



# Personnel Policy Handbook



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## Introduction and Basic Guidelines

When an individual accepts a position as an employee on the First Presbyterian Church of Strasburg staff, he or she becomes part of a church community whose stated mission is as follows:

### **Our Mission Statement**

***KNOWING Christ,  
GROWING IN Christ.  
GOING WITH Christ...***

Employees at First Presbyterian are members of a team that shares a common interest in the Christian growth and development of this congregation, our community, and each individual. The basic guide for staff behavior is described in Colossians 3:12-17.

*“As God’s representatives...be kind in heart, humble in mind. Accept life and be patient and tolerant with one another. If you have a difference with anyone, forgive as freely as the Lord has forgiven you. And, above everything else...let the peace of Christ rule in your hearts, making you rich in the true wisdom. Teach and help one another...with joyful hearts. And whatever work you may have to do, do everything in the name of the Lord Jesus, thanking God the Father through Him.”*

## The Purpose of this Handbook

This handbook is a compendium of church policies and procedures. Either before a new employee begins employment, or during the first week of employment, an orientation will be conducted on church policies and procedures.

These policies and practices are designed to be consistent with all applicable provisions of the Book of Order of the Presbyterian Church (U.S.A.) All staff members are to read, review, and retain this [Personnel Policy Staff Development Handbook](#). Questions should be addressed to the Head of Staff and/or the Chair of the Personnel Committee.

The Personnel Committee responds to the changing needs of staff and the workplace by reviewing this handbook and may update it when necessary. Staff will be provided with the most current version of the handbook whenever there is an update and will be required to verify receipt.

This handbook is not intended to constitute a contract of employment or a guarantee of the benefits or policies stated in it. The Church may unilaterally revoke this handbook at any time for any reason.

Pennsylvania is an at-will employment state. No individual employed by the Church has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to at-will employment.

# Personnel Policies and Procedures

## I. Introductory Statement

This Personnel Policy Handbook applies to all employees of First Presbyterian Church of Strasburg, Strasburg, PA, and is intended to supplement the employee's job description and to provide guidelines and summary information about the Church's personnel policies, procedures, benefits, and rules of conduct. Policies for ordained staff are included in their terms of call and shall be in conformity to the *Book of Order of the Presbyterian Church (USA)*. When a conflict exists between this Personnel Policy Handbook and the *Book of Order*, the *Book of Order* shall prevail.

- a. This policy is not a contract of employment.
- b. All employees shall sign a statement of acknowledgment of this Personnel Policy Handbook and the Child Sexual Misconduct by Those Involved in Ministry and Child Abuse Reporting Requirements.
- c. All employees shall observe the requirements and procedures of the Church's Child Sexual Misconduct by Those Involved in Ministry and Child Abuse Reporting Requirements.
- d. *Note:* The term "supervisor" is used throughout this handbook to mean Pastor or Head of Staff.
- e. Please direct any questions or requests for additional information to the direct supervisor(s) or the Personnel Committee.

## II. Basis of Authority

All human authority in the Church is derived from the Session.

- a. Ordained staff are employed by the Congregation under terms of call as approved by the Congregation and the Presbytery. These terms of call are reviewed at the annual meeting as required by the *Book of Order* (G-2.0840).
- b. All other employees are employed by the Church, supervised by the supervisor, and administered by the Personnel Committee of Session. This Handbook applies to these employees. The Personnel Committee carries out an annual review and other administration of employees.

### III. Personnel Committee

The Personnel Committee is established by and responsible to the Session. The purpose of this committee is to develop policies and procedures and to evaluate supervisory actions on the basis of following these procedures. The committee consists of two or three Elders (one who serves as the chairperson) and two or more members-at-large elected or appointed by the Personnel Committee. Each personnel committee member will be assigned to an employee(s) to act as an additional point of contact for the employee seeking guidance; such as annual evaluations, supervision, time off etc.

### IV. Supervisory Responsibility & Functional Oversight

The Supervisor has supervisory responsibility over all staff. In addition, the Worship Committee has functional oversight of the Director of Music, the Mission and Finance Committee has functional oversight of the Financial ~~Secretary~~Administrative Assistant, the Christian Education Committee has functional oversight of the Preschool teachers, Director of Children's' Ministries and Director of Youth Ministry and ~~Young Adults~~, the Board of Trustees has functional oversight of the Custodian and the Head of Staff has functional oversight of the Administrative Assistant.~~Secretary.~~

## **Section I: Equal Employment Opportunity**

First Presbyterian Church is committed to equal employment opportunity for all qualified persons. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits. All employees are expected to show respect and sensitivity toward all other employees and to demonstrate a commitment to the Church's equal opportunity objectives.

## Section II: Benefits (excluding Pastor)

### I. Vacation

- a. All full time (defined as: working for a minimum of thirty-five (35) hours per week) employees will be granted vacation days based on their length of continuous service with the Church as follows:

Full time employees will earn 1 vacation day per month, up to 10 vacation days per year that may be utilized at any time (after their initial 3 month period) during their individual calendar year of service. Full time employees may carry over a maximum of 40 hours/5 days of unused vacation time per calendar year.

Beginning with the fifth calendar year, the eligible employee will receive fifteen days of vacation.

Beginning with the Twentieth calendar year of employment the eligible employee will receive twenty days of vacation.

New employees hired with more than ten years of related/comparable experience **may** be granted fifteen days of vacation at the first year, at the discretion of the Personnel ~~Ce~~committee.

New employees hired with more than ~~fifteen ten~~ years of related/comparable experience **may** be granted twenty days at the first year, at the discretion of the Personnel ~~committee~~Committee.

- b. Written requests for vacation must be submitted to the supervisor and the person and/or Board responsible for functional oversight of the employee's duties. For a vacation of one week or more, employees are expected to give a minimum of one month's notice. Employees will be notified within one week whether the vacation has been approved or denied. Once vacation has been approved, the supervisor will inform the ~~Administrative Assistant Secretary~~ for accountability purposes. The minimum increment of time which can be taken is 1/2 day. If vacation time is not granted, the employee will be asked to reschedule the vacation time.
- c. Vacation days for part time employees are based on the hours worked as compared to a 35-hour work week. Any fractions are rounded up to the nearest whole day. Temporary employees are not entitled to vacation days. Pro-ration of vacation days for part time employees will cause a pro-ration of days earned per month as outlined in (a).
- d. Employees who resign or are terminated for any reason will receive compensation for earned but unused vacation at the current rate of pay.
- e. The Church ~~Administrative Assistant Secretary~~ is responsible for maintaining vacation and leaves of absences records for all employees, including the Pastor.



## **II. Holidays**

- a. Full time employees of the Church receive the following 11.5 paid holidays:

New Year's Day	Easter Monday	Memorial Day
Independence Day	Labor Day	Thanksgiving Day
Friday after Thanksgiving	Christmas Eve (1/2 day)	Martin Luther King Day

Christmas Day (plus 1 day during this holiday period)

Floating Holiday

The above holidays will be granted from the hire date.

- b. If the enumerated holidays fall on a Saturday, the preceding Friday will be the day off for the holiday. If the enumerated day falls on a Sunday, the following Monday will be the day off for the holiday.
- c. If an employee works on a holiday, another day off will be given with the approval of the supervisor.
- d. Part time and temporary employees will not receive compensation for holidays.

## **III. Leaves of Absence**

The Church makes leaves of absence available as follows:

### **a. Illness Leave**

1. A full time employee may accrue up to six (6) days of paid illness leave during each calendar year, prorated the first year at the rate of .5 day per month. A part time employee receives prorated paid illness leave; a temporary employee is not entitled to paid illness leave. Illness leave accrual begins on first day of employment.
2. Illness leave may be used in the case of personal sickness or injury that is not work related.
3. The employee must notify the supervisor that he/she will not be at work.
4. After three days of consecutive absence, the employee must provide medical verification of the inability to work and the anticipated day of return.

Illness leave may be accumulated up to a maximum of 30 days [depending upon our Short Term Disability insurance coverage]. An employee will not be paid for unused illness leave upon termination for any reason.

## **b. Personal / Emergency Leave**

1. Personal leave or a leave of absence for a compelling personal reason that is not medically related may be granted at the sole discretion of the Personnel Committee after consultation with the employee's supervisor.
2. An employee who has completed at least 1 (one) year of service may submit a written request for a personal leave of absence without pay for any length of time up to a maximum of 6 (six) weeks. A written request is to be submitted to his or her supervisor and must state the reason for the leave and the beginning and ending dates.
3. When the employee returns to work at the end of a personal leave, he or she will be returned to his or her current job classification providing they return to employment after no longer than 6 weeks of consecutive absence.

## **c. Family Medical Leave**

1. After completing at least 12 months and at least 1250 hours during the year preceding the start of the leave, an employee may request leave for the birth or the adoption of a child, to care for a family member with a serious medical condition, or because of the employee's own serious medical condition. The request must be made in writing to a supervisor at least one month in advance of the desired or anticipated starting date. In an emergency situation, the one-month notification time may be waived
2. The maximum period of a leave is twelve weeks. An employee must use his/her accrued vacation, holiday, or sick time in order to be paid during the leave period.
3. If the employee is unable to return to work after the leave, the leave may be extended or the employee may return to work part time with adjusted pay, if approved by the Personnel Committee and the supervisors. Any such request must be accompanied by such documentation as may be requested by the Personnel Committee.
4. Upon return to employment, all rights the employee earned before the leave will be reinstated. This shall include the job held prior to the leave or a position substantially equal in pay, skill, and responsibility.
5. If an employee fails to return to employment immediately upon the expiration of leave, but is later reemployed, prior rights and benefits cannot be guaranteed. However, prior service time for the purpose of calculating vacation will be included after six months satisfactory reemployment has been completed.
6. An employee may choose to use his or her vacation time to care for an ill family member.

**e. Jury Duty Leave**

An employee called to jury duty will not be required to forfeit any pay received from the court. An employee called to jury duty will receive his or her normal compensation, and not be charged for any vacation time. After two (2) weeks of jury duty, normal compensation will cease during the continuing period of additional jury duty.

**f. Military Leave**

The Church follows applicable state and federal law concerning leave for military service.

**g. Bereavement Leave**

Employees are entitled to five (5) days leave with pay to arrange and/or attend the funeral of an immediate family member defined as a spouse, child or step child. Three (3) days leave will be granted for a grandchild, grandparent, parent or step parent, brother or sister, mother in-law or father in-law. Employees who need more days than permitted by this policy may request earned vacation time or a personal leave of absence as per Church policy.

**h. Workers' Compensation Insurance and Leave**

Employees are covered by workers' compensation insurance immediately upon employment. All workers' compensation leave is at the direction of the attending physician. The Church follows all applicable state and federal law in regards to leave and salary.

### **Section III. Educational Assistance and Professional Memberships**

If the Session, or its related Committees and Board(s), determine that the Church will benefit from an employee's participation in an educational program or professional organization not specifically outlined in the employee's job description, the related expenses may be paid by the Church, provided it is economically feasible.

## Section IV: Personnel Status

### I. Employee Classifications

Employees are classified the following ways:

- a. **Ordained Staff:** Ordained Ministers of the Word and Sacrament as described in The *Book of Order* (G2.0501)
- b. **Full Time Employee:** Average of thirty-five (35) hours or more per week and are eligible to participate in the Benefits Plan.
- c. **Part Time Employee:** Average of less than thirty-five (35) hours per week.
- d. **Temporary or Interim Employee:** An employee who is hired on a temporary basis (normally less than 6 months of continuous service) to fill a full or part time position. This employee does not receive any benefits or entitlements.
- e. **Nonexempt Employee:** Eligible for overtime pay in accordance with State and Federal law. The ~~secretary~~Administrative Assistant, custodian, and financial ~~secretary~~Administrative Assistant positions are nonexempt. Overtime pay for all employees, including part time, is only appropriate for hours worked in excess of forty (40) per week.
- f. **Exempt Employee:** Not eligible for overtime pay. Ordained ministers, ~~Director of Youth and Young adult Ministries~~Director of Youth Ministry, Director of Children's Ministries and the Director of Music are exempt.

### II. Assurance of Fair Treatment

It is the policy of the Church to treat all employees fairly and with dignity. The supervisor will maintain an "Open Door Policy" and all problems arising from employment or conditions of employment should be addressed to them.

Any employee with a grievance should use the following procedure.

- a. *Ordained Pastor*
  1. Discuss the matter with the full Personnel Committee, and then the Session, as appropriate.
  2. Should the matter remain unresolved, the Pastor may request, in writing, a meeting with the Presbytery Committee on Ministry.
- b. ~~Secretary~~Administrative Assistant, ~~Director of Youth and Young Adult Ministries~~Director of Youth Ministry, ~~Director of Children's Ministries~~, ~~Director of Music~~.
  1. Discuss the matter with their supervisor.
  2. Should the matter remain unresolved, the employee may request a meeting with the full Personnel Committee or Personnel chair.

- c. *Custodian*
  1. Discuss the matter with the President of the Board of Trustees.
  2. Should the matter remain unresolved the employee may talk with the Pastor.
  3. Should the matter remain unresolved, the employee may request a meeting with the full Personnel Committee or Personnel chair.
  
- d. *Financial ~~Secretary~~Administrative Assistant*
  1. Discuss the matter with the Chair of the Mission and Finance Committee.
  2. Should the matter remain unresolved the employee may talk with the Pastor.
  3. Should the matter remain unresolved, the employee may request a meeting with the full Personnel Committee or Personnel chair.
  
- e. *Preschool Teachers*
  1. Discuss the matter with the Christian Education liaison to the preschool
  2. Should the matter remain unresolved the employee may consult with the Pastor
  3. Should the matter remain unresolved, the employee may request a meeting with the full Personnel Committee or Personnel chair.

If matters continue to be unresolved, then the employee may request review by the Session.

The supervisor shall use the following steps in the disciplinary process of an employee:

- Verbal discussion with the employee with documented explanation with a performance improvement plan.
- Written warning with documented explanation with a performance improvement plan
- Final Warning with documented explanation with a performance improvement plan
- Recommend termination to the Personnel Committee

Certain offenses by the seriousness of their nature may result in immediate suspension and/or termination.

### **III. Absence/ Lateness**

It is important that employees work their assigned schedules as consistently as possible. However, the Church understands that because of illness or emergency an employee may be unable to come to work. If an employee is unable to report to work for any reason, he/she should contact their supervisor or the Church ~~Secretary~~Administrative Assistant directly at least an hour before the beginning of work. If an emergency arises and the employee cannot give an hour's notice, then he or she should notify his or her supervisor or the Church ~~Secretary~~Administrative Assistant as soon as possible. It is the employee's responsibility to keep his or her supervisor informed on a daily basis during a short-term absence and to provide medical verification when requested.

#### **IV. Termination**

- a. Voluntary termination is termination initiated by the employee. A thirty (30) day notice is requested.
- b. Involuntary termination is termination initiated by the Church.
- c. It is the intention of the church to give employees thirty days' notice of non-cause based termination.
- d. A payment of one week's pay for each year of service up to a maximum of four weeks' pay may be provided for involuntary non cause based terminations.

## **SECTION V: Compensation**

### **I. General**

Compensation and benefits for all employees are reviewed annually by the Personnel Committee.

### **II. Payday**

Each year is divided into twenty-four (24) pay periods. Employees will be paid on the 1<sup>st</sup> and 15<sup>th</sup> of the month. For part time employees, hours worked must be submitted by the 30/31<sup>st</sup> for pay on the 15<sup>th</sup> and by the 15<sup>th</sup> for pay on the 1<sup>st</sup>. Hours should be directly submitted to the financial ~~secretary~~Administrative Assistant.

### **III. Work Week & Hours**

The work week and hours are dependent upon the employee's job description.

### **IV. Overtime**

- a. Non-exempt employees may be asked to work beyond normally scheduled hours or on a regularly scheduled day off. If an employee is asked to work over 40 hours in one week, hours worked in excess of 40 will be paid at time and a half in accordance with state and federal law. Vacation and holiday hours will count toward the 40 hour work week; illness time will not. No employee may work overtime for pay unless it has been approved in advance by his or her supervisor.
- b. Some employees are exempt from the overtime provisions of state and federal law.



## SECTION VI: Personnel Administration

### I. Annual Review

- a. All employees will have an annual review with their supervisor. The supervisor may seek additional input from other staff, Church members, and/or the Personnel Committee. This annual review should take place no later than April, and received and reviewed by the Personnel Committee by the end of May.
- b. Each employee has the opportunity to initiate a discussion about his/her employment with his/her immediate supervisor. Any subject related to his/her employment may be discussed if appropriate, the employee may request a meeting with the Personnel Committee.

### II. Personnel Records

- a. A confidential file will be maintained by the supervisor for each employee. Personnel files are the property of the Church and shall be kept confidential. It is Church policy to withhold them from release, except as required by law. Access to an employee's file is limited to the supervisor, the Personnel Committee, and the employee. The Church SecretaryAdministrative Assistant shall maintain record of all benefits and leaves for all employees.
- b. An employee's file shall include the application for employment, a record of the terms of employment, any special agreements covering nonstandard situations (e.g., interim positions, temporary employees, etc.), the employee's salary history, and the employee's benefit record. Medical records are to be kept separate in a separate file and confidential.
- c. An employee may review his or her personnel file upon written notice to his/her supervisor. Review of one's personal file will be in the presence of a supervisor. Copies may be made of any documents in the personnel file.

### III. Position Descriptions

Each employee shall be provided with a written position description which is maintained by the Personnel Committee.

### IV. Benefit Listing (Insurance and Retirement)

Each employee will be provided with a summary of current benefits and changes as they occur.

## Email and Internet Policy

Every First Presbyterian Church of Strasburg staff member is provided access to an electronic mail (E-mail) system and the Internet. The email address(es) which will be used will be decided on an individual basis.

These resources have been provided by the Church for use in conducting Church business. All communications and information transmitted by, received from, or stored in this system are church records and property of the First Presbyterian Church of Strasburg. These files are subject to the ecclesiastical discovery process.

1. Staff members have no right of personal privacy in any matter stored in, created, received, or sent over the First Presbyterian Church of Strasburg's E-mail system or internet. Even if staff members use a password to access E-mail system or internet, the confidentiality of any message or file stored in, created, received, or sent from the First Presbyterian Church of Strasburg's E-mail system or Internet is not guaranteed or diminish the right of the church to access information. No privacy right is established by the use of a password on church systems.
2. The E-mail system and Internet may not be used to solicit for religious or political causes outside the interests of the church.
3. The First Presbyterian Church of Strasburg's policies against sexual or other harassment apply fully to the E-mail system and Internet, and any violation of those policies is grounds for disciplinary action up to and including discharge. No messages should be created or sent if they contain intimidating, hostile, or offensive materials concerning race, color, religion, sex, age, national origin, disability, veteran status or any other classification protected by law.
4. Internet, laptops, computers, and organization provided cellular telephones may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
5. Deletion of any content, including E-mail messages or files, will not truly eliminate the content from the system. All content is stored in a central back-up system in the normal course of data management.
6. Staff members are not authorized to retrieve or read any E-mail messages that are not sent to them without prior approval from the Head of Staff or Chair of Personnel Administration Committee.

7. The following actions are forbidden: using disparaging, abusive, profane, or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon The First Presbyterian Church of Strasburg or be contrary to The First Presbyterian Church of Strasburg's values or best interest; and engaging in any illegal activities, including piracy, cracking extortion, blackmail, copyright infringement, and unauthorized access of any computers and organization-provided equipment such as laptops.
8. Users should write E-mail communications or Internet communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on the First Presbyterian Church of Strasburg letterhead.
9. The Church has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by staff members on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.
10. The Church may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by the Church networks. In the event a staff member nonetheless encounters inappropriate or sexually explicit material while browsing on the Internet in the conduct of church business, the staff member should immediately disconnect from the site, regardless of whether the site was subject to blocking software.

Any staff member who discovers misuse of the E-mail system should immediately contact the Head of Staff or Chair of [Personnel Administration](#) Committee. Violations of the First Presbyterian Church of Strasburg E-mail policy may result in disciplinary action up to and including discharge. Use of the First Presbyterian Church of Strasburg's E-mail system and Internet constitutes consent by the user to all of the terms and conditions of this policy.

#### **Disclaimer of liability for use of E-mail and Internet**

The First Presbyterian Church of Strasburg is not responsible for material viewed or downloaded by users from the E-mail or Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

## **On Screen Email Disclaimer**

This E-mail and Internet network is a private information system of The First Presbyterian Church of Strasburg. Individuals using this system expressly consent to monitoring of their activities. Anyone using this system in violation of the First Presbyterian Church of Strasburg's E-mail and Internet policy may be subject to disciplinary action, up to and including discharge.

## Social Media Policy

Social media is an integral part of personal, social, professional and business communications and networks. Social media can enhance the relationships and the conduct of the ministry of the First Presbyterian Church of Strasburg. However, the use of social media also presents certain risks and carries with it certain responsibilities. To assist in making responsible decisions about use of social media use the following guidelines. This policy applies to all staff members who work for the First Presbyterian Church of Strasburg.

### Guidelines

*Social media* includes all means of communicating or posting information or content of any sort on the Internet, including web logs or blogs, journal or diaries, personal web sites, social networking or affinity web sites, web bulletin boards or chat rooms whether or not associated or affiliated with the First Presbyterian Church of Strasburg, as well as any other form of electronic communication.

A staff member is solely responsible for what he/she posts online. Any conduct contrary to the church's policies and guiding principles may result in disciplinary action up to and including termination.

1. **Know and follow the rules:** Read the guidelines on Email, Internet Discrimination and Harassment Policies to ensure postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may be subject to disciplinary action up to and including termination.
2. **Be respectful.** Always be fair and courteous to fellow staff members, customers, members, suppliers or people who work on behalf of The First Presbyterian Church of Strasburg. Examples of disrespectful conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or church policy.
3. **Be honest and accurate.** Be honest and accurate when posting information or news on behalf of the church; acknowledge and correct any mistakes as soon as they are discovered.
4. **Post only appropriate content.**
  - a. Maintain the confidentiality of the First Presbyterian Church of Strasburg. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
  - b. Staff members must identify themselves as church staff members when creating a link from personal blogs, websites or other social networking media to the church website.

- c. Staff members should express only personal opinions when posting to any media, and should never represent themselves as spokespersons of the church. If the Church is a subject of a post, it is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of my Employer.”
5. **Using social media at work.** Excessive social media engagement while on work time is to be avoided. Violations will be addressed with the Coaching/Equipping Team. Do not use the First Presbyterian Church of Strasburg email addresses to register on social networks, blogs or other online tools utilized for personal use.
  6. **Retaliation is prohibited.** The church prohibits taking negative action against any staff member for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another staff member for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

## **Media Policy**

The Head of Staff serves as the Spokesperson for the church and will serve as spokesperson with all media agents. No representative of the church will communicate with the media, other than to confirm public information, unless authorized by the Head of Staff. If the Head of Staff is unavailable, then the Clerk of Session assumes the role of Spokesperson. If both are unavailable, then the Spokesperson will be designated by the chair of the Personnel Committee.

## **SECTION VII: Confidentiality and Communications**

### **I. Confidentiality Policy**

It is the policy of the Church to make every effort to maintain the confidentiality of member and employee information. Confidentiality shall be maintained regardless of the medium or source of the information. It applies to the spoken and written word, computerized data, personnel records and financial data. Any intentional disclosure of confidential member and employee information or other confidential Church information or material without prior Church authorization shall be subject to immediate review by the employee's supervisor and possible disciplinary action in accordance with the terms of this Personnel Policy Handbook.

### **II. Communications Policy**

Employees are advised that the computers, computer networks, E-mail, telephone systems (including voicemail) and other electronic communications systems (and all communications created, received, stored or transmitted through such systems) are solely Church property. Use of these systems and equipment to transmit personal or other non-Church related messages should be kept to a minimum. The Church reserves the right to inspect, examine and monitor the use of these systems at any time and without notice. Accordingly, employees shall have no expectation of privacy regarding any such personal communications. Violation of this policy may result in disciplinary action in accordance with the terms of this Personnel Policy Handbook.



**Employee Statement of Acknowledgment**  
**FIRST PRESBYTERIAN CHURCH of STRASBURG**  
**Strasburg, PA 17579**

This is to acknowledge that I have received and reviewed copies of recent additions, listed below, to the Personnel Policy Handbook of the First Presbyterian Church of Strasburg. I understand that they provide guidelines and summary information about the Church's personnel policies. I also understand that it is my responsibility to read, understand, familiarize, and comply with these policies. I further understand that the Church reserves the right to modify, supplement, rescind, or revise any of these policies from time to time, with or without notice, as it deems necessary or appropriate.

I acknowledge that the Church and I have the right to terminate employment at any time, with or without cause or advance notice. I further acknowledge that this employment relationship may not be modified by an oral or implied agreement.

Employee's Name *(please print)* \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

Pastor *(please print)* \_\_\_\_\_

Pastor Signature \_\_\_\_\_

Date \_\_\_\_\_