



EMPLOYEE HANDBOOK & POLICIES

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INTRODUCTION

Welcome to the staff of Paragould First United Methodist Church! We are pleased you are part of the FUMC team. God has united the hearts of the staff together in an uncommon way that enables us to work together to build the body of Christ. We hope you will feel the unique sense of community that is an integral part of our staff.

The effectiveness of the ministry of FUMC depends to a large extent on the quality of work of its staff and the part each staff member plays in achieving and maintaining a positive team spirit. Compliance with church policy and friendliness toward other staff members, church members, and guests helps achieve this team spirit.

This handbook is designed to help you understand employment guidelines and expectations. The guidelines contained herein do not constitute an employment agreement and may change from time to time. These guidelines offer a sense of what you can expect during your employment at FUMC. We encourage you to read it thoroughly and to ask your supervisor any questions you might have. Although the information contained in this booklet has been carefully prepared, not every situation can be adequately explained in detail.

The Staff Parish Relations Committee (SPRC) wants FUMC to be known as a friendly, caring, and compassionate church both in its contact with the community and in its day-to-day internal operations. The committee views each staff member as a vital part of the total ministry of the church.

As we seek to care for and equip the members of FUMC for ministry, we believe it is important for staff members to maintain an authentic relationship with Jesus Christ and the church. As an employee of FUMC, employees are encouraged to continue to grow in their faith by loving God and neighbors. You should seek to live a balanced life with respect to your family, relationships, church, and your own emotional and physical health.

SECTION I: BASIC INFORMATION

EMPLOYMENT AT WILL AGREEMENT

Excluding appointed clergy, FUMC is an “at will” employer whose employees are not hired for a definite term or duration of employment. The employment relationship may be terminated at any time at the discretion of either Paragould First United Methodist Church or the employee unless specifically excluded by state statute. This handbook, church personnel policy, or benefit plans should not be considered or construed as a contract creating debt or obligation upon the Church.

EQUAL EMPLOYMENT OPPORTUNITY

FUMC is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, religion, gender, physical disability, or marital status, to the extent required by law. This applies to all employment practices, including recruitment, hiring, compensation, transfers, promotions, demotions, training, disciplinary action, and termination.

FUMC expects its employees to show respect and sensitivity toward all other employees, and to demonstrate a commitment to the church's equal opportunity objectives and its desire to provide a workplace that is free of discrimination or harassment. Violation of this policy may result in disciplinary action, up to and including termination of employment. Any employee who believes he or she is being unlawfully harassed or discriminated against should immediately discuss the situation with the Church

Administrator and/or the Senior Pastor for resolution of the matter. FUMC will immediately investigate any complaint and take appropriate preventive and/or corrective action.

IMMIGRATION REFORM AND CONTROL ACT OF 1986

FUMC is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. Completion of a Form I-9 will be required as a condition of employment. As an ongoing condition of employment, employees will be required to provide documentation, as requested, verifying their identity and legal authority to work in the United States.

EMPLOYEE CLASSIFICATIONS

The Church classifies employees in a number of different ways, including as follows:

Clergy: Persons who serve as ministers, deacons, elders, or local pastors under appointment (full- or part-time) of a bishop, who hold membership in an annual conference, and who are commissioned, ordained, or licensed.

Laity: Persons not licensed or ordained for ministry.

Senior Pastor: Appointed to this position by the Bishop, the Senior Pastor represents the highest level of authority at FUMC in regard to making decisions regarding the day-to-day operation of the Church. The Senior Pastor shall coordinate all staff functions directly or indirectly. Consultation with various staff members and the various boards and committees of FUMC are expected to be utilized in making decisions. In the absence of the Senior Pastor, the Associate Pastor shall coordinate the operations of the church.

Associate Pastor(s): Clergy appointed or employed to serve at FUMC under the direction of the Senior Pastor are assigned to specific areas of ministry.

Full-time Employee: A person employed for a minimum of 30 hours per week for an indefinite period of time.

Part-time Employee: A person employed for less than 30 hours per week for an indefinite period of time.

Staff: A full-time or part-time position that may be salaried or hourly and that serves to provide ministries and support of ministries.

Staff/Parish Relations Committee (SPRC): This committee is responsible for FUMC's overall personnel guidelines and benefit management and takes its authority from *The Book of Discipline of the United Methodist Church*.

SEXUAL MISCONDUCT

In accordance with the United Methodist Book of Discipline, we believe that human sexuality is God's good gift. One abuse of this gift is sexual harassment. Sexual harassment is defined as any unwanted sexual advance or demand, either verbal or physical, that is reasonably perceived by the recipient as demeaning, intimidating, or coercive. Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender (the *Book of Discipline*, paragraph 161.I.).

Contrary to the nurturing community, sexual harassment creates improper, coercive, and abusive conditions wherever it occurs in society. Sexual harassment undermines the social goal of equal opportunity and the climate of mutual respect between men and women. Unwanted sexual attention is wrong and discriminatory and will not be a part of our operations at FUMC.

Any instances of misconduct of a sexual nature should be reported to the Senior Pastor. The Senior Pastor will bring the matter to the Staff Parish Relations Committee. The Senior Pastor and SPRC may consult with an attorney if needed. If the misconduct involves the Senior Pastor, the incident should be reported to the chair of the Staff Parish Relations Committee who will confer with the District Superintendent for guidance.

After a proper investigation, employees who are found to have been involved in actions of sexual harassment are subject to disciplinary action up to and including termination of employment.

EMPLOYMENT OF MINORS

If not at least 16 years of age, a prospective employee will be required by law to provide a valid employment certificate issued by the Department of Labor before being allowed to work. The terms and conditions of the employment certificate, as well as the provisions of state and federal law, restrict the employment of minors.

FAIR LABOR STANDARDS ACT (FLSA)

The federal Fair Labor Standards Act (FLSA) guarantees most U.S. workers a minimum wage and overtime pay. FLSA only covers employer-employee relationships. It does not apply to an employer's arrangements with contractors, nor does it cover volunteers who do not expect to be paid. Clergy (pastors) are considered exempt from the FLSA. Unless otherwise noted, the Church assumes all other employees are covered by the FLSA. Supervisors and staff will share in appropriate instruments to monitor and honor employee hours.

SECTION II: TIME AWAY FROM WORK

WORK HOURS

The FUMC Office is open M-Th 8:30-4:30 & Friday 8:30-Noon. The Church Administrator is responsible for the office during regular hours with support of other staff. The Church is open Sundays 7am-Noon. Clergy and Staff are expected to work other various hours including Wednesday and Sundays evenings. Occasional & seasonal work will be required of all staff. Hours/Expectations of individual employees are addressed in each job description.

BEREAVEMENT

Employees are entitled to five (5) consecutive days off with normal pay in the event of the death of a spouse, child (including stepchildren), parent, or sibling.

Employees are entitled to three (3) consecutive days off with normal pay in the event of the death of parent-in-law, grandparent, grandparent-in-law, son-in-law, daughter-in-law, step-parent, step-brother, step-sister, and brother-in-law or sister-in-law.

For other family related deaths, employees will be allowed up to one (1) day off with pay to attend a funeral.

Employees who need more than the allotted time away from work may request earned vacation time or a personal leave of absence. Bereavement leave will not be considered as hours worked for the calculation of overtime.

HOLIDAYS

The following days shall be recognized as the official holidays for both full-time and part-time employees of FUMC. Offices will be closed and employees will receive pay based on their normal schedule. Other holidays may be added to the schedule if circumstances permit.

New Year's Day; Martin Luther King Jr. Day; Monday following Easter; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Friday following Thanksgiving; Christmas Day; Day following Christmas

The following general provisions apply to holiday leave:

1. Holidays will be observed on the calendar day designated by the church for observance. Should a holiday fall on a weekend, a determination will be made by the Senior Pastor as to whether the preceding Friday or following Monday shall be given off instead.
2. Holidays will occasionally fall on a required work day (e.g. Christmas on Sunday). A determination will be made by the Senior Pastor as to whether the preceding Friday or following Monday shall be given off instead.
3. If a holiday falls during an employee's approved vacation period, the employee will not be charged for a vacation day on the day the holiday is observed.
4. Employees on unpaid leave of absence for any reason are not eligible for holiday pay on holidays that are observed during the period they are on leave.
5. Holiday pay will not count as hours worked for the calculation of overtime for hourly employees.
6. Full-time employees will be eligible for holiday pay at the current rate of pay for his/her position. Should a full-time employee have to work on a regularly scheduled holiday, the employee may choose an alternative day off upon arrangement with the employee's supervisor.

ILLNESS

There are times when employees are unable to work due to personal illness or illness within the employee's immediate family. Employees who are unable to report to work due to illness or injury should notify the Senior Pastor and Church Administrator as soon as possible including before the scheduled work day.

Full-time employees shall receive ten (10) paid days of illness leave on January 1 of each year for use during the year. New full-time employees will be allowed one day per month from their initial date of employment, not to exceed ten (10) days, until the following January 1. Up to 60 days may be accrued for future use.

Employees will not be paid for unused illness leave upon termination of employment. Illness leave will not be considered as hours worked for the calculation of overtime. Employees who receive illness leave may be asked to provide medical verification. Additional illness leave beyond that accrued may be approved without pay by the SPRC.

Employees may require a Workers' Compensation related leave of absence because of work-related illness or injury. The church complies with applicable state and federal law concerning leaves for work-related illness or injury. Illness leave, if available, may be utilized to cover compensation not paid through workers' compensation insurance.

In some cases, staff members may be too ill to work in-person, but can complete various work tasks from home via computer and phone. These circumstances will need to be discussed and approved by the employee's supervisor.

The Church Administrator will maintain a record of all staff members' sick days.

VACATION/PAID TIME OFF

Paid Time Off is a time of rest, renewal, and recuperation and is provided as a benefit to both staff members and the church.

Full-time Employees: The amount of paid vacation time staff members receive each year increases with the length of their employment as shown below:

- < 1 year of service = 1 hour PTO per 26 work hours
- 2-9 years of service = 10 days PTO
- 10-14 years of service = 15 days PTO
- 15+ years of service = 20 days PTO

Full-time employees receive 8 hours PTO annually for their birthday which can be used at the employee's discretion and with supervisor's approval.

For vacation policy for clergy and appointed pastors, refer to the Arkansas Conference of the United Methodist Church Journal.

Employees must request PTO from their supervisor giving at least 2 weeks notice for full consideration. The Senior Pastor shall approve the PTO schedule taking into consideration the requests of each staff member so that the work of the church will not be interrupted. PTO time may be divided. The minimum PTO is 4 hours (1/2 day). It is recommended, however, that when an employee has two or more weeks of PTO available, that one period be at least one week in length.

PTO is not cumulative from one year to the next. Under no circumstance will an employee be given additional pay for PTO not taken, unless circumstances within the church prevented the employee from taking PTO.

The Church Administrator will maintain a record of all staff members' PTO.

Any unused paid time off for the current year remaining at termination of employment will be paid to the exiting employee.

OTHER

Parental Leave – FUMC offers six weeks paid parental leave in order that employees may stay home to care for a new child, whether by childbirth, adoption, or foster care placement. FUMC strives to be a family-friendly employer. We feel it is important to take time away from work to care for family. If employees opt for leave past the six weeks mark they may choose to utilize accumulated sick or vacation leave at their option with a maximum of 12 total weeks used before returning to duty.

Jury Duty - Staff members may be called upon for jury duty. In this case, notify your supervisor immediately. While on jury duty staff members will receive regular pay. Part-time staff members will be

paid for absences due to jury duty on a case-by-case basis after determining how it will affect their regular work schedule and whether other work options exist. Employees will be expected to work during normal working hours except for the time the employee's presence is required in court. On workdays in which an employee must report to court, notification should be made to the church office. If the employee is excused early from jury duty for the day or is excused early after having reported, the employee should report to work.

Military Leave - The church complies with applicable state and federal law concerning leaves for military service. Any employee who requires a leave for military service should notify his/her supervisor upon learning of the need for such leave. The departure date and the return date, if known, should be communicated.

Church Retreats/Mission Trips/Tours - Job Required. Occasionally domestic and international trips are required and are directly tied to an employee's job responsibilities with the church. Such trips will not count as time away and the employee will be paid at their usual rate. Other scheduled time off may be considered at discretion of the supervisor.

Church Retreats/Mission Trips/Tours - Elective. Employees may be granted time off with pay for one FUMC-sponsored trip per year that is not directly tied to the employee's job responsibilities with the church, subject to approval by the Senior Pastor. Paid leave for elective trips may not exceed one week. Additional time off for elective mission trips may be used with Senior Pastor's approval by using vacation leave or leave without pay.

The following general provisions apply to all leaves of absence:

1. A request for an extension of a leave of absence must be submitted to your supervisor prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension.
2. Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination.
3. Employees on leave of absence will be subject to lay-off on the same basis as employees who are actively at work.
4. Employees who return to work from a sick or workers' compensation leave of absence may be required to submit a release from the employee's physician before returning.
5. Employees on leave of absence must communicate with the church on a regular basis, at least once each month, regarding their status and anticipated return to work date.
6. Employees who falsify the reason for their leave of absence may be subject to disciplinary action, up to and including termination.
7. The Senior Pastor must approve all leaves of absence. If the leave is for the Senior Pastor, and extends beyond two weeks, SPRC approval will be required.

CONTINUING EDUCATION & PROFESSIONAL TRAINING

Where it can be demonstrated that the church will benefit from an employee's participation in a continuing education program or professional organization, the related expenses may be paid by FUMC. Requests for payment of expenses such as fees and dues related to educational programs and professional organizations must be approved by the Senior Pastor as appropriate beforehand.

For continuing education policy for clergy and appointed pastors, refer to the Arkansas Conference of the United Methodist Church Journal.

SECTION III: COMPENSATION

COMPENSATION & PAYROLL INFORMATION

The SPRC shall recommend annual salary levels for the Pastors to the Charge Conference. The SPRC shall set the initial salary of all other employees in conjunction with the Finance Cmte annual budget process. The SPRC will review salaries annually except when the SPRC delegates that authority to the Senior Pastor when needed. In setting the initial salary and making annual salary adjustments, considerations shall be given to the following factors: current pay in the business world for a comparable position, current pay in other churches for comparable position, relative pay within the church for other positions, responsibility of the job (written job description), training and education of the employee, performance of the employee, amount of time employee works, and cost of living. Compensation records are maintained as confidential information by the Church Administrator's office.

Employee performance reviews will assist in the determination of any compensation adjustments for the upcoming year. Such a review does not imply an automatic increase; only that one is eligible for consideration of an increase in compensation. Performance, responsibilities, and available funding will be taken into consideration when determining compensation adjustments.

Employees should contact the Church Administrator concerning direct deposit of their pay as well as their pay dates.

OVERTIME

Hourly staff who work more than 40 hours in a scheduled week will be paid time and one-half for the additional hours over 40. The employee's supervisor must approve all time exceeding 40 hours worked within the weekly pay period.

PAYROLL DEDUCTIONS

Various payroll deductions are required by law, such as federal income tax, state income tax, state disability insurance, Medicare and social security taxes. Any other deductions from an employee payroll check must be authorized by the employee in writing. The Church complies with applicable state and federal laws regarding the garnishment and assignment of wages.

Each employee payroll check stub will itemize amounts that have been withheld. It is important that employees keep this information for tax purposes. If there are any questions about specific deductions, please talk to the Church Administrator. Federal W-2 forms will be distributed each year by January 31 indicating all earnings and deductions for the prior year.

WORKERS COMPENSATION

Workers Compensation Insurance is maintained by the church. All staff members must report any injury on the job *immediately* after it occurs or as soon as possible. Such reports must be in writing, signed, and dated by the employee.

HOURLY TIME IN/OUT

Hourly employees are required to track their time on a sign in & sign out form each day. Hourly employees may not work overtime unless their supervisor has approved it in advance. If a change or correction is made on an employee time record, both the employee and supervisor must be notified.

JOB DESCRIPTIONS

Employees are provided a job description. A job description summarizes duties and responsibilities and gives the employee important information about their work. One should read and study the job description carefully and discuss it with one's supervisor if there are any questions. The Church will update job descriptions as it deems necessary and appropriate.

PERFORMANCE EVALUATIONS

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Annual performance evaluations provide both supervisors and employees the opportunity to discuss job responsibilities, identify and correct weaknesses, encourage and recognize strengths, set goals and discuss positive, purposeful approaches to meeting goals. The Senior Pastor will evaluate staff members but may delegate certain evaluations to the Church Administrator and/or Associate Pastor(s).

Employee self-assessments may also be utilized to assist in making performance evaluations each year. Employees will have the opportunity to discuss their performance evaluation(s) with their supervisor(s). This is a good time to ask questions and clarify important points. Performance evaluations help FUMC make important decisions about job placement, training and development, and pay increases. Performance evaluations are not always directly linked with increase in compensation; therefore, a satisfactory performance evaluation does not guarantee a salary increase nor does it alter, modify, or amend the "at will" employment agreement between the employee and the church.

PERSONNEL RECORDS

It is important that the church always has current information about staff on file. Please let the Church Administrator's office know immediately if you change your name, address, phone number, or marital status, etc. If for some reason you need to change your name and/or Social Security number, you will be asked to provide original documentation authorizing the change.

At reasonable times and on reasonable notice, employees will be allowed to review any personnel records that have been used to determine his/her qualifications for employment, promotion, compensation, termination, or other disciplinary action. Keep in mind employment records are kept confidential and secured. Please talk to the Church Administrator for more information.

PROMOTION, DEMOTION, AND TRANSFER

It is the Church's intent to give qualified current employees preference over other applicants when filling job openings within the Church. However, because of the experience, skills, and educational requirements of many jobs, promotions from within the Church are not always possible. An employee's past performance, experience, attitude, qualifications, and potential are all important factors, which will be considered in making promotion and transfer decisions. The Church reserves the right to promote, transfer and/or demote employees, at its sole discretion, with or without cause or advance notice.

DISCIPLINARY PROCESS

Disciplinary action may call for any of four steps – verbal warning, written warning, suspension with or without pay, or termination of employment – depending on the severity of the problem and number of occurrences. There may be circumstances when one or more steps are bypassed. The steps taken in the disciplinary process are at the sole discretion of the employee's supervisor. Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: A first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and still another offense may then lead to termination of employment.

FUMC recognizes that there are certain types of employee problems that are serious enough to justify either a suspension or, in extreme situations, termination of employment, without going through the usual progressive discipline steps. By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefitting both the employee and FUMC.

If a situation occurs that an employee believes is unjust or inequitable, he or she is encouraged to present the problem to his/her supervisor. If the supervisor is unavailable or the employee believes that it would be inappropriate to contact that person, the employee may present the problem to the Senior Pastor or the SPRC. In the normal course of events, it is hoped that the problem will be resolved with the supervisor, but if it is not, the employee and/or supervisor should present the problem to the Senior Pastor, or, if necessary to the SPRC.

Records of disciplinary actions will be kept in the employee's file with the Church Administrator.

TERMINATION

Employment is with the mutual consent of the employee and the Church. Consequently, both the employee and the Church have the right to terminate the employment relationship at any time. An employee wishing to voluntarily terminate his/her employment is expected to give notice in writing to the Senior Pastor. The written notice should include a reason for leaving, as well as the name and address of a new employer, if applicable, and/or a forwarding address for any necessary correspondence. Failure to give 2 weeks' notice may result in the loss of allowable payment for paid time off at the discretion of the employer.

An exit interview will generally be scheduled at the time of termination. The exit interview will provide an opportunity for feedback from the employee on his/her work experience at the Church. Information will also be provided on benefit continuation if appropriate. Any return of Church property will also be handled at this time. Terminated employees must return all Church property and any debts must be repaid on or before the last day of work.

SECTION IV: GENERAL POLICIES

ACCESS TO CHURCH PROPERTY

It is important that the Church have access at all times to Church property, as well as records, documents, and files. As a result, the Church reserves the right to access employee offices, work stations, filing cabinets, desks, computers, computer files, voice mail, e-mail, and any other Church property at its discretion, with or without advance notice or consent. Such access should only be conducted by the Church Administrator or Senior Pastor or by an employee with the approval of the Church Administrator or Senior Pastor. An employee may grant approval of access to their work area by another employee.

REIMBURSEMENT EXPENSE REPORTING

Employees will be reimbursed for all approved business-related expenses, upon submission of accurate expense reports to the Church Administrator with appropriate receipts attached and with approval of the employee's supervisor. Employees are requested to submit these reports in a timely manner (no more than 10 business days) to ensure proper accounting and prompt reimbursement.

CORPORATE CREDIT CARD

Corporate credit cards are available to staff as approved by the Church Administrator to assist in purchasing items and services for FUMC. The Church Administrator in consultation with the employee

will establish limits of usage regarding types of purchases. Purchases should be approved by the Church Administrator and/or supervisor. The Church credit card should only be used for approved expenses. Receipts should be turned in by the next working business day after each purchase or following the return from travel. Any employee using a church card for personal use is subject to disciplinary action up to and including termination of employment.

When incurring expenses related to travel and meals, good judgment and prudence are expected. As a good guideline to follow, ask yourself if you would have the same meal at the same place if you were paying for it personally.

The employee agrees and understands the following guidelines for credit card usage:

- The employee bears ultimate responsibility for the card.
- The employee will not use the corporate credit card to withdraw cash.
- The employee will not use the corporate credit card for personal expenses and will use it only for official business on behalf of the church.
- If a card is misused (i.e., use it otherwise than in accordance with the instructions given to me in this agreement or related policies) or expenditures are not reconciled within the prescribed procedures and timeframe, the church may recover the funds through payroll deductions for any amounts incorrectly claimed or for reconciliations that are one month in arrears of the statement date.
- If the corporate credit card is lost or stolen, the employee will report it immediately to the Church Administrator.
- If employment is terminated, the employee will return the card with a final reconciliation of all expenditures prior to departure.

EMPLOYEE PARKING

Employees park at their own risk. The church is not responsible for theft or damage to any vehicles parked on or near church property. FUMC is not responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed. Employees are also generally encouraged to park in such a manner that visitors to the church throughout the week and on Sunday mornings have ample parking adjacent to the church offices.

INCLEMENT WEATHER

The weather will be determined as inclement by the Senior Pastor if he/she feels conditions are such that it would seriously hamper employees coming to work or returning home from work in consultation with various community resources. If the church office is closed due to inclement weather, employees will still be paid. Unless otherwise notified, staff members are expected to report to work on time as soon as safely possible. If weather conditions become hazardous during working hours, staff members may request permission to leave early. Despite inclement weather, there may be times when staff are expected to complete certain work tasks from home. These circumstances should be discussed with the employee's supervisor.

OUTSIDE ACTIVITIES

Full-time employees are prohibited from engaging in outside employment without the prior written approval of the Senior Pastor. Consultation and determinations may be requested by the SPRC if deemed necessary. In addition, all employees are prohibited from engaging in outside employment, private business, or other activity, which might have an adverse effect on, or create a conflict of interest with the church.

PERSONAL APPEARANCE & CONDUCT

It is important that all employees have a neat and appropriate appearance while at work. An employee's appearance reflects on him/her as an individual and on the Church as well. A general rule of thumb is that one should dress in relation to the people with whom he/she interacts. Good judgment should prevail. It is equally important that employees maintain proper personal hygiene. Remember that even when an employee is not on official duty at the Church he/she is still an employee of the Church. Therefore, it is expected that you will refrain from off-duty conduct, which may bring dishonor to you or the Church and adversely affect the reputation or interests of the Church.

PERSONAL MAIL/COPIES

Reasonably sized personal deliveries may be delivered to the Church and should be taken home the day they are received. Personal copies may be done at the Church but should be limited and should not interrupt official church business.

INTERNET AND EMAIL POLICY

FUMC provides internet access and email to some of its employees. Those employees should use their church-provided email address for church-related work. The primary purpose of the email system is to expedite communications, both internally and externally. The primary purpose of internet access is to provide access to and information for job-related tasks.

At any time and without notice, the Church reserves the right to examine email, personal file directories, and any other information stored on the Church's computers and network servers. This examination helps to ensure compliance with policies as well as management of the network and system administration. Employee use of the internet may be periodically monitored.

While internet access and email system's primary purpose is for Church business, personal use is permitted. However, personal use should not interfere with church operations or job responsibilities, nor should it cause any harm or embarrassment to the Church. Employees should be mindful that as messages are sent and the internet used, that these actions may be a reflection on the Church.

Employees are prohibited from using the internet or email system for pornography, violence, gambling, racism, harassment, or any illegal activity. Users are also prohibited from using profanity, vulgarity, or for any other unethical purpose when sending email messages. Employees are responsible for the context of all text, audio, and images.

SOCIAL MEDIA POLICY

FUMC realizes that social media is an important and influential part of society and is changing the way the world communicates. For the purposes of this policy, the term "social media" refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images, video, or audio. Examples include, but are not limited to: social networking sites, such as Facebook, Twitter, Instagram, Pinterest, LinkedIn, etc.; personal blogs or websites; message boards or website posts; wikis; podcasts; photo and video sharing sites, such as YouTube and Flickr; and live webcasting and video streaming.

Social media is not only a powerful way to communicate and discover new information, but also an effective way to spread the Good News of Jesus Christ throughout the world. While FUMC encourages its employees to utilize social media outlets to express themselves and to positively represent Jesus Christ to others, it also must be recognized that as an employee of FUMC, you are seen by our members

and outside parties as a representative of the church, whether or not the church is specifically discussed or referenced. FUMC employees who choose to discuss matters related to the church on social media outlets should bear in mind that, although you may view your posts as a personal project, many readers will assume you are speaking on behalf of the church. Therefore, we expect you to observe the following guidelines to preserve the Christian witness and effectiveness of both yourself and FUMC.

Be Respectful of Paragould First United Methodist Church

- Do not say anything contradictory or in conflict with the FUMC website.
- Do not post official FUMC media, events or communications on your site without publishing it on the church's website.
- Do not use the FUMC logo on your profile, site or blog.
- Do not use FUMC's name as part of your username or avatar.
- If you see misrepresentations made about FUMC in the media or elsewhere online, you may respectfully point them out and report them to the Communications Director and/or Church Administrator.
- If you see misuse of the FUMC logo online, please report it to the Communications Director and/or Church Administrator.
- If a member of the media contacts you about a FUMC-related posting, please contact the Senior Pastor prior to offering any additional comments.

Be Respectful of Privacy and Copyright Laws

- Please be aware that online postings and conversations are not private, and can be seen anytime by anyone, anywhere.
- Avoid identifying and discussing others including church members, visitors and staff.
- Do not share any pastoral details such as hospitalizations, deaths, health concerns or counseling engagements.
- Obtain permission before posting pictures of others or before posting copyrighted materials.
- Take care not to purposefully or inadvertently disclose or distribute any information or intellectual property that is confidential or proprietary to FUMC.
- Be careful not to plagiarize someone else's work. If you are quoting or referencing someone's work, only include a short quote and attribute the quote to the author, or place a link to the content on your site, blog, or profile.

Be Mindful of What You Say/Share

- Be thoughtful and accurate in your posts, and be respectful of how others may be affected.
- When confronted with a difference of opinion, stay cool. Express your points in a clear, loving and logical way. Sometimes, it is best to ignore a comment and not give it credibility by acknowledging it with a response.
- Use your best judgment when posting or responding to posts.
- Remember you are not only representing yourself and FUMC, but as a Christian, you are also representing Christ to others. Be an effective witness and try to remember that you are an example of Christ for those who may not know Him, even online.

Be Mindful of Your Time

- Part of the appeal of social media is that the conversation occurs almost in real time. So, if you are going to participate in an active way, make sure you are willing to take the time to refresh content, respond to questions and update information regularly and correct information when appropriate.
- As a reminder, any time and effort spent on your personal social media, such as a blog, Facebook, Twitter, etc. should be done on your own time.

RESOLUTION OF DISPUTES

We encourage employees to communicate with their supervisors on questions or concerns related to their positions at FUMC. We are committed to assisting employees in resolving any work-related concerns. It is our hope that as we work together, we can communicate honestly with each other and maintain a mutual respect that will allow all of us to be examples of integrity to those we lead and serve.

If an employee has concerns about a specific issue and believes it needs to be resolved, the following guidelines are encouraged:

1. First, the employee should try to resolve the problem by talking directly to the person with whom the dispute is based. One-on-one resolution carried out with mutual respect can often solve problems.
2. If the situation is not resolved, then the employee should notify his/her supervisor of their concern and meet at least two times to try and resolve the issue.
3. If after two meetings with the supervisor the employee feels that the issue is not resolved, he/she, may request a meeting with his/her supervisor and the Church Administrator and/or Senior Pastor as appropriate.
4. If after carrying out the steps outlined above, the problem has still not been resolved, the chairperson of the Staff-Parish Relations Committee should be consulted regarding the Committee's involvement.
5. Any decisions made involving the Staff-Parish Relations Committee shall be deemed the final resolution to the issue.

TOBACCO, ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES

Smoking by employees is not permitted on the Church campus. The unauthorized use, sale, transfer, possession, or being "*under the influence*" of alcohol, drugs, or controlled substances when on duty, on church property, or in church vehicles is prohibited. Employees are expected to report to work with no residual effect of smoking, drugs, or alcohol. Employees may be subject to drug testing at the expense of the church. Failure to submit to the drug test or a violation of this policy in any manner may result in disciplinary action, up to and including immediate termination. Any conviction or verification of the use of illegal drugs may result in immediate suspension or termination.

USE OF CHURCH PHONES AND PERSONAL CELL PHONES

It may be necessary for employees to occasionally make and receive personal calls and/or messages on church phones or on their personal cell phones during work hours. These calls/messages should be limited, and should be handled, whenever possible, during scheduled break and meal periods. Employees are expected to use good judgment when it comes to personal phone calls.

FAMILY VISITS

Family members are welcome to visit staff when necessary. Visits should not cause an employee to fall behind in their duties. The Senior Pastor and/or SPRC may instruct an employee to reduce or eliminate family visits if they are perceived to be excessive or distracting.

In rare situations, it may be necessary for a staff member to bring their child (children) to work. If this situation arises, the staff member should request permission from the Senior Pastor. These instances should be kept at a minimum. If children join their parent/guardian at work, the children should stay under direct supervision of the parent/guardian at all times.

Sick family members should not visit staff while at Church.

TARDINESS AND ABSENCE

It is important that employees work their assigned schedules as consistently as possible. However, the Church understands that because of illness or emergency an employee may be unable to come to work at his/her regularly scheduled time. If the employee is unable to report to work for any reason, he/she must notify his/her supervisor as soon as possible. It is the employee's responsibility to keep the supervisor informed on a daily basis during a short-term absence and to provide medical verification when asked to do so.

Staff are expected to be punctual and at their work station ready to begin work at the beginning of their scheduled workday. Program staff and clergy have greater flexibility in their work schedule but are expected to have some regular office hours approved by the Senior Pastor.

Employees who have perpetual difficulty in this area are subject to disciplinary action, up to and including termination.

WORK RULES AND PERFORMANCE STANDARDS

It is not possible to provide a complete list of every work rule or performance standard, but each employee is responsible for understanding and following minimal standards. Employees may be disciplined, up to and including termination, for poor job performance or misconduct as determined by the church. Some examples of poor job performance and/or misconduct are as follows:

- divulging confidential church information to unauthorized persons;
- below average work quality or quantity;
- poor attitude, including rudeness, or lack of cooperation;
- excessive absenteeism, tardiness, or abuse of break and meal privileges;
- failure to follow instructions or church policies and procedures;
- insubordination;
- abuse, misuse, theft, or the unauthorized possession or removal of church property or the personal property of others;
- falsifying church records, reports, or other documents, including payroll, personnel, and employment records;
- disorderly conduct on church property, including fighting or attempted bodily injury, or the use of profane, abusive, or threatening language toward others, or possession of a weapon;
- violation of any law adversely affecting the church, or conviction in court of any crime which may cause the employee to be regarded as unsuitable for continued employment;
- violation of the church's alcohol, drugs, and controlled substances policy;
- violation of the church's policy against sexual harassment;
- marking or signing the time record of another employee or knowingly allowing another employee to mark or sign your time record.

**PARAGOULD FIRST UNITED METHODIST CHURCH
HANDBOOK ACKNOWLEDGEMENT - EMPLOYEE COPY**

This is to acknowledge that I have received a copy of First United Methodist Church of Paragould's Employee Handbook. I understand that it provides guidelines and summary information about the Church's personnel policies, procedures, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that the Church reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that both the Church and I have the right to terminate the employment relationship at any time, with or without cause or advance notice. I understand that this Employment At Will agreement constitutes the entire agreement between me and the Church on the subject of termination and it supersedes all prior agreements. I also understand that, although other Church policies and procedures may change from time to time, this employment at will agreement will remain in effect throughout my employment with the Church unless it is specifically modified by an express written agreement signed by me and the SPRC of the Church. I further understand that this Employment At Will agreement may not be modified by any oral or implied agreement.

Employee's Name *(Please Print)*

Employee's Signature

Date

Note: This is the employee's copy to be maintained as a record in the employee's personal files.

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Employee's Name (*Please Print*)

Employee's Signature

Date

Note: This is the employer's copy to be maintained as a permanent record in the employee's personnel file. Return signed copy to Church Administrator.

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ATTACHMENT - STAFF ORG CHART

