

**THE CHEVY CHASE PRESBYTERIAN CHURCH
WASHINGTON, DC**

PERSONNEL MANUAL

WITH

**WEEKDAY NURSERY SCHOOL
AND
AFTER SCHOOL PROGRAM
ADDENDUMS**

Approved by the Session
April 11, 2017

**PERSONNEL POLICIES
OF THE
CHEVY CHASE PRESBYTERIAN CHURCH
Washington, DC**

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CHEVY CHASE PRESBYTERIAN CHURCH PERSONNEL POLICIES

WELCOME

Welcome to Chevy Chase Presbyterian Church! We consider each employee to be a gift from God and look forward to working with each of you as a member of our ministry team. We appreciate the gifts and talents you bring to this ministry, and we are committed to helping you achieve your highest level of service.

As employees of the Church, you represent this ministry in both work life and private life and are expected to conduct yourself accordingly.

INTRODUCTION

If your command of English is not sufficient to understand this entire manual, you must notify the Executive Administrator who will see to it that pertinent sections are translated.

This Personnel Policies Manual (“Manual”) applies to employees of Chevy Chase Presbyterian Church (“Church”), which includes those persons employed at the Chevy Chase Presbyterian Church After-School Program (“CCPC – ASP”) and the Chevy Chase Presbyterian Church Weekday Nursery School (“CCPC - WNS”). In this Manual, the Church, CCPC – ASP, and CCPC – WNS are collectively referred to as “CCPC.” In addition to this Manual, those that work at CCPC-ASP and CCPC-WNS will receive a separate Addendum of policies and procedures that apply to them. If there is a conflict between the Manual and Addendum, the Addendum prevails. In addition, if a policy or procedure in this Manual refers to only Church employees, the policy or procedure does not apply to those that work at CCPC-ASP and CCPC-WNS.

The Manual and Addendums are intended to provide guidelines and summary information about the CCPC’s personnel policies, procedures, benefits, and rules of conduct. It is important that you read, understand, and become familiar with this Manual and if applicable, the Addendum, and comply with the standards that have been established. Any questions concerning personnel policies and procedures should be addressed first to your supervisor then to the installed Pastor/Head of Staff (“Pastor/Head of Staff”), Executive Administrator, or a Chair of CCPC’s Session’s Personnel Committee.

The policies, practices and procedures in this Manual are guidelines which are subject to change by CCPC in its discretion. The Manual does not constitute a contract with any of our employees and the policies, practices and procedures described in the Manual are not binding or contractual obligations of CCPC. No one is authorized to represent otherwise and if anyone tries to do so, such a representation is expressly disavowed and superseded by this disclaimer.

It is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, CCPC reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision as it deems necessary or appropriate. Any employee benefit plans or program provisions described in this Manual are provided for your convenience only. Benefit plans and programs are governed by the provisions of their formal documents as they exist now or as they may exist in the future.

Unless you are ordained clergy (who are subject to terms of call), you are an employee **at-will**. This means that either the employee or CCPC may terminate the employment relationship with or without cause, at any time, with or without notice.

For ordained clergy: If there is a conflict between the provisions, benefits, and policies in this Manual and those set forth in the terms of an ordained staff member's call, the terms of call shall prevail.

VISION STATEMENT

On March 17, 2013, the Session adopted the following Vision Statement:

CCPC seeks to be a congregation where God is the center of our lives; we celebrate children and youth and equip them with faith to meet life's challenges; and we work for justice in local and global communities.

SECTION I: GENERAL POLICIES

Equal Employment Opportunity

CCPC is an equal opportunity employer and complies with all applicable federal, state and local fair employment practices laws. CCPC strictly prohibits and does not tolerate discrimination against employees, applicants or any other covered persons because of race, color, national origin, sex, sexual orientation, national origin, ancestry age, disability, veteran status, marital status, personal appearance, gender identity or expression, family responsibilities, political affiliation, genetic information, or any other characteristic protected under applicable federal, state or local law. All CCPC employees, other workers and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits and termination of employment.

CCPC aspires not merely to meet but to surpass legal mandates and to maintain an environment where employees are treated with dignity, respect and professional courtesy.

Harassment Generally

CCPC's anti-harassment policy applies equally to harassment based on an employee's race, color, religion, national origin, sex, sexual orientation, national origin, ancestry age,

disability, veteran status, marital status, personal appearance, gender identity or expression, family responsibilities, political affiliation, genetic information, or any other characteristic protected under applicable federal, state or local law. Toward that end, slurs, epithets, disparaging remarks, jokes, or other harassing conduct are expressly prohibited. Conduct which is so pervasive that it alters the condition of an employee's work environment is not only undesirable, but is forbidden as a matter of CCPC's policy. This includes conduct which may be intended as harmless, benign or playful but is not reasonably perceived as harmless by the recipient. No form of harassment will be tolerated. Harassment is prohibited both at the workplace and at CCPC-sponsored events.

In support of this policy, all CCPC employees are expected to:

- Treat co-workers with respect;
- Refrain from making offensive/insulting remarks to or about others in the workplace; and
- Discuss any concerns about inappropriate treatment with the Executive Administrator, the Pastor/Head of Staff, or in the case of CCPC – ASP and CCPC – WNS employees, the Director (“Director”).

Sexual Harassment

All CCPC employees, other workers and representatives (including vendors and visitors) are prohibited from harassing employees and other covered persons based on that individual's sex or gender (including pregnancy and gender identity or expression) and regardless of the harasser's sex or gender. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

Unwelcome behavior of a sexual nature or based on sex includes, but is not limited to the following: sexually suggestive statements, questions or jokes, comments of a sexual nature about

a person's physical attributes, sexual innuendoes, offensive touching, obscene gestures or suggestive sounds, display of sexually suggestive pictures, materials or objects, as well as sexual bribery. This list is illustrative only, and not exhaustive. No form of sexual harassment will be tolerated. Harassment is prohibited both at the workplace and at CCPC-sponsored events.

Anti-Retaliation

CCPC prohibits all forms of unlawful retaliation, including any form of discipline, reprisal, intimidation or other form of retaliation for participating in any activity protected by law. CCPC will not tolerate retaliation in any form against those reporting in good faith possible unlawful harassment or discriminatory conduct or against those participating in an investigation into a complaint of unlawful harassment or discrimination.

Complaint Procedure for Claims of Unlawful Discrimination, Harassment, and Retaliation

CCPC's complaint procedures are designed to: (a) encourage employees who believe they are victims of unlawful harassment, discrimination, or retaliation to come forward, (b) assure confidentiality to the extent possible, and (c) protect complainants and witnesses from retaliation. All complaints of unlawful harassment or discrimination will be investigated promptly and thoroughly. If unlawful harassment or discrimination is found, remedial action will be taken to correct it and to prevent its recurrence.

To facilitate the reporting of complaints and to ensure that any infractions of this policy are handled appropriately and fairly, CCPC has adopted the following procedures:

Any employee who has a complaint regarding perceived unlawful discrimination, harassment, or retaliation should promptly report the occurrence to the Executive Administrator, the Pastor/Head of Staff, or Director. All complaints will receive prompt and thorough consideration and will be investigated promptly, as needed. In an effort to maintain confidentiality, the complainant's identity, the nature of the complaint, and any resolution of the complaint generally will be shared with others only on a need-to-know basis. If warranted, at CCPC's sole discretion, the individual alleged to have engaged in the discrimination or harassment may be suspended, with or without pay, pending the outcome of the investigation.

CCPC will directly and thoroughly investigate the facts and circumstances of all claims of perceived discrimination, harassment, and retaliation and will take prompt corrective action, if appropriate. The Pastor/Head of Staff/Director, in conjunction with the Personnel Committee, will make the ultimate decision on what sanctions, if any, will be imposed.

If you have any questions or concerns regarding CCPC's employment policies or complaint procedures, please talk with the Executive Administrator, the Pastor/Head of Staff, or Director.

Employees Requiring Reasonable Accommodation

CCPC complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, and all applicable comparable state and local laws. Consistent with those requirements, CCPC will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. If you believe you need an accommodation, please contact the Pastor/Head of Staff or Director. CCPC encourages employees to make their request in writing and to include relevant information, such as a description of the accommodation you are requesting, the reason you need an accommodation, and how the accommodation will help you perform the essential functions of your job.

Employment Authorization

CCPC is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. Each employee will be required to provide documentation verifying his/her identity and legal authority to work in the United States and, as an ongoing condition of employment, promptly update CCPC in the event of a change in his or her legal status.

SECTION II: COMPENSATION

General - Job Classifications

CCPC designates each employee as either exempt or non-exempt in compliance with applicable federal and state law.

Exempt Employees. Employees who are designated as exempt are paid a fixed salary and are not entitled to overtime pay.

Non-exempt Employees. Employees who are designated as non-exempt are entitled to overtime pay at a rate of one and one-half times their regular rate of pay for all hours worked over 40 in one workweek, as required by applicable federal and District of Columbia law. Non-exempt employees must obtain approval from their supervisors in advance of working overtime.

Temporary Employees. Temporary employees generally are hired on a temporary or project-specific basis (less than three months), with either full- or part-time hours. As discussed below, they are not eligible for most CCPC benefits.

Workweek and Business Hours

The Church's normal workweek is seven days, Monday at 12:00 a.m. through Sunday at 11:59 p.m., and our normal business hours are Monday through Friday from 8:30 a.m. to 5:00 p.m., Saturday from 8:00 a.m. to 4:00 p.m., and Sunday from 8:00 a.m. to 4:00 p.m. During the months of July and August, the Church office will close Monday – Friday at 4:00 p.m. Full-time

non-exempt employees are expected to work 40 hours per work week. Full-time exempt employees are expected to arrange their schedules to provide a minimum of one day off each week. Employees may be required to come in early, work late or work overtime from time to time, depending on various factors, such as workloads, staffing needs and special projects. Employees will receive their specific work schedule from their direct supervisor. Non-exempt employees must have permission from their supervisor before working overtime.

Timekeeping

To ensure that CCPC has accurate time records and that employees are paid for all hours worked in a timely manner, non-exempt employees are required to accurately record all hours worked on a CCPC timesheet. Non-exempt employees should record all hours worked and breaks longer than 20 minutes on a daily basis, including meal breaks. Your supervisor will review your time records and ask you to verify them at the end of each pay period.

Employees must ensure all time is recorded accurately. Off-the-clock work is strictly prohibited for non-exempt employees. Fraudulent timekeeping and falsification of time records are subject to discipline, up to and including termination of employment.

Payroll Deductions

CCPC is required by law to make certain deductions from employees' pay each pay period, including federal and state income tax, social security (FICA) tax, etc. CCPC may also deduct from your pay your portion of elected insurance premiums and voluntary contributions to CCPC's pension plan. All deductions from your pay will be listed on your pay stub. If you have questions about any deductions from your pay or if you believe improper deductions have been made from your pay, you should report your concern to the Business Manager immediately.

Annual Compensation Review

A. The Session Personnel Committee is responsible for recommending to the Session all adjustments in compensation for Church employees. Salary levels shall be maintained in a manner that reflects the financial resources and approved budget of CCPC and is in keeping with the Church's compensation standards.

B. Compensation for all ordained staff members is the responsibility of the congregation subject to the approval of the National Capital Presbytery. When determining salary and benefits for program staff, the compensation policies and guidelines of the National Capital Presbytery will be considered to the extent those guidelines exist. A portion of the compensation for ordained staff shall be in the form of a housing allowance or a manse.

SECTION III: BENEFITS

Benefits

CCPC offers health, disability, and life insurance coverage to its eligible employees. Copies of a booklet/plan description documents, outlining the specific benefits, eligibility requirements, and provisions of coverage are available from the Executive Administrator. As stated above, if there is a conflict between this Manual and the booklet/plan description documents, the booklet/plan description documents prevail.

In addition, CCPC employees receive 50% yearly tuition remission for their children who enroll in the CCPC-WNS.

Worker's Compensation

An employee injured on the job should immediately notify the Executive Administrator, Business Manager, or Director in writing within 30 days of the injury or within 30 days of becoming aware of the relationship between the injury and the employment. Employees may obtain a claim form from the Executive Administrator and a copy of any claim form the employee files with the District of Columbia should be given to the Executive Administrator.

Vacation Leave

A. Church clergy are entitled to paid vacation every year as specified in their terms of call. The Church Director of Music is entitled to paid vacation as approved by the Session. The Session may grant additional leave as it deems appropriate. Clergy may accumulate no more than 36 vacation days, (calendar days not including holidays and days off; and including no more than 6 Sundays), for any year.

B. All other Church full-time employees are entitled to accrue paid vacation as per the following leave schedule:

Service Under 1 Year		Over 1 Year	
Months Completed	Working Days Leave	Years Service	Days Leave
1	0	1 - 4	10
2	0	5 - 9	15
3	3.0	10+	20
4	3.6		
5	4.6		
6	5.4		
7	6.2		
8	7.0		
9	7.8		

10	8.6
11	9.4

C. All Church part-time employees are entitled to annual paid vacation following the leave schedule above on a pro rata basis in proportion to the percentage of hours they work under 40 hours in a workweek.

D. Requests for paid vacation by Church non-exempt staff shall be made to the Executive Administrator with at least two weeks' notice. Church exempt staff shall make requests for vacation at least thirty days in advance to the Pastor/Head of Staff. The Pastor/Head of Staff shall make requests for vacation at least thirty days in advance to the Personnel Committee. All Church employees are encouraged to use vacation leave in the year it is earned. No more than 10 days of vacation leave earned in a year may be carried over into the following year, unless there are extenuating circumstances. Any carry-over must be approved by the supervisor and Pastor/Head of Staff, in writing. The Church employee may accumulate no more than 30 vacation, (working days), for any year.

E. Prior to taking vacation leave, Church staff shall work with their supervisor or the Pastor/Head of Staff to be sure that other appropriate staff is designated to cover for them in their absence. The Pastor/Head of Staff must designate an Acting Pastor/Head of Staff whenever leave of any type is taken.

F. Upon termination, regardless of the reason, employees are paid their unused accrued vacation.

Holidays

A. The Church observes the following thirteen (13) paid holidays -- New Year's Day, Martin Luther King, Jr.'s Birthday, President's Day, the day after Easter, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and the Friday following, Christmas Day and the day after. Holidays are approved by the Session and may be adjusted by the Pastor/Head of Staff to accommodate worship services and preparation for worship services.

B. Church part-time employees who work at least 20 but less than 40 hours a week are entitled to paid holidays, if the holiday falls on one of the regularly scheduled working days for that employee.

Sick Leave

A. Church full-time employees will accrue a total of ten days of paid sick leave per calendar year (.833 days a month). Accrued sick leave may be carried over from year to year, with a maximum accrual of 90 days. The Church does not pay out accrued sick leave upon termination of employment, regardless of the reason. Sick leave may not be used for vacation

but only for an employee's illness, medically related appointments (with prior approval from employee's supervisor), a funeral or serious illness in the immediate family, parental or family leave (as defined by the D.C. Family Medical Leave Act ("D.C. FMLA")), or other qualifying circumstances within the DC Employee Sick Leave Law (i.e., leave to obtain social or legal services addressing domestic violence). (For work related injuries, see "Workers Compensation" section above). Church employees who begin employment after January 1 will accrue sick leave on a pro rata basis for the remainder of the year.

B. Church part-time employees who work at least 20 but less than 40 hours a workweek are entitled to paid sick leave in proportion to hours worked under 40 hours in a workweek.

C. Church part-time employees that have worked at least 90 days without a break in service and who work less than 20 hours in a workweek are entitled to accrue a maximum of five days of paid sick leave per calendar year.

D. Church temporary employees employed for at least three months without a break in service are entitled to accrue a maximum of five days of paid sick leave per calendar year.

E. Church employees may be asked to provide medical verifications, and absences of more than five consecutive work days may be subject to the Church's leave of absence policy. If time off is requested and granted beyond earned sick leave, it will be considered on the basis of personal leave of absence without pay.

F. All paid sick leave runs at the same time as unpaid leave under the D.C. FMLA.

G. In the event that an absence is caused by injuries sustained on Church property or on Church business, and the employee receives benefits under the Worker's Compensation Act, the amount paid as sick leave shall be reduced by the amount of worker's compensation received.

Study Leave

Study Leave for installed ministers is established by call. The usual annual allowance of paid leave is two weeks, cumulative up to six weeks. Additional leave may be granted by the Church if a special course or training requires it.

Other members of Church staff may be granted paid or unpaid study leave for particular training events. In all instances, including the pastors, study leave is to be used to further the employee's competence, skills, and/or to enhance their ability to perform assigned tasks and responsibilities, and each person granted study leave may be requested to report to the Personnel Committee how the study leave will meet these requirements. Requests for study leave should be submitted to the Pastor/Head of Staff for approval. The Pastor/Head of Staff may also suggest that members of staff participate in particular continuing education activities when such participation will enhance competence, skills, and/or knowledge needed for satisfactory

performance of assigned responsibilities. The Personnel Committee shall consider requests for leave made by the Pastor/Head of Staff and may suggest participation in particular continuing education activities which will enhance the Pastor/Head of Staff's performance. Prior to taking study leave, staff shall work with their supervisor or the Pastor/Head of Staff to be sure that other appropriate staff is designated to cover for them in their absence. The Pastor/Head of Staff must designate an Acting Pastor/Head of Staff whenever leave of any type is taken.

Paid Parental Leave Policy

CCPC recognizes the importance for parents to take sufficient time to recover and/or bond with their new baby. As such, CCPC offers paid leave under certain circumstances for the birth or adoption of a child (including by gestational surrogate).

To be eligible, an employee must have worked full-time (at least forty (40) hours a week) for CCPC for at least ninety (90) consecutive days. For purposes of this policy, eligible employees are referred to as "Covered Employees."

Childbirth Medical Recovery Leave

Covered employees who are birth mothers shall be entitled to nine (9) weeks of Childbirth Medical Recovery Leave for medically-related recovery following birth and/or serious medical issues before the birth ((For birth mothers, this paid leave, absent facts indicating otherwise, shall be presumed to be a period of "disability.")). The leave may commence during pregnancy or immediately after the birth of their child.

Parental Bonding Leave

CCPC also provides to Covered Employee three (3) weeks of paid Parental Bonding Leave following the birth or adoption of his or her child. The purpose of Parental Bonding Leave is to enable Covered Employees to care for and bond with a newborn or a newly adopted child. In the event of an employee who herself has given birth, the three (3) weeks of paid Parental Bonding Leave will commence at the conclusion of the nine (9) week Childbirth Medical Recovery Leave. Parental Bonding Leave must take place within one year of the birth or adoption of the child, and the Covered Employee must give CCPC written notice of at least thirty (30) days, or as much notice as practicable, of the commencement date of the leave.

Benefits and Miscellaneous Items Related to the Leave

Covered Employees on leave per this policy will have no interruption to their medical or dental benefit as long as they were an active participant in these plans prior to the leave. Benefit deductions will continue as normal through CCPC's normal payroll schedule.

Once a Covered Employee returns to work whether in a full time or limited capacity, the benefit of paid leave will of course cease. In the event of illness following the date the Covered

Employee is due to return to work, normal sick leave provisions will apply as necessary. If the Covered Employee does not return to work, and has not applied for and received additional leave under the terms of another leave of absence policy, CCPC will consider him or her to have resigned.

A Covered Employee will be expected to provide appropriate information and documentation (including medical documentation) during and upon return from leave, as may be requested by CCPC. Also, during the leave or prior to return to employment, the Covered Employee may be required to provide supporting information to CCPC.

This leave serves as a paid enhancement to any of CCP's unpaid leave policies, and to the extent allowed by law, runs concurrently with any leave available to a Covered Employee under any other applicable policy, as well as applicable federal, state or local laws.

Other Leave

Prior to taking any leave described below and to the extent possible, CCPC employees shall work with their supervisor or the Pastor/Head of Staff, or Director to be sure that other appropriate staff is designated to cover for them in their absence. The Pastor/Head of Staff or Director must designate an Acting replacement whenever leave of any type is taken.

A. CCPC provides employees with paid leave under the following circumstances:

1. Military Training Leave. CCPC will provide up to two weeks of differential pay annually (minus any military pay received for training) to employees who take leave to attend mandatory training for the U. S. military. To receive any differential pay, you must submit your military pay stub to the Executive Administrator so CCPC can calculate the differential pay. Upon an employee's return and with proper notice, CCPC will make every effort to place the employee in the same or similar position in compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

2. Jury Duty Leave. Full-time employees will receive their usual compensation (minus any fee received for jury duty) for up to two weeks annually for jury service. Part-time employees who work at least 20 but less than 40 hours a week are entitled to jury duty pay (up to two weeks' leave for jury service annually), if jury duty takes place during their normal working hours. Employees will not be retaliated against, in any manner, for jury duty leave. Any pay for jury services performed during the hours paid by CCPC shall be signed over to the Personnel Salary Account.

3. Voting Leave. Adequate paid time off for voting will be provided to exempt employees where election hours and work schedules would work a hardship on employees.

B. CCPC provides employees with unpaid leave under the following circumstances if approved by the Pastor/Head of Staff or Director and the Personnel Committee:

1. Military Service Leave. CCPC provides unpaid military service leaves of absence to all regular full-time, part-time and probationary employees in compliance with the USERRA. Employees may use any or all of their accrued vacation leave during their military service leave. Upon an employee's return and with proper notice, CCPC will make every effort to place the employee in the same or similar position in compliance with USERRA.

2. DC FMLA Leave. Eligible employees may take unpaid medical leave for a maximum of 16 weeks in a 24-month period and unpaid family care/parental leave for a maximum of 16 weeks in a 24-month period. You may choose to use paid accrued vacation leave or paid sick leave during this time.

3. School Activities Leave. CCPC provides up to 24 hours of unpaid leave during any 12-month period to enable employees to participate in their children's qualifying school-related events. You may choose to use paid accrued vacation leave during this time.

4. Voting Leave. Adequate unpaid time off for voting will be provided to non-exempt employees where election hours and work schedules would work a hardship on employees.

5. Other requests for unpaid leave that employees are not entitled to by law are discouraged and will be considered only in exceptional circumstances and with the approval of the Pastor/Head of Staff or Director and the Personnel Committee.

Leave to Participate in Higher Governing Bodies

Members of Presbytery have an obligation to participate in higher governing bodies when requested to do so. Other members of staff, due to their particular expertise or skill, may also be called upon to serve the wider Church from time to time. Before accepting an invitation to serve in any capacity beyond the local Church, the Church staff member shall consult with the Pastor/Head of Staff. If the Pastor/Head of Staff believes that accepting the invitation will adversely affect the Church staff member's work, the Pastor/Head of Staff may direct that the invitation be declined. The staff member may appeal this decision to the Session through the Personnel Committee. When the Pastor/Head of Staff is invited to participate in higher governing bodies, the Pastor/Head of Staff shall consult with the Personnel Committee which will make a recommendation to the Session for the Session action. Prior to taking leave to participate in higher governing bodies, employees shall work with their supervisor or the Pastor/Head of Staff to be sure that other appropriate employees are designated to cover for them in their absence. The Pastor/Head of Staff must designate an Acting Pastor whenever leave of any type is taken by the Pastor/Head of Staff.

Sabbaticals

Members of the Church program staff including installed pastors, Director of Music, and the Executive Administrator are eligible for a three month sabbatical after six years of continuous and satisfactory performance. Any sabbatical must be approved by the Personnel Committee and the Session consistent with its policies and guidelines. Prior to taking a sabbatical, program staff shall work with their supervisor or the Pastor/Head of Staff to be sure that other appropriate program staff is designated to cover for them in their absence. The Pastor/Head of Staff must designate an Acting Pastor/Head of Staff whenever leave of any type is taken by the Pastor/Head of Staff.

Benefits for Temporary Employees

Those employed for a short period in a temporary position (which is defined as less than three months) are considered to be CCPC Temporary Employees. Regardless of whether they are part-time or full-time, Temporary Employees do not receive benefits (e.g. holiday pay or other leaves, and will not earn vacation leave for their temporary employment). Temporary Employees are not eligible for the pension plans or other health benefits. If the Temporary Employee is non-exempt and works more than 40 hours a week, he or she will be paid overtime (time-and-a-half their regular rate) for above 40 hours in a workweek. If a Temporary Employee joins the regular staff, his/or her temporary employment will not be as credited toward service in computing entitlement to vacation and other benefits.

SECTION IV: EMPLOYEE RESPONSIBILITIES

Tardiness and Absence

It is important that employees work their assigned schedules as consistently as possible. However, CCPC understands that because of illness or emergency, employees may be unable to come to work. If an employee is unable to report to work for any reason, s/he must contact his/her supervisor, the Pastor/Head of Staff or Executive Administrator as far in advance as possible before their scheduled time to report for work. Employees who must miss work because of emergencies or other unexpected circumstances must notify their supervisor or the Pastor/Head of Staff or Executive Administrator as soon as possible. It is the employee's responsibility to keep the necessary staff informed on a daily basis during a short-term absence and to provide medical verifications when asked to do so.

Employees are expected to report to work as scheduled. Non-exempt employees who are tardy will only be paid for time worked. Except in an emergency, non-exempt employees must have their supervisor's permission if they need to leave work before they are regularly scheduled to do so. CCPC, through the Pastor/Head of Staff, reserves the right, at its sole discretion, to discipline employees for unexcused absences.

With the exception of unusual circumstances, any employee who is absent from work for three consecutive workdays without notifying CCPC will be deemed to have voluntarily abandoned his or her job and the employee's employment will be terminated.

Standards of Conduct

Generally, CCPC will not tolerate employee conduct that may be disruptive, unproductive, unethical or illegal. Violation of this Standards of Conduct Policy may lead to disciplinary action, which, based on the circumstances of the individual case, could result in corrective action up to and including discharge. The following is a non-exhaustive list of conduct that may violate this Policy:

- Falsifying records.
- Engaging in fraud or other dishonest behavior.
- Removing CCPC property from the premises without authorization.
- Stealing or attempting to steal CCPC or employee property.
- Being habitually tardy or absent.
- Engaging in poor timekeeping.
- Fighting on CCPC property at any time.
- Being under the influence of intoxicating substances on CCPC property at any time.
- Being insubordinate.
- Using or abusing CCPC time, property, materials or equipment without authorization.
- Gambling on CCPC premises at any time.
- Sleeping on the job.
- Using offensive or profane language on CCPC premises.
- Bringing dangerous or unauthorized weapons onto CCPC premises.
- Being absent from work without authorization during scheduled work hours.
- Defacing CCPC property.
- Engaging in criminal activity.
- Violating or abusing CCPC policies.
- Neglecting job duties.

In addition, CCPC disciplines employees for unsatisfactory performance. CCPC may, in its sole

discretion, consider an employee's job performance, prior violation of work rules, and other relevant circumstances in determining whether to counsel, warn, suspend or discharge an employee. It is up to the Pastor/Head of Staff, in conjunction with the Personnel Committee, to decide whether corrective action, up to and including dismissal, is appropriate.

Grievance Procedures

CCPC Employees who have any job-related grievance should discuss the matter with their supervisor(s) at their earliest convenience. If a mutually satisfactory resolution is not reached, the Pastor/Head of Staff, or Director, should be contacted to resolve the matter.

Termination of Employment

All CCPC employees other than installed clergy are “at-will,” meaning their employment can be terminated at any time for any reason or for no reason.

A. Voluntary Termination. A voluntary termination is a termination that is initiated by the employee-that is, the employee decides to resign. CCPC requests that employees who choose to resign provide one month’s written notice, when possible, and at least two weeks’ written notice to the Pastor/Head of Staff or Director. An employee who does not call or report to work for two consecutive workdays, will be considered to have voluntarily terminated employment.

B. Involuntary Termination. An involuntary termination is a termination that CCPC initiates.

C. To dissolve a pastoral relationship, the policies of The Book of Order and the National Capital Presbytery will be followed.

D. Any CCPC employee who retires should give 90 days’ written notice prior to retiring.

Personnel Records

Employment records shall be maintained for each person by the Pastor/Head of Staff or Director. It is important that CCPC always has current information about its employees. It is the responsibility of the employee to let CCPC know immediately of any change in name, address, phone number, and any other pertinent information.

Alcohol, Drugs, and Controlled Substances

The use, sale, transfer, possession, or being “under the influence” of alcohol, non-prescription drugs (other than “over-the-counter” medicine, e.g. aspirin or Tylenol), or controlled substances when on duty, on CCPC property, or in CCPC vehicles is prohibited. The use of tobacco products is not permitted in CCPC facilities and vehicles.

“Under the influence,” for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well-being of the affected employee, other co-workers, the public, or CCPC property.

Outside Employment and Activities

All employees are prohibited from engaging in outside employment, private business, or other activity, which might have an adverse effect on, or create a conflict of interest with, CCPC, including the owning of stock, holding debt, or other proprietary interests in any third party in a relationship with CCPC, or the holding of an interest in real estate, securities, or other property which CCPC might reasonably be expected to consider buying.

Personal Appearance

Each employee’s appearance reflects not only on the employee as an individual, but on CCPC. CCPC expects employees to take pride in their appearance and strive to achieve a positive business-like image when representing CCPC.

Personal Property

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

Access to CCPC Property

It is important that CCPC has access at all times to its property, as well as other records, documents, and files. As a result, CCPC reserves the right to access employee offices, work stations, filing cabinets, desks, and any other CCPC property at its discretion, with or without advance notice or consent.

IT Resources and Communications Systems

It is the responsibility of each employee to adhere to Information Technology (“IT”) security guidelines including but not limited to the creation, format and scheduled changes of passwords. All content of CCPC’s IT resources and communications systems is CCPC property. Therefore, employees should have no expectation of privacy whatsoever in any message, files, data, document, facsimile, telephone conversation, social media post, conversation or message, or any other kind or form of information or communication transmitted to, received or printed from, or stored or recorded on CCPC’s electronic information and communications systems.

CCPC recognizes that employees might work long hours and occasionally may desire to access the internet (including social media), telephone, or text messaging for personal activities at the office or by means of its computers, networks and other IT resources and communications systems. CCPC authorizes such occasional use so long as it does not interfere with your ability

to sufficiently perform your employment responsibilities or productivity.

Employees are never permitted to use the Church's IT resources and communications systems, including e-mail, text messaging, internet access, social media, telephones and voicemail, for any inappropriate or unlawful purpose, such as transmitting harassing or off-color messages or remarks (e.g. racial slurs) of employees, Church visitors, etc. Employees who violate any provision of this policy are subject to discipline, up to and including termination of employment.

Employee Parking

Employees park at their own risk. CCPC is not responsible for theft or damage to any vehicles parked on or near its property. Also, CCPC will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed.

Workplace Violence

CCPC prohibits and will not tolerate any form of workplace violence by an employee, supervisor or third party, including visitors, both on CCPC property and at its sponsored events. If you witness or are subjected to any conduct you believe violates this policy, you should speak, write or otherwise contact your direct supervisor or, if the conduct involves your direct supervisor, contact the Executive Administrator and Pastor/Head of Staff as soon as possible. If you become aware of an imminent violent act or threat of an imminent violent act, immediately contact appropriate law enforcement prior to contacting your direct supervisor, the Executive Administrator, or Pastor/Head of Staff.

Internal Differences between Employees

When there is a problem in the workplace that is not related to employee's belief that he or she is being treated in a discriminatory or unlawful manner (in which case the protocol set for in Section I "Complaint Procedure" governs), CCPC employees should attempt to resolve such problems with persons directly concerned. If no satisfactory solution is found or if the problem arises from general employment conditions, concerns are to be directed first to the supervisor/Director then to the Pastor/Head of Staff. If the matter concerns the conduct of the Pastor/Head of Staff, the employee may appeal to the Session's Personnel Committee.

In the case of installed ministers, if the above steps fail to provide an acceptable remedy, members of Presbytery may file a written complaint with the appropriate Presbytery committee. The committee then becomes the mediator between the Session and the staff, and will attempt a solution acceptable to those involved.

Social Media

CCPC recognizes that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media, such

as Facebook, LinkedIn, Twitter, Pinterest, Tumblr, blogs and wikis. However, employees' use of social media can pose risks to CCPC's confidential information, and/or reputation, or can expose the CCPC to potential liability.

To minimize these business and legal risks, to avoid loss of productivity and distraction from employees' job performance and to ensure that the CCPC's IT resources and communications systems are used appropriately as explained below, CCPC expects its employees to adhere to the following guidelines and rules regarding social media use.

Compliance with Related Policies and Agreements

Social media should never be used in a way that violates any other CCPC policy or employee obligations. If your social media activity would violate any of CCPC's policies in another forum, it will also violate them in an online forum. For example, employees are prohibited from using social media to:

- Violate CCPC's IT resources and communications systems policies.
- Violate CCPC's confidentiality and privacy policies.
- Circumvent CCPC's ethics and standards of conduct policies.
- Engage in unlawful harassment.
- Circumvent policies prohibiting unlawful discrimination against current employees or applicants for employment.
- Violate any other laws or ethical standards.

Employees who violate CCPC's policies may be subject to discipline, up to and including termination of employment.

Personal Use of Social Media

We recognize that employees might work long hours and occasionally may desire to use social media for personal activities at CCPC or by means of its computers, networks and other IT resources and communications systems. We authorize such use during nonworking time so long as it does not involve vulgar, obscene, threatening, intimidating or harassing content (not otherwise protected or required by law), does not violate any other of CCPC policies, and does not interfere with your employment responsibilities or productivity.

Conduct Not Prohibited by this Policy

This policy is not intended to restrict communications or actions protected or required by District of Columbia or federal law.

SECTION V: TRAINING AND DEVELOPMENT

Probationary Period

A. The first six months of employment in any Church position, other than ordained staff, is a probationary period. As discussed above, employment is on an at-will basis, regardless of whether employment does/does not continue after the probationary period.

B. During this probationary period, full-time and part-time employees (not Temporary Employees), who work at least 35 hours a week may, unless the law otherwise requires, enroll in the health benefits plan, use available or accrued paid vacation leave and jury duty leave, use unpaid military service leave, and observe those paid holidays observed by the Church. Church part-time employees who work at least 20 hours a week may use accrued paid sick leave.

Annual Performance Review

An annual written performance review will be conducted and discussed with each CCPC employee. If performance is deemed to be unsatisfactory, the Church may: (1) verbally counsel the employee throughout the year and keep written records of counseling sessions; (2) issue a written warning explaining the performance areas that must be improved; or (3) terminate the employee. However, please note that this is not a progressive discipline policy and therefore, by no means must the Director first verbally counsel an employee and issue a written warning before terminating employment. Employees are hired at-will, subject to termination at any time for any reason.

Position Descriptions

All Church positions except temporary positions will have position descriptions which are subject to the approval of the Personnel Committee. A position description should summarize the essential functions of a job including duties, qualifications and responsibilities. Each employee should read and study his/her position description carefully and discuss any questions with his/her supervisor or Pastor/Head of Staff. The Church reserves the right to revise and update position descriptions, as it deems necessary and appropriate.

SECTION VI: ADDITIONAL INFORMATION

Personnel Policies of the School Programs

The CCPC-WNS and the CCPC-ASP shall develop their own personnel policies as appropriate. All such policies shall be consistent with overall personnel policies of the Church but may differ as appropriate to the situation with the approval of the appropriate committees and Personnel Committee. These policies are contained with the CCPC-WNS and CCPC-ASP Addendums.

Additional Policies

In addition to the policies stated in this manual, CCPC employees must also abide by the following policies and procedures:

- “The Policy and Procedures on Sexual Misconduct” of National Capital Presbytery.
- “The Code of Ethics for Clergy and Other Church Professionals” of National Capital Presbytery.
- The Book of Order, Presbyterian Church (USA).
- “The Chevy Chase Presbyterian Church Child Protection Policy”

Acknowledgment of Receipt of Manual

PRINT YOUR NAME HERE

I certify that I have received a copy of the Chevy Chase Presbyterian Church Personnel Policies Manual (“Manual”), and I agree to read and abide by its policies and procedures.

I understand that the policies, benefits and operating procedures set forth in the Manual are not a

contract, and I understand that they are not intended to create, or to be construed to create, any contract, agreement or legally binding obligation between CCPC and me.

I further acknowledge that CCPC may change, suspend, or discontinue any or all such Manual policies, benefits or procedures at any time in its sole discretion. I agree that CCPC will make all final decisions as to the meaning and application of all CCPC policies, benefits or procedures.

SIGNATURE

DATE

To be returned to CCPC within five (5) business days after receipt of this Handbook.