

October 23, 2006

***PERSONNEL MANUAL
PRESBYTERY OF
WESTERN NORTH CAROLINA***

Note: This Personnel Manual was written by a Personnel Committee Task Force for the Presbytery of Western North Carolina. Local churches may use this as a guideline. The Presbytery of Western North Carolina does not guarantee or warranty the compliance of this document with any state or federal law. This document should be periodically reviewed by a legal professional to assure compliance and that the policies and procedures are up to date with current prevailing laws.

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PERSONNEL MANUAL

I. MISSION STATEMENT

The mission of the Presbytery
of Western North Carolina,
in partnership with Sessions,
is to foster vital and faithful
congregations to be effective
witnesses for Jesus Christ.

By God's grace we will
see changes in our lives,
share what we have seen, and
be signs of the grace of the triune God
at work in the world.

II. EMPLOYMENT POLICIES

A. Employment Relationship

The Presbytery of Western North Carolina is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the PRESBYTERY OF WESTERN NORTH CAROLINA (PWNC) has no specified duration and either you or PWNC may terminate such relationship under the guidelines of the remainder of this manual.

B. Equal Opportunity

The PWNC is committed to employment policies and practices based upon skill, ability and performance of our employees. It is the policy of the PWNC to provide equal employment opportunity for all applicants and employees, and to follow the anti-discrimination requirement of Federal and State laws. However, we are allowed to ask about religious beliefs since we are a religious non-profit organization.

The PWNC is committed to providing equal opportunity to all employees, including those who have a life-threatening illness (cancer, AIDS, cardio-pulmonary diseases, etc.). Employees who have a life-threatening illness will be treated like other employees as long as they meet performance standards and medical evidence indicates their condition is not a threat to themselves or others.

We make reasonable accommodations, where appropriate, to enable otherwise qualified individuals to become or remain employed. It is the responsibility of the General Presbyter, Personnel Committee, Officers and employees to follow this policy conscientiously in all of their daily work activities.

C. Definition of Employment Status

The following terms will be used to describe the classification of employees and their employment status:

- 1. Regular Full Time** Employees who are not covered by the BOP and are regularly scheduled to work 37.5 hours per week. These employees are eligible for the Medical and Child Care Reimbursement Plan and other employee benefits if their hours meet the eligibility requirements for the individual insurance carriers. Employees who are covered by the BOP will follow their definition for regular full time employees and receive appropriate benefits.
- 2. Regular Part Time** Employees who are not covered by the BOP and are regularly scheduled to work less than 37.5 hours a week. These employees shall not ordinarily be eligible for the Medical and Child Care Reimbursement Plan. Other benefits may be offered as negotiated. Employees who would ordinarily be covered by the BOP will follow their definition for regular part time employees and receive appropriate benefits.
- 3. Non-exempt** Employees whose positions do not meet specific tests enacted by Fair Labor Standards Act (FLSA) and state law and who are "not exempt" from federal and state overtime requirements.
- 4. Exempt** Employees whose positions meet specific tests established by the FLSA and state law and who are "exempt" from federal and state overtime requirements. The General Presbyter and Program Staff are exempt.
- 5. Independent Contractor** Retained for a specific task and/or a specific period. Not an employee.
- 6. Volunteer** PWNC frequently utilizes the services of volunteers who are not compensated for their work other than for valid business expenses in accordance with the IRS guidelines.
- 7. You/Your** "You" or "Your" refers to any employees unless otherwise stated.

D. Lines of Authority

The term "Manager" refers to the person who has direct authority over your position. The person you report to may be the Personnel Committee or it may be a Manager. The Personnel Committee or Manager must be informed and must provide approval in advance of your plans for paid vacation or sick leave. This documentation is then routed to the Accountant. The Accountant must receive any documentation regarding time off work or employee payments.

E. Immigration Law Compliance

The PWNC is committed to full compliance with the federal immigration laws, which require that every individual provide satisfactory evidence of identity and the legal authority to work in the United States. This evidence must be provided no later than three working days after the new employee begins work (except in a situation where it can be established that the new employee has requested production from the applicable authorities of such documentation which may not arrive within the three-day deadline). A new hire will be requested to attest to his/her identity and to his/her legal authority to work by completing the I-9 Form provided by the federal government.

F. Employment of Relatives

The PWNC has no general prohibition against hiring relatives. However, a few restrictions have been established to help prevent problems of safety, security, supervision and morale.

While the PWNC will accept and consider applications for employment from relatives, immediate family members shall ordinarily not be hired or transferred into positions where they directly or indirectly supervise or are supervised by another close family member. Further, such relatives generally will not be placed in positions where they work with or have access to sensitive information regarding a close family member or if there is an actual or apparent conflict of interest. Exceptions must be approved by General Presbyter and the Personnel Committee.

G. Continuity of Service

An employee's date of hire or anniversary date, for purposes of establishing benefits, is the date of the commencement of the employee's most recent period of full-time employment. Continuity of service may be broken by any of the following circumstances: resignation; termination; retirement; failure to be rehired within 12 months of layoff; failure to return upon the expiration of an approved leave of absence; and failure to report to work following three days of unexcused absence without notifying and receiving approval from the General Presbyter.

H. Personnel and Medical Records

The information recorded in your personnel file is extremely important to you and to the PWNC. You may add your version of any disputed item to your personnel file. The personnel files are located in the General Presbyter's office in a locked file cabinet.

The PWNC will restrict disclosure of your personnel file to authorized individuals. Any request for information from personnel files must be directed to the General Presbyter or the Personnel Committee. Only the General Presbyter or Personnel Committee is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited; however, the PWNC will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting investigations.

Health/medical information is not included in your personnel file but will be maintained in a separate file in the General Presbyter's office in a locked file cabinet. These records are confidential. The PWNC will safeguard them from disclosure and will divulge such information only as follows:

1. As allowed by law
2. To the employee's personal physician upon written request or permission of the employee
3. As required for workers' compensation cases

Your personnel file is available for your review at the PWNC during regular business hours. Contact the General Presbyter to make an appointment. An examination of your personnel file must be done in the presence of the General Presbyter or a member of the Personnel Committee. No document may be removed from your personnel file. Only documents with your signature may be copied. You are responsible for notifying the PWNC within one week of any changes in address, telephone number, and/or family status (births, marriage, death, divorce, legal separation, etc.), as income tax status and insurance may be affected by these changes. This responsibility includes employees on lay-off, disability and leaves of absence status.

I. "Time Worked" -- What Does It Mean?

All elapsed time, from the moment you actually begin your duties until the end of the workday (except for time spent at lunch), is time worked. Arriving early, leaving late, or preliminary time spent in grooming, changing clothes or attending to other personal matters, are not considered time worked.

J. When You Leave The Premises, Let Us Know

What if you have to go out of the PWNC office on personal business during your scheduled hours? Please, get permission. This personal time will be deducted as time not worked unless previous arrangements are made with your Manager.

K. Employment Applications

The PWNC relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information may result in the PWNC's exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment.

L. Requirements for Employment

The following are requirements for employment with the PWNC:

1. Must have a valid Social Security Number
2. Must complete a W-4 form and Form I-9
3. Must have completed an employment application
4. Must assure that you are in physical condition appropriate to perform the job for which you apply
5. Must have appropriate documentation establishing your right to work in the United States in compliance with state and federal law, and
6. All employees must remain insurable under the PWNC's general liability and vehicle insurance policies, if their duties require their driving a PWNC vehicle. If any employee is declared un-insurable by the PWNC's insurance, the employee may be considered ineligible for further employment and could be considered to have voluntarily terminated his/her employment as of the date of notification by the insurance company of un-insurability.

M. Staff Reference Checks

To ensure that individuals who join the PWNC are well qualified and have a strong potential to be productive and successful, it is the policy of the PWNC to check employment references of all applicants. Background clearance checks for credit, sexual offender, motor vehicle, credit and criminal records will be performed for each new employee. Written permission from the prospective employee will be secured prior to the background check.

The General Presbyter or Personnel Committee will respond to all reference check inquiries from other employers. Authorized personnel responding to such inquiries will confirm only dates of employment, wage/salary rates and position(s) held.

N. Your Job Responsibilities

During the first 90 days of employment the Personnel Committee or your Manager will explain your specific job responsibilities, job description, and the performance standards expected of you. These job responsibilities, however, are descriptions of essential or core job functions only and all employees are expected to be flexible and perform additional duties and responsibilities from time to time. If, after a period of time, the additional duties and responsibilities remain a significant part of the assignment, your job responsibilities and job description may be changed to reflect such fact.

The PWNC reserves the right, at any time, with or without notice, to alter or change your job responsibilities; reassign or transfer job positions or to assign you additional job responsibilities.

O. Performance Evaluations

You will receive your first performance evaluation after one year of employment. Regular evaluations, thereafter, will be completed annually. These performance appraisals allow the Personnel Committee, your Manager and you to discuss your overall performance and summarize both formal and informal performance discussions held throughout the previous year. During the first year of employment, your performance will be intentionally reviewed by the Manager after the first three months and again at six months of employment. We will clarify expectations, review your strengths and also discuss ways to improve your performance.

P. PWNC's Property

You are expected to use proper care when using the PWNC's property, i.e., our computers, printers, faxes, postage meters, copiers, cellular phones, etc. No property may be removed from the premises of the PWNC without proper authorization.

Q. Policy Regarding Property, Privacy and Searches

Desks, storage areas, work areas, file cabinets, computer systems, office telephones, facsimile machines, and vehicles, are the PWNC's property and must be maintained according to this policy. All such areas and items must be kept clean and are to be used only for work purposes, except as provided in this policy. The PWNC reserves the right, at all times, and without prior notice, to inspect and search any and all of the PWNC's property for the purpose of determining whether this policy or any other PWNC policy has been violated, or whether such inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state and federal laws. Such inspections may be conducted during or after business hours and in the presence or absence of the employee. This will be accomplished by the General Presbyter and a member of Personnel Committee or by two members of the Personnel Committee.

R. Employees Driving their Personal Vehicles

All employees who drive and park their personal vehicles do so at their own risk. The PWNC is not responsible for any accidents, parking violations, traffic citations, injuries or thefts from an employee's automobile or liability incurred by the employee while driving their personal vehicle to, during and from work. This means that if you are involved in a traffic accident while driving your personal vehicle in the course of business, you are responsible for any property damage and personal injuries. If you drive your personal vehicle in the course of work and you become involved in a traffic accident, your claim must be resolved through your own insurance liability policy unless your claim for your own injuries is covered under Worker's Compensation. Please check your coverage with your own insurance carrier.

S. Employee Property

The PWNC is not responsible for any of your lost, stolen or damaged personal property including personal vehicles parked in our parking lot.

T. Resignations

Should you decide to resign from the PWNC, please advise the General Presbyter and your Manager at least two weeks prior to your date of departure so that an orderly transition can be made. This process includes turning in PWNC property, e.g. all keys, completing required forms and having an exit interview with your Manager and, if desired, with the Chair of the Personnel Committee.

The exit interview is to review, and where appropriate, discuss the reasons you have resigned, clarify any misunderstandings and to solicit feedback on how the PWNC could improve. During the exit interview management will inform you of your eligibility for re-hire and the benefits through the Consolidated Omnibus Budget Reconciliation Act (COBRA) that may apply to you.

U. Reduction in Force

If it becomes necessary to reduce PWNC's staff, reductions will be determined by job content needs, consolidation needs, skills and performance.

III. YOUR POSITION

Work Hours/Schedules

A work week normally does not exceed 37.50 hours. Any variations you may desire require advance approval from your Manager and may be allowed as long as they do not necessitate overtime or negatively impact ministry needs.

The normal working schedule for the office of the PWNC shall be Monday through Friday opening at 8:00 a.m. and closing at 4:30 p.m.

IV. WAGE AND SALARY POLICIES

A. General Wage and Salary Policy

We strive to pay wages and salaries at the PWNC that recognize individual effort and contribution to the success of the PWNC.

In determining individual wages and salaries for our employees we rely upon a pay scale that was researched over a period of several years. As part of that scale we consider the following:

1. The position
2. Knowledge and prior experience
3. Previous training
4. Industry Standards
5. Variety and scope of responsibilities
6. Appropriate salary surveys

The salary of each employee shall be determined initially upon employment by the General Presbyter and thereafter by recommendation of the General Presbyter to the Personnel Committee, then to the Coordinating Council for adoption in the subsequent year's budget. No automatic salary increases are guaranteed to any employee. If an employee is assigned a temporary role, then additional temporary compensation may be provided.

However, the Presbytery declares its concern and faithfulness to its employees by a regular review of their salaries with consideration given to the diligence of their work, attendance, the cost of living indicators in the economy, and the ability of the Presbytery to grant increases based upon projected income.

B. Overtime Pay

When a non-exempt employee is requested to work beyond the normal working schedule described above, the employee shall be provided with equivalent time off. In order to receive compensatory time, all overtime must be approved by the General Presbyter prior to the time it is worked and must be completed during the same work week.

C. Make-up Time

The PWNC allows the use of make-up time when non-exempt employees need time off to tend to personal obligations. The PWNC retains the discretion to decide whether make-up time will be permitted. When permitted, make-up time worked will not be paid at an overtime rate.

Employees may take time off and then make up the time later in the same work week, or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

Make-up time requests must be submitted in writing to your Manager, with your signature. Your Manager will consider requests for approval, based on the legitimate business needs of the PWNC at the time the request is submitted. A separate written request is required for each occasion that the employee requests make-up time. The PWNC's seven-day workweek is 12:01 A.M. Monday through Midnight Sunday.

D. Paydays

Paydays for all staff are every two weeks.

E. Pay Advances

It is our policy not to grant pay advances except in an extreme emergency and only by permission of the General Presbyter.

F. Payroll Deductions

Various payroll deductions are made each payday to comply with federal and state laws. Deductions will be made for the following:

1. Federal and State Income Tax Withholding
2. Social Security (FICA): PWNC pays the required percentage for the employer's part of Social Security taxes. PWNC withholds from each employee's earnings the required payments by employees for Social Security taxes.
3. Other items designated by the State or Federal Law
4. Other items designated by the employee
5. Garnishments as ordered or required by law

After the end of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) form. This statement summarizes your income and deductions for the year. If you have any questions regarding these deductions, please contact the Accountant.

G. Travel Expenses

An Expense Claim Voucher, with related receipts attached, should be submitted for your Manager to authorize payment.

Personal Car: current IRS allowed mileage rate will be used as the mileage reimbursement rate.

H. Final Paychecks

An employee, who is discharged, laid off by the PWNC or who has given at least two weeks notice of his/her resignation will receive a final paycheck when the employee leaves. Otherwise, the final paycheck will be mailed to the employee's last known address.

I. Severance Pay

The PWNC does not maintain a formal severance pay policy or provide severance pay to employees who separate from its employ for any reason. Severance pay should therefore not be expected, however, the PWNC reserves the right to make exceptions to this policy in its sole discretion on a case-by-case basis.

J. Lost Paychecks

Employees are responsible for their paychecks or pay stubs after they have been received unless direct deposit provided. Checks lost or otherwise missing should be reported to the Accountant so that she/he may initiate the "stop payment" process. Should you lose your paycheck twice you will be required to pay for the second stop payment fee.

K. Garnishments

A garnishment is a court order requiring PWNC to deduct part of an employee's wages or salary and give it to a third party as a partial payment for an outstanding debt. Employees are responsible for their own debts. Although we understand that a wage garnishment can happen to anyone, we strongly encourage employees to work out a financial problem before this occurs.

V. EMPLOYEE BENEFITS

Staff in every job classification enjoy the following benefits:

A. Social Security

Staff are covered by the Federal Insurance Contribution Act (Social Security). A required percentage of your salary is deducted from your paycheck to pay your portion of this program. The PWNC matches your deduction dollar for dollar. Social Security provides for retirement, disability, death, survivor and Medicare benefits for you and your dependents.

The Presbytery pays the required percentage for the employer's part of Social Security taxes. The Presbytery withholds from each employee's earnings the required payments by employees for Social Security taxes.

B. Workers' Compensation

The Presbytery provides all of the benefits of Worker's Compensation and all employees are covered under this insurance plan. All work related accidents must be reported immediately to your Manager.

The following benefits are available for regular full-time exempt employees:

C. Group Medical/Pension Plans

The PWNC provides a group medical plan for all its regular full-time exempt employees through BOP(USA). Coverage begins on the first day of employment. Employees who either resign or are terminated from the PWNC may continue this coverage through COBRA. Continuing benefits will be discussed at the exit interview.

The PWNC also makes available dental, vision, and deferred compensation benefits to regular, full time exempt employees on a non-group medical basis. Interested employees should carefully review the plan documents prior to enrolling. Ordained staff have the option of participating through the Board of Pensions, PCUSA.

D. Paid Holidays

The following twelve days are designated as holidays upon which the Presbytery Office will suspend normal work activities:

New Year's Day	Memorial Day	Day after Thanksgiving
Martin Luther King's Birthday	Independence Day(July 4th)	Christmas Eve
President's Day	Labor Day	Christmas Day
Good Friday	Thanksgiving Day	Day after Christmas

If the recognized paid holiday occurs on Saturday, the holiday observed will be on the preceding Friday unless the national holiday is declared to be the following Monday. If the paid holiday occurs on Sunday, the holiday observed will be on the following Monday. At the discretion of the General Presbyter, a holiday may be changed to reflect another holiday not being recognized.

If the workload of the office permits, the General Presbyter, at his discretion, may grant ½ days off. This is not to be expected.

E. Paid Vacations

Vacations are another of the employee benefits for the purpose of giving all regular employees rest from their normal duties. They are to be taken annually, and cannot be accumulated. Vacation time for exempt employees will be spelled out in their call.

Vacation allowances for non-exempt employees are as follows:

1. For regular employment of less than one year, each employee will be entitled to one (1) day of vacation for each full month of employment up to a maximum of ten days at the time the vacation is taken.
2. For each regular employment of one to three full years, each employee will be entitled to ten (10) days of vacation each year.
3. For regular employment of more than three full years, each employee will be entitled to additional vacation days. After the completion of three full years of service on the staff of the

PWNC, support staff members will be awarded one (1) extra day of vacation period (beyond the ten day vacation period provided after one year of service) for each additional year of service, up to a maximum of five (5) additional days, for a total vacation period of fifteen (15) days.

4. Contract specifications may differ from this.

It is expected that vacation time will be taken in increments of $\frac{1}{2}$ or whole day blocks.

The vacation schedule will attempt to have no more than one person out of the office during a given week. This will insure that the office continues to function smoothly. It will also guard against overloading those who are working when others are on vacation.

F. Paid Sick Leave

In order to help employees make a partial provision against a loss of income from inability to work because of illness or accident, the Presbytery provides up to ten days sick leave with pay during any given year. Such days are not accumulated from year to year. It is permissible to take such sick leave when employees are required to care for members of their immediate family who are ill. Sick leave must be taken in whole day increments or no less than $\frac{1}{2}$ day increments. Two $\frac{1}{2}$ day increments will equal one full day increment. However, the maximum accumulation permitted shall remain at ten days.

The General Presbyter, at her/his own discretion, may extend the sick leave with pay for an employee when the circumstances of the case warrant. Extension should be viewed as extraordinary and not expected as a matter of course.

When an employee must be absent, the employee is responsible for notifying their Manager of reason for the absence.

The Presbytery allows up to four days of the annual ten day sick leave period to be used for alternate purposes such as those listed in the first paragraph of this subsection. These days shall continue to be counted against the maximum ten day sick leave limitation, but shall be available for uses other than the illness of the employee or their immediate family.

G. Leaves of Absence With Pay

1. Maternity/Paternity Leave

Employees who leave active employment temporarily due to pregnancy, childbirth or adoption will receive the same considerations as those who are absent on account of illness. In addition, the Presbytery will pay up to 6 weeks regular pay for a parent who is the primary care giver for the child providing the employee returns to work. Ordinarily this will constitute 4 weeks of paid maternity/paternity leave and 10 days of sick leave (or whatever number of sick days an employee has remaining for the year). Prior to leaving, the employee will be expected to state his/her intention regarding his/her return to work after childbirth or the arrival of the child.

2. Bereavement

All regular full-time employees will be granted up to three working days (7.5 hours of labor for three consecutive days) in the event of a death in the family, to handle family affairs and attend the funeral. In the event that additional time-off is needed you may request an unpaid personal leave of absence or utilize accrued and unused vacation time.

3. Emergency Leave

It is recognized that there are occasions when employees must be absent from work for specific reasons other than personal illness and which normally may not be satisfied during non-working hours. Examples of such situations are medical or dental appointments, funerals of family members, family legal business, etc.

The Presbytery allows up to four days of the annual ten day sick leave period to be used for these alternate purposes. These days shall continue to be counted against the maximum ten day sick leave limitation, but shall be available for uses other than the illness of the employee or their immediate family. Emergency leave must be taken in no less than ½ day blocks of time. (For appointments of up to 2 hours, employees may, with permission, make up the hours using comp time.)

4. Jury Duty

A regular employee called for Jury Duty may be allowed absence without loss of normal pay for the period of service as a juror. Pay by the court for duty may be retained by the employee.

H. Leaves of Absence Without Pay

Leaves of absence without pay may be granted at the PWNC's discretion to regular full-time employees to maintain continuity of service in instances where unusual or unavoidable circumstances require prolonged absence.

Leaves of absence without pay are of the following types:

1. Time Off To Vote

Voting polls are usually open from 7:00 A.M. to 8:00 P.M. on Election Day. You are encouraged to vote and this is to occur on your own time.

2. Temporary Disability

Up to 120 days in the case of temporary medical disability. The specific period must be supported by a physician's statement.

3. Family and Medical Leaves

Family and medical leaves of absence are available on an unpaid basis to eligible employees. In order to qualify for a leave, an employee must (a) have been employed for at least 12 months, and (b) have worked at least 1,250 hours of service during the 12 month period immediately before the leave would begin. An eligible employee may request up to 12 weeks leave in a 12 month period to care for a newborn child, a child who has been placed with the employee for adoption or foster care, or a spouse, child, or parent who has a serious health condition. An eligible employee may also request a leave due to a serious health condition that prevents the employee from performing his or her job.

The PWNC will continue to pay its contribution, if any, toward the employee's purchase of their own medical insurance during the leave.

Employees are required to give advance notice of their need for a leave whenever such need is foreseeable. The notice shall describe the reason for the requested leave, the anticipated duration of the leave, and the anticipated date the leave will begin. Employees ordinarily must provide at least 30 days advance notice in writing to the Manager. If this is not

practical, the employee must give as much notice as possible. A medical certification must be provided to support a request for a leave because of a serious health condition. Failure to provide a medical certification may result in the denial of the leave request. Subject to any exceptions provided by law, an employee will be guaranteed reinstatement either to his or her former position or an equivalent position upon completion of the leave. Employees who take leaves because of their own serious health conditions must provide medical certifications verifying that they are able to return to work in the same manner as employees who return from other types of medical leaves. Except where a different result is authorized by law, employees who are granted leaves under this policy will be guaranteed reemployment at the conclusion of an approved leave, provided that the total period of the leave does not exceed 12 weeks. The 12 weeks can be taken in increments as small as 4 consecutive hours.

The PWNC intends to administer this policy in accordance with the requirements of the state and federal laws regulating family and medical leaves. Accordingly, this policy will be interpreted and applied in a manner that conforms to all applicable legal requirements. Any leave of absence that is granted to an employee under this policy or any other policy for a purpose specified above shall be credited against the 12-week limit contained in this policy if and to the extent permitted by the state and federal law.

4. Military Service and Reserve Training

Military leaves of absence are granted without pay. Efforts will be made to make up differences in pay if possible. However, in order to be eligible, employees must submit written verification from the appropriate military authority. The PWNC will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they:

Have a certificate of satisfactory completion of service;

Apply within 90 days after release from active duty or within such extended period, if any, as their rights are protected by law; and are qualified to fill their former position.

Regardless of the length of a leave of absence, an employee's health plan coverage would remain in effect.

5. School Activities Leave

Employees may take unpaid leave or compensatory time for school activities as negotiated with their Manager.

I. Return to Work

If you are on a temporary disability or medical disability leave of absence, you must return to work when your physician or another appropriate physician determines that you are able to resume normal duties. If you wish to extend your leave beyond this point, you must request a personal leave.

J. Educational Assistance

Regular full-time employees and regular part-time employees may attend with prior management approval work-related training programs, trade shows, seminars, conferences, lectures, meetings, or outside activities that would benefit both the employee and/or the PWNC. Compensation and reimbursement will be allocated only under the following circumstances:

1. When attendance is required by the PWNC all customary and reasonable expenses will be reimbursed upon submission of the proper receipts, i.e., registration fees, books, travel expenses,

and parking. Attendance at these events will be considered hours worked and you will be compensated at your regular rate.

2. Regular employees with at least one year of continuous service at the PWNC may voluntarily attend and request reimbursement for an outside educational activity. An employee requesting attendance and reimbursement for expenses for an outside educational activity must submit his/her request in writing at least thirty days in advance of the event. The request should detail all relevant information including date, hours, days, location, expenses, and the purpose and justification for attendance. Management must approve any such reimbursement in advance. Reimbursement will only be granted with proof of attendance and proof of completion and/or an acceptable passing grade.

This policy does not apply to an employee's voluntary attendance, outside normal working hours, at formal or informal educational classes, even if such classes lead to improved job performance.

K. General Information

Please make an appointment with the General Presbyter to discuss any request for Medical or Personal Leave. Extensions to approved leaves are normally not allowed. However, in extreme situations the General Presbyter will consider a written extension request, initiated by you. (e.g. extended medical disability)

If you return to work on the agreed-upon date from Medical or Personal Leave no loss of service credit will occur. However, please keep in touch with your Manager during a leave to assure clear understanding of planning needs for your return.

Earned sick leave is normally applied prior to any Medical Leave of Absence. Holiday pay and sick leave/vacation accrual does not occur while you are on a leave of absence.

Your Benefits Plan will not continue beyond the beginning date of your personal leave. Please be sure to make arrangements for continuing coverage at your own expense for any medical, dental, or vision insurance. When allowed by your insurance carrier, the PWNC will support a COBRA continuation program involving your current coverage. Some carriers will not extend this option to not-for-profit organizations but normally allow for conversion to an individual policy.

L. Cafeteria Benefit Plan

The administrative staff of the PWNC participates in a Full Flexible Section 125 Cafeteria Plan. The employer sponsored plan is structured as follows:

Presbytery provides twenty-nine and one quarter percent (29.25%) of an employee's base salary for use in the cafeteria plan. Each employee can spend this 29.25% on the following benefits:

- | | |
|--------------------|-----------------------------------|
| FIXED EXPENSES: | Health Insurance |
| | Life Insurance |
| | Cancer Insurance |
| | Disability Insurance |
| | Deferred Compensation (403b) Plan |
| VARIABLE EXPENSES: | Medical Expense Reimbursement |
| | Dependent Care Reimbursement |

VI. EMPLOYEE COMMUNICATIONS

A. Staff Meetings

The PWNC attempts to maintain open and ongoing communication with all employees through individual conferences and staff meetings. As such, staff meetings are scheduled on a regular basis. If for any reason you feel there is a problem in communication, please schedule an appointment with your Manager to express your concerns. Management attempts to provide you with up-to-date information concerning the PWNC's business.

B. Employee Suggestions

The PWNC encourages you to share your ideas regarding improvements and safety with either the Personnel Committee or your Manager. Employee suggestions are frequently adopted and integrated with the PWNC's policies. You should submit your ideas in writing with your signature affixed and route your suggestion to either the Personnel Committee or your Manager. Anonymous suggestions are also accepted.

C. Problem Solving Procedure

You are encouraged to raise any work-related questions or concerns with your Manager. In our experience most questions or concerns may be answered or resolved promptly and efficiently at this level. If, however, you believe your Manager is not the appropriate person with whom to raise such a question or concern, or if you have not satisfactorily resolved the question or concern with your Manager you may raise your question or concern or other such dispute with the General Presbyter. If your question, concern or other dispute continues not to be resolved to your satisfaction, you may raise it with the Personnel Committee. Their evaluation and resolution of the matter will be final.

The raising of any questions or concerns and the resolution of disputes is an integral part of the PWNC's effort to open and free discussion of work place issues and will not reflect unfavorably on you in any way. To the contrary, the PWNC appreciates your candid discussion of work place issues because if we do not know about or understand such questions or concerns, we are unable to resolve them and make our work environment the best we possibly can. Accordingly, your cooperation and participation in this process is encouraged.

VII. EMPLOYEE SAFETY AND HEALTH

The PWNC strives to provide a safe working environment for our employees.

Fires and Emergencies

Exits, fire extinguishers and first-aid kits are located in the office. Evacuation procedures will be identified with staff.

VIII. Standards of Conduct and Behavior

A. Conflict of Interest

Employees are expected to devote their best efforts and attention to the full-time performance of their jobs. Employees are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an apparent or potential conflict between the employee's personal interests and the interests of the PWNC. A conflict of interest exists when the employee's loyalties or actions are divided between the PWNC's interests and those of another, such as a supplier or client. Both the fact and the appearance of a conflict of interest should be avoided. Employees unsure as to whether a certain transaction, activity or relationship constitutes a conflict of interest should discuss it with their Manager.

The following guideline does not attempt to identify all the possible conflicts of interest but is representative of some conflicts from which an employee should refrain:

1. Accepting significant personal gifts or entertainment without notifying your Manager for approval.
2. Engaging in self-employment in competition with the PWNC.
3. Using proprietary or confidential information of the PWNC for personal gain or to the PWNC's detriment
4. Using the PWNC's assets, equipment, facilities or labor for personal use without permission.
5. Acquiring an undisclosed interest in property or assets of any kind for the purpose of selling or leasing to the PWNC.
6. Committing the PWNC to give its financial or other support to an outside organization.
7. Soliciting work from a PWNC member which the employee plans to accomplish on his/her own time.

An employee may hold an evening or weekend job with another employer as long as she/he satisfactorily performs their job at the PWNC and they have discussed this outside employment with their Manager. Employees should consider the impact that a second job would have on their mental alertness, health and physical endurance. All employees will be judged by the same performance standards and will be subject to the PWNC reporting time, regardless of any existing outside work requirements.

B. Proprietary Information

You may not disclose any proprietary information to others or use any such information in any way, during the course of your employment or at any time thereafter, except as authorized by the PWNC or by law.

C. Investigations

There may be an occasion where the General Presbyter or the Personnel Committee may need to conduct an internal investigation as a result of an employee performance or employee behavior issue. The purpose of an investigation is to determine the facts prior to the General Presbyter or the

Personnel Committee taking a course of action. Whether you may be the subject of the investigation, the complaining employee, a witness or an employee who may be questioned, you will be expected to cooperate in all phases of this investigation as a condition of employment. Any employee who refuses to cooperate in this investigation is subject to discipline including possible termination.

D. Attendance Standards

Regular attendance is an essential condition of employment. Excessive absenteeism or tardiness is considered a very serious matter.

If you are unable to report for work or will be late, you must call and personally speak with your Manager as far in advance of your starting time as possible.

E. Absence Without Notice

For us to operate the PWNC effectively, we ask that you keep us informed of your status when you are off work from any cause e.g., illness or accident. If you fail to notify your Manager after three consecutive days of unexcused absence, we will presume you have resigned, and you will be removed from the payroll.

F. Alcohol and Drugs

PWNC is concerned about the use of alcohol, illegal drugs or controlled substances as it affects the workplace. Use of these substances whether on or off the job can adversely affect an employee's work performance, efficiency, safety and health and therefore seriously impair the employee's value to the PWNC. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the PWNC to the risks of property loss or damage, or injury to other persons.

The following rules and standards apply to all employees either on the PWNC's premises or during the workday (including meals and rest periods). The following are strictly prohibited by PWNC:

1. Being under the influence of alcohol while on the job.
2. Driving a vehicle on business for the PWNC under the influence of a drug or alcohol.
3. Distribution, sale or purchase of an illegal or controlled substance while on the job.
4. Possession or use of an illegal, or controlled substance or being under the influence of an illegal or controlled substance while on the job.

Violation of these rules and standards of conduct will not be tolerated and may result in your immediate termination. The PWNC may also bring this matter to the attention of appropriate law enforcement authorities and when appropriate require a drug or alcohol test by a certified provider. Most area hospitals provide this service with appropriate chain of custody requirements. The two major indications of alcohol and/or drug abuse are change in job performance and /or change in behavior. Some of the signs and symptoms of reasonable belief in job performance are: absenteeism, lateness and/or frequent and lengthy visits to the restroom. Some of the signs and symptoms of reasonable belief in change in behavior are: change in disposition, frequent changes in mood and demeanor during the day, poor appetite and weight loss, unsteady gait and/or trembling of hands or mouth.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off the PWNC premises will not be tolerated because such conduct, even though off duty, reflects adversely on the PWNC. In addition, the PWNC prohibits the sale of controlled substances on the premises.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well being of others, must notify their Manager of such use immediately before starting or resuming work.

The PWNC will encourage and reasonably accommodate employees with chemical dependencies (alcohol and/or drug) to seek treatment and/or rehabilitation. To this end, employees seeking such assistance should request a treatment or personal leave of absence. The PWNC is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of alcohol or drug use, nor is the PWNC obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation.

This policy on treatment and rehabilitation is not intended to affect the PWNC's treatment of employees who violate the regulations described above. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

G. Smoking

Smoking is prohibited in the building and/or the premises.

H. Anti-discrimination and Anti-harassment

The PWNC, as your employer, shall take all reasonable steps to prevent discrimination and harassment from occurring. In addition to prohibiting other forms of unlawful discrimination, the PWNC maintains a strict policy prohibiting sexual harassment and harassment or discrimination because of race, color, national origin, sex (including pregnancy), ancestry, religion, creed, physical or mental disability, medical condition, marital status, sexual orientation, age, particular genetic characteristics or any other basis protected by federal, state or local law.

I. Sexual Harassment

PWNC forbids sexual harassment.

Federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made a term or condition of employment; or
2. Submission to or rejection of such conduct is used as basis for employment decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment includes many forms of offensive behavior. The following is a partial list:

1. Unwanted sexual advances.
2. Offering employment benefits in exchange for sexual favors.

3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct: leering, making sexual gestures, display of sexually suggestive objects or pictures, cartoons or posters.
5. Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, comments about an employee's body or dress.
6. Verbal sexual advances or propositions.
7. Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations.
8. Physical conduct: touching, assault, impeding or blocking movement.

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on PWNC'S premises or in staff travel is unlawful whether it involves coworker harassment or by persons doing business with or for the PWNC.

J. Other Unlawful Harassment Defined

Harassment also includes conduct or language based on personal characteristics that unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive working environment. Employees can recognize this type of conduct or language because it is not work related, and has no legitimate business purpose.

Harassment can take many forms, and actions or words that may be acceptable to one person may cause another to feel uneasy or uncomfortable. You must recognize that comments or conduct related to the personal characteristics of others may be considered harassment and you must not act in a way that unreasonably interferes with other employees' work or creates a hostile environment.

K. Complaint Procedure

The PWNC will:

1. Conduct an immediate, thorough and objective investigation of any claim of unlawful or prohibited discrimination or harassment,
2. Determine appropriate disciplinary action against one found to have engaged in prohibited harassment or discrimination, and
3. Provide appropriate remedies to any victim of harassment.

An employee may file a claim of harassment even if he or she has not lost his or her job or some job-related benefit.

Employees, who believe they have been harassed on the PWNC premises, or who are aware of the harassment of others, should provide a written or verbal complaint to the General Presbyter or the Personnel Committee as soon as possible. The complaint should include details of the incident(s), names of individuals involved, and the names of any witnesses.

If you believe you have been subjected to any form of unlawful discrimination, including a failure to provide a reasonable accommodation, provide a written or verbal complaint to the General Presbyter or the Personnel Committee. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. The PWNC will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation as outlined above.

L. SEXUAL MISCONDUCT POLICY

1. Policy Statement

This policy regarding sexual misconduct by persons in positions of religious leadership, including ordained clergy, commissioned lay pastors, elders, deacons, trustees, inquirers, candidates, seminarians, all paid employees, and volunteers [hereafter Presbyterian leaders], is written out of awareness that the Presbyterian Church (USA) has been given a public and spiritual trust. Sexual misconduct is a violation of Scripture and human dignity, and is **never** permissible.

This policy offers guidelines to ensure appropriate intervention in any alleged incidence of sexual misconduct, offers care to all parties involved, and provides information to help prevent further instances of abuse. The Church is also aware of the needs of survivors, alleged offenders, congregations, and those in ecclesiastical employment. The Church's concern is for a policy that will assist in healing, and work for justice and restoration for all persons.

Because work in the name of the Church implies a covenant relationship, a privilege and a trust, it is the responsibility of all persons covered by this policy to observe appropriate boundaries in all Church relationships.

2. Definition of Sexual Misconduct

Sexual misconduct is any of the following activities that occur within the scope of Church activities, or that arise from the alleged perpetrator having a position of authority or power through the Church.

a. Abuse of Children is any contact or interaction between a child (under the age of eighteen years) and an adult, when the child is being used for sexual stimulation of the adult. Sexual behavior between a child and adult is always considered misconduct, whether or not consented to by the child.

b. Rape:

A person who knowingly or intentionally has sexual intercourse with another person commits rape when: (1) the other person is compelled by force or imminent threat of force; (2) the other person is unaware that the sexual intercourse is occurring; or (3) the other person is so mentally disabled or deficient that consent to sexual intercourse cannot be given.

This offense is more grievous if: (1) it is committed by using or threatening the use of deadly force; (2) it is committed while armed with a deadly weapon; (3) it results in serious bodily injury to the victim or another person; or (4) the commission of the offense is facilitated by furnishing the victim, without the victim's knowledge, with a drug or a controlled substance, or knowing that the victim was furnished with the drug or controlled substance without the victim's knowledge.

c. Sexual Malfeasance is the broken trust resulting from unwelcome, inappropriate or irresponsible sexual contact by one or more parties working on behalf of the Church.

d. Sexual Harassment is defined in the Policy by Title VII of the Civil Rights Act of 1964: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment, when submission to or

rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive work environment.

e. Production, distribution or use of pornography is defined by the General Assembly (1988) of the Presbyterian Church (USA) as follows: Pornography includes any sexually explicit materials (books, magazines, movies, videos, musical lyrics, TV shows, telephone services, internet sites, live sex acts) produced for the purpose of sexual arousal by eroticizing violence, power, humiliation, abuse, dominance, degradation, or mistreatment of any person, male or female, and usually produced for monetary profit. Any sexually explicit material that depicts children is pornography.

3. Initial Reporting Procedure

Step One: A Presbyterian leader (as defined by this Policy), upon learning of a possible incident of sexual misconduct, under ordinary circumstances will not undertake an inquiry or question the persons involved. This is to reduce the possibility of contaminating evidence and to avoid the circulation of rumors.

Step Two: The person receiving the initial information of alleged sexual misconduct from the accuser shall encourage the accuser to submit a written report concerning the incident to the Stated Clerk of Presbytery (or General Presbyter if the Stated Clerk is unavailable).

When child sexual abuse is alleged, the secular authorities **must**, by law, immediately be contacted to take control of the investigation and disposition of charges against the accused. All persons shall cooperate with the secular authorities in any secular investigation of sexual misconduct. Church persons will not take any further actions without notifying the secular authorities.

Step Three: If the accuser is unwilling to make the written report, the person who has received the initial information is strongly encouraged, with the express consent of the accuser (see *Book of Order*, G-6.0204a), to convey that information to the Stated Clerk (or General Presbyter if the Stated Clerk is unavailable).

Step Four: The Stated Clerk shall, without undue delay, contact at least two of the following: the General Presbyter, the Moderator of the Presbytery, and the chair of the Committee on Ministry. After at least two of these authorities have conferred with each other to verify that the oral or written report included sufficient information to warrant further action, the chair of the Sexual Misconduct Response Team (SMRT) will be notified in writing.

Even if there is no report, in oral or written form, but rumors are so rampant as to adversely affect the peace, purity and unity of the Church, the SMRT will be notified by one of these authorities to begin its work.

The Moderator of Presbytery, the chair of the Committee on Ministry, the General Presbyter, and the Stated Clerk shall have no further contact with the accuser, the victim or the accused. But if the procedures in the Rules of

Discipline, *Book of Order* are invoked, the Stated Clerk shall carry out the duties of that office.

4. Response Procedures

a. The Sexual Misconduct Response Team (SMRT) shall be composed of 12-15 qualified persons, geographically dispersed throughout the Presbytery. They shall be appointed by the joint action of the Moderator of Presbytery, the chair of the Committee on Ministry, and the General Presbyter, who shall also appoint the chair and co-chair. The SMRT is not a disciplinary or investigating committee, but rather it is a provider of pastoral care.

b. The SMRT Chair must immediately, upon notification, designate and notify an Assigned Response Team, which must include two members, and after conferring with the co-chair, at least half of whom must be of the same sex as the alleged victim.

c. The Assigned Response Team shall offer and arrange for a face-to-face meeting with the alleged victim or accuser within seven days after the notification.

d. First Meeting. The Assigned Response Team, at the first meeting with the victim or accuser, must inform the victim or accuser of the following:

- (1) The Presbytery's investigative and disciplinary process, and information as to how and where to make a formal complaint if one has not already been made;
- (2) The Assigned Response Team's role, duties and limits;
- (3) The fact that the Assigned Response Team cannot be the representative or advocate for the accuser or victim within the investigative and disciplinary process;
- (4) The right of the accuser or victim to obtain his or her own legal counsel;
- (5) The confidentiality of communications with the Assigned Response Team, and the legal limits of such confidentiality.

e. Role. The Assigned Response Team shall provide pastoral care, including but not limited to the making of referrals, seeking of aid and care if needed, and providing comfort. Non-exclusive examples of such pastoral care may include addressing the Committee on Ministry to request funds to pay for counseling; driving the victim to the site of the Investigating Committee meeting; and giving lists of appropriate professionals whose assistance might be available.

f. When the parties involved in the alleged misconduct decline the services of SMRT, documentation of contact and response is recorded and filed by SMRT.

g. The Church as Victim. It is recognized that when there are allegations of sexual misconduct within a particular church or governing body, the congregation of that church or governing body may itself be a victim, suffering severe pain. If requested by the Session or an Administrative Commission, the SMRT may respond in a pastoral manner to aid such a congregation. The Assigned Response Team responding to such request to aid a congregation shall consist of two or more members appointed by the SMRT Chair, who shall be specially trained to assist members of the congregation to address their grief and pain, and to advise them of Presbytery policy and procedures. The SMRT must hold in strict confidence any knowledge or information obtained in the course of its pastoral care to a congregation, and no investigatory or judicial body of the Presbytery (or any

other Church court) may compel SMRT members to divulge such knowledge or information. The SMRT is not required to report to Presbytery or any of its other bodies any contacts by or visits to any congregation.

h. Limits on Confidentiality. Whenever confidentiality is required under these rules and procedures, it is expressly understood that members of the SMRT are nonetheless subject to any requirements of the secular law, including particularly any requirements that sexual or physical abuse of children or incapacitated adults be reported to appropriate authorities.

M. Code of Ethics

The PWNC is fully committed to complying with its legal and ethical obligations under all state and federal laws. As a result, we expect all employees at every level within the PWNC to comply strictly with all legal and ethical obligations. Our philosophy can be implemented only if our employees recognize their responsibility to treat everyone in an honest and fair manner. Accordingly, an employee's failure to fulfill his or her responsibilities under this policy may result in disciplinary action, up to and possibly including immediate termination.

The PWNC holds all employees responsible for carrying out and monitoring compliance with this commitment. If any employee becomes aware of any violation of a legal or ethical obligation, or any unfair or improper treatment of a client, the employee must immediately report the matter to the General Presbyter or Personnel Committee so that it can be investigated right away. In this manner, we will take all necessary steps to investigate any potential violations of our policy and will take appropriate action to correct any violations of incorrect perceptions that are found to exist. By making it the responsibility of all employees to comply with our strict ethical standards and commitment to complying with all legal responsibilities, we can continue to maintain our reputation in the community and our church at large.

Employees should feel free to report any information regarding this policy without fear of reprisal or retaliation of any kind. Employees can report information to their Manager or Personnel Committee in confidence if they wish. The Personnel Committee will treat such information as confidential to the extent it can do so without failing to fulfill its legal obligations. In addition, employees who do not wish to identify themselves can report information anonymously.

The full document regarding Standards of Ethical Conduct adopted by the PCUSA applies to PWNC staff. The introduction to this document is as follows:

**LIFE TOGETHER IN THE COMMUNITY OF FAITH:
STANDARDS OF ETHICAL CONDUCT FOR
EMPLOYEES AND VOLUNTEERS OF THE PRESBYTERIAN CHURCH (U.S.A.)
As an employee or volunteer in an entity, governing body, or congregation
associated with the Presbyterian Church (U.S.A.), I commit myself to the following
standards of ethical conduct.**

I

**I will conduct my life in a manner that will support the ministry of my workplace.
Therefore I will:**

1. Be honest and truthful in my relationships with others;
2. Treat all persons with equal respect and concern;
3. Maintain a healthy balance among the responsibilities of my position, my commitments to family and other primary relationships, and my need for spiritual, physical, emotional, and intellectual renewal;
4. Refrain from abusive, addictive, or exploitative behavior and seek help to overcome such behavior if it occurs; and
5. Refrain from gossip and abusive speech.

II

**I will conduct myself at my workplace in a manner that will support its ministry.
Therefore I will:**

1. Honor relationships within the workplace and observe appropriate boundaries;

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

**LIFE TOGETHER IN THE COMMUNITY OF FAITH:
STANDARDS OF ETHICAL CONDUCT FOR
ORDAINED OFFICERS IN THE PRESBYTERIAN CHURCH (U.S.A.)**

As an ordained officer in the Presbyterian Church (U.S.A.), in obedience to Jesus Christ, under the authority of Scripture and guided by our Confessions, I affirm the vows made at my ordination, confirm that Jesus Christ is the pattern for my life and ministry and, relying on God's grace, commit myself to the following standards of ethical conduct.

I

I will conduct my life in a manner that is faithful to the gospel and consistent with my public ministry. Therefore I will:

1. Practice the disciplines of study, prayer, reflection, worship, stewardship, and service;
2. Be honest and truthful in my relationships with others;
3. Be faithful, keeping the covenants I make and honoring marriage vows;
4. Treat all persons with equal respect and concern as beloved children of God;
5. Maintain a healthy balance among the responsibilities of my office of ministry, my commitments to family and other primary relationships, and my need for spiritual, physical, emotional, and intellectual renewal;
6. Refrain from abusive, addictive, or exploitative behavior and seek help to overcome such behavior if it occurs;
7. Refrain from gossip and abusive speech; and
8. Maintain an attitude of repentance, humility, and forgiveness, responsive to God's reconciling will.

II

I will conduct my ministry so that nothing need be hidden from a governing body or colleagues in ministry. Therefore I will:

1. Preach, teach, and bear witness to the gospel of Jesus Christ with courage, speaking the truth in love;

2. Honor the sacred trust of relationships within the covenant community and observe appropriate boundaries;
3. Be judicious in the exercise of the power and privileges of my office and positions of responsibility I hold;
4. Avoid conflicts of interest that might compromise the effectiveness of my ministry;
5. Refrain from exploiting relationships within the community of faith for personal gain or gratification, including sexual harassment and misconduct as defined by Presbyterian Church (U.S.A.) policy;
6. Respect the privacy of individuals and not divulge information obtained in confidence without express permission, unless an individual is a danger to self or others;
7. Recognize the limits of my own gifts and training, and refer persons and tasks to others as appropriate;
8. Claim only those qualifications actually attained, give appropriate credit for all sources used in sermons, papers, music, and presentations, and observe copyrights;
9. Refrain from incurring indebtedness that might compromise my ministry;
10. Be a faithful steward of and fully account for funds and property entrusted to me;
11. Observe limits set by the appropriate governing body for honoraria, personal business endeavors, and gifts or loans from persons other than family;
12. Accept the discipline of the church and the appropriate guidance of those to whom I am accountable for my ministry;
13. Participate in continuing education and seek the counsel of mentors and professional advisors;
14. Deal honorably with the record of my predecessor and upon leaving a ministry or office speak and act in ways that support the ministry of my successor;
- **15. Participate in the life of a ministry setting I left or from which I have retired only as directed by presbytery;
- **16. Provide pastoral services for a congregation I previously served only as directed by the presbytery and provide pastoral services to members of other congregations only with the consent of their pastors; and
- **17. Consult with the committee on ministry in the presbytery of my residence regarding my involvement in any ministry setting during my retirement.

III

I will participate as a partner with others in the ministry and mission of the Church universal. Therefore I will:

1. Participate in the mission and governance of the Presbyterian Church (U.S.A.) and work for the unity of the holy catholic church;
2. Show respect and provide encouragement for colleagues in ministry;
3. Recruit church members responsibly, respect existing congregational relationships, and refrain from exploiting persons in vulnerable situations; and
4. Cooperate with those working in the world for justice, compassion, and peace, including partners in ministry of other faith traditions.

** These standards apply only to pastors; they also apply to commissioned lay pastors when they are performing pastoral functions.

IX. CORRECTIVE ACTIONS

A. Corrective Actions

Groups of people who are working together for any purpose require certain guidelines pertaining to their conduct and relationships. Accordingly, our employees must be aware of their responsibilities to the PWNC and to co-workers. We strive to take a constructive approach to disciplinary matters to ensure that actions that would interfere with operations or an employee's job are not continued. Violations of our standards will result in one of the following forms of disciplinary action: verbal warning, written warning, and termination. In arriving at a decision for proper action, the following will be considered:

- The seriousness of the infraction
- The past record of the employee
- The circumstances surrounding the matter

Although there is no way to identify every possible violation of standards of conduct, the following is a partial list of infractions that will result in disciplinary action:

1. Falsifying employment application, time records, or personnel or other documents or records of the PWNC's.
2. Unauthorized possession of the PWNC's or employee property, gambling, carrying weapons including firearms or explosives, or violating criminal laws on the PWNC's premises.
3. Fighting, or other disorderly conduct which may endanger the well-being of any employee or guest on the PWNC's premises.
4. Engaging in acts of dishonesty, fraud, theft or sabotage.
5. Threatening, intimidating, coercing, using abusive or vulgar language, harassment or interfering with the performance of other employees.
6. Insubordination or refusal to comply with instructions or failure to perform reasonable duties which are assigned.
7. Damaging or destroying the PWNC's property or equipment due to careless or willful acts.
8. Conduct, which the PWNC feels, reflects adversely on the reputation of the PWNC.
9. Violation of current Sexual Misconduct Policy of PWNC which applies to all employees.
10. Violation of Standards of Ethical Conduct of PCUSA which applies to all employees.

If an employee engages in any of items 1-10 above, that employee will normally be terminated for the first offense after an investigation and securing of proper approvals.

11. Unauthorized use of the PWNC's equipment, copiers, telephones, faxes, printers, material, computers, time or property. Unauthorized reading of others' communications (i.e., mail, e-mail).
12. Performance which in the opinion of the Personnel Committee and your Manager does not meet the requirements of the position.
13. Engaging in such other practices as the Personnel Committee and your Manager determine may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the PWNC, its employees, or guests.
14. Negligence in observing fire prevention and safety rules.
15. Other circumstances for which the Personnel Committee and your Manager feel that corrective action is warranted.

Violations of items 11-15 may face disciplinary action up to and including termination.

This list is intended to be representative of the types of activities that may result in disciplinary action. It is not intended to be comprehensive and does not alter the employment-at-will relationship between the employee and PWNC. Additional standards of conduct are described in other sections of this manual.

B. Disciplinary Procedure

The purpose of our disciplinary policy is not to be punitive but to correct undesired behaviors.

- 1. First Step: Coaching and Counseling** - When an inappropriate or undesired behavior occurs by an individual, he or she will be counseled by the supervisor/manager after the undesired behavior occurs, discussing the specific incident, clarifying expectations, and coaching on how to improve in the areas of concern and the employee's plan for improvement. If and when the undesired behavior is eliminated or decreased, positive verbal reinforcement should be provided.
- 2. Second Step: Verbal Warning** - If the undesired behavior is not improved, then the supervisor/manager must counsel with the individual using the most recent example of the undesired behavior and reminding the individual of previous examples of the undesired behavior discussed in previous coaching and counseling sessions. A written note must be documented briefly describing the undesired behavior, the employee's action plan for improvement, a date to get back together to review the action plan, and the date the discussion took place.
- 3. Third Step: First Written Warning** - If the undesired behavior continues after the verbal warning occurs, the individual will be provided the example or examples of the unacceptable behavior during a counseling session and will be told that if improvement does not occur immediately, further disciplinary action will occur. The specifics will be documented in writing and signed and dated by the supervisor/manager. The individual will be asked to sign the document to indicate that it has been reviewed with him/her but a signature doesn't necessarily indicate agreement with the warning. If the individual refuses to sign the document, then the supervisor/manager will note this on the document.
- 4. Fourth Step: Second Written Warning** - If improvement does not occur or is not sustained, then a second written warning will be required following the procedure listed in the third step above. However, at the conclusion of this discussion, the individual should be told that if improvement does not occur immediately, the consequences will be termination.
- 5. Fifth Step: Termination** - If the undesired behavior continues, the individual has chosen termination. Termination should be documented the same as steps 3 & 4 above.

Note: The above process is to occur within a 12 month period.

Note: If the undesired behavior is, for example, for absenteeism, then the coaching and counseling, verbal reprimand and written reprimands must be specifically related to absenteeism. Another example would be if the coaching and counseling is for job performance, then the verbal reprimand and any ensuing written reprimands are to be for job performance.

X. YOUR RESPONSIBILITIES

A. Change of Address, Personal Information

It is important for you to keep your Manager informed of your current address and phone number as well as information changes on W-4 forms, and who to contact in case of emergency, etc. Please provide this information in writing and note the effective date.

B. Confidentiality

Personal Information: For your protection, the PWNC does not respond to telephone or written inquiries requesting addresses or phone numbers of staff, or any other personal or health data that may be in our records. With your permission, we do circulate staff rosters for use by our own personnel.

Please be careful in dealing with inquiries of this sort to protect the confidentiality of this information and support the PWNC policy. If a caller is anxious to contact someone for personal information, offer to take his or her number and have that person return the call. In this manner, we have not disclosed confidential information.

C. Business Information

During the course of your employment with the PWNC you may have occasion to handle confidential information of a business, financial or personal nature. It is your responsibility to safeguard this information when in use, file it properly when not in use, and discuss it only with those who have a legitimate business reason to know.

D. Copies

The PWNC's copier may be used occasionally for personal copies. Please record this information. This practice should never interfere with the need of the copier for business purposes.

E. Credit Cards

These credit cards are issued to specific employees. They are not for personal purchases. These cards are for business purposes only and will be forfeited if any abuse occurs. Fraudulent activity will result in automatic termination.

F. Dress and Personal Appearance

We are a Christian organization and our attire should reflect our professionalism. You should maintain a modest, well groomed, clean appearance and dress appropriately for the work to be performed.

G. Personal Use of Equipment, Vehicles, and Facilities

Personal use of equipment, vehicles, and facilities is not normally allowed because of the complexities of insurance complications. Any exceptions require advance permission from your Manager.

H. Use of Computers

The PWNC has invested substantial assets in order to provide employees access to computers to perform the responsibilities of their jobs. Although our employees are provided computers or access to computers for job-related purposes, all employees should fully understand that the computers, as well as information temporarily or permanently stored or transmitted with the aid of computers, remain the sole and exclusive property of the PWNC and is subject to access, copying, and use by the PWNC in any manner it deems appropriate. Employees should not assume any privacy right or interest in any information that is temporarily or permanently stored on the computer, nor should employees anticipate receiving a proprietary interest in any such information. Only the General Presbyter and/or the Personnel Committee may request an information investigation of an employee's computer.

The use of the computers is to be limited exclusively to the business of the PWNC with the exception that employees may check their personal e-mail during the lunch period and before or after business hours.

In some cases, confidential and proprietary information of the PWNC may be accessible on or from the computer. Employees are expected to take all steps necessary to protect the PWNC's proprietary and confidential interests in such information and not to allow or cause the dissemination or improper use or exploitation of such information.

In addition, employees should not add or load any software to a computer without the proper approval of the PWNC nor should they use a computer for any improper or unauthorized purpose. Inappropriate purposes include, without limitation, downloading proprietary information of others, engaging in inappropriate disclosures or defamatory communications, or engaging in or facilitating competitive activities or activities that are tortuous because they violate or may tend to violate the rights of third parties, the PWNC, or co-workers.

Employees should not allow or facilitate access to computers of the PWNC by outside individuals or unauthorized individuals. In addition, no data stored on a computer of the PWNC may be removed, downloaded or transferred without the approval of the General Presbyter. Any violations of these policies may result in disciplinary action, up to and possibly including immediate termination.

All employees responsible for entering data on the computer should maintain back up on all files throughout the day.

I. Personal Vehicles

If you use your car for an authorized business errand be sure to keep a log of the miles traveled in order to obtain reimbursement. You must first receive permission to incur such an expense from your Manager.

J. Personal Work

Scheduled work hours are intended for work relating to the ministry of the PWNC. Personal work or errands should ordinarily not be performed during this time.

K. Telephones

The PWNC telephones are intended for business purposes only.

You are discouraged from receiving personal calls, except in emergency or important situations. You may make important personal telephone calls if they are brief and do not present distractions for other workers. Other personal calls should be made during meal or break time.

XI. TO SERVE YOU

A. Employment Verification

The PWNC recognizes your right to privacy regarding the status of your employment. In the event you have taken an action that requires verification of employment (e.g. application for loans, apartment rentals, etc.) please notify the General Presbyter. We prefer that you advise those who desire this information to make their request in writing.

B. Employment References

Such references will be provided by the General Presbyter or Personnel Committee, only in response to a written request from a potential new employer. Information given will normally be limited to data already provided by you, such as job title, dates of employment, and last salary. Any employee receiving a request for verification of employment on current employees, or for a recommendation or reference on a former employee, should inform the caller to send a written request addressed to the General Presbyter.

XII. HANDBOOK RECEIPT AND ACKNOWLEDGMENT

I hereby acknowledge receipt of a copy of the PWNC's Personnel Manual and recognize that it is an important document in my employment. I will promptly read the manual and understand its contents. I will ask the General Presbyter any questions regarding it. My signature below verifies that I have read this manual in its entirety.

Employee's Signature

Date

General Presbyter's Signature

Date

Note: A signed copy of this acknowledgment will be provided to the employee and placed in the employee's Personnel file. A copy for reproduction is located in Appendix B.

APPENDIX A

CRISIS COMMUNICATIONS PLAN

Presbytery of Western North Carolina

I. Rationale

The PWNC consists of people and systems---support staff, program staff, expanded staff, commissioners, youth advisory delegates, committee members, subsidiary and affiliate corporations and the wider Presbyterian community. To facilitate the work and mission of the PWNC during a crisis, this crisis communication plan has been developed. Having such a plan and being able to carry out its intent allows the PWNC to:

1. reinforce its role as a caring and compassionate organization;
2. enable sensitive and timely responses;
3. assign communication responsibilities;
4. enhance staff communication skills when dealing with media and other audiences; and
5. minimize potential liabilities.

Preparing, for the response to a crisis before one occurs minimizes stress and confusion for the staff while maximizing competence, courtesy and personal care for those involved and the community as a whole. Further, this crisis communication plan helps assure that crucial information is delivered with accuracy and as timely as possible under the circumstances.

This crisis communication plan is designed to assist the PWNC staff in a crisis situation involving some aspect of the PWNC. As a partner in ministry, the PWNC also stands ready to assist churches when a crisis arises within their settings; in doing so, the PWNC will apply the principles in this crisis communication plan.

II. Objectives

The PWNC will seek to respond in a coordinated manner to those impacted by a crisis and to the media promptly, accurately and on an ongoing, basis, as needed.

Throughout the crisis the PWNC will seek to maintain the integrity of the church and the effectiveness of the PWNC's ministry.

The PWNC will seek to minimize negative publicity and, wherever possible, use the situation as an opportunity to witness as the church.

The PWNC will seek to avoid panic by controlling the flow of information.

All work carried out through this crisis communication plan will be marked by openness, accessibility, truthfulness and responsiveness.

III. Possible crises

The possible crises that the PWNC and its churches could encounter fall into general categories. These categories and examples are cited here in an attempt to anticipate the kinds of crises that are possible or likely, helping to remove the element of surprise and to provide more complete preparation.

The examples are not intended to be an exhaustive list of the types of crisis that could be encountered.

A. Natural disasters

Examples: flooding, tornadoes, wildfires

B. Criminal or legal action

Examples: staff or volunteer charged with a crime, sexual harassment lawsuit or wrongful termination action brought against the PWNC/a church

C. Violent acts, demonstrations, death or violent injuries

Examples: hostage situation, demonstration against a PWNC action, staff injured or killed while traveling

D. Personnel crises

Examples: resignation or termination of staff member, staff member hospitalized, staff member accused of sexual misconduct

E. Perceived crises

Example: misunderstanding of a PWNC position or action

F. Financial crises

Examples: embezzlement by a staff member or volunteer, failure of a bank that holds PWNC funds, PWNC income dropping sharply

IV. Crisis team

The crisis team will consist of the General Presbyter, Council Chairperson, and Moderator of PWNC for communication and interpretation, the associate for administration and operations, the Stated Clerk and the PWNC's legal counsel. The General Presbyter, the Council Chairperson, or the Stated Clerk can convene the crisis team.

In the event that a particular crisis involves the General Presbyter, the Council Chairperson or the Stated Clerk, may convene the crisis team. Personnel Committee may appropriately be contacted/informed.

When appropriate to a particular crisis, others may be assigned on an ad hoc basis to the crisis team by the General Presbyter, Council Chairperson or the Stated Clerk.

The names and contact information for the people currently holding these offices, and for other PWNC program staff, are found in Supplement A of the Plan.

V. Communication strategy

When the PWNC faces a crisis, the following communication strategy will be employed, at the direction of the crisis team, so as to implement a coordinated response.

A. The crisis team will convene immediately at the PWNC office upon learning of the crisis. This office will become the command center.

B. The crisis team will gather facts about the crisis and immediately analyze the situation, drawing upon other resources as necessary to complete the analysis. The situation analysis includes, but is not limited to, the scope of the situation, any legal implications, the public's perception and other related events (past and future).

C. Within the first two hours, the crisis team will develop the key message(s) to be conveyed during the crisis. The key message(s) allow the PWNC to present its particular viewpoint on the information that is released.

D. The crisis team will assign staff to carry out specific duties, as necessary. Duties might include, but are not limited to, gathering information, notifying families and others involved, dealing with emergency officials and communicating with volunteers and staff.

E. The crisis team will appoint 1) a crisis coordinator, 2) a spokesperson for the PWNC and 3) a media guide. Ordinarily the General Presbyter will serve as the crisis coordinator; alternatively, the Stated Clerk may fill that role. Ordinarily the Stated Clerk will serve as the spokesperson, unless the nature of the crisis warrants the General Presbyter serving as spokesperson. Ordinarily the Stated Clerk will serve as the media guide.

F. Using the media guidelines provided in VI., the crisis team will determine the means and frequency of communication with internal and external audiences, including the media. The notification process will then commence.

1. The internal audiences include: synod program and support staff; executive and general presbyters; presbytery staff; synod commissioners youth advisory delegates; moderator of Presbyterian Women of the synod; those from the synod serving on General Assembly committees, councils and corporations; leadership of subsidiary and affiliate organizations; and the clergy, elders and other lay leaders of the congregations of the synod.
2. The external audiences include: the staff of other synods in the Presbyterian Church (U.S.A.), the Stated Clerk of the PCUSA, the executive director of the General Assembly Council of the PCUSA, the Presbyterian News Service, ecumenical leaders within the synod's bounds and general media.

G. The crisis team will convene and brief the PWNC program and support staff as soon as practical. The crisis team will also see that appropriate communications are made with the other internal and external audiences as soon as possible.

H. Using the media guidelines provided in VI., the spokesperson will be the primary speaker on the PWNC's behalf. This allows the PWNC's point of view to be heard clearly and unambiguously. There will be situations where others might be asked to speak publicly to certain aspects of the crisis. When appropriate, the spokesperson, in consultation with the crisis team, will select these people. Those additional people speaking on behalf of the PWNC will communicate fully with the crisis team before and after acting in this role. No one else should provide communications without approval from the Crisis Team.

I. To maintain readiness for communication with internal audiences, the General Presbyter will, at all times, keep current the internal rosters identified in F.

J. To maintain readiness for communication with external audiences, the General Presbyter will, at all times, keep current the external rosters identified in F. The general media in the largest media markets within the PWNC are identified in Supplement B in the Plan.

K. The crisis team will draft and make available upon request an official statement regarding the crisis.

L. The crisis team will identify office space, within the PWNC office, to be used to carry out the crisis communication strategy. This will be called the command center.

M. The crisis team will continue to follow this strategy throughout the life of the crisis. The crisis team will conclude when the crisis is over. The crisis team will complete a post-crisis evaluation within two weeks of the crisis.

VI. Media guidelines

The following media guidelines will be followed so that the crisis communications plan can be effectively implemented.

A. The General Presbyter will maintain a biography and photo of all PWNC staff members. He/she will also maintain a lexicon of church terminology and appropriate fact sheets that may be provided to the general media, when necessary.

B. During a crisis, the Stated Clerk will ordinarily serve as media guide, functioning as a constant media contact. The guide is a facilitator, monitoring the media for errors, taking requests for information and comments, providing the media with logistical support, double checking information before its release, etc.

C. The PWNC Coordinator will assist in maintaining a media log throughout the course of the crisis. The log will include a listing of all media calls received, the issues being raised by the media and actual media coverage given the crisis.

D. This PWNC Coordinator will also be responsible for keeping copies of all documents prepared and distributed to internal and external audiences throughout the course of the crisis.

E. Depending, upon the particular crisis and time constraints, the crisis team will make use of all of these communication tools, as appropriate: e-mail, fax, letter sent by regular mail, newsletter, telephone, and Web site.

F. All communications with both internal and external audiences must contain the key message(s) identified by the crisis team.

G. Dealing with the media is an important element of an effective crisis communication plan. The crisis team, especially the spokesperson, needs to learn and follow basic guidelines for maintaining the positive media relations that the General Presbyter has built. These principles must be followed:

1. Answer all questions as directly and briefly as possible, in a positive manner.
2. The spokesperson must be accessible to reporters.
3. Be succinct and only provide facts. Do not provide opinions.
4. Provide supplemental information in the form of fact sheets.
5. Do not argue with reporters.
6. Never speak "off the record."
7. Avoid speculations and allocation of blame.
8. Avoid delaying any responses to a media request.
9. Avoid church and ecclesiastical jargon.
10. When an answer is not available, explain that to the reporter and promise to call back within a specified time frame.

VII. Training

The crisis team will be provided with appropriate training to enable them to carry out the responsibilities assigned to them in this crisis communication plan.

VIII. Regular meetings of crisis team and review of plan

The crisis team will meet quarterly. At these meetings it will be the responsibility of the crisis team to engage in risk and issues analysis to determine potential future negative scenarios, i.e. "what aspects of the PWNC's ministry are susceptible to adverse publicity?" At these quarterly meetings the crisis team will also review and update the crisis communication plan, as needed.

IX. Practice

While all crises include an element of surprise and it is hard to anticipate the range of potential crises that might occur, regular review and rehearsal of this crisis communication plan will ensure greater ease and efficiency of operation when an actual crisis occurs. Therefore, the PWNC will rehearse the crisis communication plan through a mock drill at least periodically.

Supplement A

(names, addresses, phone numbers, e-mail addresses of all team members and other program staff, synod staff, and General Assembly key staff)

Supplement B

(Asheville, Charlotte, Greenville/Spartanburg, local newspapers as appropriate, attorney on-call)

APPENDIX B

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Employee's Signature

Date

General Presbyter's Signature

Date

Note: A signed copy of this acknowledgment will be provided to the employee and placed in the employee's Personnel file.