



EMPLOYEE HANDBOOK

**FIRST CONGREGATIONAL CHURCH
MURPHYS**

JUNE 2015

INTRODUCTION

First Congregational Church of Murphys is pleased to welcome you. This employee handbook is intended to provide guidelines and summary information about our personnel policies, procedures, benefits, and rules of conduct. Please familiarize yourself with these practices, as they describe what is expected of you as well as what you can expect.

The purpose of these policies is to encourage productive interactions among and between the congregation and staff and to provide for an open and professional working environment. As the handbook is intended to be used as a ready reference to First Congregational Church of Murphys personnel policies, updates to the handbook will be prepared and distributed whenever changes occur.

The materials contained in this handbook are presented for informational purposes and can be changed at any time by First Congregational Church of Murphys with or without notice. The materials do not constitute an employment contract, expressed or implied. All employees of First Congregational Church of Murphys are employees-at-will and either the employee or First Congregational Church can terminate the employment relationship at any time for any reason not prohibited by law.

1. EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION POLICY AND OBJECTIVES

1.1 Equal Employment Opportunity and Non-Discrimination

First Congregational Church of Murphys is an equal opportunity employer as indicated in the following:

First Congregational Church of Murphys affirms its moral and legal commitment to support and implement a program of Equal Employment Opportunity, which in accordance with the law, does not discriminate against any employee or applicant because of religion, race, color, national origin, sex, age, sexual orientation, disability, creed or marital status.

1.2 Equal Employment Opportunity and Non-Discrimination Objectives

- To make personnel administration decisions so that the principle of Equal Employment Opportunity is furthered;
- To administer personnel policies and procedures, including those governing compensation, benefits, transfers and training, without regard to religion, race, color, national origin, sex, age, sexual orientation, disability, creed or marital status;
- To analyze personnel actions to ensure Equal Employment Opportunity.

1.3 Sexual Harassment/Safe Church Policy

First Congregational Church of Murphys is committed to a collegial work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. Sexual harassment, whether verbal, physical or environmental, whether in the workplace or in Church-sponsored settings, is unacceptable and will not be tolerated. This policy applies to all clergy and Church employees, whether related to conduct engaged in by fellow Church officers, clergy, employees or volunteers, or someone not employed by the Church (e.g., outside vendors, consultants, or tenants, etc.). It is the intention of this policy to fully incorporate and embrace the Safe Church Policy Concerning Abuse Prevention. Refer to attachment #1.

- Sexual Harassment constitutes discrimination and is illegal under Federal, State and local laws. For purposes of this policy, sexual harassment is defined as stated in the Equal Opportunity Commission Guidelines promulgated in 1980 as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.”
- Sexual Harassment may include a range of subtle and not so subtle behaviors. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances; subtle or overt pressure for sexual favors; sexual jokes, flirtations, innuendos, advances or propositions; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, touching, pinching, assault, coerced sexual acts, or suggestive, insulting, or obscene comments or gestures; or display in the workplace of sexually suggestive objects or pictures.
- Clergy and supervisors have an affirmative duty to maintain the workplace free of sexual harassment. Clergy and supervisors shall discuss this policy with the staff and assure them that they are not required to endure insulting, or exploitative

sexual treatment. Clergy and supervisors shall make every effort to ensure that complaints of sexual harassment are resolved promptly and effectively.

- Any employee who believes that he or she has been the subject of sexual harassment should report the alleged act immediately to the pastor, or his or her supervisor. If the employee believes the pastor or their supervisor is sexually harassing them, they should instead report the alleged act to the Personnel Committee.
- Employees should use the Church's Grievance Procedure as outlined in this Handbook.
- Confidentiality will be maintained to the extent practicable and appropriate under the circumstances to protect the privacy of persons involved.

1.4 Other Types of Harassment

It is the policy of First Congregational Church of Murphys to prohibit harassment of its employees based on such factors as religion, race, color, national origin, sex, age, sexual orientation, disability, creed, or marital status by any person in any form. All charges or complaints of harassment should be addressed using the same procedures as those found under sexual harassment.

2. EMPLOYMENT STATUS

2.1 Non Clergy Exempt and Non-Exempt Employees

For payroll and benefit purposes, First Congregational Church of Murphys recognizes two major categories of non-clergy employees:

- Exempt Employees: Employees who are exempt from the provisions of the Federal Fair Labor Standards Act. This category generally applies to management and administrative staff.
- Non-Exempt Employees: Employees who are non-exempt from the provisions of the Fair Labor Standards Act. This category generally applies to support staff.

2.2 Temporary Employees

Temporary employees, as the term is used in this Handbook, are individuals employed for a limited period (either full-time or part-time) or who work on call. They supplement the regular work force when necessitated by periods of peak workload, employee absences or other situations as may be determined. Temporary employees are not entitled to benefits other than those required by law.

2.3 Part-time Employees

Part-time employees, as used in this Handbook, are individuals who are regularly scheduled to work less than a normal 40-hour work week.

2.4 Trial (Introductory) Period

All new full-time and part-time **non-exempt** employees shall be placed on a Trial or Introductory period for ninety (90) days. Upon successful completion of this Introductory period the employee will be given regular status. In no event shall the change of status to regular be considered as creating a contractual relationship between the employee and First Congregational Church of Murphys. Either party may terminate the relationship at any time for any reason not prohibited by law. New employees during the Introductory period are not eligible for paid absences except holidays until they have worked for thirty (30) days.

2.5 Regular Employees

Regular employees, as the term is used in this Handbook, are all full-time and part-time employees not classified as Temporary, except non-exempt employees who have not successfully completed their Introductory period. Benefit eligibility for clergy shall be as defined within the respective individual Letters of Call. Benefits for all other Regular employees are defined in the individual Letters of Agreement.

2.6 Employment -At-Will

All employees of First Congregational Church of Murphys are employed at-will. Nothing in this Employee Handbook is to be construed as a guarantee that any employee's employment will continue for any specified period of time or end under certain conditions. Furthermore, First Congregational Church of Murphys may from time to time, in its sole discretion, amend, supplement, modify or eliminate one or more of the benefits, work rules or policies described in this Handbook without prior notice. Whenever changes are made, updates to the Handbook will be prepared and distributed.

3. COMPENSATION

3.1 Wage and Salary Administration

Remuneration shall be paid based upon the nature of the work performed and in accordance with the base salary established by First Congregational Church of Murphys. Compensation shall be at the salary agreed upon at the commencement of employment subject to subsequent adjustments to the employment agreement.

- Employee Wage and Salary Bases - The Compensation base for all positions will be reviewed periodically. Adjustments may be made based on cost of living data, salary survey data, consideration of salaries paid by other similar employers and other such factors deemed appropriate by First Congregational Church of Murphys. Automatic cost of living increases are not given to employees.
- Clergy Salary – Compensation for clergy shall be reviewed not less often than biennially with primary consideration given to the compensation guidelines of the denomination. Methods of compensation other than defined by denominational guidelines may be subject to additional tax obligations which shall be the

responsibility of clergy affected. First Congregational Church of Murphys shall strictly comply with Federal, State and local tax withholding obligations.

3.2 Work Week, Pay Periods and Overtime

- Work Week - The normal work week is Monday through Sunday beginning and ending at midnight on Sunday. Any work schedules in excess of five hours in a day must include one half hour mandatory unpaid lunch period.
- Time cards – Non-exempt employees must complete a time sheet each month. Non-exempt employees must complete an “exception” time sheet in any month when any time off has occurred.
- Pay Period - The pay period is monthly. Payroll checks are distributed on the 15th of each month.
- Overtime Compensation - Exempt Employees & Clergy – Exempt employees and clergy are not eligible for overtime compensation, or compensatory time off.
- Overtime - Non-Exempt Employees - Overtime work will be the exception. Non-exempt employees must obtain prior approval for overtime from their supervisor.
 - The employee will be paid at hourly straight-time for work not exceeding 40 hours per work week, and one and one-half (1.5) times his/her regular hourly salary rate for overtime in excess of 40 hours per work week.
 - Compensatory time may be granted in lieu of overtime pay at the employee's discretion. Compensatory time for hours exceeding 40 hrs. per work week will be given at the rate of one and one-half (1.5) hours per hour worked over 40 hours. Compensatory time must be taken within the same pay period in which it is earned.

3.3 Payment for Mileage

Per mile reimbursement for church-related business travel will be made. Estimated travel must be documented on a mileage form and authorized by the Pastor prior to being used. Travel will be reimbursed at the current prevailing IRS rate. Mileage reimbursement does not apply to travel to and from work.

4. EMPLOYEE PERFORMANCE EVALUATION

Each First Congregational Church of Murphys employee, including clergy, will participate in a performance evaluation process at least once a year. The purpose is to provide the opportunity to assess performance and progress against the goals previously mutually agreed upon for the evaluation period, identify areas of concern and plans of action, establish goals for the coming performance evaluation period and develop strategies for their accomplishment. The annual employee performance

evaluation becomes a permanent part of the employee's personnel record. The Pastor's evaluation shall be conducted consistent with their Letter of Call. All other evaluations are conducted by the Pastor in collaboration with the Committee that provides oversight to the specific position.

Periodic midterm reviews are encouraged to take place informally.

5. CONDITIONS OF EMPLOYMENT

5.1 Employing Relatives

First Congregational Church of Murphys may employ a relative or cohabitant of an employee, including a non-ordained spouse/partner of clergy, provided the individual possesses the usual qualifications for the specific employment. However, those persons will not be given work assignments which require one to direct, review or process the work of the other, or which permits one to have access to the personnel records of the other.

An exception to this policy applies only with respect to clergy who are called together as partners or spouses.

5.2 Outside Employment

Outside employment by employees may occur on the person's own time, provided it does not interfere with his/her employment with First Congregational Church of Murphys, and shall only be permitted if no conflict of interest is perceived.

Clergy who engage in other professional employment not related to the Church, shall do so on Church premises and using Church resources only with prior approval of the Church Council after consideration of matters of indemnity, safety and security. Insurance maintained by the Church shall not apply to other non-related professional activities of clergy.

5.3 Termination of Employment

Employment-at-will: All employees of the First Congregational Church of Murphys are employees-at-will, and either the employee or First Congregational Church of Murphys can terminate the employment relationship at any time, for any reason not prohibited by law. Authorized ministers serving under contract (Letter of Call) are subject to the terms of the Letter of Call, the constitution of First Congregational Church of Murphys and the disciplinary policy and procedures of the United Church of Christ.

Resignation is a voluntary choice, freely made by the employee for whatever reason.

- Exempt employees may resign by giving a written two-week notice or by mutual

- agreement. Failure to give the required notice may result in forfeiture of benefits.
- Non-exempt employees are expected to give two weeks' notice. Failure to give the required notice may result in forfeiture of benefits.
 - An unexcused absence of three consecutive working days is considered job abandonment and a voluntary resignation.

Discharge is an involuntary termination imposed for failure on the part of an employee to meet performance standards, for misconduct or for other reasons deemed sufficient to warrant discharge in the judgment of the Personnel Committee.

- Except in cases in which the Personnel Committee believes that immediate discharge is necessary, a strategy, including progressive disciplinary or other actions, will be designed to assist the employee to achieve the desired performance and/or conduct. A written record of disciplinary actions, interviews, counseling sessions, etc. regarding the employee will be kept. If the problem cannot be resolved, a discharge date shall be established. All unused earned vacation shall be paid. No severance pay shall be given.

Reduction in Work Force – Termination of an employee may occur because of the discontinuation of a position, retrenchment in budget, or for other circumstances arising through no fault of the employee. If the employee has served at least one year, the following shall apply:

- The official termination date will be established as the later of the date last worked, the end of the notice period, or the end of the severance pay period.
- Termination of non-exempt regular employees shall take effect with at least two weeks' notice, or payment of equivalent salary in lieu of such notice.
- Termination of exempt regular employees shall take effect with at least thirty (30) days notice, or payment of equivalent salary in lieu of such notice.
- Payment for accrued vacation pay up to date of the termination will be made.

6. GRIEVANCE PROCEDURES

The health and welfare of all employees are important. Employees have a right to express any grievance without fear of reprisal or recrimination. Employees will be provided with an opportunity to present their complaints and to appeal their supervisor's decisions through a formal grievance procedure.

6.1 Definition of a grievance:

A grievance is defined as an employee's feeling of dissatisfaction concerning conditions of employment or treatment by a supervisor or other employees. Examples of actions

which may be cause for a grievance include: application of Church policies, practices, and procedures believed to be unfair; treatment considered unfair by an employee; alleged discrimination; and alleged improper or unfair administration of employee benefits or conditions of employment.

6.2 Procedures

When grievances or problems arise from a condition of employment, employees should discuss the matter with the Pastor.

If the grievance cannot be satisfactorily resolved by the Pastor, the employee may submit a written description of the grievance to the Personnel Committee.

If the grievance cannot be satisfactorily resolved by the Personnel Committee, the employee may request the Chair of the Personnel Committee to submit the matter to the Church Moderator who shall present it to a Grievance Committee made up of the Moderator, Vice Moderator, Treasurer, Clerk, and one member at large for a final decision.

7. EMPLOYEE BENEFITS

7.1 Holidays

Regular full and part time employees are paid for eight (8) holidays. If the holiday falls on a Saturday, the holiday is to be taken on the preceding Friday; if falling on a Sunday, it is taken on the following Monday. Recognized holidays include: New Year's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day following, and Christmas Day.

7.2 Vacation

Regular full and part time, who are employed at least 20 hours a week, are entitled to vacation with pay as approved with sufficient advance notice to the Pastor, to allow for arranging necessary coverage. Vacation hours for employees are designated in the individual Letters of Agreement. Total vacation accrual cannot exceed double the annual accrual rate. For example, if an employee receives 2 weeks of vacation per year, the accrual maximum is 4 weeks.

Unused earned vacation hours up to the accrual maximum will be paid upon separation on the basis of the employee's current pay rate.

7.3 Sick Leave

Employees are awarded 3 paid sick days at the beginning of each calendar year. These days are pro-rated according to the hours worked in a regular work week for the given employee. Full time and part time, exempt or non- exempt, regular or temporary employees are entitled to this benefit, provided that they work at least 30 hours per year. Unused hours do not carry over to the following year and are forfeited upon termination.

7.4 Family Medical Leave

The Church has elected to provide eligible employees with unpaid leave as described by the Family Medical Leave Act (FMLA). When an employee applies for FMLA leave the Church requires the employee to substitute all accrued paid leave (sick and vacation) for unpaid FMLA leave to the extent it is available. The substitution of paid time does not extend the twelve (12) weeks of protected leave period.

7.5 Personal Leave

Personal leaves of absence of up to 30 days for personal reasons other than those provided for by particular policies in this Handbook may be granted at the discretion of FCC Murphys. The duration of the leave is at the discretion of FCC Murphys. Personal leaves of absence are unpaid. The employee must exhaust his or her accrued vacation time before commencement of a personal leave. Request should be made to the Pastor of FCC Murphys.

8. OTHER STATUTORY BENEFITS

8.1 Social Security and Medicare

All employees are required to participate in Social Security under the Federal Insurance Contribution Act (FICA). Contributions will be withheld from the employee's pay checks for the employee's share and First Congregational Church of Murphys will pay the employer's share. These will be forwarded to the Internal Revenue Service (IRS) as prescribed by law.

Those employed as clergy are treated as "self-employed" for FICA purposes and responsible to pay SECA (Self-Employment Tax) for which there is no employer matching contribution. Clergy are also required to pay their own estimated income

taxes; income tax is not withheld by First Congregational Church of Murphys for clergy unless clergy have formally entered into a voluntary withholding agreement with the Church.

8.2 Workers' Compensation

Employees who are injured and/or unable to work as a result of an accident occurring in the course and scope of employment may be entitled to medical and income benefits under Workers' Compensation insurance. All accidents or injuries that occur while performing Church business, regardless of the location, must be reported promptly to the employee's supervisor and then to the Personnel Committee). The supervisor will then report the claim to the insurer promptly by telephone or on-line as the insurer specifies. While investigations of cause are required, reporting may not be delayed pending completion of an investigation.

8.3 Unemployment Insurance

First Congregational Church of Murphys is exempt under Federal law from participation in unemployment insurance programs. Therefore, unemployment insurance is not available to employees who may be laid off or terminated from employment.

9. ALCOHOL, DRUGS AND NARCOTICS

The use, sale or dispensing of alcohol, illegal drugs and narcotics (controlled dangerous substances) at Church offices is strictly prohibited. The only exception shall be the use of wine in communion services and other alcoholic beverages at approved social events for which advance permission has included service of legal beverages.

An employee reporting to work under the influence of drugs, including alcohol, to a degree that his/her performance is impaired, will not be permitted to enter the premises. If an employee is discovered under the influence while on the job, (s)he will be required to leave the premises and will be escorted home by another employee as approved by a supervisor, or sent by a taxi.

An employee bringing illegal drugs or narcotics to the workplace, and using them on premises will be subject to disciplinary action. These do not include over-the-counter drugs and prescription drugs. Employees who have been prescribed narcotic or similar medications which impair judgment or physical performance shall have written clearance from their attending physician to attend work.

Supervisors who observe unusual behavior patterns on the part of their employees which may be the result of drug use, shall request the employee to have a medical examination performed at the expense of First Congregational Church of Murphys.

An employee who is medically diagnosed to be a substance user or abuser requiring treatment may be granted a leave of absence subject to the leave provisions of First Congregational Church of Murphys to undertake rehabilitation treatment. The employee may not be permitted to return to work until a release is presented to the Personnel Committee) certifying that (s)he is rehabilitated.

10. DISCIPLINARY PROCEDURES

10.1 Progressive Discipline

Disciplinary action at several levels, including oral and written warnings, improvement plans and disciplinary probation will normally be employed to achieve proper behavior or performance. The frequency and severity of misconduct will determine the level of disciplinary action to be applied up to and including suspension and termination. Behavior subject to discipline may include by way of example, but is not limited to: unsatisfactory performance, insubordination (including refusal to do any work which the employee is capable of and which falls within the purview of his/her job description), negligence in the care and use of the Church's property and funds, excessive absences, failure to observe personnel policies, behavior that reflects negatively upon the Church and or staff actions that are divisive to the Congregation.

10.2 Immediate Dismissal

Regardless of the terms of 9.1 above, any employee who is involved in serious misconduct is subject to immediate dismissal.

10.3 Recordkeeping

Supervisors shall maintain records of incidents and counseling of employees under their direction. When discipline rises to the level of a written warning or improvement plan, a record shall be entered in the personnel file and a copy shall be provided to the employee.

10.4 Tardiness policy

It is important that employees work their assigned schedules as consistently as possible. If you are unable to report to work for any reason, you must call in to notify your supervisor. It is your responsibility to keep the Church informed on a daily basis during a short-term absence and to provide medical verification when asked to do so.

Employees are expected to be at their work station ready to begin work at the beginning of their scheduled work shift. Except in an emergency situation, employees must have their supervisor's permission to leave work before they are regularly scheduled to do so.

The Church considers tardiness to be a serious problem. Employees who do not call in or report to work may be subject to disciplinary action, up to and including possible termination. Repeat incidents of tardiness will be handled as follows:

- Two unexcused late arrivals will result in a verbal warning from your supervisor.
- A total of four and five unexcused late arrivals will incur a written warning
- A total of six, seven and eight unexcused late arrivals will result in suspension (the employee will be sent home with loss of pay for the day).
- The ninth unexcused incident will be cause for immediate termination.

10.5 Employee Appeal

An employee, non-exempt or exempt, who believes he/she has been too severely or improperly disciplined can appeal the decision by using the grievance procedure.

10.6 Discipline of Clergy

Subject to the Constitution/By-Laws of First Congregational Church of Murphys, disciplinary procedures of United Church of Christ and the individual Letter of Call (if any), procedures above apply to authorized clergy employed by First Congregational Church of Murphys in any capacity.

11. COMPUTER NETWORK & INTERNET ACCESS POLICY

11.1 Disclaimer

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 receipt of unsolicited e-mail containing offensive content. Additionally, having an email address on the internet may lead to receipt of unsolicited e-mail containing offensive content. Employees (Users) accessing the Internet do so at their own risk and First Congregational Church of Murphys is not responsible for material viewed or downloaded by users from the Internet. To minimize these risks, and to assure that computer use is related to the business of First Congregational Church of Murphys, use of the Internet at work is governed by the following policy:

11.2 Permitted Use of Internet and Church Computer Network

The computer network (all software and hardware) is the property of First Congregational Church of Murphys and may only be used for legitimate business purposes. Users are provided access to the computer network to assist them in the performance of their jobs. Additionally, Users are also provided with an email account with access to the Internet through the computer network. All Users have a responsibility to use computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network, email accounts, or the Internet, may result in disciplinary action, including possible termination.

11.3 Computer Network Use Limitations - Prohibited Uses

Without prior written permission from First Congregational Church of Murphys, the computer network may not be used to disseminate, view or store any defamatory material, commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, self-replicating programs, etc.), political material, pornographic text or images, or any other unauthorized materials. Users may not use the Internet connection to download games or other entertainment software (including screen savers), or to play games over the Internet. Additionally, Users may not use the computer network to display, store or send (by e-mail or any other form of electronic communication such as bulletin boards, chat rooms, Usenet groups, etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful. Furthermore, anyone receiving such materials must notify his/her supervisor immediately.

11.4 Illegal Copying

Users may not illegally copy material protected under copyright law or make that material available to others for copying. Users are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, music, videos and other material you wish to download or copy. Users may not agree to a license or download any material for which a registration fee

is charged without first obtaining the express written permission of the Church Treasurer.

11.5 Communication of Confidential Information

Unless expressly authorized to do so, User is prohibited from sending, transmitting, or otherwise distributing proprietary information, data, trade secrets or other confidential information belonging to First Congregational Church of Murphys. Unauthorized dissemination of such material may result in severe disciplinary action as well as substantial civil and criminal penalties under state and federal Economic Espionage laws. Note: Proprietary information includes such items as membership lists or other details regarding individual members.

11.6 Duty Not to Waste or Damage Computer Resources

Accessing the Internet -- To ensure security and avoid the spread of viruses, Users accessing the Internet through a computer attached to the church's network must do so through an approved Internet firewall or other security device. Bypassing the church's computer network security by accessing the Internet directly by modem or other means is strictly prohibited unless the computer you are using is not connected to the Company's network.

Emails and Frivolous Use of Computer Resources -- Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, the User must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include but are not limited to sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-business-related uses of the Internet.

Virus Detection -- Files obtained from sources outside the Church, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail, and files provided by customers or vendors, may contain dangerous computer viruses that may damage the computer network. Users should never download files from the Internet, accept e-mail attachments from unknown parties, or use disks from non-church sources, without first scanning the material with church-approved virus checking software. If it is suspected that a virus has been introduced into the network, notify Pastor immediately.

11.7 No Expectation of Privacy

Employees are given computers, email accounts, and Internet access to assist them in the performance of their jobs. Employees should have no expectation of privacy in anything they create, store, send, or receive using the Church's computer equipment. The computer network is the property of the First Congregational Church of Murphys and may be used only for church purposes.

Waiver of Privacy Rights -- User expressly waives any rights of privacy in anything (s)he creates, stores, sends or receives using the church's computer equipment, email account or Internet access. User consents to allow church management access to and review of all materials created, stored, sent or received by User through any church network or Internet connection.

Monitoring Computer and Internet Usage – First Congregational Church of Murphys has the right to monitor and log any and all aspects of its computer system including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by Users.

Blocking Sites and Inappropriate Content -- The Church has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

Acknowledgement – Computer Network & Internet Policy

I have read and agree to comply with the terms of this policy governing the use of First Congregational Church of Murphys' computer network. I understand that violation of this policy may result in disciplinary action, including possible termination.

Signature

Printed Name

Date

Copy to be kept in Employee's Personnel File.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I acknowledge receipt of a copy of the Employee Handbook of First Congregational Church of Murphys.

My supervisor provided an introduction to the policy. Specifically, we reviewed the policy, stating that all employees of First Congregational Church of Murphys are employees-at-will and either the employee or First Congregational Church of Murphys can terminate the employment relationship at any time for any reason not prohibited by law."

The Handbook will remain in my possession although it is the property of First Congregational Church of Murphys. Upon my leaving, I will return this Handbook to my supervisor.

Signature

Printed Name

Date

Copy to be kept in Employee's Personnel File.