



PERSONNEL POLICY AND EMPLOYEE HANDBOOK



SEPTEMBER 27, 2023
OLIVET PRESBYTERIAN CHURCH PC(USA)
Cedar Rapids, Iowa

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Welcome!

The Pastor, staff, Session, and congregation welcome you to the ministry at Olivet Presbyterian Church.

Olivet Presbyterian Church is affiliated with the Presbyterian Church USA (PCUSA). We believe in Jesus Christ, God's only Son, our Lord and Savior. The Church respects all faiths and does not require its employees to be members of the Church. It is a privilege for the entire staff to work together as a team for the LORD.

This handbook is for staff at Olivet Presbyterian Church, Cedar Rapids, IA. The handbook has been reviewed and approved by the Session. The handbook is designed to acquaint you with Olivet Presbyterian Church and provide you with information about working conditions, employee benefits, and other policies affecting your employment. This handbook is not considered a contract. In addition, the Session may elect to change, delete, or add policies at any time, with notice to you.

You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee. It outlines the programs developed by Olivet Presbyterian Church to benefit its employees. One important objective is to provide a work environment that is conducive to both personal and professional growth.

In our work together as a team, our goal is to have a heart for people and demonstrate a cheerful and helpful attitude towards all. Our job is to be a living, breathing demonstration of Christ's spirit in all our working relationships: love, joy, peace, patience, kindness, goodness, faithfulness, humility and self-control. – Galatians 5:22-23.

God bless you.

EMPLOYMENT

Equal Employment Opportunity

The Olivet Presbyterian Church (OPC) of Cedar Rapids will recruit, hire, call, train and promote all persons in all job classifications without regard to race; creed; color; national origin; gender; age; marital status; sexual orientation, religious affiliation, except when after careful study religious affiliation is determined to be an occupational qualification; or physical, mental or medical disability.

Employment-at-Will

Iowa is an employment-at-will state. This means you or the OPC have the right to terminate your employment at any time, with or without cause. If the pastor or employee is under contract, then the terms and conditions of the contract will be enforced.

Immigration Reform and Control Act of 1986

The OPC 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. As a condition of employment, each employee will be required to provide documentation to verify their identity and legal authority to work in the United States through proper completion of the INS Form I-9.

Employment Opportunities Procedure

1. All positions for which OPC hires will have written job description.
2. If the position is advertised, it shall state that OPC of Cedar Rapids, IA is an Equal Employment Opportunity employer.
3. The Equal Employment Opportunity policy and the Non-Discrimination Policy of the OPC shall be followed in consideration of applicants for interviews and employment.
4. Care shall be taken during the interviews to ensure that the privacy of the individual is protected. All questions shall be job related.
5. All applicants for a position will be treated equally throughout the interview process.

Job Description

1. A written job description that accurately reflects the job functions will be developed by the Pastor Nominating Committee (for ordained staff) or the Personnel Committee (non-ordained staff or edits to ordained staff descriptions following original hire). The job description shall be approved by the Session before the search may begin or an offer of

employment could be made to a candidate. Session is a council of the Presbyterian Church (U.S.A.) and is the primary decision-making body in a Presbyterian congregation. Session has the responsibility for both hiring and termination. The session, may delegate aspects of its work to such entities as it deems appropriate, provided those entities remain accountable to the Session.

2. The Personnel Committee reviews job descriptions annually and may revise them if necessary. Results are reported to Session along with any changes which Session must approve.

Employee Categories

Each position on the OPC staff falls within one of the following categories:

1. **Ordained Staff** – Compensation will be in accordance with the terms of their respective call and will comply with or exceed the recommendation of the Presbytery of East Iowa.
2. **Full-Time Salaried Staff** – Employees who work 40 or more hours per week and have an annual salary.
3. **Part-Time Salaried Staff** – Employees who work less than 40 hours per week and have an annual salary.
4. **Part-Time Hourly Staff** – Contract Employees paid on an hourly basis. Wages are reviewed yearly.
5. **Part-Time Hourly Staff** – Employees paid on an hourly basis. Wages are reviewed yearly.

Exempt and Non-Exempt Categories

The Fair Labor Standards Act (FLSA), passed on June 25, 1938, established the minimum wage, the maximum number of hours and defined the kinds of work “exempt” from the minimum wage and maximum hours requirement. “Non-exempt” under the act refers to a job for which the employer must pay at least the minimum wage or salary base for the position and overtime wages for hours worked in excess of 40 hours per week.

<https://www.dol.gov/agencies/whd/flsa>

An “exempt” employee is not paid any overtime for hours worked in excess of the weekly hours for which the person is employed. Under FLSA, OPC is not required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave.

Background Check

Employment is contingent on successful passing of a criminal background check completed prior to the start of employment.

Pastoral staff and those (employees and volunteers) who may be in contact with vulnerable populations when working on behalf of the OPC will complete Safe Gatherings training per the Presbytery of East Iowa. <https://peia.org/safe-gatherings/>

The background check will include verification of claims made on a candidate's resume. Lies on the resume will be understood as a breach of trust such as:

- Exaggerating numbers, such as 'increasing revenue 50%'
- Inflating job titles
- Lying about technical abilities
- Claiming language fluency
- Using a fake address

Consequences will be determined by the Personnel Committee.

Probationary Period

The first three months of employment in all employee categories, except Ordained Staff, constitute a probationary period. Neither pay in lieu of notice nor severance pay will be given an employee whose employment is terminated during the probationary period. An employee who is terminated during the probationary period would receive compensation for the prorated earned paid time off.

Work Week

Part-time hourly staff and their direct supervisor will determine scheduled work hours. Hours may vary from individual to individual, and from week to week. Employees are expected to work the full number of hours as scheduled. OPC seeks to avoid overtime work whenever possible. The direct supervisor must approve all overtime prior to an hourly employee working more than their scheduled hours in writing.

Part-time salaried staff will manage their time and delegate, when possible, to ensure that appropriate work-life balance is maintained per their contracts. It is understood that emergency, short-term situations may arise that require more hours than the maximum hours stated in the contract. The employee is encouraged to keep a record of their time in an effort to determine areas that may require assistance. OPC seeks to staff appropriately.

Timekeeping Policy

Nonexempt Employees

Employees who are classified as nonexempt must accurately record the time they work each day, including arrival, departure and meal break times.

When employees receive their paychecks, they should verify immediately that their working time was recorded accurately and that they were paid correctly for all hours worked.

Nonexempt employees must report all time worked and not work any time that is not authorized by their direct supervisor. This means nonexempt employees must not start work early, finish work late, work during a meal or rest break, or perform any other extra or overtime work unless directed to do so. Employees who have questions about when or how many hours they are expected to work should contact their direct supervisor.

Any time that the non-exempt employee leaves the premises but is not performing supervisor-directed work, the employee must clock out. The employee is not to use mission vehicles for personal use.

Exempt Employees

Employees who are classified as exempt must report absences from work for reasons such as leaves of absence, sick leave or vacation to the Personnel Committee. All exempt employees shall clock out when going offsite for all non-mission-related travel due to liability coverage.

Exempt employees are paid on a salary basis. This means the employee regularly receives a predetermined amount of compensation each pay period, which cannot be reduced because of variations in the quality or quantity of the employee's work. In general, an exempt employee will receive their salary for any week in which the employee performs any work, regardless of the number of days or hours worked. However, an exempt employee will not be paid for days not worked in the following circumstances:

- When an exempt employee takes one or more scheduled days off for personal reasons other than sickness or disability, the employee will not be paid for such day(s) of absence, but the employee may use available vacation or paid time off (PTO) to make up for the reduction in salary;
- When an exempt employee takes one or more scheduled days off from work due to sickness or disability, the employee will not be paid for such day(s) of absence, but the employee may use available sick time to make up for the reduction in salary;
- When an exempt employee works only part of the week during their first and last week with the OPC, the employee will be paid only for the days actually worked;
- When an exempt employee takes unpaid leave, the OPC will not pay for such days/hours of absence;
- When an exempt employee receives an unpaid disciplinary suspension of one or more days, imposed in good faith for workplace conduct rule infraction, OPC will not pay for such days of suspension.

OPC may require an exempt employee to use available vacation, as a replacement for salary, when the employee takes less than a full-day off from work.

An exempt employee's salary will not be reduced when the employee works part of a week and misses part of a week due to service as a juror, witness or in the military or for lack of

work, though deductions may be made to offset amounts an employee receives as jury or witness fees, or for military pay.

If an exempt employee believes that an improper deduction has been made to their salary, the employee should immediately report this information to the Personnel Committee and a direct supervisor. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

Occupational Safety and Health Administration (OSHA)

The Iowa State Plan of OSHA applies to OPC's food bank operations due to hazards. Therefore, OPC will comply with applicable occupational safety and health standards issued under the OSH Act (1970). The OSH Act was enacted to ensure employees safe and healthful working conditions. It establishes safety and health standards for places of employment. Under the "General Duty Clause" of the OSH Act, OPC has a duty to provide its employees with a workplace free of recognized hazards likely to cause death or serious physical harm.

The following standards will apply to all private-sector nonprofits:

- **Investigate:** Employers must investigate accidents that cause death or serious injury and maintain accurate records concerning work-related deaths, injuries, and illnesses at work.
- **Corrective Action Plans:** OPC will develop action plans to address any deficiencies or problems, and ensure that the direct supervisor understands and enforces the requirements of the applicable OSHA standards.
- **Emergency Action Plan:** Most workplaces must have a written "emergency action plan" (EAP). Although OPC has fewer than 10 employees so that it is not required to have a written EAP, OPC will have a written EAP for each building. The EAP will be posted in key areas. OPC's EAP must, at a minimum, describe the procedures for reporting a fire, emergency evacuation, and medical and rescue duties.
- **All employers must make available an adequate number of exit routes for the prompt evacuation of employees and other building occupants during an emergency.** Each route must lead directly outside or to a walkway, refuge area, public way, or other space with access to the outside, which is large enough to accommodate the people likely to use the exit route. Emergency exit doors must be unlocked, side-hinged, and free from devices or alarms that could restrict emergency use.
- **Water and Lavatories:** Suitable water must be provided in the workplace for drinking, washing of the person, and personal service rooms.
- **Lavatories with hot and cold running water, hand soap (or similar cleansing agents), and individual cloth or paper hand towels (or warm air blowers or clean individual sections of continuous cloth toweling) must be provided.**
- **First Aid Supplies:** Adequate first aid supplies must be readily available.

- **Domestic Violence and Workplace Violence:** under the Act's General Duty Clause OPC has a duty to provide its employees with a workplace free of recognized hazards likely to cause death or serious physical harm.

The OSH Act and its regulations require employers to keep records of work-related injuries and illnesses. Therefore, OPC will report any incident that results in the death within 8 hours or hospitalization of one or more employees or in an employee suffering an amputation or lost eye within 24 hours. The employee will report any incident immediately to the direct supervisor. The direct supervisor will complete the required online report located at <https://www.iowadivisionoflabor.gov/osha/safety>.

Because OPC has fewer than 10 employees, only its food bank (NAIC 624210 - Community Food Services) is required to keep records of work-related injuries and illnesses.

You have the right to file a confidential safety and health complaint if you believe there is a serious hazard in your workplace or if you think your employer is not following OSHA standards. The complaint is considered "Formal" when it is submitted on an OSHA Complaint Form and is signed by at least one current employee or authorized employee representative. A signed formal complaint is more likely to result in an onsite inspection. Please be as thorough and specific as possible when completing the online [complaint form](#).

OPC will post the federal OSHA Poster and the Iowa Plan Poster in order to provide employees with information on their safety and health rights.

OPC will provide safety training on specific equipment. Employees who refuse to comply with occupational safety and health provisions implemented by OPC are not exercising any rights afforded by [Iowa's Occupational Safety and Health Act, Iowa Code 88](#). Disciplinary measures may be taken by OPC solely in response to employee refusal to comply with appropriate safety rules.

Disparate Treatment Policy

OPC values diversity. It is committed to provide fair and equal treatment of its employees, workplace contractors and volunteers. OPC seeks to provide a welcoming and an inclusive workplace environment that demonstrates its appreciation of talent, education, experience and performance. Any conduct by members of Session or members of Session committees that constitutes disparate treatment will not be tolerated. Disparate treatment, also known as adverse treatment, occurs when an employer treats an employee unfairly compared to other employees based on the person's personal characteristics, especially with regard to protected classes under Title VII of the Civil Rights Act of 1964.

Non-Discrimination Policy

OPC is committed to providing an overall environment in all areas of activity that is free of discrimination. Any conduct which can be considered harassing, coercive or disruptive, or which creates a hostile or offensive environment, will not be tolerated. In keeping with this commitment, OPC maintains a strict policy prohibiting unlawful harassment, including sexual harassment. Sexual harassment involves not only unwelcome touching and demands for sexual favors, but also any unwelcome sexually oriented behavior or comments that create a hostile or offensive environment.

It is important for all persons associated with OPC (members, non-members, employees, workplace contractors and volunteers) to understand that jokes, stories, cartoons, computer graphics, e-mail messages or other computer content, nicknames, and comments about appearance may be considered offensive to others. To support this effort, a yearly staff and Session awareness training program will be provided.

If anyone believes that they are being, or has been, harassed in any way, or has observed harassment in any way, they must report the facts of the incident(s) to the Personnel Committee or to a member of Session, without fear of retaliation. Each situation will be handled confidentially, to the extent possible and still allow for a complete investigation to be conducted.

Violation of this policy may result in disciplinary action, up to and including termination. Mandatory State of Iowa reporting laws will also be followed should cases require greater inquiry and consequences. For more detailed information, employees can visit: <https://hhs.iowa.gov/child-welfare/mandatoryreporter>

Reasonable Accommodation

OPC's food bank will offer reasonable accommodation because it offers goods and services to the public (known as 'social service center' in the American with Disabilities Act ADA). Employees may submit a reasonable accommodation form or speak to the direct supervisor or to the Personnel Committee.

Service Animals

OPC will make every effort to accommodate an employee's service animal per the ADA. Under the ADA's revised regulations, the definition of "service animal" is limited to a dog that is individually trained to do work or perform tasks for an individual with a disability. Under the ADA, "comfort," "therapy," or "emotional support animals" do not meet the definition of a service animal.

SALARY and BENEFITS ADMINISTRATION

Social Security

All non-contract employees are covered for social security purposes either under FICA (employees) or SECA (ordained minister). The employee's share of FICA is withheld from the wages. Ordained ministers are permitted to exclude from income taxes the portion of their salary that is designated as housing allowance. In order to do that, the designation must be officially approved by the Session in the prior calendar year and noted in the stated meeting's minutes. The ordained minister will submit their own quarterly self-employment tax unless previously arranged during contract negotiation to withhold SECA.

Pension and Other Benefit Plans

Employees do not receive any pension, medical insurance, or other benefits through OPC unless included during contract negotiations and approved by Session.

Medical Insurance Coverage

Employees do not receive any type of insurance coverage through OPC unless included during contract negotiations and approved by Session.

Workers' Compensation Insurance

OPC complies with all State of Iowa of Workers' Compensation Laws per Iowa Code Section 85.1. All on-the-job injuries, regardless of severity, must be reported immediately to the employee's direct supervisor and to the Personnel Committee. OPC is obligated by its workers' compensation insurer to report injuries promptly and fully. The report allows for the appropriate determination of compensation (for qualifying medical costs and/or loss of income) to be paid to employees who are injured in the course of their employment. The direct supervisor will submit the report to the insurer.

Unemployment Insurance

By virtue of inclusion in the Presbyterian Church (U.S.A.)'s Federal Group Tax Exemption Ruling, OPC is exempt from federal unemployment tax. As allowed by the Iowa Unemployment Insurance (UI) Program and Federal Unemployment Tax Act (FUTA) under section 501(c)(3) of the Internal Revenue Code, all of OPC's employees are excluded from unemployment insurance.

Paid Time Off (PTO)

PTO for Ordained Staff is granted based on Presbytery guidelines. PTO for Ordained Staff is determined by pastoral terms of call or by contract.

Full Time and Part Time Salaried Staff will receive PTO per their employment contract. All written vacation requests will be submitted to the direct supervisor for the staffing plan and to the Personnel Committee. The Personnel Committee will submit vacation requests

to the OPC's Session for approval. Requests may be sent to the attention of Personnel Committee with an email sent to olivetcrcchurch@gmail.com. Session meets monthly.

PTO will be tracked for the calendar year and awarded the 1st day of the calendar year following the employee's anniversary date. PTO during the first year of employment will be pro-rated based on the number of months worked in the calendar year and cannot be taken until completion of the orientation period. PTO must be taken in work-day increments unless arranged in advance with the Personnel Committee. Carryover of PTO is not allowed. PTO must be used in the calendar year earned.

Example: Employee is employed on April 1. This employee will receive $\frac{3}{4}$ of 3 weeks and is eligible to take PTO as of July 1.

At the time of termination of employment (either voluntary or involuntary), unused PTO will be pro-rated for payout. Employees must be employed the entire month to receive payment for unused PTO for that month.

Family Medical Leave Act of 1993, as amended in 2009: (FMLA)

OPC is not required to comply with FMLA since it employs fewer than 50 employees.

Time Away from Work

Extended Leave

One week of PTO may be requested for an emergency. Additional extended leave may be granted by Session in relation to extraordinary or catastrophic circumstances. This leave may be paid or unpaid as determined by collaboration of Session and of the Personnel Committee. Maternity, paternity, foster and adoption leave will be considered as types of extended leave.

Time off With Pay

Other time off with pay is allowable when the request is submitted to the direct supervisor and with the approval of the Personnel Committee and the Session under the following circumstances for part-time salaried employees. (Unless otherwise noted, the rate of pay applicable to such time off with pay is the employee's regular salary for the approved duration of the time off).

1. Regular training period in the U.S. Armed Forces, including the National Guard, up to two weeks per calendar year.
2. Jury duty, up to a maximum of two weeks per year. Any jury duty that exceeds two weeks will be unpaid.

3. Death of an immediate family member* (defined as the employee's spouse/partner, parent, parent-in-law, child, siblings, or siblings-in-law), not to exceed five (5) consecutive working days.

* The definition of immediate family may be broadened in unique situations by agreement of the Personnel Committee and of the Session.

Time off Without Pay

Requests for short-term time off without pay (two weeks or fewer) should be submitted in writing, including reasons why, to the direct supervisor who will inform the Personnel Committee at olivetcrcchurch@gmail.com. The Session may approve or deny the request.

EMPLOYEE CONDUCT

Personal Appearance

In carrying out their duties at OPC, most employees will come into direct contact with members of our congregation and/or members of the community. How you approach your work and your appearance will be on regular display. It is important for employees to be pleasant and to groom themselves properly and wear clean, work-appropriate clothing. Determination of appropriateness is at the discretion of the direct supervisor or the Personnel Committee.

Confidentiality

In the course of discharging their responsibilities, employees may be privy to personal and/or confidential information. This information must be treated with the utmost sensitivity and confidentiality. The information should not be divulged to other persons unless there is a clear business-related need for the other party to know the information. This includes personal, health-related, financial and personnel information, including compensation information for other employees who have not authorized its disclosure. Further, employees should not discuss confidential information in any place where they could be overheard. Any questions about whether potentially confidential information may be shared should be directed to the Personnel Committee before being divulged to third parties. Ordained staff are subject to mandatory reporting requirements per the Presbytery.

Attendance & Punctuality

Employees are to report to work punctually as scheduled and to work all scheduled hours. Excessive tardiness and poor attendance will result in disciplinary action. Employees who will not be at work on a scheduled work day are expected to notify their direct supervisor prior to the start of their scheduled work. If an employee will be late, they should notify

their direct supervisor prior to their scheduled start time. If the direct supervisor is out of the office, then the employee will follow the established communication plan for that situation. All deviations from expected work schedules will be reported on a monthly basis to the Personnel Committee by the direct supervisor.

Health Insurance Portability and Accountability Act (HIPAA) and Protected Health Information (PHI)

OPC is not required to be HIPAA-compliant although the food pantry provides access to a registered nurse (RN) without direct or third-party fees. The RN provides limited diagnostic services such as blood pressure. Harvard Law's Center for Health Plan Law & Policy Innovation (CHLPI chlpi.org) has consulted legal precedent and written extensively on food banks and health law in partnership with Feeding America. OPC does not receive PHI from a 'Covered Entity' (i.e., hospital, doctor, clinic). OPC will not include PHI about congregants or other clients in its bulletins, newsletters, social media posts, prayer requests, or other communications in an effort to avoid dissemination of PHI. If specific employees' jobs require HIPAA certification, this will be noted in their job descriptions and employment contracts.

Ownership and Use of Equipment and Supplies Purchased by OPC

OPC provides the equipment and supplies needed for employees to perform their job responsibilities. This equipment and supplies remain the property of OPC. The equipment and supplies are to be used primarily for church-related purposes. Church equipment includes such items as its computers, printers, copiers, software, internet, telephones, electronic information networks, e-mail and audio-video equipment. Employees are expected to use this equipment in a responsible, ethical, and lawful manner.

Limited non-business use of OPC's equipment may be permitted, provided such use does not interfere with the employee's work performance, with any other employee's work performance, impose cost burdens on OPC, or violate any other provision of this policy.

OPC may monitor and retrieve all information and messages (business and non-business) composed, stored, sent, or received on any of OPC's electronic information systems. The church reserves and intends to exercise the right to review, audit, access and disclose all messages created, received or sent over the electronic mail system for any purpose. The contents of electronic mail properly obtained for legitimate business purposes, may be disclosed within the church without the permission of the employee.

Pastor and employees are strongly discouraged from using personal computers to conduct OPC-related business as it can pose potential problems for OPC. OPC will not reimburse expenses a Pastor or an employee may incur in using their computer equipment for OPC-related business.

Communications Policy

Internal and External Communications

As an employee, you may be seen as a representative of our organization. That means that while you may view your online presence as personal, many viewers will associate you and the views you express with OPC. Therefore, we ask that you observe the guidelines outlined below. Please keep in mind that these guidelines will continue to evolve as new social networking technologies emerge. If you have questions, please contact the Personnel Committee.

E-mail messages and Internet access are not private. Employees should not consider their email messages and Internet access to be private when using OPC equipment. An employee's access code or password does not give them any right to privacy with respect to using OPC's email and Internet systems.

OPC's email systems shall not be used to foster inappropriate conduct.

Examples of inappropriate conduct include, but are not limited to: use of inappropriate or offensive or abusive language in either public or private messages; unlawful activities; gambling, defamation; infringement of copyrights; misrepresentation of oneself or OPC; logging on or accessing obscene, pornographic, sexually explicit, racist or homophobic sites; pirating software or transmitting software programs or other copyrighted or trademarked material; engaging in transactions or activity for personal financial gain; jeopardizing the OPC's tax-exempt status; creating unauthorized contractual liability for OPC; violating any OPC policy or procedure; engaging in any activity or communication that is inconsistent with norms of professional and business conduct; and sending messages that might result in congestion or disruption of networks and systems.

Any violation of this policy may result in disciplinary action up to and including termination of employment. An employee who discovers a violation of this policy is expected to report it to the Personnel Committee at olivetcrcchurch@gmail.com.

No political messages of any kind will be sent.

All advertising, brochures, banners, and displays shall use the full organization's name, address, phone and website address.

All advertising, brochures, banners, and displays shall use approved logos and branding.

Electronic Calendars

Electronic calendars that are either internally available or available to the public provide information about events and activities. Calendars serve as a reference for staff, volunteers, and third parties that use the building spaces.

Websites

The purpose of the websites is to be inviting, informative and useful to OPC's members and friends, to potential members, and to the public who may be donors and clients. No political messages of any kind will be posted.

Social Media

Use of OPC's equipment to access and participate in social media platforms for OPC-related purposes is permitted. Personal use of social media on OPC equipment is prohibited. Social media postings on behalf of OPC should only be made by people with the responsibility to do so. Exercise care to ensure that copyrighted material is not inadvertently duplicated or distributed without proper authorization. No political messages of any kind will be published.

Iowa Right of Publicity Law

Iowa does not have a right of publicity law that enables people to control the commercial use of their identities, namely the use of a person's name, image or likeness in speech.

Iowa Privacy Law 2023

Iowa's privacy law enacted on March 29, 2023 will go into effect on January 1, 2025. This law does not apply to nonprofits.

Telephone Calls/Use of Personal Devices

Each person who answers the onsite telephones becomes the voice of OPC. Courtesy and a helpful attitude are expected and should be extended to the calling party. A message should be left for the person being called if they are unavailable.

Personal calls and use of personal devices (cell phones/tablet computers) should be limited during business hours to limit distractions from work assignments and not impair completing work in a timely manner.

Employee Behavior

The following conduct is prohibited and may subject the individual involved to disciplinary action, up to and including termination:

1. Reporting to work under the influence of any illegal and/or mood-altering substance including alcohol, marijuana, narcotics, other illegal drugs, etc. on OPC premises.
2. The use of profanity or abusive language;
3. The possession of firearms or other weapons on OPC-owned property;
4. Insubordination or the refusal by an employee to follow management's instructions concerning a job-related or safety-related matter;

5. Fighting or assault on a fellow employee, members, vendors, or visitors;
6. Theft, destruction, defacement, or misuse of OPC's property or of another employee's property;
7. Falsifying or altering any OPC record or report;
8. Threatening or intimidating staff, fellow workers, or others on the premises;
9. Smoking or use of tobacco products, including e-cigarettes, in the building or on the premises;
10. Sleeping on the job;
11. Failure to abide by safety rules and related policies;
12. Improper attire or inappropriate personal appearance;
13. Engaging in any form of sexual harassment;
14. Improper disclosure of confidential information.
15. Possession of or accessing pornographic materials.

The examples above are illustrative of the types of behavior that will not be permitted. This list is not intended to be an all-inclusive listing.

Anti-Harassment Policy

Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, sexual orientation, or any other legally protected characteristic/activity will not be tolerated. Additional information on legally protected characteristics/activities is posted on OPC's premises. This prohibition includes, by way of example, sexual conduct (both overt and subtle), and any other conduct that is perceived to create an offensive work environment.

Any employee who has reason to believe that they, or another individual, has been the victim of harassment will be expected to report promptly the facts of the incident to their direct supervisor, unless circumstances suggest the report should be made to the Personnel Committee. OPC will not tolerate retaliation against any employee who makes a fact-based, good faith report of harassment, and will take corrective action as warranted.

Workplace Violence Policy

The safety and security of employees is of vital importance to OPC. Threats or acts of violence—including intimidation, bullying, physical or mental abuse and/or coercion—that involve or affect company employees or that occur on the OPC's premises, will not be tolerated.

The prohibition against threats and acts of violence applies to all persons involved in the operation of the OPC, including, but not limited to, OPC employees and other personnel, contract and temporary workers, consultants, contractors, customers, vendors, visitors and anyone else on OPC's premises.

Violations of this policy by an employee will result in disciplinary action up to and including termination from employment.

It is our goal to provide a workplace free from acts or threats of violence. OPC will respond effectively in the event that such acts or threats of violence do occur.

Workplace violence is any intentional conduct that is sufficiently severe, abusive or intimidating to cause an individual to reasonably fear for their own personal safety or the safety of their family, friends and/or property such that employment conditions are altered or a hostile, abusive or intimidating work environment is created for one or several employees.

Examples of workplace violence include, but are not limited to:

- Threats or acts of violence occurring on OPC premises, regardless of the relationship between the parties involved in the incident;
- Threats or acts of violence occurring off OPC premises involving someone who is acting in the capacity of a representative of OPC;
- Threats or acts of violence occurring off OPC premises involving an employee if the threats or acts affect the business interests of the OPC;
- All threats or acts of violence occurring off OPC premises, of which an employee is a victim, if we determine that the incident may lead to an incident of violence on OPC premises; and
- Threats or acts of violence resulting in the conviction of an employee or agent of the OPC, or an individual performing services for the OPC on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence when that act or the conviction adversely affect the legitimate business interests of the OPC.

Examples of conduct that may be considered threats or acts of violence under this policy include, but are not limited to:

- Threatening physical contact directed toward another individual;
- Threatening an individual or the individual's family, friends, associates or property with harm;
- The intentional destruction or threat of destruction of OPC's or another's property;
- Menacing or threatening phone calls, texts or email;
- Stalking;
- Veiled threats of physical harm or similar intimidation; and/or
- Communicating an endorsement of the inappropriate use of firearms or weapons.

Workplace violence does not refer to workplace arguments or debates that are zealous or impassioned, provided there is no resort to any form of coercion. Workplace violence refers to behavior that demonstrates an intention to engage in violence, condones violence in our workplace, or targets any individual with acts or threats of violence.

Employees should help maintain a violence-free workplace. To that end, employees are encouraged to immediately report any incident that violates this policy to a direct supervisor.

Workplace Bullying Policy

OPC does not tolerate bullying behavior. Individuals who engage in workplace bullying may be disciplined, up to and including termination of employment.

Workplace bullying is the use of force, threats or coercion to abuse, intimidate, or humiliate another employee. Workplace bullying includes, but certainly is not limited to, the following:

- Verbal abuse, such as the use of patently offensive, demeaning and harmful derogatory remarks, insults and epithets;
- Verbal or physical conduct that is threatening, intimidating or obscene;
- Pushing, shoving, kicking, poking, tripping, assaulting, or threatening physical assault, or intentionally damaging a person's work area or property; or
- Sabotage, or deliberately subverting, obstructing or disrupting another person's work performance.

Cyberbullying

Cyberbullying refers to bullying, as defined above that occurs through the use of a computer, cell phone, smartphone, tablet or other devices that transmit electronic information, regardless of whether the device is owned by or located at OPC or connected to OPC's network. Cyberbullying is prohibited.

Reporting and Response

Employees who are subject to or witness workplace bullying are encouraged to notify the Personnel Committee immediately at olivetcrcchurch@gmail.com. The Personnel Committee will promptly investigate the complaint. The Personnel Committee will maintain confidentiality to the extent possible, consistent with its commitment to investigating the complaint promptly and thoroughly.

If the complaint is verified, the Personnel Committee will take appropriate remedial and disciplinary action, which may include, but is not limited to, verbal or written warnings, suspension, termination of employment, counseling and other actions. The Personnel Committee will also report to law enforcement, if appropriate. The complaining party will be advised of the results of the investigation.

Anti-Retaliation

OPC strictly prohibits retaliation against an employee for making a good-faith claim of bullying or for participating in good faith in an investigation of bullying.

Sexual Misconduct Policy

OPC of Cedar Rapids has a Sexual Misconduct Policy, which is approved by Session and may be reviewed annually. It is as follows:

Sexuality is a gift of God. It is an integral part of who we are as individuals. However, it can become the basis for oppression when trust relationships are breached and persons are abused.

The following sexual behaviors are prohibited in the workplace. The list is not intended to be all inclusive. It is not intended to be a comprehensive commentary on the OPC's constitution or civil law. No one should conclude, however, that what is not on the list is permitted. The following list reflects some areas in which problems tend to arise:

Sexual Misconduct - No sexual relationship can or should exist between staff, leaders, volunteers, teachers and members of vulnerable populations such as children and senior citizens. These relationships are ones of trust and carry a tremendous amount of responsibility whether perceived or not. Adult leaders and any persons in a position of authority are responsible for maintaining the appropriate boundaries between themselves, other members and children of the congregation.

Sexual Harassment - Sexual harassment, pursuant to the Equal Employment Opportunity Commission (EEOC) and the Iowa Department of Human Rights, consists of unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal, or physical acts of a sexual or sex-based nature.

Sexual Abuse - Sexual abuse of another person is any maltreatment or undue advantage taken involving sexual conduct in relation to any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent, or any person when the conduct includes force, threat, coercion, intimidation, or misuse of office or position.

Pornography - pornography is material that depicts sexual activity or erotic behavior in a way designed to arouse sexual excitement, whether determined to be obscene or not.

Sexually Offensive Behavior - OPC leaders and any persons in a position of authority must take care to avoid either sexually overt or oriented language or behavior. Sexual references and behavior can be intimidating and sexually harassing to others not in a position of authority.

Keys/Codes/Login/Passwords

Staff members may be issued keys/codes/login/passwords to access OPC property. These keys/codes/login/passwords should be kept in the personal possession of the employee at all times. Such keys/codes/login/passwords should be accounted for at all times. They should not be duplicated or left in desks overnight. Each employee is personally responsible for the safekeeping of any keys/codes/login/passwords issued to them. They will be responsible for the replacement cost of any lost key(s) and, potentially, the cost of re-coring or replacing of locks. Keys/codes should be reported immediately.

Keys/codes/login/passwords remain the property of OPC at all times. Keys must be returned upon request or upon termination of employment.

PERFORMANCE AND EVALUATION

Annual Performance Review and Compensation

Goals and Performance Reviews

1. The performance cycle is from January 1st to December 31st. Performance reviews start in August and September to coincide with budget forecasting activities.
2. Employees establish goals in consultation with their direct supervisor for the performance period that are in addition to their job requirements as defined in the job description.
3. Performance reviews are conducted at mid-cycle and end of cycle by the direct supervisor along with regular, periodic meetings to discuss goals and performance.

Compensation

1. Salary changes are effective on January 1 of following year or at a time deemed by Session.
2. Pastor's compensation must be approved by the Session and by the Presbytery of East Iowa.
3. On an annual basis Personnel recommends to Session a % increase for each employee based on a variety of factors including job performance, warnings, Presbytery recommendations, market conditions and projected budget. Session may approve recommendations. Pay rate increases shall be submitted prior to requesting budget approval by Session.

Grievances

Differences of opinions can arise in any organization, and there are bound to be disagreements and problems among employees. Unsettled grievances can adversely affect

employee morale and performance. They can also compromise the very mission of OPC. That is why the OPC provides a grievance procedure to give employees the opportunity to present and resolve, if possible, such employee problems.

In a case where the solution to a problem cannot be resolved in discussion with the direct supervisor or the employee does not feel comfortable discussing the issue with their direct supervisor, the employee may contact the Personnel Committee or the Pastor. Employees may request the opportunity to present their grievances directly to the Personnel Committee instead of to the direct supervisor. The Pastor, (who is an *ex officio* member of the Personnel Committee) with discretion, may present the matter to the Personnel Committee when contacted by an employee.

OPC encourages employees to use an “open door” procedure to resolve problems or grievances. OPC will not retaliate against an employee who, in good faith, uses an “open door” and grievance procedures.

Warnings

The Personnel Committee will issue verbal or written warnings, a letter of separation or a letter of immediate termination after investigation of all policy and handbook violations. The warnings will be issued by members of the Personnel Committee. A record of all warnings will be retained by the Personnel Committee. Terminations may be proposed by the Personnel Committee to the OPC’s Session. All terminations will be approved by Session before an employee is invited to vacate their position.

Suspension

If an employee is involved in a situation or accused of misconduct, within or outside of OPC, the Personnel Committee and Session can suspend the employee from work pending a thorough investigation. The employee will be paid for time while on suspension until able to return to work or termination ensues.

Termination/Separation/Resignation

Upon termination of employment, the employee is required to return all OPC-owned property assigned to or in the employee’s possession or control. Any severance allowance would require Session approval. No severance allowance will be paid for full-time salaried, part-time salaried or contracted hourly employees. Employees who are dismissed will receive the cash equivalent of the unused earned paid time off. The Personnel Committee will conduct an exit interview.

CONTINUING EDUCATION PLANNING POLICY

General Guidelines for Continuing Education Planning

General Guidelines: Pastors are encouraged to consult their session or other governing authority in discerning the general areas in which their continuing education resources might best be spent. The pastor should schedule continuing education in coordination with the session. All non-pastoral staff should schedule continuing education in coordination the Personnel Committee and receive approval before the continuing education occurs. If staff's continuing education expenses would require a budget deviation, then the expenses should be reviewed with Session before the expenses occur.

Continuing Education Definition

Reimbursable Continuing Education

Reimbursable continuing education may include the following:

- (a) Formal workshops, seminars, events sponsored by (i.) accredited bodies of higher learning (ii.) governing bodies of the church, and (iii.) other recognized and approved institutions (hospitals, American Association of Pastoral Counselors, etc.).
- (b) Courses of study leading to further professional degrees (M.A., D. Min., Ph.D., etc.)
- (c) Travel that is specifically study-oriented (see above).
- (d) Time at a spiritual retreat center or time in solo retreat under the guidance of a spiritual director.
- (e) A disciplined, systematic, self-directed reading program developed in conjunction with the Session, or other governing body.
- (f) Other opportunities as approved by the Session.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT/AGREEMENT

I acknowledge that I have accepted/continued my employment with Olivet Presbyterian Church (OPC) voluntarily and that there is no specified length of employment in any job I may perform. I further acknowledge that my employment may be terminated by me or the OPC at any time, with or without cause.

I acknowledge that I have received the OPC's Employee Handbook and that it is my responsibility to read and to gain an understanding of its contents. I understand that the policies and benefits described in it may, from time to time, be enhanced, modified or eliminated to address changing needs, with notice to me.

If my employment should terminate, for any reason, I will promptly return all property of the OPC together with all records, data, and any other items which disclose or embody the OPC's confidential information, including copies in my possession or control, and I will not, as long as the information remains confidential, use or disclose that information to others. At the same time, I will return all computer software programs relating to the OPC's business, whether in hard copy form, on disc or other media, and will make available, to the OPC, any electronic information system on which the OPC's confidential information was stored, so that the OPC can retrieve and/or permanently delete that information from the system.

If I violate my fiduciary duties or otherwise fail to comply with my obligations to OPC, or if I cause a loss or fail to pay a debt for which I am responsible to OPC, and I fail to voluntarily authorize OPC to make a deduction from my paycheck or otherwise pay the full amount due, on demand, to cover the damage, loss or debt, then I agree I will reimburse the OPC for the attorney fees, costs and expenses incurred in establishing and collecting the damage, loss or debt.

Signature

Printed Name

Date

Employment Checklist—The employee will add their initials to the left of each item to indicate that the form or the topic was presented to the employee.

- ☐ I-9 Form
- ☐ W4 Form
- ☐ Job Description
- ☐ Employee Categories
- ☐ Exempt and Non-Exempt Categories
- ☐ Orientation Period
- ☐ Work Week
- ☐ Background Check & Permission to Perform Background Check

Salary & Benefit Administration

- ☐ Social Security
- ☐ Pension and Other Benefit Plans
- ☐ Medical Insurance Coverage
- ☐ Workers' Compensation Insurance
- ☐ Unemployment Insurance
- ☐ Paid Time Off
- ☐ Time Away from Work
- ☐ Extended Leave
- ☐ Time off With Pay
- ☐ Time off Without Pay
- ☐ Study Leave/Continuing Education

Employee Conduct

- ☐ Personal Appearance
- ☐ Confidentiality
- ☐ Attendance & Punctuality
- ☐ HIPAA
- ☐ OSHA

☐ Ownership and Use of Equipment and Supplies Purchased by the Church

☐ Communications Policy

☐ Employee Behavior

☐ Anti-Harassment Policy

☐ Workplace Violence Policy

☐ Workplace Bullying Policy

☐ Sexual Misconduct Policy

☐ Keys/Codes

Performance and Evaluation

☐ Annual Performance Review and Compensation

☐ Goals and Performance Reviews

☐ Compensation

☐ Grievances

☐ Terminations

Employee Signature / Date

Personnel Signature / Date

BACKGROUND CHECK AUTHORIZATION AND RELEASE WAIVER

Print Name: (First) (Middle) (Last) _____

Former Name(s) and Dates Used: _____

Current Address Since: (Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: (Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: (Mo/Yr) (Street) (City) (Zip/State)

Social Security Number: _____

Date of Birth: _____

Telephone Number: _____

Driver's License Number/State: _____

The information contained in this application is correct to the best of my knowledge. I hereby authorize Olivet Presbyterian Church PC(USA) and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas:

verification of social security number; current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to Olivet Presbyterian Church PC(USA) or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

I hereby release Olivet Presbyterian Church PC(USA), the Social Security Administration, and its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

Signature: _____ Date: _____