

Appendix D

Green Valley Presbyterian Church

Employee Handbook & Human Resources Manual



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Table of Contents

PREFACE

1.	INTRODUCTION	1
1.1	To the New Hire	1
1.2	Scope of this Document.....	1
1.3	Philosophy of Employment	1
1.4	Responsibilities.....	2
1.5	Core Values	3
2.	GVPC MISSION STATEMENT	3
3.	EMPLOYMENT.....	4
3.1	Orientation and Training.....	4
3.2	Categories and Classification of Personnel	4
3.3	Probationary Period and Reviews.....	4
3.4	Job Descriptions.....	4
3.5	Job Postings	5
3.6	Your Personnel File	5
3.7	Employment of Relatives	5
3.8	At-Will Employment Status	5
3.9	Equal Employment Opportunity.....	5
3.10	Workers' Compensation	6
3.11	Legal Compliance	6
3.12	GVPC Non-Profit Status and Unemployment Insurance	6
4	PAY PRACTICES.....	6
4.1	General.....	6
4.3	Payroll Periods.....	6
4.4	Pay Days	6
4.5	Payroll Deductions.....	6
4.6	Overtime Pay	7
5	WORK ENVIRONMENT.....	7
5.1	Work Areas/Personal Property	7
5.2	Personal Appearance	7
5.3	Grievance Procedure.....	7
6	PERSONAL CONDUCT	8
6.1	Conduct and Discipline.....	8
6.2	Non-Disclosure/Confidential Information.....	8
6.3	Conflict of Interest.....	8
6.4	Smoke-Free Workplace	8
6.5	Drug-Free Workplace	8
6.6	Personal Mail.....	9
6.7	Telephone/Cellular Phone Use	9

6.8	Computer/Internet/Email Use	9
6.9	Unlawful Harassment	10
6.10	Violence in the Workplace	10
6.11	Personnel References	10
7	ABSENCE FROM WORK	11
7.1	Attendance and Punctuality	11
7.2	Meals and Break Periods	11
7.3	Holidays	11
7.4	Personal Days	12
7.5	Vacation	12.
7.6	Sick Leave	12.
7.7	Medical Leave	13
7.8	Personal Leave	13
7.9	Bereavement	13
7.10	Jury Duty or Court Witness	13
8	BENEFITS	13
8.1	Educational Programs	13
8.2	Medical Insurance	14
9	TERMINATION OF EMPLOYMENT	15
9.1	Termination	15
9.2	GVPC Property	15
9.3	Benefits Upon Termination	15
9.4	Exit Interview	15
	CHANGE LOG	16

PREFACE

This manual contains the personnel policies and procedures of GVPC in effect at the time of publication. All previously issued manuals and any inconsistent policy, benefit statements or memoranda are superseded. This manual applies to all employees of GVPC. Denominational policies for ministers are found in the Book of Order (Part II of the Constitution of the Presbyterian Church (U.S.A.)), and in case of conflict, these take precedence over any policies found in this manual.

This manual sets forth the policies of employment and the circumstances under which employment may be terminated. Nothing in this manual or in any personnel documents including benefit plan descriptions creates or is intended to create, a promise or representation of continued employment for any employee.

1 INTRODUCTION

1.1 To the New Employee

Welcome to Green Valley Presbyterian Church. This manual will assist you in your orientation to the policies that affect the personnel of this church. The employees of Green Valley Presbyterian Church (GVPC), like the church leaders, are primarily in the business of service, first in God's service, and within this context, in service to the members and friends of the Church, community, and to each other. This call to service is indeed a high calling, and our commitment is to be enthusiastic and responsible servants.

This manual outlines GVPC human resources policies and practices. You should read it carefully. Should you have any questions that are not clearly answered in the manual, please feel free to discuss them with the Pastor, as Head of Staff, or the Personnel Committee Chairperson.

As a member of the staff, you will often be seen by GVPC members, visitors and guests. A part of each person's job is to make such encounters enjoyable and memorable.

You were hired not only because of your job skills, but also because of your personal, social and communication skills. We want GVPC to be an exciting place to work, and we are glad to have you as a part of our team.

1.2 Scope of this Document

This document applies to all persons employed by GVPC. It is the intent of GVPC that the policies be consistent with the Book of Order and the laws of the state of Nevada. Ministers of the Presbyterian Church (USA) called to serve at GVPC do so within the terms of a three-way contract between the minister, GVPC, and the Nevada Presbytery; in their case, this document is intended to provide helpful information and serve as guidelines.

These policies are designed to establish a general, broad framework within which employees work, and they do not include details of individual job assignments or of methods or procedures for accomplishing these jobs.

As the governing body of GVPC, Session may amend, modify, or rescind any policy at its sole and absolute discretion. Session may also deviate from existing policy at its discretion.

These policies do not constitute a contract of employment.

1.3 Philosophy of Employment

GVPC is a community of faith within the Presbyterian Church (USA), which has been called into being by God's grace in Jesus Christ. It is made up of people called by God into a covenant relationship where the gifts of God's people are recognized and used for the purposes of God.

As an employer, GVPC strives to set an example of a work community built on faith which:

- x Recognizes the gifts of individuals.

- x Encourages individuals and groups to do their best work. x
Compensates fairly for work performed.
- x Recognizes the synergy and justice of a diverse workforce. x
Supports individuals and families.
- x Models stewardship through efficiency and careful use of resources.

This view of employment is implemented through reliance on commitments made by both GVPC and its employees:

- x GVPC will endeavor to recognize and affirm the full potential of each employee and develop, support and use the full range of human resource potential.
- x Employees will devote their interests and energy to their work and the goals of GVPC.

These commitments reflect an open partnership in which objectives are shared and in which both GVPC and the employee acknowledge their responsibilities to each other.

1.4 Responsibilities

The responsibilities of GVPC are to:

- x Be faithful to the purpose of the church. x Assure that personnel policies and their administration are consistent with the rights of the employee.
- x Provide equal opportunity for all employees in all aspects of personnel policies. x
Provide equitable compensation.
- x Assist employees in meeting their career goals in a manner consistent with the interests and needs of GVPC.
- x Conduct regular performance reviews at least annually that give employees an opportunity to participate in evaluating their own performance.
- x Provide equitable benefits and working conditions. x Establish and maintain open communication with employees on matters concerning their and GVPC's interests.
- x Establish and administer a process that provides for the hearing and resolution of complaints and grievances, including those related to termination of employment.
- x Make reasonable and prudent effort to provide a work place that is safe and secure.

Responsibilities of employees of GVPC are to:

- x Give their best possible performance to their assigned functions. x
Consider the requirements of the paid position as a primary responsibility. x Understand their role and function in the context of the goals of GVPC.
- x Participate in committees or groups as requested in furtherance of the goals of GVPC. x
Take initiative so that employee opinion is presented in an appropriate forum dealing with personnel policy and its implementation.
- x Demonstrate stewardship through efficient and careful use of resources. x
Act in accordance with the policies and rules of GVPC.

The partnership style of relationship between GVPC and its employees is dependent on each of them being responsible to the other in exercising these responsibilities.

1.5 Core Values

Core values are essential for guidance in achieving appropriate behavior on the job, be it with other employees, GVPC members, suppliers or vendors. The benefit of having and promoting a set of values is that all employees will have a common and explicit basis for evaluating how their behavior aligns with GVPC expectations. It is important for each employee to fully understand the meaning of these values and ensure that they are demonstrated in their actions.

Integrity

We embrace truthfulness and trust, and accept the obligation to be honest in all we do. We treat everyone with dignity and respect, and we communicate with honesty and sensitivity. We use our resources conscientiously and wisely. We recognize our responsibilities and are accountable for the work entrusted to us. In what we say and how we behave, we aim to be Christ's followers above reproach.

Openness

We welcome new ideas, experiences and opportunities to learn. We respect, motivate and encourage volunteers with their various skills and interests, and we honor and value their differences. We respect each other, trust each other, support each other, mourn together, and celebrate together.

Commitment to Excellence

We are committed to achieving the highest standards in our work. We follow through on commitments. We are continually looking for better ways to do our work with an infectious, optimistic and enthusiastic attitude. We learn, adapt and improve to benefit GVPC. We serve an awesome God, and it is our desire to do everything we do for Him with an excellence that brings Him honor.

Proactive Behavior

We are free to take the initiative in pursuing our responsibilities with vigor, not needing to wait for permission to get started, but moving ahead while coordinating and informing as appropriate. We are self-starters and self motivated.

Collaboration

When ideas are shared, the process of 'give and take' leads to a more beneficial and powerful result than when a person works in isolation. We exemplify team building by collaborating on projects.

2. GVPC MISSION STATEMENT

The GVPC stated mission is: To provide a loving environment in which the Holy Spirit is alive and the Word of God is heard. To express the love and grace of Jesus Christ. To nurture disciples who will go into their everyday world and make Christianity tangible.

3. EMPLOYMENT

3.1 Orientation and Training

The Pastor, Music Director and/or the Chairperson of Personnel, whoever is most appropriate, will complete your orientation and training.

3.2 Categories and Classification of Personnel

The personnel of GVPC reside in the following categories:

- x **Non-exempt personnel:** Those with duties and rates of pay that are subject to the Federal Fair Labor Standards Act (FLSA). Generally, these positions are non-supervisory, clerical, secretarial or custodial.
- x **Exempt personnel:** Those with job duties and rates of pay that permit them to be exempt from provisions of FLSA. Generally, these positions are professional, administrative, or supervisory in nature. x **Ministerial personnel:** Those who are ordained and installed as Ministers of the Word and Sacrament.
- x **Volunteers (Unpaid staff):** Those who agree to commit, on a regular basis, to a specific service description for a specified period.

Positions reside in the following classifications:

- x **Full-time positions:** those in which the employee is regularly scheduled to work at least thirtytwo (32) hours per week. x **Part-time positions:** those in which the employee is regularly scheduled to work less than thirty-two (32) hours per week. x **Temporary employees:** those employed for short-term assignments. Short-term assignments will generally be periods of three months or less; however, such assignments may be extended. Temporary employees are not eligible for employee benefits except where mandated by applicable law.

3.3 Probationary Period and Reviews

All employees will have an initial probationary period of at least ninety (90) days. After the first thirty (30) days, your performance will be reviewed. This written review is an opportunity for you to ask questions and discuss areas of concern with your supervisor. The Personnel Committee will discuss this review with both you and the Pastor present.

At the end of ninety (90) days of employment, a second review will be performed and completion of the probationary period will be determined.

Performance reviews will then be conducted annually based on the employee's anniversary of their date of hire.

3.4 Job Descriptions

General job qualifications, duties and responsibilities are defined in written job descriptions. Your supervisor may at any time assign you duties and responsibilities not formally included in your job

description. Your job description may be updated from time-to-time by the Personnel Committee to reflect your job's current qualifications, duties, and responsibilities.

3.5 Job Postings

All unfilled and new positions will be posted. You may apply for any position for which you meet the minimum requirements. Only personnel in good standing (without any current disciplinary actions against them) are eligible to apply for posted positions.

3.6 Your Personnel File

Your personnel file is confidential. GVPC will not release personal information to persons who are not agents of GVPC without your written permission unless required by law. Internally, your file may be reviewed by those who have a business-related reason to review it. You must notify the Personnel Committee Chairperson in writing of any change in your name, address, telephone number, emergency contact, or marital/dependent status that affects withholding taxes or our ability to contact you.

3.7 Employment of Relatives

Due to potential conflicts of interest that could affect morale, security, safety, or supervision or could possibly compromise assets or sensitive/confidential information, GVPC does not allow the hiring of relatives for any paid staff position.

3.8 At-Will Employment Status

In accordance with Nevada Revised Statutes, employment at GVPC is employment at-will. Employment at-will is defined as an employment agreement of an unspecified period of time which may be terminated with or without cause, and with or without notice, at any time by the employee or by GVPC. Nothing in this manual or in any document or statement, written or verbal, shall limit the right to terminate employment at-will.

3.9 Equal Employment Opportunity

Green Valley Presbyterian Church is an equal opportunity employer, committed to a policy of equal employment opportunities for all qualified individuals. GVPC will make every effort to afford individuals with the necessary qualifications, equal opportunity without regard to race, color, sex, national origin, ancestry, age, marital status, physical or mental disability, veteran status, medical condition including pregnancy, sexual orientation, or any other classification protected by law. This policy applies to all personnel practices, including but not limited to: recruitment, hiring, training, promotion, compensation, benefits, or transfers. In addition, GVPC will not tolerate illegal discrimination of another individual. If a person believes he or she has been discriminated against in accordance with this policy, he/she is to notify the Chairperson of the Personnel Committee.

In accordance with the requirements of applicable federal and Nevada laws, GVPC will attempt to provide reasonable accommodations for the known physical or mental disabilities of an otherwise qualified applicant or employee, unless undue hardship would result for GVPC. Employees who have a disability for which they believe they need reasonable accommodation should notify their Supervisor in writing.

3.10 Workers' Compensation

Medical treatment will be provided in accordance with required laws for injuries occurring on the job. You must immediately report any accident or injury to the Pastor so that you can receive prompt medical attention. Workers' compensation posting notices are located in the business office.

3.11 Legal Compliance

The policies set forth will be interpreted and applied in accordance with all applicable federal, state, and local laws, regulations, and ordinances; and to the extent that this manual may conflict with those laws, the laws will take precedence over this manual.

3.12 GVPC Non-Profit Status and Unemployment Insurance

Please note that the church is a non-profit, religious corporation and is exempt from paying state and federal unemployment insurance. You are not eligible for unemployment insurance benefits based on wages received while employed by GVPC.

4 PAY PRACTICES

4.1 General

It is the desire of the GVPC to provide equitable compensation of staff members based on their job description, responsibilities, performance and attitude. The Session, with recommendations from the Personnel Committee, determines compensation. All compensation information is confidential, and such information is not to be shared. A review of compensation is conducted at least annually.

4.2 Time Sheets

Use of time sheets recording dates and time worked is required for all non-exempt employees. They are available from the Office Administrator.

4.3 Payroll Periods

Payroll periods are two weeks long, Sunday through Saturday. There are 26 payroll periods per year.

4.4 Pay Days

Payday is Thursday of the week following the end of a payroll period. If the regular payday falls on a scheduled holiday, payday will be the last work day preceding the holiday.

4.5 Payroll Deductions

Money will be withheld from your paycheck as required by law for taxes and as you authorize for health insurance benefits. Your deductions will be itemized on your pay stub.

Tax withholding is based on the number of dependents you claim on your most current W-4 form. You are responsible for the accuracy of this form and updating it as necessary. You can obtain a W-4 from the Financial Manager.

4.6 Overtime Pay

Non-exempt employees are entitled to receive overtime pay in compliance with applicable federal and state overtime laws.

All hours worked in addition to your regular scheduled hours must be authorized in advance by the employee's supervisor, Pastor or one of Personnel Committee co-chairs and documented on your time sheet. Unauthorized overtime will be subject to disciplinary action. GVPC does not permit the accumulation of compensatory time off in lieu of overtime pay.

All overtime hours are likewise subject to payroll deductions.

5 WORK ENVIRONMENT

5.1 Work Areas/Personal Property

GVPC is not responsible for any personal property that is lost, damaged, stolen, or destroyed. Office furnishings, equipment, and supplies are the sole property of GVPC. Damaged property is to be reported immediately to the Office Administrator. You are to keep your work area clean and organized.

5.2 Personal Appearance

Dress communicates much about an organization. Although we do maintain a *business casual* atmosphere in the office, it is expected that you will maintain a clean and neat appearance and will project a professional image when dealing with the members, volunteers, and the general public. Extremes in fashion or any type of suggestive clothing is prohibited.

Any questions regarding appropriate appearance should be directed to the Pastor or the Personnel Committee Chairperson.

5.3 Grievance Procedure

From time to time a conflict may arise between employees. GVPC has established the following procedure to guide you in seeking a reasonable and acceptable resolution.

If a grievance occurs, first try to resolve the issue with the co-worker involved. If this does not bring satisfactory results, try to resolve the issue with your supervisor. If this also fails to produce a satisfactory resolution, then you should arrange a conference with the Pastor, as Head of Staff. If you and the Pastor are unable to reach a reasonable resolution for the grievance, the matter should be referred to the Personnel Committee for review and resolution; this is done by notifying the Personnel Committee Chairperson in writing, stating the grievance, and describing what steps you have taken to try to resolve it. The decision of the Personnel Committee is final.

6 PERSONAL CONDUCT

6.1 Conduct and Discipline

All employees are expected to follow basic rules of conduct which, if not observed, may adversely affect your employment. GVPC reserves the right to counsel or discipline employees for any action that may be detrimental to the best interest of GVPC. Discipline may include verbal counseling, written warnings, suspension without pay, and/or termination of employment. GVPC, at its sole discretion, may initiate discipline at any level.

6.2 Non-Disclosure/Confidential Information

In the performance of their duties, employees may have access to confidential information. The unauthorized use or disclosure of any confidential information is ground for disciplinary action up to and including termination of employment.

6.3 Conflict of Interest

“Conflict of interest,” as used here, refers to that situation where your personal or family interests might benefit from actions or influence you exercise in the course of doing your work (ordering GVPC supplies from a company managed by your spouse, for example). In the event a situation arises where there is actual, potential, or even apparent conflict of interest, you are required to discontinue those activities or be subject to disciplinary action described above. Be sure to talk to the Pastor or the Personnel Committee Chairperson immediately about the conflict and options for relieving it. If you are unsure whether or not a conflict of interest situation has developed, err on the side of caution and discuss it with the Pastor or the Personnel Committee Chairperson.

6.4 Smoke-Free Workplace

It is the policy of Green Valley Presbyterian Church to provide a safe, comfortable, and healthful environment for all employees. A part of this is to make GVPC a smoke-free facility. No smoking will be allowed in any part of the buildings at any time. The amphitheater north of the Sanctuary is a designated smoking area, and all smoking is restricted to that area.

6.5 Drug-Free Workplace

It is a violation of GVPC policy to use, consume or possess any illegal substance or to use alcohol while in any building or the parking areas of GVPC. It is also a violation of GVPC policy to report to work while under the influence of alcohol or any illegal drugs. Employees who violate this policy are subject to immediate discipline as described above. Medical marijuana and lawfully prescribed medication use shall be subject to all applicable laws of the State of Nevada.

As part of the enforcement of this policy, GVPC reserves the right to test employees for drugs or alcohol based on visible signs of impairment or irregular behavior. Employees may also be subject to random testing.

6.6 Personal Mail

Although there may be times when your personal mail or packages may need to be received at GVPC, general use of GVPC's mailing address to receive your personal mail is discouraged since handling personal mail can disrupt normal work procedures. However, you may mail personal items, prepared outside of work time, via the office pickup system. You must provide postage for all personal mail items.

6.7 Telephone/Cellular Phone Use

Business: The telephone system is a critical element in the daily operations at GVPC. One of the responsibilities of all employees is the telephone. Calls should be answered by the second ring (if possible) and in a professional manner (i.e., "Green Valley Presbyterian Church", this is _____).

If the caller asks for a person who is not available, you should first ask if anyone else could help. If the caller wishes to leave a message, all necessary information must be written on a note pad. Always note the name, telephone number, time and date of the call and any other information that may be of assistance when the call is returned. This is especially important if an answer is needed for the return call, so any research can be done, if necessary, prior to returning this call. You may also forward the call to voicemail, at the caller's request.

If a caller needs assistance and a Pastor is not in, the caller should be referred to the proper agencies. A list of shelters, food banks, etc., is located in the church office.

Personal: GVPC telephones are for business, and personal calls are discouraged. If you must receive or place a personal call, keep your conversation to a minimum. No long distance personal calls may be placed. **Personal cellular phones** are, by definition, personal, and they are not to be used during working hours; however, personal calls from cellular phones may be made during meal times and breaks.

6.8 Computer/Internet/Email Use

Computers are the property of GVPC and are not for personal use. Likewise, Internet and email have been established for employees to use for business related purposes only.

6.9 Unlawful Harassment

Any verbal, physical, or visual harassment of a staff member because of that person's race, color, religion, sex, age, sexual preference, national origin, physical or mental disability, medical condition, pregnancy, veteran status, marital status, or other protected-class status is prohibited.

All staff must be able to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment does not refer to occasional compliments or other generally acceptable social behavior. Rather, sexual harassment refers to behavior that is not welcomed, is personally offensive, undermines or weakens morale, and interferes with the work environment.

All forms of unlawful harassment are prohibited. If you become aware of any harassment, you should contact the Pastor or Personnel Committee Chairperson without fear of retaliation. GVPC will take prompt and necessary steps to investigate the complaint and, where appropriate, take disciplinary action against the harasser.

6.10 Violence in the Workplace

GVPC strives to provide a safe work environment for all employees and has a zero tolerance for violence in the workplace. Workplace violence includes but is not limited to:

- x Using threatening or abusive language x
Intimidation or coercion of a fellow
employee x Fighting or attempting to
instigate a fight
- x Possessing a Prohibited Weapon (handguns, firearms, explosives, knives, or any other weapon
restricted or outlawed under federal, state, or local law or that could cause serious bodily harm)
- x Engaging in any behavior that imperils the health and safety of any employee

GVPC reserves the right to conduct searches of any person, vehicle or object that enters church property.

6.11 Personnel References

All inquiries for personnel references should be referred to the Personnel Committee Chairperson or Pastor. It is against GVPC policy for other staff to provide such a reference for a current or former employee.

7 ABSENCE FROM WORK

7.1 Attendance and Punctuality

It is the responsibility of each employee to be prepared to begin your work duties on the days and times you are scheduled. If you are unable to report to work, you are to call the Office Administrator prior to your expected (scheduled) arrival time. If the Office Administrator is unavailable, leave a message on the voice mail. You need to arrange for the details of your position, if possible, for each day of absence. Employees who fail to report to work for three (3) consecutive days and fail to notify the Office Administrator or alternatively, the Pastor as Head of Staff, are considered to have voluntarily resigned.

In the event of an absence, all employees — both exempt and non-exempt — must complete a Scheduled Time Off Request form available from the Church Office Administrator; the completed form is to be initialed by your supervisor (if other than the Pastor/Head of Staff), approved by the Pastor/Head of Staff, and then provided to the Financial Manager for payroll processing. Examples of absence requiring a Scheduled Time Off Request form include vacations, personal days, sick or medical leave, bereavement, and jury duty; scheduled holidays are not included.

Appointments with doctors, dentist, etc. are to be scheduled outside of working hours, if at all possible. If you are unable to schedule appointments outside of working hours, you must obtain approval from the Pastor/Head of Staff at least 24 hours in advance, and a Scheduled Time Off Request form must be completed.

7.2 Meals and Break Periods

Employees are allowed a 30 minute meal period for each 8 hour shift. Meal periods are not accrued and you will not be paid in lieu of taking the meal break. Due to the nature of our office operation, you are asked to determine break times in coordination with your fellow workers so that we have phone/staff coverage during lunch and break times.

7.3 Holidays

The GVPC office will be closed on specified holidays. All employees who have completed 90 days of employment by the holiday will be paid at his/her regular rate for that day. These holidays are the following.

New Years' Day	-	January 1
Martin Luther King Birthday	-	3 rd Monday in January
President's Day	-	3 rd Monday in February
Good Friday	-	Friday preceding Easter
Independence Day	-	July 4
Labor Day	-	1 st Monday in September
Thanksgiving Day	-	4 th Thursday in November
Day after Thanksgiving	-	Friday following Thanksgiving
Christmas Eve Day	-	December 24
Christmas Day	-	December 25

7.4 Personal Days

Following six (6) months of employment, all employees will have 2 (two) personal days per calendar year. (Each day is the number of hours equivalent to a normally scheduled work day.). During the first six (6) months of employment, a personal day off in advance may be approved by the Pastor/Head of Staff or the Chair of the Personnel Committee in extenuating circumstances. Personal days will accrue at a rate of one (1) day every six (6) months. Personal days must be used in the year accrued and cannot be carried over. Use of unaccrued personal days after the first six months of employment is not permitted unless it is approved in advance by the employee's supervisor, the Pastor or one of the cochairs of the Personnel Committee.

7.5 Vacation

When a new employee achieves their 6-month anniversary, their vacation bank in the ACS payroll system will be credited with 10 days of vacation (80 hours for a full-time employee, proportionately less for part time).

On January 1st all full-time employees who will achieve the 1st, 2nd, 3rd or 4th anniversaries during the year will be credited with 80 hours vacation. On January 1st all employees who will achieve the 5th or subsequent anniversary during the year will be credited with 120 hours vacation. These hours will be added to the current total if that total does not exceed 40 hours. If the current total (before the new hours are added) does exceed 40 hours, it will be reduced to 40 hours before the new hours are added. Credited vacation time may be used when the new employee achieves his or her 6-month anniversary. For part time employees, vacation hours will be prorated according to the time they work during the week. For example, an employee who works 25 hours per week will be credited with 50 hours per year until the year of the 5th anniversary when they will be credited with 75 hours per year. An employee who works 3 hours a week, will be credited with 6 hours of vacation per year until their 5th anniversary year when they will be credited with 9 hours.

7.6 Sick Leave

Following six months of employment, full-time employees will be credited with six sick days (48 hours). On January 1st of each subsequent year, the ACS system will be updated to increase the sick leave account for all full-time employees by 48 hours if the total hours in the employee's sick leave account does not exceed 240 hours.

Part-time employees will be credited with sick leave on a prorated scale after six months of employment. On January 1st of each subsequent year, the ACS payroll system will be updated to increase the sick leave account for each part time employee based on the hours the employee works. Any absence due to illness for 3 or more consecutive workdays will require a physician's release in order to return to work. This release will include the dates of the absence, any work restrictions and certification of the employee's ability to return to work.

GVPC does not want you to work when you are ill or take sick leave when you are not ill. Therefore, sick leave may not be used for vacation, personal business, medical appointments or reasons other than illness.

Sick leave is a benefit and is not an earned right. Therefore, any sick leave balance at the termination of employment is forfeit; pay in lieu of sick leave will not be granted.

7.7 Medical Leave

Ministry and support staff may be granted a leave of absence for a medical condition that is certified by a licensed physician. If a leave is foreseeable, you must provide a thirty (30) day written notice via the Scheduled Time Off Request form. During medical leave, accrued sick pay and vacation pay may be used.

When you are on medical leave, you are considered to be on inactive status. You may remain on inactive status for up to 12 weeks. A release from the physician giving medical clearance for your return to work is required. This release will include any work restrictions and certification of the employee's ability to return to work.

7.8 Personal Leave

Upon approval of the Pastor/Head of Staff, a personal leave without pay may be granted. Personal leave requires a minimum of two weeks notice, and written notice via the Scheduled Time Off Request form is required. The maximum duration of a personal leave is four weeks. You may request to use accrued vacation pay. Sick pay may not be used for personal leave.

7.9 Bereavement

Families are in greatest need of love and support when they experience the loss of a loved one. In the event of a death of a member of your immediate family, up to three (3) work days bereavement leave with pay will be granted. The "immediate family" is defined as: mother, father, sister, brother, spouse, child, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparent, grandchild, stepparent, or stepchild.

7.10 Jury Duty or Court Witness

While at GVPC, you may be called for jury duty or as a witness in court. If this happens, notify the Pastor immediately. An employee who is called for such duty will be paid their regular pay, for a maximum of two weeks, and may retain the stipend paid by the court. If you are seated on a jury and it exceeds the two week maximum, you will need to use vacation time, or take unpaid leave. While serving, employees are expected to report to their regular jobs whenever their services are not scheduled with the courts. A Scheduled Time Off Request form must be submitted indicating the number of days absent due to such duty.

8 BENEFITS

8.1 Educational Programs

New job demands may require an employee to develop new skills. When these skills are considered essential to your current position, educational programs pertaining to these skills will be at GVPC's expense. You must obtain authorization from the Personnel Committee prior to participation.

In some case, educational programs are addressed in an employment contract and will be funded per contract.

8.2 Medical Insurance

At the date of hire, medical insurance benefits are provided for all full-time employees. At the same time, you may purchase insurance coverage for other family members. If, for any reason, the Health Plan Provider declines to cover you, GVPC will have no obligation to compensate you for medical coverage.

9 TERMINATION OF EMPLOYMENT

9.1 Termination

Employees wishing to terminate their employment with GVPC on good terms are asked to give a minimum of two weeks written notice of resignation. Conversely, if GVPC finds it necessary to terminate your employment, GVPC will try to provide a minimum of two weeks written notice.

9.2 GVPC Property

A terminating staff member is expected to return all GVPC property, including keys on the last day of employment.

9.3 Benefits Upon Termination

Benefits will be handled in accordance with applicable federal, state and local laws.

9.4 Exit Interview

All employees will be offered the opportunity for an exit interview with the Personnel Committee. This interview provides you with the opportunity to express your opinions about your job, the working conditions and any matters affecting your decision to leave.

Change Log

>May 23, 2006 – Original

>June 26, 2007 – Revision 1

>October 23, 2012 – Revision 2

>December 3, 2013 – Change 1 to Revision 2: Paragraph 8.2: Changes start of medical coverage from “completion of ninety (90) days of employment” to “date of hire”.

>September 23, 2014 – Change 2 to Revision 2: Paragraph 4.4: Changes payday from “Wednesday” to “Thursday”

Reviewed and revised – August 17, 2015 – Change 1) Holiday date for President’s Day has been changed from 3rd Monday in January to 3rd Monday in February. Change 2 is in 4.6 Overtime Pay – The Word “Only” was struck out of the first paragraph so that it reads “Nonexempt employees are entitled to receive overtime pay in compliance with applicable federal and state overtime laws,”

>September 1, 2016 revisions: Changes: (1) Requires advance approval of the employee’s supervisor or Personnel Committee for use of unaccrued/vested vacation, sick or personal days off and prohibits accumulation of compensatory time off, (2) revises vesting period for vacation pay from one year to six months to reconcile with vesting period for sick time and personal days, (3) adds a provision stating that the use of medical marijuana or lawfully prescribed drugs shall be governed by all applicable laws of the State of Nevada, and (4) revises the requirement that the employee provide a physician’s note clearing an employee to return to work due to illness from five (5) consecutive work days to three consecutive work days(3).

>October 23, 2018 – Modified Para 6.5 Drug Free Workplace to prohibit being under influence of alcohol or drugs while at work and added provisions stating GVPC rights to perform drug testing of employees.

>March 23, 2019 – Revised Para 7.5 & 7.6 to include revision in method for tracking carry-over of vacation days.

Reviewed by session August 23, 2016