for a limited duration. Employment

beyond any initially stated period does not in any way imply a change in employment status. Temporary employees are not eligible for benefits.

## DESCRIPTION OF EMPLOYMENT

**Clergy Staff** | Employees considered clergy by the Staff Parish Relations Committee of St. Andrew.

**Lay Staff** | The lay staff of the Church may be categorized in one of two general employment categories:

- **Managerial Staff** — Staff personnel who carry responsibility for a program or programs of the Church.
- **Support Staff** — Lay personnel who do not carry primary responsibility for programs but assist the program staff and clergy staff and have a flexible schedule dependent upon programming.
- **General Office Staff** — Lay personnel who support SAMC staff, Monday-Friday.

**Ministerial Exception Employees** | Ministerial exception employees have responsibility over some portion of the religious or spiritual needs of the congregation. Their work conveys and carries out the religious mission of the Church. Ministerial exception employees are paid on a salary basis and are not subject to the overtime pay provisions of the federal Fair Labor Standards Act (FLSA). Employees in this category include all Clergy Staff. Other Lay Staff who may not be officially designated as “Clergy Staff” may still qualify as a ministerial exception employee due to their “ecclesiastical” or “religious” responsibilities.

## HOURS OF WORK AND WORK WEEK

The standard workweek is from Monday to Friday. General Office work hours are 8:30 a.m. to 5:00 p.m., Monday-Thursday and 8:30 a.m. to 1:00 p.m. on Friday. Fridays are a remote workday for any staff that work on that day. Individual work schedules may vary depending on the needs of each department. Clergy and lay staff working on Sunday will take another day off during the week, as approved by their direct supervisor.

**Employees Attending Church-sponsored Trips** | If an employee participates in a Church sponsored trip within his/her program area, this is considered on the job. If an employee participates as an assistant, and the trip is not in the program area of the employee who serves as an assistant, then he/she must submit a request to his/her supervisor for approval and will be considered on the job. If an employee participates in a Church-sponsored trip without a specific responsibility, then the employee needs to consider the participation as vacation time. Completed requests for participation in these events will need to be submitted to the Business Administrator.

St. Andrew recognizes that staff working on away trips and retreats work exceedingly long hours. Non-exempt employees will be paid for up to 16 hours per day during the trip when they have specific duties or responsibilities. Exempt staff will be compensated with time off (up to 2 days) upon return from the away trip.

#### **MEAL AND REST BREAKS**

Employees working 24 hours or more per week are entitled to a 60-minute unpaid meal break each day. Per the Department of Labor, meal periods, lasting at least 30 minutes, serve a different purpose than coffee or snack breaks and, thus, are not work time and are not compensable. If a nonexempt employee is required to work through a meal break, he or she will be paid for the 60-minute period. Employees are also entitled to two 15-minute rest periods each day. Federal law considers rest breaks ranging from 5-20 minutes as compensable work hours that would be included in the sum of hours worked during the week.

#### **TIME RECORDS**

All nonexempt employees are required to complete accurate weekly time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate regular, and overtime pay. All time records are electronic in the payroll system. All non-exempt employees are expected to punch in/out daily as they work. Managers are required to

approve time records according to the payroll calendar. Failure to calculate and record hours worked is a violation of St. Andrew's policy and will subject the employee to appropriate discipline, up to and including discharge.

#### **OVERTIME**

You may be asked to work overtime when duties of the Church require it. Overtime is actual hours worked in excess of 40 in a seven-day workweek. Neither Texas nor federal law requires payment of daily overtime. Nonexempt employees will be paid time and one half their regular rate of pay for all overtime hours actually worked in a seven-day workweek. Paid leave, such as holiday, PTO, bereavement time, and jury duty does not apply toward work time. All overtime work must be approved in advance by a supervisor or manager.

#### **PAYCHECKS**

St. Andrew's pay period for all employees is semi-monthly, two business days before the 15th and two business days before the last day of month. If pay day falls on a holiday, employees will receive their paycheck on the preceding business day. Paychecks are directly deposited into your checking and/or savings accounts.

#### **EMPLOYEE EXPENSE REIMBURSEMENTS**

St. Andrew adopted an accountable reimbursement policy under the federal income tax regulations sections 1.162-17 and 1.274-5T(f). This policy makes it legally possible for St. Andrew to reimburse legitimate, approved expenses to employees without having to show them as taxable income. The terms of the accountable reimbursement policy are as follows:

Any St. Andrew employee shall be reimbursed for any properly approved ordinary and necessary business and professional expense incurred on behalf of St. Andrew, if the following conditions are satisfied:

- 1) the expenses are reasonable in amount;
- 2) the employee documents the amount, date, place, business purpose (and in the case of entertainment



expenses, the business relationship of the person or persons entertained) of each expense with the same kind of documentary evidence as would be required to support a deduction of the expense on the employee's federal tax return; and

- 3) the employee substantiates those expenses by providing the Business Administrator with an accounting of those expenses no less frequently than monthly (in no event will an expense be reimbursed if substantiated more than 60 days after the expense is paid or incurred by an employee).

### **SALARY DEDUCTIONS AND WITHHOLDING**

In accordance with the Fair Labor Standards Act (FLSA) and other applicable law, earnings are withheld for federal income tax, the employee's share of applicable FICA, and other mandated deductions. Upon the employee's written authority, additional compensation may be withheld for St. Andrew's group insurance programs, benefit plan contributions, and for other purposes consistent with St. Andrew's policies.

St. Andrew may also require payment for or otherwise deduct from the employee's compensation an amount to cover for the cost of repairing or replacing any Church supplies, materials, equipment, money, or other property that the employee may damage (other than normal wear and tear), lose, fail to return, or take without appropriate authorization from the Church. Any deduction from wages shall be in accordance a Wage Deduction Authorization Agreement or other agreement signed by the employee. An employee's refusal to pay for or replace or reimburse

the Church for such property may be grounds for discipline, up to termination.

The Church prohibits improper deductions from an employee's compensation. If an employee believes the St. Andrew has made an improper deduction from the employee's compensation, the employee is encouraged to bring the matter to the attention of the Church for review and to provide any information necessary or requested to explain the employee's complaint. If the deduction was improper, the Church shall reimburse the employee for the amount improperly deducted, and the Church will take the necessary steps to correct. The Church prohibits all forms of retaliation against an employee who, in good faith, brings a complaint regarding a deduction from compensation.

#### **Permitted Deductions from Exempt Employee Pay**

An employee will be considered to be paid on a "salary basis" if the employee regularly receives each pay period on a weekly, or less frequent basis, a predetermined amount constituting all or part of the employee's compensation, which amount is not subject to reduction because of variations in the quality or quantity of the work performed. Subject to the exceptions provided below, an exempt employee must receive the full salary for any week in which the employee performs any work without regard to the number of days or hours worked. Exempt employees need not be paid for any workweek in which they perform no work. An employee is not paid on a "salary basis" if St. Andrew makes deductions from the employee's predetermined salary (i.e., because of the operating requirements of the Church). If the employee

At St. Andrew, we believe that

our faith in Christ is **real, practical**  
and **life-changing.**

is ready, willing and able to work, deductions may not be made for time when work is not available.

However, St. Andrew reserves the right to and may deduct from exempt employees under the following circumstances:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees, or for military pay;
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions;
- St. Andrew is not required to pay the full salary in the initial or terminal week of employment; or
- St. Andrew is not required to pay the full salary for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act.

## **USE OF CHURCH VEHICLES**

The use of any Church vehicle is not allowed without prior approval from the Director of Facilities and Production. Any approved use of a Church vehicle must be documented with the following: Name of person using the vehicle, purpose of usage, beginning and ending odometer readings, and gas receipts, demonstrating gas reimbursement to the Church.

Any employee driving a Church vehicle must promptly report to the Church any violation of any motor vehicle laws for which he/she is cited by law enforcement. Traffic rules and regulations shall be complied with at all times. The Church will not pay traffic tickets received while

on Church business; rather, the employee will be solely responsible for paying any and all fines. Any employee driving Church vehicles must be age 25 or older.

## **PERSONAL PROPERTY**

Employees should not bring large sums of money, jewelry, or other valuables to work. The Church will not be responsible for personal property that is lost, damaged, stolen, or destroyed.

## **ACCESS TO PERSONNEL FILES**

Employee files are maintained by the Business Office and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Personnel file access by current employees and former employees upon request will generally be permitted within three (3) days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Business Office. Employee files may not be taken outside the department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

## **EMPLOYMENT OF RELATIVES AND DOMESTIC PARTNERS**

Relatives and domestic partners may be hired by the Church if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the Church provided they don't work in a direct supervisory relationship with each

other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the Church will attempt to reassign one of the employees to another position for which he or she is qualified if such a position is available. If no such position is available, one of the employees may be required to leave Church employment.

#### SEPARATION FROM EMPLOYMENT

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least ten (10) business days in advance of the last day of work. The 10 days must be actual business days. Holidays and paid time

off (PTO) will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

In most cases, the Human Resources will conduct an exit meeting on or before the last day of employment to collect all Church property, and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.



At St. Andrew, we believe

that God's defining characteristic  
is **love**.

## TIME OFF AND LEAVES OF ABSENCE

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### HOLIDAYS

St. Andrew observes the following holidays:

- New Year's Day
- Martin Luther King Day
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Day before Thanksgiving
- Thanksgiving Day
- Day after Thanksgiving
- Christmas – 3 days, varies per department and Worship schedule

Any additional holidays will be designated by the Church at start of each calendar year.

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, the Church will select either the following Monday or the preceding Friday as a substitute holiday.

**Paid Holidays** | Full-time regular employees are eligible for paid holidays. Part-time regular employees are eligible for paid holiday's if the holiday falls on their regularly scheduled workday. If employee is scheduled to work on a holiday to support programming, employee may choose to use a 'floating holiday' on another day agreed upon with their manager.

Paid holidays shall be at the employee's regular straight-time rate times his/her regularly scheduled hours (not to exceed 8 hours).

Paid holidays are based on the number of hours the employee would normally work on that day if it were not a holiday. Daily hours do not exceed 8 hours. The only exceptions are:

- 1) The employee is ill and has submitted a doctor's statement,
- 2) The holiday falls during the employee's approved vacation period, or approved extended leave.

### PAID TIME OFF

St. Andrew Methodist Church recognizes the importance of time off from work to relax, spend time with family, for sick leave, and to enjoy leisure activities. The Church provides Paid Time Off (PTO) to full-time employees for this purpose and employees are encouraged to take PTO during the year. Regular part-time employees who are regularly scheduled to work 20 or more hours per week, will be eligible for PTO.

Eligible employees will accrue PTO per the following schedule. Some employees may have special circumstances or arrangements within their employee agreement that would take precedence over this policy.

For the following outline, one day is the equivalent of the number of hours the employee is regularly scheduled to work on that day.

<b>Service Period</b>	<b>Monthly PTO Accrual</b>
First 12 months + Remaining Portion of Calendar Year	½ day per month

<b>Service Period</b>	<b>PTO Allocation</b>
Calendar Years 2-4	20 days
Calendar Years 5-7	25 days
Calendar Years 8-9	30 days
Calendar Years 10+	40 days

**Accrual for New Employees** | New Employees may not take paid time off until they actually have accrued the PTO. New employees begin accruing PTO on their first day of employment but may not take paid time off until they have completed at least 3 months of employment. New employees will continue to accrue PTO until they have been employed for an entire calendar year (i.e., January 1 – December 31st). Employees beginning employment after January 1st will accrue PTO for the first twelve months of employment plus whatever portion of the calendar year is remaining. *For example, an employee with the start date of June 1, 2023, will accrue PTO until December 31, 2024.*

Once employees begin their second calendar year of employment on January 1st, they will no longer accrue PTO. Rather, those employees will automatically begin the year with a designated amount of PTO.

**Earned PTO for Employees After Completion of First Calendar Year** | Employees who have completed an entire calendar year of employment are eligible for their entire allocation of PTO as of January 1st. There is no accrual system for these employees. *Using the same example above, on January 1, 2023, the employee will begin the year with 20 days of earned PTO.*

**Carryover** | Paid Time Off should be used in the year it is earned. Employees will be permitted to carry-over up to 10 days of accrued but unused PTO to the following calendar year, but the carry-over PTO must be used by April 15 of the following year. Unused PTO will be forfeited.

### **Notification Procedure for Requesting PTO**

Generally, employees should submit PTO requests to their supervisor at least 4 weeks in advance of the requested paid time off. PTO may be scheduled in increments of 1 full workday up to a maximum of 2 weeks in a row.

If the need for sick leave is foreseeable, employees are required to give at least 30 days’ advance notice (e.g., a planned medical treatment) whenever possible. If the need for sick leave is not foreseeable, employees are asked to notify their supervisor as soon as is practical.

If an employee misses three or more consecutive days due to illness, St. Andrew may require the employee to provide a physician’s written permission to return to work.

If PTO is requested by an employee and not taken, the employee is responsible for notifying the Business Administrator.

For employees whose job requires work on Sunday, the number of Sundays an employee can request as PTO cannot be excessive. For many on staff, Sunday is the “main day” in ministry. An employee cannot take off more Sundays annually than the number of work weeks they have for vacation without written approval by their supervisor. For example, if an employee has 20 days of PTO (four weeks), then they are allowed four Sundays off.

Employees whose employment terminates, will be paid for unused PTO based on a prorated portion of the calendar year during the year of the termination.

### **FAMILY AND MEDICAL LEAVE**

This policy is subject in all respects to the Family and Medical Leave Act (“FMLA”). St. Andrew reserves all rights available to it under the FMLA. This policy is effective only for so long as St. Andrew is covered by the FMLA and is only for eligible employees. Should any provision of this



policy be found to be inconsistent with an applicable legal requirement, the law shall prevail. However, all other provisions of this policy shall remain in effect to the extent possible.

Only eligible employees are entitled to take FMLA leave. An eligible employee is one who: (1) worked for the Church a minimum of 12 months; and (2) worked 1,250 hours or more during the 12-month period immediately before requesting leave. Under the first prong, the twelve-months of employment do not have to be consecutive. Additionally, St. Andrew is only subject to FMLA if it has 50 or more employees in 20 or more workweeks in the current or preceding calendar year.

*Please note there are many requirements, qualifications, and exceptions under the FMLA, and each employee's situation is different. We recommend that you contact Human Resources to discuss options for leave. Employees must comply with St. Andrew's usual and customary requirements for requesting leave and provide enough information for St. Andrew to reasonably determine whether the FMLA may apply to the leave request.*

**Reasons for Taking Leave** | Under the FMLA, eligible employees may take up to twelve (12) workweeks of unpaid leave in a 12-month period for one or more of the following reasons: the birth of a son/daughter or placement of a son/daughter with the employee for adoption or foster care; to care for a spouse, son, daughter, or parent who has a serious health condition; for a serious health condition that makes the employee unable to perform the essential functions of his/her job;

or for any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

**Military Family Leave Provisions under the FMLA** | The military family leave provisions of the FMLA entitle eligible employees to take FMLA leave for any qualifying exigency arising from the foreign deployment of the employee's spouse, son, daughter, or parent with the Armed Forces, or to care for a service-member with a serious injury or illness if the employee is the service-member's spouse, son, daughter, parent, or next of kin. St. Andrew must grant an eligible employee up to twelve (12) workweeks of unpaid, job-protected leave during any 12-month period for qualifying exigencies that arise when the employee's spouse, son, daughter, or parent is on covered active duty or has been notified of an impending call or order to covered active duty. Qualifying exigencies include deploying on short notice, attending certain military events, arranging for alternative child care and school activities, care of the military member's parent, addressing certain financial and legal arrangements, attending certain counseling sessions, engaging in rest and recuperation, and attending post deployment reintegration briefings.

The federal FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 workweeks of unpaid, job-protected leave during a single 12-month period to care for a covered service-member with a serious injury or illness. The employee must be the spouse, son, daughter, parent, or next of kin caring for a covered service-member. A covered service-member is further defined as either: a current member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness, or a veteran of the Armed Forces (including the National Guard or Reserves) discharged within the

five-year period before the family member first takes military caregiver leave to care for the veteran and who is undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness. A veteran who was dishonorably discharged does not meet the FMLA definition of a covered service-member. For a current service-member, a serious injury or illness is one that may render the service-member medically unfit to perform his or her military duties. For a veteran, a serious injury or illness is one that rendered the veteran medically unfit to perform his or her military duties, or an injury or illness that qualifies the veteran for certain benefits from the Department of Veterans Affairs or substantially impairs the veteran's ability to work. For veterans, it includes injuries or illnesses that were incurred or aggravated during military service but that did not manifest until after the veteran left active duty.

**Leave Designation** | If an employee does not expressly request FMLA leave, the Church reserves the right to designate a qualifying absence as FMLA leave and will give notice of the FMLA designation to the employee. If an absence is a qualifying event under FMLA, the leave will run concurrent with long-term disability, PTO, workers' compensation, and/or any other leave where permitted by state and federal law.

**Benefits** | Under federal law, employers must continue healthcare benefits during FMLA leave as though the employees were still at work and must pay the employer's part of the premium. The employee will continue to be responsible for the employee's portion of the premium as well.

**Interaction with Accrued Paid Time Off** | FMLA leave, and paid vacation or sick time will run concurrently as provided under Church policy except where prohibited by state law.

**Job Protection** | An employee's job, or an equivalent job, is protected while the employee is on leave. Both federal and applicable state laws require that employees

be returned to their positions or to another job of like pay and status at the end of FMLA leave.

*Note: If an employee is unable to return to work after the expiration of federal or state FMLA, an extension may be granted if the condition constitutes a disability under the Americans with Disabilities Act (ADA) or in certain workers' compensation cases.*

**Return-to-Work Policy** | When work is available, the Church will attempt to provide an employee with a temporary modified or light-duty assignment in accordance with documented medical restrictions.

## MILITARY LEAVE

It is St. Andrew Methodist Church's policy and desire to comply with the Uniformed Services Employment and Reemployment Rights Act ("USERRA"). St. Andrew is committed to protecting the job rights of employees qualified absent on applicable military or service leave. In accordance with federal and state law, it is the Church's policy that no employee or prospective employee will be subjected to any form of unlawful discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States as defined by USERRA. Specifically, the Church will not unlawfully deny employment, reemployment, promotion or other benefit of employment on the basis of that membership.

Any employee who needs time off for uniformed service should immediately notify Human Resources and his or her supervisor, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they

had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

Further, no person will be subjected to retaliation or adverse employment action because that person has exercised his or her rights under applicable law or policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy or the USERRA, the employee should immediately contact Human Resources.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

### **BEREAVEMENT LEAVE**

Paid bereavement leave will be granted to any employee to grieve the loss of a loved one based on the following schedule:

*Immediate family member (Defined as spouse or children)*

Up to 2 weeks

*Other close family member (Defined as parents, spouse's parents, siblings, spouse's siblings)*

Up to one week

*Other family member*

*If funeral is not local | Up to three days*

*If funeral is local | One day*

### **JURY DUTY/COURT APPEARANCE**

The Church supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Employees will be paid for up to 2 weeks of jury duty service at their regular rate of pay minus any compensation received from the court for the period

of service. Employees may use any accrued time off if required to serve more than 2 weeks on a jury.

If an employee is released from jury duty after 4 hours or less of service, he or she must report to work for the remainder of that workday.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, Paid Time Off should be used for this purpose.

### **TIME OFF FOR VOTING**

St. Andrew Methodist Church recognizes that voting is an integral part of being in a community. In almost all cases, you will have sufficient time outside working hours to vote. If for any reason you think this won't be the case, contact your supervisor to discuss scheduling accommodations.

### **MATERNITY/PATERNITY/ADOPTION LEAVE**

Maternity/adoption leave under this policy is a paid leave associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption or foster care. This leave will run concurrent with FMLA. Paternity/adoption leave is not charged against the employee's other paid leave credits, and the number of paid days received is four weeks at their current paid salary.

For employees that do not qualify for FMLA, maternity/paternity/adoption leave may be granted in accordance with the qualifying paid time off guidelines.





At St. Andrew, we are called to

**lead** our community and beyond toward  
the **transforming** life that exists in Christ.

## EMPLOYEE BENEFITS

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St. Andrew Methodist Church recognizes the value of benefits to employees and their families. The Church supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to the Church Summary Plan Descriptions (SPD), which are found on the Church intranet, or contact Human Resources. To the extent of the information provided here conflicts with the SPD or full plan document, the full plan document will control.

### MEDICAL, DENTAL AND VISION INSURANCE

Regular full-time employees working 30 hours or more per week are eligible for insurance on the first of the month following date of hire. To keep coverage in force, every insured employee must work a minimum of 30 hours per week.

### GROUP LIFE INSURANCE

St. Andrew provides life insurance for full-time Clergy and Lay employees who work a minimum of 30 hours per week. Employees are eligible for this benefit on the first of the month following 90 days of service. Please contact Human Resources with any questions about your life benefit. The cost of this coverage is paid for in full by the Church. Benefits for Clergy and Lay staff are defined in the plan documents.

### LONG-TERM DISABILITY

Long-term disability benefits are offered to full-time employees working a minimum of 30 hours per week. If an employee becomes totally disabled and cannot work for an extended period of time, this coverage pays 60 percent of the employee's salary, up to the policy limits. The cost of this coverage is paid for in full by the Church.

Long-term disability benefits will run concurrently with FMLA leave and/or any other leave where permitted by state and federal law.

### 403(B) PLAN

St. Andrew Methodist Church recognizes the importance of saving for retirement and offers eligible employees a 403(b) plan.

Eligibility, vesting, and all other matters relating to these plans are explained in the SPD that can be obtained from Human Resources.

### WORKERS' COMPENSATION

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

St. Andrew pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The Church abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to notify the supervisor and Business Administrator immediately. The supervisor will complete an injury report with input from the employee and return the form to Human Resources. Human Resources will file the claim with the insurance company. **In cases of true medical emergencies, report to the nearest emergency room.**

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law.

### CONTINUING EDUCATION

As the Church operating budget allows, St. Andrew Methodist Church provides for Continuing Education (C.E.) expenses for its staff. It is the expectation that any and all continuing education expenses be directly related to the employees' current job description. Continuing Education funds are designed to allow the Church's employee to grow in greater competency and effectiveness in their job. It is the Church's prerogative to prescribe continuing education plans for employees whom the Church determines needs specific training. Approved continuing education does not include college or seminary tuitions, fees, books or expenses related to the ordination process.

All continuing education requests must be approved by the employee's direct supervisor, using the standard request form provided before any purchases, deposits, and fees, etc. are incurred.

Continuing Education requirements will be communicated to the staff annually.

### ST. ANDREW PRESCHOOL QUALIFIED TUITION REDUCTION POLICY

St. Andrew has a Qualified Tuition Reduction Policy for employees whose work is associated with St. Andrew Preschool. Those employees must also work a minimum of 9 hours per week on a regular scheduled basis. Please see the Business Administrator for additional details.

### ST. ANDREW STAFF/CHILD TRIP DISCOUNT

If a staff member (without an assigned program responsibility) or a child of a staff member will be attending any Church sponsored trip or event, the staff person is responsible for half the cost up to \$250 per event, per individual. This is not applicable to other family members. Please note that employee discounts may be considered taxable income.





## WORKPLACE GUIDELINES

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### ATTENDANCE

All employees should arrive on time, ready to work, every day they are scheduled to work.

If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the supervisor as soon as possible.

Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled worktime without prior approval may result in termination. If an employee fails to report to work or call in to inform the supervisor of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

### JOB PERFORMANCE

Communication between employees and supervisors is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

### OUTSIDE EMPLOYMENT

Employees are permitted to pursue outside employment as long as it does not interfere with their job performance with St. Andrew Methodist Church. Employees participating in outside employment, are expected to work their assigned schedules. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

### DRESS AND GROOMING

St. Andrew Methodist Church provides a casual yet professional work environment for its employees. Even though the dress code is casual, it is important to project a professional image to our visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. As representatives of St. Andrew, while on duty, employees are expected to dress in a way that is in keeping with the Christ centered values of the Church.

Any questions or comments regarding the appropriateness of an employee's attire should be directed to Human Resources.

### SOCIAL MEDIA ACCEPTABLE USE

The Church encourages employees to share information with co-workers and with those outside the Church for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the Church has established the following guidelines for employee participation in social media.

*Note: As used in this policy, "social media" refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and SnapChat among others.*

**Off-duty Use of Social Media** | Employees may maintain personal websites or web blogs on their own time using their own resources. Employees must ensure that social media activity does not interfere with their work. In general, the Church considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas. St. Andrew expects all employees' personal social media activity should align with the Christ centered values of the Church.

**On-duty Use of Social Media** | Employees may engage in social media activity during work time provided its content and views expressed align with the values of the Church. The Church monitors employee use of company computers and the Internet, including employee blogging and social networking activity.

**Respect** | Demonstrate respect for the dignity of the Church, its congregation, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, do not use ethnic slurs, personal insults, or obscenity, or use language that may be considered inflammatory. Even if a message is posted anonymously, it may be possible to trace it back to the sender. Due to the diverse, political and theological opinions of our Church staff and congregation, supervisors reserve the right to request social media posts be edited or taken down if they are found to not be in line with the values of the Church.

**Confidentiality** | Do not identify or reference Church employees, congregation, or vendors, without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

**New Ideas** | Please remember that new ideas related to work, or the Church's business belong to the church. Do not post them on a social media site without the Church's permission.

**Links** | Employees may provide a link from a social media site to the Church's website during employment (subject to discontinuance at the church's sole discretion). Employees should contact the Church communications team to obtain the graphic for links to the Church's site and to register the site with the Church.

**Trademarks and Copyrights** | Do not use the Church's trademarks on personal social media accounts or reproduce the Church's unpublished material without first obtaining permission from the Communications Director.

**Legal** | Employees are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

**Discipline** | Violations of this policy may result in discipline up to and including immediate termination of employment.

*Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.*

## **COMPUTERS, INTERNET, EMAIL AND OTHER RESOURCES**

The Church provides a wide variety of communication tools and resources to employees for use in running day-to-day Church activities. Whether it is the telephone, voice mail, fax, scanner, Internet, intranet, e-mail, text messaging, or any other Church-provided technology, use should be reserved for Church-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.



Employees should not have any expectation of privacy in their use of Church computer, phone, or other communication tools. All communications made using Church-provided equipment or services including email and internet activity, are subject to inspection by the Church. Employees should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived on the Church's systems.

E-mails that are not job-related have the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through email is not completely secure, and information you transmit and receive could damage the reputation of the Church.

Internal and external e-mails, sent from your Church account and/or computer, are considered Church records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the Church.

Refrain from using e-mail in a manner that violates any of our Church guidelines/policies, including but not limited to the Equal Opportunity and Harassment policies, the Conflict of Interest Policy, etc. Delete any e-mail messages prior to opening that are received from unknown senders and advertisers.

It is the Church's goal to respect the dignity of employees at all times. Because e-mail, telephone and voice mail, and internet communication equipment are provided for business purposes and are critical to the Church's success, your communications may be accessed without further notice by Information Technology department administrators and Church management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

It is also against Church policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on Church computers. Violations of this policy may result in termination for a first offense.

Office telephones are for Church purposes. While the Church recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the Church's cell phones, long-distance account, or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination.

## WORKPLACE SAFETY

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### DRUG AND ALCOHOL-FREE WORKPLACE

It is the policy of St. Andrew to maintain a drug and alcohol-free work environment that is safe and productive for employees and others having business with the Church.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on Church premises or while performing services for the Church is strictly prohibited. St. Andrew also prohibits reporting to work or performing services while impaired by the use of alcohol or consuming alcohol while on duty or during work hours.

Drug testing may be required at the Church's discretion. Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

### TABACCO-FREE WORKPLACE

St. Andrew Methodist Church is committed to providing a safe, healthy workplace and promoting the health and wellbeing of its employees. The personal health hazards related to tobacco products, which include but are not limited to, smoking (e.g. cigarettes, pipes, cigars, etc.) and/or using smokeless tobacco (e.g. snuff, chew, etc.) have been well documented. We care about the health of each and every employee, and it is our intent to provide all employees with a work environment conducive to good health. Therefore, St. Andrew maintains a smoke- and tobacco-free office. No smoking or other use of tobacco products (including, but not limited to, cigarettes, e-cigarettes or vaping devices, pipes, cigars, snuff, or

chewing tobacco) is permitted in any part of the building or in vehicles owned by St. Andrew.

### BACKGROUND CHECKS/MINISTRY SAFE COMPLIANCE

Employee background checks are run prior to the first day of employment. St. Andrew will run follow up background checks every two years of continuous employment and reserves the right to run additional employee background checks without notice.

Ministry Safe is a sexual awareness training that is required for all staff prior to first day of employment. Ministry Safe is required every two years while employed at St. Andrew.

### WORKPLACE VIOLENCE PREVENTION

St. Andrew Methodist Church is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at Church sponsored events.

At St. Andrew, we believe that

the Bible reveals the **word** of God,  
**holy** and **inspired**.



All St. Andrew employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior or who obtains a legal restraining order against an individual, should promptly inform their supervisor, manager, or the Business Administrator. This includes threats by employees, as well as threats by Church members, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the Church, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

### **POSSESSION OF WEAPONS**

St. Andrew prohibits the possession of weapons on its property at all times, including our Church vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The Church reserves the right to inspect all belongings of employees on its premises, including briefcases, purses and handbags, gym bags, and personal vehicles on Church property.

### **COMMITMENT TO SAFETY**

Protecting the safety of our employees and visitors is the most important aspect of operating the Church business.



All employees have the opportunity and responsibility to contribute to a safe work environment by using common sense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to activate the medical emergency services.

### **EMERGENCY CLOSINGS**

St. Andrew Methodist Church will always make every attempt to be open. In situations in which some employees are concerned about severe weather conditions, management may advise supervisors to notify their departments that the office is not officially closed, but anyone may choose to leave the office if he or she feels uncomfortable.

If the office is officially closed during the course of the day to permit employees to leave early, nonexempt employees who are working on-site as of the time of the closing will be paid for a full day. If you leave earlier than the official closing time, you will be paid only for actual hours worked, or you can take PTO time. Exempt employees will be paid for a normal full day but are expected to complete their work at another time.

In the case of inclement weather, St. Andrew will follow the decision made by Plano ISD of opening facilities. [www.pisd.edu](http://www.pisd.edu)



## DISABILITIES AND HARASSMENT

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### AMERICANS WITH DISABILITIES ACT (ADA) AND REASONABLE ACCOMMODATION

In compliance with the Americans with Disabilities Act (ADA) and applicable state law, St. Andrew will not unlawfully discriminate against qualified applicants or employees with disabilities who can perform the essential functions of their jobs with or without reasonable accommodations. The Church will not discriminate based on disability, or perceived disability in hiring, promotion, discharge, compensation, job training, benefits, classification, referral, or any other aspects, terms or conditions of employment.

In accordance with the law, it is the St. Andrew's policy to provide those qualified applicants and employees with reasonable accommodations, except where the accommodations would impose an undue hardship on the Church. Any employee who requires an accommodation to perform the essential functions of the job should contact Human Resources and request an accommodation.

The individual with the disability should be prepared to discuss what type of accommodation is needed to perform the job. You should be aware that dialogue regarding the accommodation requested may occur. In collaboration with the candidate or employee, the Church will make every effort to identify and implement an accommodation that is reasonable and will not impose an undue hardship.

## HARASSMENT, REPORTING COMPLAINTS, AND INVESTIGATION

St. Andrew expects that employees conduct will be in keeping with the Christ centered values of the Church.

St. Andrew prohibits sexual harassment and any other forms of harassment based on race, color, sex, age, national origin, disability, and any other protected status under the law. Sexual harassment and harassment based on race, color, sex, age, national origin, disability, and any other protected status under the law is against Church policy and is in violation of Title VII of the Civil Rights Act on 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, as well as state law.

It is St. Andrew's policy to provide a work environment free of sexual and other harassment. To that end, harassment of St. Andrew's employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. The Church encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the Church to promptly and thoroughly investigate these reports. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. St. Andrew will take all steps necessary to prevent and eliminate unlawful harassment.

**Definition of Unlawful Harassment** | "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

**Definition of Sexual Harassment** | Sexual harassment refers to behavior of a sexual nature that is not welcome, is personally offensive, deliberates morale, or interferes with the work performance and effectiveness of its victim. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of sexual nature constitutes harassment when:

- submission to conduct is made explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of that conduct by an individual is used as a basis for an employment decision affecting the individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. If comments or conduct of a sexual nature are unwelcome by an individual, they may constitute harassment. The Church will not accept as an excuse to a complaint of sexual harassment that an offender was "only joking" or "didn't think the person would object."

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at St. Andrew.

**Reporting Complaints** | Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a report. It is not necessary that you follow a chain of command. It is imperative, however, that an individual initiate a complaint in order to trigger the protection afforded by this policy. The Church cannot rely on second-hand information or gossip as grounds to initiate an investigation. You may report harassment directly to your immediate supervisor or department manager, Human Resources, or any other member of management with whom you feel comfortable bringing such a report. This

includes an active member of the Church's Staff Parish Relations Committee. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a report of discrimination or harassment, in good faith, or for assisting in the investigation of any such report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

**Investigation** | St. Andrew will carefully investigate each complaint of sexual harassment or any other type of legally prohibited harassment. The Church cannot guarantee confidentiality of complaints of illegal harassment because it may be necessary to divulge information as part of the investigation or under a legal proceeding. Still, the Church will protect the confidentiality of harassment allegations to the extent possible. Information about a complaint will be shared, to the extent possible, only with persons who need to know.

The Church will interview the complainant, the individual accused of harassment (e.g., sexual or any other illegal harassment), and any witnesses identified by either party. Within a reasonable time of concluding the investigation, the person initiating the complaint, as well as the accused, will be told the results of the investigation and any disciplinary measures that the Church has chosen to take as a result of the investigation.

**Disciplinary Action** | Any individual who violates this policy will be subject to discipline up to and including termination. St. Andrew may terminate an offender or take any other appropriate disciplinary action, irrespective of whether it is the offender's first violation of this policy.



# CONFLICTS OF INTEREST AND CONFIDENTIALITY

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## CONFLICTS OF INTEREST

St. Andrew Methodist Church expects all employees to conduct themselves and Church business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests. Below is a summary of the Church's Conflict of Interest Policy.

Exactly what constitutes a conflict of interest, or an unethical business practice is both a moral and a legal question. St. Andrew recognizes and respects the individual employee's right to engage in activities outside of employment that are private in nature and do not in any way conflict with or reflect poorly on the Church.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. The list below suggests some of the types of activity that could indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

- 1) Carrying on Church business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest and this relationship has not been disclosed to management.
- 2) Holding a substantial interest in, or participating in the management of, a firm to which the Church makes purchases and this relationship has not been disclosed to management.
- 3) Accepting substantial gifts or excessive entertainment from an outside organization or agency and these items have not been disclosed to management.
- 4) Participating in civic or professional organization activities in a manner that divulges confidential Church information.

- 5) Misusing privileged information or revealing confidential data to outsiders.
- 6) Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of Church business.

## CONFIDENTIALITY OF ST. ANDREW INFORMATION

During the course of the employee's employment with St. Andrew, they may have access on a regular basis to information of a highly sensitive and confidential nature. This information may be contained in the Church records, correspondence with Church members and others, inter-office memoranda, and other similar documents. Employees of the Church serve in a position of trust, and they have an obligation to the Church and to those persons to whom the Church ministers to see that the confidentiality of this information is strictly maintained and protected. Unauthorized use or disclosure, even if inadvertent, compromises both the employee and the Church and seriously erodes the confidence of others without which St. Andrew simply could not effectively minister.

Information regarding St. Andrew or its members, or other persons to whom the Church may minister, of which the employee becomes aware as a result of the employment relationship, is considered to be confidential information. The employee may not disclose, duplicate, or use this information except as required in the performance of duties with the Church. Failure to adhere to these necessary standards may result in disciplinary action.

The employee's obligation to preserve the confidentiality of information acquired during employment continues even after the Church no longer employs the individual. The employee may not disclose, after separation of their employment, any information that he/she was not

permitted to disclose during employment. Moreover, the employee may not utilize the confidential information he acquired while employed at St. Andrew even after departure from the Church.

### CONFIDENTIAL NATURE OF ST. ANDREW'S INTERESTS

The interests of St. Andrew, particularly confidential information and trade secrets, represent proprietary assets that each employee has a continuing obligation to protect.

Information designated as confidential is to be discussed with no one outside the Church, and only discussed within on a "need-to-know" basis. This responsibility is not intended to impede normal ministry communications and relationships but is intended to alert employees to their obligation to use discretion to safeguard the Church's interests.

Employees authorized to have access to confidential information may be required to sign special nondisclosure agreements and must treat the information as proprietary the Church property for which they are personally responsible. Employees are prohibited from attempting to obtain confidential information for which they have not received access authorization. Employees violating this policy will be subject to discipline, up to and including termination, and may be subject to legal action.

### MEDIA AND PUBLIC INQUIRIES

All media inquiries and other inquiries of a general nature should be referred to the Director of Communications. Inquiries seeking information concerning current or former employees should be referred to Human Resources.





**St. Andrew Methodist Church**

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Plano, Texas 75093

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