



EMPLOYEE HANDBOOK

Our Mission

To know God's Word, do God's work, and live God's love.

Our Vision

**To be a beacon of faith, compassion and justice for St Louis,
the wider faith community and beyond.**

Core Values

Community and fellowship. We are a Christian community where all can and do participate. Grounded in God's love, we nurture one another.

Open minds and hearts. We are all God's children, and we accept and affirm our differences. God loves each of us unconditionally, and we reflect that love in our openness to others.

Shared worship. Creative, participatory and expressive worship helps us encounter God and binds us together into the Body of Christ. The Spirit is at work through music, the Word, and celebration of our life together.

A thinking faith. Young and old, we are all growing in our Christian formation. Inquiry and dialogue draw us to God and open us to the change needed in ourselves and the world.

Mission and service. We are called to do God's work of justice and peace. We seek to serve others as Jesus served, and to be transformed by the encounter.

***Mission, Vision and Values
Adopted by the Church Council, October 8, 2008***

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Introduction

This handbook has been produced by First Congregational Church of St. Louis, United Church of Christ (the “Church” or “FCC”) for the guidance and orientation of our employees. None of the benefits or policies in this handbook is intended by reason of publication to confer any rights or privileges, or to entitle any person to be or to continue to be employed by the Church. The contents of this handbook are presented as a matter of information of employment only.

This handbook has been adopted by the Church as of October 16, 2019. It is the intention of the Church that this handbook be reviewed and updated at least every three years.

This handbook contains a general summary of the benefit plans and does not contain all formal provisions. Eligibility for each benefit may vary and will be stated in each section. The actual health, other paid benefit plans, or savings and retirement plans will be controlled by the documents provided by the companies providing the benefits (the “Plan Documents”), not summary pages. If this handbook inadvertently states anything that disagrees with the Plan Documents, the terms of the Plan Documents will prevail. A copy of Plan Documents and other descriptive materials are on file in the Church office.

This handbook does not constitute an express or implied contract of employment. It provides guidelines only and the Church reserves the right to interpret, add to, delete and modify any subject contained in this handbook as circumstances so require. The Church reserves the right to change and implement the provisions of this handbook at any time, with or without notice. It is the intent of the Church to announce in a timely fashion changes to the handbook. All employees of FCC are employees-at-will and either the employee or FCC can terminate the employment relationship at any time for any reason not prohibited by law. No representative of FCC has the authority to enter into an agreement with an employee that is contrary to the foregoing.

The Personnel Advisor and the Senior Minister may consult with the Church Moderator and the Executive Committee of the Church Council regarding policies and the application thereof. Should these individuals feel it necessary or appropriate, they may consult legal counsel or other professional advice in the administration of the policies and procedures in this Handbook.

Note to Preschool employees: Policies governing paid time off and other personnel matters are different for preschool staff, and are covered in the Preschool Teacher’s Professional Handbook (the “Teacher’s Handbook”), a copy of which is attached hereto. For questions or clarification, please consult the Preschool Director or the chair of the Preschool Board. In the event of a conflict between this Handbook and the Teacher’s Handbook, the Teacher’s Handbook will control.

Note to called ministers and employees with offer letters or written employment contracts: Some employees, including a called minister and an interim minister, may have a written

employment contract or offer letter with FCC. In the event of a conflict between this Handbook and the terms of the employee's call agreement or employment contract, the call agreement or employment contract will control, except for provisions that state an employee is supervised by a committee of the church. Those terms are expressly superseded by the terms of this Handbook.

1. Employer and Employee Responsibilities

FCC will:

- Employ people in accordance with all applicable federal and state laws including those governing equal employment opportunity;
- Provide salaries and employee benefits which are reasonable in light of the job to be performed and overall FCC financial conditions;
- Establish reasonable hours of work;
- Maintain safe and healthy working conditions;
- Welcome constructive suggestions which relate to methods, procedures, working conditions, and the nature of the work performed;
- Permit each employee as much discretion and responsibility as is consistent with their job assignment, and with a well-coordinated and effective operation.
- Comply with the policies and rules set out in this Handbook.

Employees will:

- Give a productive day's work;
- Arrive at their work area and begin work on time;
- Demonstrate a considerate, friendly and constructive attitude towards fellow employees, the church members and visitors, and the community at large;
- Observe their supervisor's directions and comply with applicable work rules and policies;
- Comply with the policies and rules set out in this Handbook.

2. Equal Employment Opportunity

FCC affirms its moral and legal commitment to support and implement a program of equal employment opportunity which, in accordance with federal and state laws, does not discriminate against any employee or applicant because of race, color, national origin, ethnicity, gender, gender identity and expression, age, sexual orientation, disability, marital status, genetic information, or religion, except when religion, (including United Church of Christ standing), is a bona fide occupational requirement. FCC affirms its moral commitment to support and implement an affirmative action program that assures the full participation of persons of all ethnic backgrounds and races, men and women, and persons with disabilities in the life and leadership of FCC in both paid and volunteer positions.

3. Accommodating Disabilities

FCC will work with employees to provide a reasonable accommodation of any physical or mental disability, as set forth in the Americans with Disabilities Act. A disability is any medical impairment which substantially limits one or more major life activities. Any employee who believes that they may require an accommodation to allow them to safely and effectively perform their job may direct a request for accommodation to the employee's supervisor. The supervisor will work with the employee and the employee's health care provider, if necessary, to determine the nature and scope of potential accommodations.

4. Hiring Process

The Church's objective is to hire individuals who are qualified for positions or employment by virtue of job-related standards of education, training, and experience and to avoid all unlawful employment practices. Each applicant will complete the required employment forms (job application form, W-4, I-9, MO Withholding, etc.). Final decision of employment will be by the Church Council and/or the appropriate committees upon the recommendation of the Senior Minister or search committee.

Background checks – Background checks, including a criminal records check, will be conducted prior to employment. FCC will not request or require employees, or candidates for employment, to disclose credit information during their employment or during the interview process. Please also see the regulations under the Safe Church Policy attached hereto and other provisions in this handbook for additional requirements for staff members who work with children.

5. Employee Classifications

Exempt Employees – Employees who are ineligible for overtime pay under the provisions of federal and state wage-hour laws.

Non-Exempt Employees – Employees who are eligible for overtime pay at the rate of time-and-one half their regular rate of pay for all time worked beyond 30 hours in a work week, under the provisions of federal and state wage-hour laws.

Lay Employees – Employees who do not hold ministerial standing through the United Church of Christ or other denomination.

Full-time Regular Employees – Persons hired to work the normal workweek of at least 30 hours on a year-round schedule. These employees are eligible for the benefits available to full time employees as described in the Appendix for benefits attached to this Handbook.

Part-time Regular Employees – Persons hired to routinely work fewer than 30 hours per week, but at least 20 hours per week and persons who work fewer than 12 months of the year even if they work 30 hours a week during their period of employment. These employees are eligible for prorated benefits available to part time employees as described in the Appendix for benefits attached to this Handbook.

Short-hour employees – Persons who have passed their probationary period and are regularly scheduled to work less than 10 hours per week. These employees are designated as support staff and are not usually entitled to the benefits specified in this handbook.

Probationary Period Employees – All new regular employees shall be placed on a probationary period of 60 calendar days. The probationary period shall be extended one day for each work day missed by the employee during the Introductory period. Not all benefits are available to employees serving their probationary period. If the employee is not meeting the requirements of the position at a satisfactory or better level by or before the end of the probationary period, employment may be terminated without prior notice. Upon successful completion of the probationary period, the employee will be considered a regular employee. In no event shall the change of status to regular be considered as creating a contractual relationship between the employee and FCC. Regardless of status as probationary or regular, all staff members are employees at will under Missouri law, and the Church or the employee may terminate the relationship at any time for any reason not prohibited by law.

Temporary Employees – Persons employed for a limited period up to 12 months (reviewed on a quarterly basis for need), either full-time or part-time, or who work as needed. They supplement the regular work force when necessitated by periods of peak work load, employee absences, or other situations as may be determined. Temporary employees are not entitled to benefits.

Interim and Acting Employees - Interim employees temporarily fill a position for a specified amount of time, but may not apply for the position they are temporarily filling. Acting employees temporarily fill a position for a specified amount of time, but may apply for the position they are temporarily filling. Interim and acting employees' eligibility for benefits, if any, will be outlined in the offer letter or letter of call.

Interns - Persons assigned for a period of learning and development for a specific temporary period of time, including seminary students serving in contextual education placements at FCC. Internships provide an individual with an opportunity to work closely with a ministry program of the United Church of Christ. The intern will be afforded a learning opportunity to hone skills through ministry and to interface with staff and leaders within and beyond the UCC.

Independent Consultants (Contractors) - Persons engaged to perform distinct functions on an independent basis. Independent contractors are not employees; therefore, they do not receive benefits. These personnel policies do not apply to independent contractors, except where

specifically indicated by federal, state or local laws. There are very specific legal criteria required to properly designate an independent contractor.

6. Employment Date

The first day the individual reports to work as an employee of First Congregational Church is known as their employment date. Eligibility for some benefits is calculated from this date.

7. Position Description

Position descriptions are the basis for our performance evaluations and salary systems. They are an objective way of defining the Church's summary of expectations, reporting relationships, hours, principal duties, and knowledge, skills and abilities necessary to perform the responsibilities of the position. The employee's supervisor will review the position description or the employee will be given a written position description on their employment date. The Church reserves the right to interpret, add to, delete and modify employee position descriptions, but will notify the employee in advance of such changes and offer an opportunity to discuss them.

8. Wage and Salary Administration

Remuneration shall be paid based upon the nature of the work performed and in accordance with the compensation system established by FCC. Compensation shall be at the salary agreed upon at the commencement of employment subject to subsequent adjustments. The compensation base for all positions will be reviewed periodically; adjustments may be made based on cost of living data, wage and salary survey data, consideration of remuneration paid by other employers both within and outside FCC and other such factors deemed appropriate by FCC.

9. Pay Raises

Pay raises are based upon a combination of job performance and church finances. All annual salary increases will be reflected in a church budget approved in a meeting of the congregation and will be retroactive to January 1st of the year for which the salary increase is approved, unless an employee is under a written contract which stipulates otherwise.

10. Pay Period

Employees will be paid semi-monthly or monthly. Semi-monthly paychecks are distributed on the 15th and the last day of each month. Monthly paychecks are distributed on the last day of each month. If a payday is a weekend date or a holiday, paychecks will be distributed on the preceding work week day. Paychecks are distributed by the Minister for Membership and Administration or another staff member designated by the Senior Minister.

11. Payroll Deductions

The Church is required by law to make several payroll deductions. Social security (FICA) and Medicare deduction rates are determined by the federal government. Federal income tax and Missouri state income taxes are deducted based upon the information the employee provides the Church on their W-4 and Missouri withholding forms. Deductions for St. Louis City earnings tax (for employees who reside in the City of St. Louis) may be made at the request of the employee and shall be made if required by law. The Church may be required by court order to garnish a specific amount from an employee's wages. In this case, the Church will notify the employee of the garnishment and pay period on which it will begin. In addition, employees eligible for certain benefits may elect to have money deducted directly from their payroll. Details of benefits and eligibility requirements are covered in the Addendum to this Handbook.

12. Expense Reimbursement Process

Expenses incurred by an employee on behalf of the Church will be reimbursed to the employee if they have obtained prior approval to make the expenditure. A request for reimbursement should be submitted to the employee's supervisor for approval and payment. Receipts should be attached to the request for reimbursement.

13. Recording Time Worked

Time worked is to be reported on a daily basis by all hourly employees, indicating the actual time the employee started, when the employee left, and total time worked for the day. Church payroll sheets are to be filled out on a monthly basis by the employee's supervisor for employees who are paid based upon completion of a specific task (i.e. choir). All paper or electronic time reports must be turned into the Church office or electronically to the Minister of Stewardship and Administration (or an employee charged with scheduling payroll) by the requested date to ensure timely processing of the Church payroll. Electronic timekeeping (including a time clock) in lieu of time sheets may be used if permitted or required by an employee's supervisor.

Time spent on leave, plus the type of leave, will be reported through the regular time reporting system, to the extent possible. If the regular time reporting system does not allow for recording time spent on leave, a written record (such as an email printout or calendar with notations) shall be kept in the employee's personnel file.

14. Overtime

Nonexempt employees receive overtime pay for hours compensated over 30 in a 1-week period (Sunday through Saturday). While primarily defined as hourly paid employees, this status is determined by job responsibilities and the provisions of the Fair Labor Standards Act. Overtime will be paid to all nonexempt employees at the rate of 1.5 times the employee's regular rate of pay. All overtime must be approved in advance by the Senior Minister. Failure to secure approval to work overtime or failure to record overtime hours worked could result in disciplinary action, up to and including termination.

15. Compensatory Time

Exempt employees (primarily defined as salaried employees) may receive compensatory time for work that was of significant nature and required substantial time to complete in excess of the employee's normally scheduled hours. The Senior Minister will evaluate the week's workload, determine whether the task requires substantial time over the normal work schedule, determine amount of compensatory time and approve its need prior to start of the task by the employee. All compensatory time should be taken within 60 days of the event. Unused compensatory time should not be carried over to the next calendar year and will not be paid out as owed compensation at time of termination.

16. Work From Home

FCC supports flexibility in the workplace and provides the option of occasional work from home. For example, if an employee has a project or series of projects (sermon/presentation, big article, proposal, time-sensitive project, significant deadline) that requires uninterrupted attention and the employee can complete this work more efficiently away from the office, the employee may request to work from home. Employees wishing to work from home are expected to have discussion with their supervisor regarding the need to work from home before working from home and must receive advance approval from their supervisor.

17. Breaks

Lunch break is traditionally taken by employees between 11:30 a.m. and 1:30 p.m. Each full-time employee is entitled to a ½ hour lunch break unless other arrangements are made with the supervisor to work longer in the day to make up the extra time taken for the lunch break. All full-time employees are allowed to take a maximum 15-minute break during the first half of their scheduled hours and then again during the last half of their work hours. Part-time employees' breaks will be determined by the hours scheduled and will be in compliance with the provisions of the Fair Labor Standards Act.

18. Holidays

The Church recognizes the following holidays each year and the Church office will be closed:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Thanksgiving Day
Presidents' Day	Day After Thanksgiving
The Monday after Easter	Christmas Day, unless it is a Sunday
Memorial Day	
Independence Day	

Church holidays that fall on a Saturday will be observed the preceding Friday, except Christmas. Those that fall on a Sunday will be observed the following Monday. Because of the requirements of the Church calendar, employees may occasionally be asked to work on a recognized holiday. If an employee is required to work on a recognized holiday, the employee will receive equivalent time off at a later date to be arranged with the employee's supervisor. This provision specifically includes employees who work for Christmas Eve and Christmas Day worship services.

19. Other General Information

a. Safety and Health

Employees are expected to support FCC's objective to provide a safe and healthy work environment for all employees. Employees are expected to comply with all safety and health requirements whether established by FCC policy or by Federal, state or local law (e.g. OSHA, ADA, etc.).

b. Smoking

Smoking is permitted only in designated areas outside of the building.

c. Open Door Policy

FCC encourages communication between employees and especially between employees and supervisors. Every employee has access to all levels of personnel at FCC.

d. Personnel Records

The Church Office maintains certain records for each employee which are directly related to the employee's employment. Each file shall contain all such information as is needed or is required by federal, state or local law. With advance notification an employee may review their personnel file. FCC will retain copies of employee-related information, as appropriate. Employees are requested to keep the Church Office informed of any changes to their contact information.

20. Employment of Relatives; Outside Employment

Employing Relatives – FCC may employ a relative (including a partner, spouse, parent, step-parent, sibling, child, step-child, in-law, grand parent and grandchild) or cohabitant of an employee provided the individual possesses the required qualifications for employment. However, those persons will not be given work assignments which require one to direct, review, or process the work of the other.

Outside Employment – Employment outside the Church by employees shall be done on the person's own time and shall not interfere nor create a conflict of interest with their employment with FCC. Employees wishing to engage in outside employment shall notify their supervisor and work to coordinate their schedules with their church duties. If an employee is unable to carry out duties for FCC due to outside employment, they will have an opportunity to either leave the other job or resign from the FCC position.

21. Termination of Employment

Employment-at-will: All employees, including the Senior Minister, are legally defined as employees at-will under Missouri law. Either the employee or FCC can terminate the employment relationship at any time, for any reason not prohibited by law.

Resignation is a voluntary choice made by the employee to discontinue employment with FCC and is considered a break in service. Exempt employees are expected to give a written four weeks' notice. Failure to give the expected notice may result in forfeiture of accrued vacation benefits. Non-exempt employees are expected to give a written, two-week notice. Failure to give the expected notice may result in forfeiture of accrued vacation benefits.

Discharge is an involuntary termination imposed for inability or 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 employee's supervisor in consultation with the Personnel Advisor, and, in the case of the Senior Minister, in the judgment of the Personnel Advisor and the Executive Committee. The Corrective Action section of this Handbook contains procedures for this process which shall be followed to the extent appropriate, unless the employee's behavior requires immediate action. If the problem cannot be resolved, a discharge date shall be established. All unused earned vacation shall be paid, but no severance pay shall be given.

Reduction in Work Force – Termination of an employee may occur due to budgetary considerations or for other circumstances arising through no fault of the employee. If the employee has at least one year of service, the following shall apply: The official termination date will be established as the date of the end of the notice period. Termination shall take effect with at least four weeks' notice, or payment of equivalent salary in lieu of such notice. Payment for accrued but unused vacation and personal days up to the date last worked will be made.

22. Employee Benefits – please see Addendum

23. Effects of Employee Leave on Benefits

Employee leave policies are described in the Addendum. The policies below describe the effects of leave on employment status and benefits.

- a. Upon return from any leave described in this section, an employee shall be restored to their original job, or to an equivalent job with equivalent pay, benefits and other employment terms and conditions.
- b. Except for certain earned benefits specifically identified in individual leave descriptions below, an employee returning from leave shall be restored to the same benefits as if the employee had continued to work during the entire leave period.
- c. Except as explicitly set forth in the description of any leave policies, use of leave time shall not result in the loss of any benefits earned prior to the leave. See specific leaves for use of sick, vacation, and personal time.
- d. Use of leave time shall not be counted as a break in service for purposes of vesting or eligibility to participate in benefit programs.
- e. Except as specifically identified in individual leave descriptions, the employee's medical, dental, and other previously identified employer paid benefits will continue during an approved leave at the employer's expense.
- f. In the event an employee elects not to return to work upon completion of the approved leave, the employee may be expected to reimburse FCC for any benefit premiums paid during the leave, unless the employee is prevented from returning to work for reasons beyond their control.
- g. Failure to return to work at the expiration of an approved leave without prior authorization shall be considered a voluntary resignation. The effective date of the resignation shall be the date the leave expired.

24. Church Closing due to Safety Concerns and Severe Weather

The Church shall not open for normal operations should the weather or other conditions be deemed to pose a safety hazard. The Senior Minister shall determine whether the church shall be open, and in the event the Senior Minister is unavailable the Church Moderator shall determine whether the church shall be open. Generally, the church will

follow announced closing and late start announced by the Clayton Public School District, unless the Senior Minister has determined otherwise.

Closing or shortening of normal business operation hours may occur based upon the discretion of the Senior Minister when storm warnings have been issued or conditions are otherwise hazardous, including civil unrest or criminal activity. On Sunday, closure will be at the discretion of the Senior Minister after consulting with the Church Moderator. A message indicating closure will be placed on the Church's phone system, in social media, and sent via email message to church members as soon as possible. Attempts will be made to send notice to a local television station that announces closures also. In addition, the Minister for Membership and Administration will attempt to communicate the closure to any group or organization scheduled to utilize the facility. The Senior Minister will notify the Church Moderator of all closures of the facility.

All hourly staff employees will be paid for their normally scheduled hours for any day(s) of the closure.

25. Workplace Safety

The Church is committed to maintaining a clean, sanitary, and safe workplace. The Church will provide personal protective equipment required for the employee's safety and recommends that the employee wear the protective equipment while performing the required function. The Church recognizes that it takes a cooperative effort to maintain a work place free of recognized hazards. Compliance with all federal, state, and local safety and health regulations is the starting point. It is the responsibility of every employee to work in a safe manner, abide by, and assist wherever possible in the improvement of safe work practices.

26. Supervision; Personnel Advisor

The Senior Minister shall be the supervisor for all Church employees other than part-time music staff, preschool teachers and the Preschool Director. The supervisor for the Preschool Director shall be both the Senior Minister and the chair of the Preschool Board, with the Senior Minister having primary responsibility for day to day supervisory duties as needed. The Preschool Director shall be the supervisor for all preschool teachers. The Minister for Music shall be the direct supervisor and is responsible for hiring soloists and other part-time music staff.

The Preschool Director and the Minister for Music shall consult with the Senior Minister as appropriate in implementing personnel policies or making other personnel decisions for employees they supervise.

The Senior Minister shall consult with the Personnel Advisor as appropriate in implementing personnel policies or making other personnel decisions at FCC.

The Personnel Advisor shall be an individual who is a member of the Church Council and who sits on the Stewardship and Administration Committee of the church. The Executive Committee shall approve the appointment of Personnel Advisor. In the event there is no appointed Personnel Advisor or the Personnel Advisor is unable to act, the Moderator or another member of the Executive Committee approved by the Executive Committee may serve in this role.

The responsibilities of the Personnel Advisor shall include (a) working with the Senior Minister to implement an employee review process, (b) serving as an interface between the congregation and staff relating to personnel matters, (c) advising the Senior Minister from time to time on personnel matters, and (d) ensuring that the Employee Handbook and other personnel policies are reviewed and updated as provided in the Introduction to this handbook.

27. Performance Evaluations

Each regular full-time and regular part-time FCC employee will participate in a performance evaluation process at least once a year and, if appropriate, at the time of a supervisory change if six months have elapsed since the last evaluation. New employees will receive an appraisal at the end of their probationary period and after the first six months of employment. The purpose is to provide an opportunity to assess performance and progress against the goals mutually agreed upon for the evaluation period, identify areas of concern and plans of action, establish goals for the future performance evaluation period and develop strategies for their accomplishment. The performance evaluation becomes a permanent part of the employee's personnel record. Each employee may submit a written response to the evaluation which will also become a permanent part of the employee's personnel record.

With a goal of completing the performance appraisal by November 1st of each calendar year, the process shall begin with a self-appraisal by the employee, completed in writing on a form provided by the church, as well as an appraisal from the employee's supervisor on a similar form. Each employee shall then meet in person with the employee's supervisor to provide feedback and discuss performance, training needs and areas for improvement. If any changes need to be made for the coming year, the goals and expectations for the position should be updated in writing and a copy provided to the employee. The Personnel Advisor may from time to time sit in on any performance appraisal, as may be requested by the supervisor or the employee.

Where there are performance issues or concerns for non-probationary employees, the employee's supervisor will work with the employee and the Personnel Advisor to develop a constructive solution (such as additional training or job re-structuring) wherever possible rather than termination.

For the Senior Minister's performance review, the Executive Committee will seek input using the same form as is used for other employee evaluations. The Senior Minister's review and evaluation shall be conducted by the Executive Committee and shall occur annually, with a goal

of being completed by November 30th of each year. For a newly called Senior Minister, a brief appraisal after sixty days and again after six months of service shall also be conducted by the Personnel Advisor and the Executive Committee.

For the Preschool Director's performance review, the Senior Minister and the Chair of the Preschool Board will obtain a self-appraisal from the Preschool Director using the same form as is used for other employee evaluations. The Preschool Director's review and evaluation shall be conducted by the Senior Minister and the Chair of the Preschool Board. This review shall occur annually, with a goal of being completed by November 1st of each year.

The Senior Minister will work with the Personnel Advisor to suggest any changes to compensation for inclusion in the overall personnel budget for the following year. The personnel budget will be presented to the Stewardship and Administration Committee for consideration along with other budgetary needs of the church.

28. Confidentiality

Confidentiality of personnel and membership matters is a value of the Church, and Church members and employees agree that it is important to maintain confidentiality. Many of the Church topics discussed or made available to employees in the normal course of their jobs are confidential. Therefore, it is inappropriate for employees to discuss any confidential topics or activities of the Church outside of the work setting. Violations of this policy will not be permitted and may result in disciplinary action, up to and including discharge.

29. Workplace Harassment

FCC maintains a policy of ensuring that no employee or applicant will be subjected to workplace harassment. Workplace harassment may take the form of sexual or non- sexual harassment. Violations of this policy will not be permitted and may result in disciplinary action, up to and including discharge. To ensure that all employees are aware of the types of acts covered by this policy, each type of harassment is discussed below.

a. Sexual Harassment

Unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature constitute sexual harassment when: (i) submission to sexual conduct is an explicit or implicit term or condition of an individual's employment; (ii) the submission to, or rejection of, sexual conduct by an individual is the basis for any employment decision affecting that individual; or (iii) sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature have the purpose or effect of unreasonably interfering with an individual's work performance or create an intimidating, hostile or offensive working environment.

Prohibited sexual harassment also includes unsolicited and unwelcome contact that has sexual overtones particularly: (i) written contact, such as sexually suggestive or obscene letters, notes, text messages, instant messaging, emails or invitations; (ii) verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits, sexual propositions; (iii) physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse; and (iv) visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters or magazines.

Sexual harassment also includes continuing to express sexual interest after being informed directly that the interest is unwelcome, and using sexual behavior to control, influence, or affect the career, salary, work, learning or worship environment of another. It is impermissible to suggest, threaten, or imply that failure to accept a request for a date or sexual intimacy will affect a person's job prospects, leadership opportunities, or comfortable participation in the life of FCC. It is forbidden either to imply or actually withhold support for an appointment, promotion, or change of assignment, to suggest that a poor performance report will be given because a person has declined a personal proposition; or to hint that benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications, will be forthcoming in exchange for sexual favors.

Sexual harassment can occur in a variety of circumstances, including, but not limited to, the following: The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex. The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee. The victim does not have to be the person being harassed, it could be anyone affected by the offensive conduct. Unlawful sexual harassment may occur without economic injury to or discharge of the victim.

b. Nonsexual Harassment

Harassment on "nonsexual" grounds is also unlawful. Harassment on the basis of any one or more of the following: race, color, religion, gender, gender identity and expression, national origin, ethnicity, age, marital status, sexual orientation, disability, or genetic information constitutes discrimination in the terms, conditions, and privileges of employment.

Such harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, gender, gender identity and expression, national origin, ethnicity, age, marital status, sexual orientation, disability, genetic information or that of relatives, friends or employees, and that: has the purpose or effect of creating an intimidating, hostile or offensive work environment; has the purpose or effect of unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to the following: (i) epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts, that relate to race, color, religion,

gender, gender identity, national origin, ethnicity, age, marital status, sexual orientation, disability, genetic information; and (ii) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, gender identity, national origin, ethnicity, age, marital status, sexual orientation or disability and that is placed on walls, bulletin boards or elsewhere on the employer's premises, or circulated in the workplace in either electronic or physical form.

c. Duty to Report and Consequences

FCC will neither condone nor tolerate acts of workplace harassment by any employee under any circumstances. All employees are under a duty to report to their supervisor or the Moderator any acts of workplace harassment that they may observe. Any employee who feels that they are a victim of workplace harassment should immediately contact their supervisor or the Moderator so that the matter may be promptly investigated and appropriate action taken. Confidentiality will be maintained to the extent practicable and appropriate under the circumstances to protect the privacy of the persons involved while ensuring an adequate investigation is completed. Any employee found to have harassed another employee or non-employee, or created a hostile work environment, will be subject to disciplinary action, up to and including discharge.

d. Retaliation is Prohibited

To ensure that all employees feel comfortable in bringing forward any complaints or concerns, FCC has adopted a no-retaliation policy. This means that FCC will not tolerate any retaliation toward or against any employee who reports possible violations of this policy or the equal employment opportunity and affirmative action policies or any potential violation of law, who assists in any investigation which may occur under these policies or who lodges a complaint in accordance with the procedures in this Handbook. Should any employee believe they have been retaliated against, they must immediately report this belief to their supervisor or the Moderator. Any individual found to have retaliated against an individual will be disciplined, up to and including discharge.

30. Substance-free Workplace

FCC believes that substance addiction is a medical condition which should be treated as such. These policies have been written out of concern for the employees, their well-being and safety, and that of their co-workers and the members of the congregation. For purposes of the policies in this handbook and especially in this section, the Church includes any office, building or property owned or operated by FCC or any site at which an employee is to perform work for FCC.

The distribution, possession, sale or use of illegal drugs at the Church is prohibited.

Other than serving of communion, the use of alcohol is prohibited at the Church but may be permitted at certain FCC gatherings or events, including evening receptions or dinners, with the express permission of the Executive Committee of the Church. Employees are expected to conduct themselves in a professional manner as representatives of FCC at gatherings or events where alcohol may be permitted.

Medical Marijuana users will be required to consult with their supervisor regarding their needs in the workplace related to medical marijuana. All requests will be subject to a needs assessment and approval by the employee's supervisor and the Executive Committee. Recreational marijuana is strictly prohibited, regardless of its legal status.

If an employee's drinking or use of other mood-altering chemicals leads to unsatisfactory performance, excessive absenteeism, a poor safety record or misconduct even if occurring outside of work hours, then the Church is directly concerned and may take appropriate disciplinary action up to and including discharge.

Any employee testing positive for scheduled controlled substances may be required to seek and successfully complete a rehabilitation treatment program as a condition of continued employment. The employee may not be permitted to return to work until evidence is presented certifying to the successful completion of the treatment program and fitness to continue in the job. Any employee who is unwilling or unable to successfully complete a treatment program, or while on the job, abuses drugs or alcohol following treatment shall be subject to disciplinary action up to and including termination of employment.

Employees absent from work because of treatment for substance abuse will be subject to leave policies.

31. Safe Church Policy Concerning Abuse Prevention

a. Policy Prohibiting Abuse, Exploitation and Harassment

As a community of Christian faith, the Church is committed to creating and maintaining programs, facilities, and a community in which employees, volunteers and persons served by FCC can work together in an atmosphere free from all forms of discrimination, harassment, exploitation or intimidation. All persons associated with FCC should be aware that the church is strongly opposed to sexual exploitation and sexual harassment and that such behavior is prohibited by FCC policy. It is the intention of FCC to take action to prevent and correct behavior that is contrary to this policy and, if necessary, to discipline those persons who violate this policy.

b. Conduct of our Employees and Volunteers

It is important that every employee, including independent contractors, and all volunteers be adequately prepared and educated for the ministry in which they serve others, and to understand the ways in which their use or misuse of authority may impact others.

It is the policy of FCC to encourage its employees, independent contractors and volunteers to nurture safety within the work performed on behalf of FCC by being attentive to self-care, education, maintaining appropriate boundaries, and the importance of referring those in need to supportive and helpful resources.

Sexual exploitation or sexual harassment of employees, volunteers or others by anyone engaged in the work performed on behalf of FCC is unethical behavior, will not be tolerated by FCC and will be cause for immediate termination of employment or termination of volunteer role with FCC. Similarly, workplace harassment, as described in this Handbook, is strictly prohibited.

c. Requirements for Commencing and Continuing Employment or Volunteerism

- i. Before beginning their duties, all employees, independent contractors and volunteers may be required to submit an application and/or disclosure form. Failure to obtain a background check or assessment that is satisfactory to the Executive Committee will be grounds for withdrawing any offer of employment or for prohibiting the individual from serving as an independent contractor or volunteer.
- ii. Before beginning their duties, all employees, independent contractors or volunteers may be personally interviewed to assess the suitability of their character and qualifications for the position they seek.
- iii. Prior to employment, FCC will conduct a criminal background check and employment reference check for all prospective employees. This check may include, but is not limited to, a registered sex offender review for each prospective employee, by searching their name on the Department of Justice website at www.nsopw.gov. The registered sex offender review will be repeated on an annual basis for all employees.
- iv. Prior to assignment as an independent contractor or volunteer, FCC will conduct a background check which will include at minimum, a registered sex offender review for each independent contractor, or volunteer, by searching their name on the Department of Justice website at www.nsopw.gov. The registered sex offender review will be repeated on an annual basis for all independent contractors and volunteers.
- v. All ministers employed at FCC are expected to attend all boundary workshops required by the Association where the minister currently has standing.
- vi. All requirements of the Safe Church Policy will be followed by all employees, and failure to comply with the Safe Church Policy shall be grounds for corrective action, up to and including termination of employment.

d. Additional Requirements for Child and Youth Ministry

FCC is committed to providing a safe and healthy environment in which young people can learn about and experience God's love. In order to promote this, we have established a Safe Church Policy in the form attached hereto in addition to general requirements for ministry or working with children and youth.

e. Procedures for Handling Complaints of Sexual Exploitation or Harassment

If a complaint has been made by or about any employee, the Senior Minister and the Moderator (or the Executive Committee, if the Senior Minister is party to the complaint as either complainer or object of the complaint) shall contact the Missouri Mid-South Conference to learn the denominational policies applicable. They may also decide to seek legal counsel on behalf of the Church for advice in the situation. All state and local laws relating to investigation and reporting shall also be followed.

f. Child Abuse

In addition to any legally required reporting, the Church will make a report to the appropriate authorities, including but not limited to the police and other state and local government agencies, if at any time the Church has reasonable cause to believe that a minor may be an abused or neglected child. Any employee of the Church who becomes aware of the facts or circumstances that child abuse or neglect has occurred or that there exists a substantial risk that child abuse or neglect may occur in the reasonably foreseeable future shall immediately report the matter to the Senior Minister and the Moderator so that the Church may take appropriate action in a timely manner. This policy and duty to report specifically includes Preschool teachers and other Preschool staff or contractors.

g. Clergy

Apart from any disposition of the matter by FCC, all allegations of behavior which call into question the fitness for ministry of any employee with ministerial standing will promptly be forwarded by the Church Moderator to the Association or adjudicatory body in which such employee has standing.

h. Confidentiality

Except as needed to request additional expertise and to investigate and report claims, information concerning a complaint will be received in confidence. Supervisors and other members of the staff will discuss a complaint only with those individuals who are involved in the investigation and resolution of the complaint. Confidentiality will be maintained to the extent practicable and appropriate under the circumstances to protect the privacy of persons involved.

32. Concern, Complaint and Grievance Procedures

FCC believes that one of the most basic requirements for successful working relationships is open communication. FCC shall encourage fair and prompt resolution of employee concerns and complaints regarding work-related situations. Employees will be provided with an

opportunity to present their concerns or complaints and appeal a supervisor's decisions through informal discussions and/or formal grievance procedures.

- a. Informal Discussions – FCC encourages employees to informally discuss their concerns with their supervisors. If a satisfactory resolution cannot be made, employees are encouraged to discuss their concerns with the Moderator without fear of retaliation. If a satisfactory resolution cannot be made, a formal appeal called a grievance may be submitted to the employee's supervisor with copies to the Moderator.
- b. Definition of a Grievance A grievance is defined as an employee's expressed feeling of dissatisfaction concerning conditions of employment or treatment by supervisors or other employees. Examples of actions which may be causes of grievances include:
 - i. Application of FCC's policies, practices, and procedures believed to be unfair;
 - ii. Treatment considered unfair by an employee, such as coercion, reprisal, harassment or intimidation;
 - iii. Alleged discrimination because of race, color, national origin, sex, age, gender identity, sexual orientation, disability, genetic information, marital status, religion or any other non-merit factor; and
 - iv. Alleged improper or unfair administration of employee benefits or conditions of employment such as vacations, fringe benefits, promotions, retirement, employee performance evaluation or salary administration.
- c. Grievance Rights of Employees - Employees are encouraged to use the grievance procedure described in this Handbook and must not, under any circumstances, be penalized for doing so. FCC is responsible for ensuring that each grievance is fully processed until the employee is satisfied with the decision or until the employee's right of appeal is exhausted. Employees are encouraged to address complaints (as defined above) with their supervisor or directly with the Moderator, who may, at the Moderator's sole discretion, bring in the Executive Committee for discussion. An employee may have a co-worker accompany them to any grievance related meetings as an observer.
- d. Grievance Procedure - This is the process for employees who wish to initiate a formal grievance:

Step 1 – Whenever an employee believes that a work-related problem exists which an informal discussion did not resolve, and the employee wishes to initiate a formal grievance, the employee should submit a written complaint to their supervisor and the Executive Committee of the Church Council. The supervisor and Executive Committee shall work cooperatively in the fact finding and resolution process of any employee grievance. A report will be presented to the employee.

Step 2 – If the employee is not satisfied with the Step 1 decision, the employee may appeal in writing to the Church Moderator. The Moderator will initiate a discussion among the employee, their supervisor, and the Executive Committee of the Church Council. The Moderator will then deliver to the employee a written decision of the Executive Committee. The decision of the Executive Committee is final.

In the event the grievance pertains to the employee's supervisor or the Senior Minister, the Church Moderator and the Executive Committee shall work with such other resources, including legal counsel, as they may feel are appropriate. They shall report all findings to the Executive Committee of the Church.

e. Corrective Action

In the event any corrective action is deemed necessary as a result of an investigation made under this procedure, the policies contained in the Corrective Action section of this Handbook shall apply.

f. Confidentiality and the Grievance Process

Information concerning an employee grievance will be received in confidence. Supervisors and other members of the staff will discuss a grievance only with those individuals who are involved in investigation and resolution of the complaint. Confidentiality will be maintained to the extent practicable and appropriate under the circumstances to protect the privacy of persons involved.

33. Corrective Action

All employees of FCC are expected to conduct themselves in accordance with applicable laws, regulations, policies, and generally acceptable work behaviors. Employees in supervisory positions should set an example by their conduct, attitude and work habits. Corrective measures are to be assessed for unacceptable conduct in a consistent and fair manner.

a. Personnel Advisor and Moderator Assistance

All levels of the corrective action process shall require prior notice and consultation with the Personnel Advisor and the Moderator, and, in the case of actions relating to the Senior Minister, the Executive Committee, to determine if consultation or corrective action is warranted. Similarly, employees are encouraged to consult the Personnel Advisor and the Moderator for assistance in resolving disciplinary matters.

b. Consultation Statement

Where corrective action is unwarranted, as indicated by the Personnel Advisor and the Moderator, a consultation statement shall ensue. In the event the Personnel Advisor and the Moderator differ in their opinions on whether corrective action is warranted, the Executive Committee shall decide.

Consultation shall be administered as a means to discussing issues that have to do with job performance and/or inappropriate conduct. The idea of consultation is to prevent future infractions by making the employee aware that (i) a problem exists, (ii) the problem has a negative impact on the organization, and (iii) a workable improvement plan is needed.

c. Corrective Actions

Corrective actions shall be considered as constructive procedures for the purpose of correcting inappropriate work behavior. Therefore, in most instances, corrective actions should consist of the least severe action to accomplish this purpose. Supervisors are encouraged to first informally address issues of concern with an employee, with constructive suggestions for improvement before initiating the formal process set forth below. The following progressive process may be implemented:

Level 1 may be the initial action in the corrective action process. The purpose of this step is to alleviate any misunderstanding and to clarify the direction for necessary and successful correction of a problem. A memorandum describing the shall be completed and reviewed with the employee. The memorandum will be placed in the employee's personnel file and a copy shall be given to the employee.

Level 2 may be the second action taken in the corrective action process. This action shall be taken when the employee has not satisfactorily corrected the problem as outlined during level 1. In cases of a more serious nature, level 2 may be given as the initial step in the process. A memorandum describing the corrective action shall be completed and reviewed with the employee. Infractions warranting this step shall be placed in the employee's personnel file and a copy shall be given to the employee.

Level 3 – When an employee fails to modify behavior and/or performance, it may be necessary to move to the final step in the corrective action process, which is termination of employment. The Executive Committee of the Church Council shall be contacted before any action is taken in this step.

d. Uniform administration

Corrective actions shall be administered on a uniform basis for all FCC employees. However, each offense must be judged on a case-by-case basis and consideration given to the employee's past record. Depending upon the seriousness of the offense, one or more of these steps may be skipped.

e. Suspension

For charges such as a threat to the safety and/or well-being of an employee, stealing, direct insubordination, sexual harassment, or reporting to work under the influence of drugs or alcohol, a temporary suspension may be imposed while fact finding is being conducted.

f. Immediate termination or suspension

Serious offenses may result in immediate suspension or termination for the first offense.

g. Examples of unsatisfactory performance

Reasons for disciplinary action for unsatisfactory performance may include, but are not limited to:

- Failure to adhere to policies and procedures,
- Repeated unexcused or excessive tardiness or absence,
- Failure to meet effectiveness and productivity standards,
- Unsatisfactory performance evaluation,
- Reasons for discharge for misconduct may include, but are not limited to:
 - Discriminatory acts,
 - Harassment of any nature,
 - Insubordination, involving, but not limited to, refusing to carry out the direction of a supervisor where personal safety is not a problem, and defaming, assaulting or threatening to assault an employee,
 - Dishonesty,
 - Wrongful appropriation and/or misuse of Church property and/or funds,
 - Sabotaging or willfully damaging equipment or property of other staff,
 - Theft, including, but not limited to, the removal of Church property or the other property of another staff from the workplace,
 - Falsification of employment records, altering agency records, or unauthorized use or disclosure of confidential information,
 - Violence in the workplace,
 - Failure to correct unsatisfactory performance,
 - Carrying firearms or other weapons on Church property or elsewhere by an employee while on Church business
 - Sale, purchase, distribution or use of alcohol or illegal substances on work premises without the prior approval of the Executive Committee, or
 - any other act of misconduct, not described above, that the Church in its judgment believes to be serious.

Any employee found with a firearm or other weapon on Church property, premises, or while on official business will be subject to discipline up to and including discharge. The employee may also be subject to criminal prosecution.

h. Termination of Senior Minister; review of termination agreements

Proposed terminations and all severance pay agreements should be reviewed and approved by the Executive Committee prior to the termination for any non-probationary employee. The Moderator and at least one additional member of the Executive Committee should be present for any discussions with the Senior Minister about current or future involuntary termination of

employment. Termination of the Senior Minister requires a majority vote of the congregation assembled in an annual or special meeting.

a. Termination of any other called ordained clergy; review of termination agreements

Proposed terminations and all severance pay agreements should be reviewed and approved by the Executive Committee prior to the termination for any non-probationary employee. The Moderator and at least one additional member of the Executive Committee should be present along with the Senior Minister for any discussions with the employee about current or future involuntary termination of employment. Termination of any called ordained staff requires a majority vote of the congregation assembled in an annual or special meeting.

34. E-mail, Internet, Telephone and Web Communications

The Church has approved a Media Policy governing all electronic and telephone communications, a copy of which is attached hereto as an Addendum. The terms of the policy govern all employees of the Church, even if they are not Administrator on any social media account.

35. Whistleblower Policies

- a. An employee (the “Whistleblower”) who suspects improper behavior or self-dealing by any other employee, including the Senior Minister, or by any member of the church, including an office or member of the church council, should report suspected improper behavior or activities directly to either the Senior Minister or the Church Moderator.
- b. The report may be made in person, by telephone, by e-mail, or by mail. Although an employee is not expected to prove the truth of the allegations or to investigate the behavior or activities, they should include whatever documentation is available to support a reasonable basis for the report. Whistleblower reports may be made anonymously. Anonymous allegations should be detailed to the greatest extent possible because follow-up questions will not be possible.
- c. Safeguards for Whistleblowers
 - i. FCC prohibits any form of harassment, retaliation, or other adverse employment consequence toward a Whistleblower in response to a good faith allegation under this Policy.
 - ii. FCC also prohibits any form of harassment, retaliation, or other adverse employment consequence toward a person for disclosing information to a government or law enforcement agency where the person has reasonable cause to believe that the information discloses a violation of a federal, state, or local law, rule, or regulation. Officers, employees, and agents of FCC are required to

- cooperate and provide truthful information in any investigation or inquiry by law enforcement.
- iii. Any person who retaliates against a Whistleblower or other individual who assists in the investigation is subject to appropriate corrective action, up to and including termination.
 - iv. A Whistleblower's right to protection does not extend immunity for participating or being complicit in the matters which are the subject of the allegations or ensuing investigations. Any employee, officer, or director found to have knowingly made a false allegation with malicious intent or to have knowingly produced false information with respect to the allegation will be subjected to corrective action.

36. Conflict of Interest Policies

- a. An employee may not take personal advantage of a business opportunity that is offered to FCC unless FCC first determines not to pursue the opportunity. An employee must protect the confidential information of FCC and must not use such confidential information for their personal benefit, for the benefit of a related organization (an organization in which an employee serves in a leadership, employment, or ownership capacity), or to the detriment of FCC.
- b. A conflict of interest arises any time an employee seeks to enter into a business relationship with FCC. A conflict of interest also arises when a related organization to an employee seeks to enter into a business relationship with FCC.
- c. A conflict of interest does not necessarily preclude business relationships with FCC, as long as the employee discloses the nature of the conflict in writing to the employee's supervisor, the Personnel Advisor, and the Church Moderator. If the Church's Executive Committee approves the transaction in writing, then the transaction shall not violate the Conflict of Interest policy. Any employee who violates this policy is subject to corrective action, up to and including termination of employment.

Receipt for Copy of Employee Handbook

Please complete this page and return to your supervisor

Name (Please Print) _____

I acknowledge that I have received a copy of the Employee Handbook of the First Congregational Church of St. Louis, United Church of Christ. I understand my responsibility to familiarize myself with its provisions. I further understand that my employment is not for any definite period of time, and that nothing in the Employee Handbook in any way creates an expressed or implied contract of employment or warranty of any benefits. I additionally understand that any and all of the rules, policies, and benefits referred to in the Employee Handbook may be unilaterally amended, modified, or discontinued at any time.

Printed Name: _____

Employee Signature _____

Date _____

Changes to the policies and procedures may be made from time to time, and will be communicated via email or written notice. The information herein supersedes all previous policies and procedure documentation.

Addendum A
Benefits and Leave Policies

This addendum is a statement of benefits and leave policies for employees of FCC, and is intended to be a part of the Employee Handbook. Preschool teachers should refer to their Preschool Professional Handbook and their individual employment contracts for benefits, as they receive personal days instead of vacation days and have other different time off provisions than are provided here.

A1. Benefits available after the Probationary Period

All employees, both full-time and part-time, will serve a 60-day probationary period, after which they will be eligible for certain benefits as listed below. Some benefits are only for full-time employees, and others are only for certain staff members, such as exempt employees. Other benefits are available immediately or after service for certain lengths of time. The terms of any call agreement or written employment contract will govern in the event of a difference from the terms of this Employee Handbook.

A2. Vacations

- a. After the probationary period, all full-time regular employees are eligible for vacation, which shall be paid at their regular rate of pay. Regular full-time employees will receive 20 days of vacation each year. Vacation will accrue at a rate of .8 days per pay period, based on a twice-monthly pay schedule, until the full 20 days of vacation have accrued.
- b. The established vacation year for scheduling purposes is the calendar year. Calculating and crediting of earned vacation shall be done monthly. Earned vacation shall be taken within the year earned, except for employees who complete their probationary period after October 1, who shall be permitted to use earned vacation for the December holidays or carry over any accrued but unused vacation. The employee's supervisor must be notified of any carry over vacation for these employees. Vacation days from a calendar year must be taken no later than 28 February of the following calendar year. Any unused vacation from the prior calendar year will be forfeited on 1 March each year.
- c. Vacation time shall be scheduled and approved by the employee's supervisor. Vacation time will not be approved during Christmas and Easter season, as they are very busy times on the Church calendar, except in extraordinary circumstances. Paid holidays that occur during an employee's vacation will not be charged as vacation. Upon separation from employment with FCC, regular employees shall not receive payment for any prorated, unused vacation. Vacation may be used before it is earned, if the employee's supervisor approves.

A3. Sick Leave

- a. Eligibility - Full-time regular employees earn sick time at the rate of one day for each full month worked. Part-time regular employees earn sick time on a pro-rata basis. Paid sick time may be taken only after successful completion of the probationary period.
- b. Limitations and Exceptions - Sick time is cumulative up to 60 days and is not compensable if not taken prior to termination of employment. Employees shall attempt to coordinate their sick time with the start of any short-term disability.
- c. Reporting - Employees are expected to call their supervisor at the beginning of each workday to report an absence. Employees are also expected to record all absences in the attendance system upon return. The Church may request documentation of medical necessity.
- d. Family care – Employees may use sick days to care for family members, including taking them to medical appointments.

A4. Personal Leave

- a. Eligibility - All regular full-time employees who have passed the probationary period are eligible for personal leave days. Personal leave days accrue at the rate of half a day for each month worked, up to six (6) paid personal leave days each calendar year. Part-time regular employees who work at least 20 hours per week are eligible on a pro-rata basis. Preschool staff members (other than the Director) earn personal days as specified in the Preschool Professional Handbook and their individual employment contracts.
- b. Limitations - Personal leave days do not roll over from one year to the next; may only be used after successful completion of the probationary period; must be scheduled in advance when the absence is not of an emergency nature; and are not compensable if not taken prior to termination of employment.

A5. Family and Medical Leave

- a. Introduction - FCC applies the provisions of the Federal Family Medical Leave Act (“FMLA”), although the Church is exempt. Family or Medical Leave is an unpaid, approved absence available to eligible employees under certain circumstances for consecutive or intermittent periods of up to twelve weeks per rolling 12 months. This leave may be taken upon the birth of the employee’s child, the placement of a child with the employee for adoption or foster care, situations where the employee is needed to care for a child, spouse, or parent who has a serious health condition and cases where an employee is unable to perform their duties because of a serious health condition.

- b. FMLA Leave Eligibility - An employee becomes eligible for Family or Medical Leave after 12 months of employment. In addition, the employee must have worked 1,250 hours in the 12 months prior to requesting leave.
- c. Offset of Benefits - The employee must first use any available paid parental, sick or vacation leave when taking Family and Medical Leave. After using all available paid leave, the remaining days of absence are unpaid. An employee on unpaid leave does not receive vacation or other benefits during the unpaid leave. Vacation and sick time are granted at the time the employee returns during a given year with a percentage reduction based on the length of time the employee was on unpaid leave.
- d. Medical Certification - If an employee requests Family and Medical Leave, they are required to submit medical certification/documentation in advance of the Leave (or immediately upon Leave, if necessary). If it is the employee's health condition, the medical certification must include a statement from the treating physician that the employee is unable to perform the functions of their position. If leave is requested to care for a family member with a serious health problem, the medical certification must include an estimate of the length of time the employee will be needed to care for the family member. FCC also requires medical certification/documentation such as release from a physician to allow employee to return to work. Upon return from approved Family and Medical Leave, an employee is normally returned to their previous position or an equivalent position if the previous position is not available.
- e. Notice - When the need for leave is foreseeable (such as birth, adoption, planned medical treatment) the employee must notify their supervisor in writing 30 days in advance of the requested leave. When such advance notice is not practical, notice shall be given as soon as possible after the employee learns of the need for the leave.
- f. Coordination with New Child Parenting Leave - Apart from the Family and Medical Leave described above, FCC will provide new child parenting leave as described in this Handbook. Any parenting leave shall be concurrent with any Family and Medical Leave taken under the above provisions, and an employee may add additional unpaid Family and Medical Leave on expiration of parental leave until the employee has taken a full 12 weeks of leave.
- g. Benefits Continuation While on FMLA – During Family and Medical Leave, FCC will continue to provide health and dental benefits, life insurance and, if applicable, employer pension contributions. The employee's supervisor will contact the employee and review the available options for contributions to the pension plan and continuation of any voluntary benefit contributions during any unpaid FMLA. Vacation and sick leave will not be earned during any period of unpaid Family and Medical Leave.

A6. New Child Parenting Leave

- a. Eligibility - Eligible employees must meet the following criteria: (a) Have completed the probationary period, and (b) are a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit).
- b. Duration of leave - FCC will provide up to eight (8) weeks of paid new child parenting leave to employees as set forth in this policy. New child parenting leave may be used for: (i) the birth of (A) a biological child, (B) the child of a domestic partner/or civil union, or (C) a child to whom the employee stands in loco parentis, (ii) the adoption of a child, or (iii) the placement of a foster child with the employee. New child parenting leave may be taken intermittently but must conclude within 12 months from the date of the child's birth, adoption or placement.
- c. Timing of Leave
 - i. Approved new child paid parenting leave may be taken at any time during the 12-month period immediately following the birth, adoption or placement of a child with the employee. Paid new child parenting leave may not be used or extended beyond this 12-month time frame.
 - ii. Employees wishing to return to work part time or intermittently from a new parenting leave should contact their supervisor and make arrangements to cover their duties and keep track of their leave hours during this period.
 - iii. New child parenting leave may be extended by any earned and unused sick days, vacation days, and personal days upon notice to the employee's supervisor. Additional unpaid time up to 12 weeks may be taken as Family and Medical Leave.
- d. Notice to FCC - The employee must provide their supervisor with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible).
- e. Pay and other benefits - During new child paid parenting leave, the employee will receive 100 percent of their regular pay to be paid as usual on regularly scheduled pay dates. FCC will maintain all benefits for employees during the paid new child parenting leave period just as if they were taking any other time off such as paid vacation or paid sick leave. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of paid new child parenting leave granted for that event.
- f. Other terms - Upon termination of employment, an employee will not be paid for any unused paid new child parenting leave.

A7. Bereavement Leave

The Church will grant all employees, after completion of the probationary period, reasonable bereavement time off in the event of a death in the employee's immediate family. Paid leave will be limited to three days per incident. A longer leave, using earned but not used personal days, vacation days, or an unpaid leave of absence, may be requested by the employee. Members of the immediate family are considered to be your spouse, children (including foster children), parent, spouse's parent, sibling, grandparent, grandchildren, the spouse or domestic partner of any of the above or any other relative who is a member of the employee's household. In special circumstances bereavement leave may be extended to an employee on the death of someone other than an immediate family member with the approval of the employee's supervisor. Bereavement leave is non-cumulative and may only be used for bereavement and will not be paid out as owed compensation at time of termination.

A8. Military Leave

- a. An employee who performs active or inactive duty with the Armed Forces of the United States of America (including National and Coast Guards) as a member of a Reserve unit may be granted a leave of absence for up to two weeks annually for training. During this leave, the employee will receive their regular salary and benefits, unless paid for military duty, in which case the employee will receive supplemental pay from the Church so that, combined with military pay, they are earning an amount equal to their regular pay. All Church benefits will continue.
- b. An employee who is a Reservist and is called up for active duty will be granted a leave of absence without pay for the period of active duty. Insurance benefits will be continued until they are provided by the U.S. government for the active duty service. FCC will comply with the federal regulations as defined by USERRA.

A9. Jury Duty Leave

An employee summoned for jury duty will be granted a jury duty leave of absence at regular salary for the duration of their service. The employee must notify their supervisor as soon as they become aware that they will be called for jury duty so that arrangements can be made to cover the employee's duties.

A10. Exceptional Unpaid Leaves of Absence

- a. An employee who desires to interrupt employment for a period of time may, with the permission of the employee's supervisor, the Personnel Advisor and the Moderator, be

granted an unpaid leave of absence under exceptional circumstances. All earned vacation and personal time must be exhausted prior to the taking of this leave. Terms of the leave shall be negotiated with the employee's supervisor. During the leave of absence, salary is not paid and benefits are not earned. Insurance benefits permitted by the Plan may be continued at the employee's expense. Arrangements should be made with the employee's supervisor for those who have voluntary benefits contributions or outstanding loans. This shall not be considered a break in service.

- b. Employees who are able to resume their essential job functions at the conclusion of the unpaid leave may be restored to their former or an equivalent position. Employees unable to perform their essential job functions at the conclusion of the unpaid leave may be terminated, with that decision made by the employee's supervisor, the Personnel Advisor and the Moderator.

A11. Sabbatical Leave

- a. If a pastor has sabbatical terms set forth in their call agreement, those terms will govern. All other exempt employees, after five years of continuous exempt service or after five years of continuous exempt service since the previous sabbatical, are eligible to apply and submit a plan for a sabbatical leave for six weeks with full salary. Pay during the sabbatical will be at the salary the employee is earning at the time of the start of the sabbatical. No additional funds are available for sabbatical expenses, unless the employee in writing designates all or a portion of training and professional development funds in the period prior to the sabbatical to be saved for use for the employee's sabbatical expenses. The employee is expected to continue in the ministry they are serving for least one year following the sabbatical.
- b. Application for sabbatical leave and a plan for use shall be presented to the employee's supervisor and the Church Moderator. Those two persons shall have the final decision as to the granting of the sabbatical.
- c. An employee is eligible for vacation during the year a sabbatical is taken. At the end of employment for any reason, including a reduction in force, the employee will forfeit any unused sabbatical time without compensation for that time.

A12. Professional Development

- a. Training and Development Expenses FCC encourages employees at all levels to participate in job-related training and development activities in order to enhance skills, expand knowledge, and grow as professionals. The responsibility for identifying and participating in training is shared by individual employees and their supervisors. Employees are responsible for obtaining approval from their supervisor to attend

professional development programs, and supervisors are encouraged to approve employee requests to participate in such programs whenever possible and appropriate. Supervisor approval may be dependent on factors such as budget and the relevance of the activity to either the employee's current position or their professional development plan. Supervisors should evaluate the success of training efforts and keep records for reference. Employees are expected to make the most out of their trainings by identifying ways to apply the knowledge to their work. Training is considered a part of an employee's duties and does not require use of personal leave time.

- b. Dues Dues for professional memberships and the cost of professional materials may be made available to employees upon the approval of the supervisor and subject to the availability of funds.
- c. Other Expenses FCC may budget an amount for annual professional expenses for certain Church job positions. Professional expenses include, without limitation: professional journals; books or periodicals; expenses for hosting or entertaining church leaders; members or guests; dues to professional organizations such as the Academy of Parish Clergy or the Association of United Church Educators. Amounts paid per employee shall be limited to the greatest of these amounts: (i) an amount approved in the church budget, (ii) an amount approved in the employee's call agreement or employment contract, or (iii) an amount otherwise approved by the employee's supervisor and the Stewardship and Administration committee (or other church governance body that may replace it).

A13. Medical Reimbursement Plan

- a. All church employees who have completed the probationary period are eligible to participate in the medical reimbursement plan. A salary reduction agreement authorizing payroll to make automatic payroll deductions for the employee's designated amount for the calendar year is required to be completed prior to the beginning of each new calendar year or within 10 days of an employee's initial entry into the plan. The medical reimbursement plan is a budgeting tool that allows employees to pay for out-of-pocket health expenses with pre-tax dollars. A sample of some of the authorized deductions under Internal Revenue Code Section 213 are: health insurance deductibles and co-payments, annual physicals, dental check-ups, eye glasses/contact lenses, hearing aids, physical and mental therapy, prescriptions, and drug/alcohol dependency treatment.
- b. Any participating employee applying for reimbursement under this plan shall submit documentation of covered medical expenses incurred by them or their dependents, to the extent that such reimbursements are not reimbursed for by any insurance or other medical benefit plan. The maximum reimbursement to a participating employee shall be

determined by the salary reduction agreement. Any balance remaining in an employee's account at the end of the calendar year shall be forfeited by the employee.

A14. Health Insurance

- a. All full-time church employees are eligible for health insurance coverage, effective on the first day of the month following their date of employment. The eligible employee may elect health coverage for the employee and the employee's family. The church will pay the cost of employee medical & dental insurance for full time employees up to the cost under the UCC plan for the employee only or equivalent contribution towards comparable insurance coverage, at the employee's written request.
- b. Unless otherwise specified in a call agreement or other written employment contract, family coverage must be paid for by the employee.
- c. Eligible employee(s) should refer to the insurance plan documents for dependent's eligibility, coverage details, claims information and enrollment requirements. The employee must enroll within 90 days of eligibility. If application is made after that period of time, evidence of the employee's good health and the good health of each dependent must be furnished.

A15. Dental Insurance

All full-time church employees who have completed the probationary period are eligible for dental insurance coverage. Membership in the dental benefit plan is supplementary to and contingent upon the employee's participation in the health benefit plan. The employee must pay the costs of dental insurance. The eligible employee may elect dental coverage for the employee and the employee's family. Eligible employee(s) should refer to the insurance plan documents for dependent's eligibility, coverage details, claims information and enrollment requirements. The employee must enroll within 90 days of eligibility. If application is made after that period of time, then the employee and their dependents can only enroll in the dental benefits plan during a periodic "open enrollment" period.

A16. Pension or Retirement Plan

Full-time employees that have completed the probationary period are eligible for the pension plan in accordance with the Plan Document. All employees should review the documents and complete any enrollment application, beneficiary designation or other required forms in timely fashion.

A17. Group Life Insurance

- a. Full time employees that have completed the probationary period are eligible to apply for group life insurance coverage. Eligible employee(s) should refer to the Plan Document for coverage and benefit payment details, enrollment and medical examination requirements. The employee must enroll within 90 days of eligibility. If application is made after that period of time, evidence of the employee's good health must be furnished. Enrollment applications and beneficiary designation forms are available in the church office.
- b. The eligible employee(s) must complete and sign the application and enrollment forms to join the group life insurance plan. The church office will send the completed materials to the Pension Boards for approval. The life insurance coverage is effective on the first day of the month following acceptance of the employee's application and upon payment of the portion of the contributions for the period of the employee's coverage through the end of the current calendar quarter.

A18. Short-Term and Long-Term Disability Insurance

All full-time church employees are eligible to apply for long-term and short-term disability insurance coverage, effective on the first day of the month following their date of employment. Eligibility, costs, and coverage will be in accordance with the terms of the insurance plan documents. The church currently pays premiums for eligible employees. Coverage begins on the first day of the month following 60 days of employment.

A19. Travel

Mileage reimbursements for the authorized use of personal automobiles for the benefit of the Church by employees will be paid according to the annually established Internal Revenue Service maximum allowable rate for deducting business travel mileage. The rate includes the full costs of auto depreciation, insurance, maintenance and operation as per mile cost. The Church may enter into contractual agreements with some employees that includes a monthly flat rate travel allowance to be paid to that employee.

A20. Workers' Compensation Insurance

- a. The Church provides worker's compensation insurance for employees at no cost to the employee in accordance with the law which guarantees employees' medical expenses and weekly benefits for time lost because of an accident occurring at work or a work-related illness. Workers' compensation benefits include all medical treatment, without a deductible to the employee or dollar limit. The Church will arrange for medical

treatment. If the employee wants to change doctors the employee must get authorization from the Church. If the employee goes to a doctor without authorization it is at the employee's expense.

- b. If the employee is temporarily disabled by a job injury or illness, the employee will receive tax-free income until the doctor says the employee is able to return to work. Payments are two-thirds of the employee's average weekly pay, up to a maximum set by state law. If the injury results in death, benefits will be paid to surviving dependents.
- c. In the event of a work injury, the employer must be sure first aid is given and see that the injured employee is directed to a doctor or hospital, if necessary. In the event of a work injury, the employee must report the injury immediately to their supervisor (any delay in reporting an accident may result in loss of right to compensation benefits).

A21. Social Security and Medicare

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

A22. Certain benefits to continue following death of an employee

In the event of the death of an active, regular full-time employee, an amount equal to one month's salary shall be immediately paid to the employee's beneficiary or to the estate of the deceased employee. If covered through FCC prior to the employee's death, health and dental coverage for the surviving spouse/domestic partner and eligible dependents will be continued at the expense of FCC for up to six months.

Addendum B
Safe Church Policy Approved April 2016
FIRST CONGREGATIONAL CHURCH OF ST. LOUIS
UNITED CHURCH OF CHRIST

SAFE CHURCH POLICY

Policy Prohibiting Abuse, Exploitation and Harassment

As a community of Christian faith, First Congregational Church of St. Louis, United Church of Christ (the “church”), is committed to creating and maintaining programs, facilities, and a community in which members, friends, staff, and volunteers can worship, learn, and work together in an atmosphere free from all forms of discrimination, harassment, exploitation, or intimidation. All persons associated with the church should be aware that the church is strongly opposed to sexual exploitation and sexual harassment and that such behavior is prohibited by church policy. It is the intention and responsibility of the church to take whatever action may be needed to prevent and correct behavior that is contrary to this policy and, if necessary, to discipline those persons who violate this policy.

Activities covered by these policies

- All ministry activities of First Congregational Church of St. Louis that require ministers acting within the scope of their duties to have custody of persons less than 18 years of age or vulnerable adults over the age of 18 will follow the Safe Church Policy and Procedures. All church groups, events, and ministries must act in accordance with the Safe Church Policies and Procedures.
- Although safety and inclusion are encouraged, this policy and these procedures do not apply to programs and activities that are hosted in the First Congregational Church of St. Louis building but are not specific ministries or activities of First Congregational Church.

Definitions

Minister: a person engaged by the church to carry out its ministry. Minister includes elected or appointed leaders of the church, employees, and volunteers, as well as authorized ministers.

Authorized Minister: a person who holds ordained ministerial standing or has been commissioned or licensed by an association of the United Church of Christ or region of the Christian Church (Disciples of Christ).

Ministerial Relationship: the relationship between one who carries out the ministry of the church and the one being served by that ministry.

Sexual Exploitation: sexual activity or contact (not limited to sexual intercourse) in which a minister engaged in the work of the church takes advantage of the vulnerability of a participant by causing or allowing the participant to engage in sexual behavior with the minister.

Sexual Harassment: repeated or coercive sexual advances toward another person contrary to his or her wishes. It includes behavior directed at another person with the intent of intimidating, humiliating, or embarrassing the other person, or subjecting the person to public discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition or circumstance of instruction, employment, or participation in any church activity; Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making personnel or church-related decisions affecting an individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or participation in church activities or creating an intimidating, hostile, or offensive work or church environment.

Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones, particularly:

- Written contact, such as sexually suggestive or obscene letters, notes, e-mails, or invitations;
- Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits, sexual propositions;
- Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse; and
- Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines.

Sexual harassment also includes continuing to express sexual interest after being informed directly that the interest is unwelcome and using sexual behavior to control, influence, or affect the career, salary, work, learning, or worship environment of another. It is impermissible to suggest, threaten, or imply that failure to accept a request for a date or sexual intimacy will affect a person's job prospects, church leadership, or comfortable participation in the life of the church. It is forbidden either to imply or actually withhold support for an appointment, promotion, or change of assignment, to suggest that a poor performance report will be given because a person has declined a personal proposition; or to hint that benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications, will be forthcoming in exchange for sexual favors.

Ministerial Conduct

The pastor, every employee, elected and appointed lay leaders, and every volunteer are all Ministers of the congregation. As such, each is responsible for understanding the ways in which their words or actions may affect others.

Sexual exploitation or sexual harassment, of parishioners or others, by anyone engaged in the ministry of the church is unethical and unprofessional behavior and will not be tolerated within this congregation.

All ministers of the church (as defined below) may sometimes deal with individuals who are emotionally or personally vulnerable in some way. It is also important that every minister of the church be adequately prepared and educated for the ministry in which they serve others, and to understand the ways in which their actions may impact those who may be vulnerable to their use or misuse of power.

It is the policy of the church to encourage its ministers and authorized ministers, to nurture safety within ministerial relationships by being attentive to self-care, education, and the importance of referring those in need to supportive and helpful resources. It is also expected that those engaged in providing ministry will complete and submit an application and disclosure document.

Child and Youth Protection Policy

The church is committed to providing a safe and healthy environment in which young people can learn about and experience God's love.

In order to ensure this, we establish the following guidelines.

- We expect that those who volunteer to work with minors will have been members of the church for at least three (3) months, or if not members, regularly and frequently associated with the church for at least one (1) year.
- Those adults who work with children/youth shall be at least four years older than the oldest children/youth with whom they will be working/serving.
- Parents are responsible for their children/youth not in childcare or participating in a supervised activity.
- It is the policy of this church to provide adequate supervision and safeguards for all youth activities. In any situation where participants are spending the night at the church or engaged in an activity off church property, there must be no less than two (2)

unrelated adults present at all times during such activity. Youth over the age of fourteen (14) years may assist an adult; however, such assistance does not alter the requirement that at least two (2) unrelated adults must be present in the foregoing circumstances.

- Workers are to release children under the age of five into the care of only a parent, guardian or person specifically authorized/designated to pick up the child.
- All volunteers who work with children and youth must complete and submit a self disclosure statement (appended hereto as Exhibit “A”) and must acknowledge receipt of a copy of this policy.
- Written consent of one parent or guardian and an Emergency Medical Treatment Permission form (appended hereto as Exhibit “B”) will be required for all church sponsored activities occurring off church property and any overnight activity.

Touching Guidelines

- Appropriate touch – to include hugs and other forms of appropriate physical affection between workers and children/youth/vulnerable adults are important for development and are generally suitable.
- Physical affection should be appropriate to the age of the child/youth/vulnerable adult.
- Touching should be initiated by the child/youth/vulnerable adult. It should be a response to the child/youth/vulnerable adult’s need for comforting, encouragement or affection. It should not be based upon the adult’s emotional need.
- A child’s preference not to be touched should be respected. Do not force affection upon a child.
- Ministers are responsible to protect children under their supervision from inappropriate touching by others, including other child/youth/vulnerable adults.
- Ministers must promptly discuss inappropriate touching or other questionable behavior by other workers with the activity supervisor as well as the Minister of Children and Families and/or a First Congregational Church of St. Louis Pastor.

Discipline

- Ministers are never to physically discipline (to include spank, hit, grab, or shake) any person.

- Disciplinary problems must be reported to the minister's supervisor, who will report these problems to the child's parent/guardian as needed.
- Ministers may restrain children/youth if needed for disciplinary reasons or to prevent the harming of others.

Injuries or illness

- Persons who are ill (with a fever or having a communicable disease that can be transmitted by cough or by touch) will not be permitted to participate in any activity with other children/youth/vulnerable adults.
- A participant should be returned to their parent/guardian as soon as illness/injury is discovered. If this is not possible, then the person who is ill/injured should be isolated in a manner that will allow supervision to continue until the person can be returned to their parent/guardian.
- Only an approved minister may be used to take the place of a minister who is ill.
- Reasonable steps should be taken to avoid contact by anyone with body fluids of any kind.
- An adult minister who becomes aware of an injury to a minister or participant will take steps to ensure prompt medical attention is given to the injured person.
- Persons who have received an injury that is obviously minor should be given first aid as needed at the time of injury. The person's parent/guardian should be notified of the minor injury when he/she picks up the injured person.
- Any injury that may require medical treatment beyond simple first aid should be given immediate attention: the parent/guardian of the injured person should be immediately notified, along with the minister's director/supervisor. An ambulance should also be called immediately if warranted by the injury.

Record Keeping

- An attendance list should be kept by the event/program leader for all church functions involving children, youth, or vulnerable adults. The date of the function along with the names of all participants should be recorded.
- A written Notice of Injury (Appendix D) report should be prepared by workers whenever an injury requiring anything more than basic first aid is necessary.

- The Notice of Injury report should then be forwarded to the Director of Children or Youth Ministries promptly upon completion.

Notice of Abuse, Neglect, or Molestation

- Ministers who become aware of any suspected abuse connected with any church activity will immediately inform the Minister of Children and Families and/or a pastor of such abuse. In their absence, notify the church Moderator.
- If any violation involves allegations of wrong-doing by any of the ministry staff, or any other church official, then such violation or allegations shall be reported directly to the Senior Pastor. If any violation involves allegations of wrongdoing by the Senior Pastor, then such violation or allegations shall be reported directly to the Church Moderator or Pastoral Relations Committee.
- Any director/supervisor who becomes aware of any suspected abuse, neglect, or molestation connected with any church activity involving children or youth will immediately inform a member of the ministry staff of such suspected abuse and will complete a “Children’s/Youth Ministry Incident Report” and “Notice of Injury” if appropriate and the child abuse hotline (**1-800-392-3738**) must be promptly notified by the Senior Pastor, as well as the church’s insurance carrier (general or professional liability insurance).
- Any Associate Pastor or Senior Pastor who becomes aware of suspected abuse or molestation of a participant connected with any church activity involving children or youth will ensure that the participant’s parent/guardian is immediately informed that suspected abuse or molestation has occurred.
- Children/youth workers should contact law enforcement directly if timing is critical and church leaders are unavailable for consultation.
- Ministers who know of or suspect child abuse in non-church related environments must report that information to the child abuse hotline (**1-800-392-3738**).

Violation of Procedures/Internal investigation

- Ministers must promptly notify their director/supervisor of any activity undertaken on their own behalf or by others that violates these procedures or the policy they implement.
- See the personnel policy for additional details.
- Any volunteer who is the subject of an investigation of suspected child abuse or molestation will be removed from his/her position pending completion of an investigation.
- Harassment of any reporting person/witness will be reported as soon as discovered to the director/supervisor or to a member of the ministry or pastoral staff of the church. A report regarding such contacts or harassment will be forwarded to the appropriate authorities after consultation with legal counsel for the church.
- Any member of the ministry staff or pastoral staff who becomes aware of a violation of these procedures will take all necessary steps to ensure future compliance with the procedures by all ministers and will remove ministers from their positions if such removal is warranted or if workers pose a potential threat to others.

Safe Church Response Team

In cases of serious incidents, First Congregational Church of St. Louis' Executive Team and Senior Minister will form a team consisting of appropriate church leaders and any legal counsel they may retain (if legal counsel is deemed appropriate). Where the Senior Minister is accused, another staff person will work with the Executive Team to form the Response Team. This Response Team should respond quickly to an incident or report of abuse using the following guidelines:

- The team should **evaluate the report** with the person(s) who heard the initial report.
- The team should **interview** all parties involved and document in writing.
- The team should **not attempt to verify the allegations**.
- The team should **determine** if a call to the child abuse hotline has been made.
- The team should **contact law enforcement and/or the Division of Family Services hotline** if needed.

Phone numbers are:

Emergency.....911
Clayton Police (non-emergency).....1-314-645-3000
Division of Family Services Child Abuse Hotline.....1-800-392-3738

St. Louis County Division of Family Services Office... 314-493-6800

The team should cooperate with law enforcement under the guidance of the church's legal counsel. The team should inform the subject's parents/guardians, the accused minister, and the subject that the subject and the accused minister are not to have further contact (to include verbal, texting, or social media contacts). The accused minister will be suspended pursuant to these procedures until the issue is resolved.

Requirements for Employment

- Before an offer of any type of employment by the church is made to any individual (whether ordained, commissioned, licensed or a lay person), a background check, including a criminal records check, must be performed.
- All prospective employees of the church must complete an application/disclosure form before beginning their duties.
- The church administrator will conduct a review of the registered sex offender registry for each prospective employee using the Department of Justice website at www.nsopr.gov. The sex offender registry will also be reviewed on an annual basis for all employees. The senior Authorized Minister will conduct the review of the registry for the church Administrator.
- Authorized Ministers of the church will attend all boundary workshops required by the St. Louis Association of the Missouri Mid-South Conference of the United Church of Christ in order to maintain their ecclesiastical standing.

FIRST CONGREGATIONAL CHURCH OF ST. LOUIS
UNITED CHURCH OF CHRIST
EMPLOYMENT APPLICATION DISCLOSURE FORM

Last Name	First Name	Middle Initial
Address		
City	State	Zip Code
Home Phone	Cell Phone	e-mail address

Position you are applying for _____

How did you find out about this position? _____

PAID/VOLUNTEER WORK HISTORY
(ATTACH ADDITIONAL PAGES AS NECESSARY)

1.

Employer/Organization Name		
Address		
City	State	Zip Code
Contact Person	Phone	

Dates of Service

Rate of Pay

Reason for Leaving

2.

Employer/Organization Name

Address

City

State

Zip Code

Contact Person

Phone

Dates of Service

Rate of Pay

Reason for Leaving

3.

Employer/Organization Name

Address

City	State	Zip Code
------	-------	----------

Contact Person	Phone
----------------	-------

Dates of Service	Rate of Pay
------------------	-------------

Reason for Leaving

PROSPECTIVE EMPLOYEE SELF DISCLOSURE

1. I have never been convicted of, nor pled guilty or no contest to, a crime. (Exclude convictions that have been sealed, expunged or legally eradicated, misdemeanor convictions for which probation was completed and the case was dismissed, or offenses about which inquiry is not permissible in this state.)

TRUE _____

FALSE _____

If not true, on the back of this page please describe each crime, the date and place of conviction and the legal disposition of the case

2. No civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct has ever resulted in a judgment being entered against me, been settled out of court, or been dismissed because the statute of limitations expired.

TRUE _____

FALSE _____

If not true, on the back of this page please provide a brief explanation of the lawsuit.

3. I have never terminated my employment, professional credentials, or service in a volunteer position or had my employment, professional credentials, or authorization to hold a volunteer position terminated for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct.

TRUE _____

FALSE _____

If not true, on the back of this page please provide a brief explanation.

4. Do you have a valid drivers' license? Yes _____ No _____. I have not had my drivers' license suspended or revoked within the last five (5) years for any reason.

TRUE _____

FALSE _____

5. Is there any other fact or circumstance that would call into question your being entrusted with the responsibilities of the position for which you are applying?

YES _____

NO _____

If yes, on the back of this page please provide a brief explanation.

The covenants between persons seeking employment in the church require honesty, integrity, and truthfulness for the health of the church. To that end, I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission given in this Disclosure Form and/or during interview(s) may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill, regardless of when the misrepresentation or omission is discovered. I acknowledge that it is my duty in a timely fashion to amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate.

Beginning such relationships with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between employees and the church they seek to serve. To that end, I authorize First Congregational Church of St. Louis, United Church of Christ and/or its agents to make inquiries regarding all statements I have set forth above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background and character.

First Congregational Church of St. Louis, United Church of Christ's hiring and recruitment process involves the distribution of information regarding applicants with those persons in a position to recruit, secure, and supervise the position I am seeking to fill. To that end, I authorize First Congregational Church of St. Louis, United Church of Christ, and its agents to distribute and otherwise share information gathered in connection with this application to such persons for the purposes stated.

By my signature below I acknowledge that I have read and received a copy of the First Congregational Church of St. Louis, United Church of Christ, "Safe Church Policy".

(Signature)

(Date)

FIRST CONGREGATIONAL CHURCH OF ST. LOUIS
UNITED CHURCH OF CHRIST

EMERGENCY MEDICAL TREATMENT PERMISSION FORM

To Whom It May Concern:

As parent and/or legal guardian, I hereby authorize treatment under the direction of any licensed physician of the following minor in the event of a medical emergency which, in the opinion of the attending physician, may endanger his ore her life, cause disfigurement, physical impairment, or undue discomfort if delayed. This authority is granted only after a reasonable effort has been made to contact me by telephone at then umber listed below.

The undersigned assumes the responsibility for any cost connected with such treatment and hereby releases First Congregational Church of St. Louis, United Church of Christ, including its staff, officers and members from any liability therefore.

I also understand that ALL medications will be reported to the designated adult sponsor prior to departure to church sponsored events including dosage and frequency of use. Failure to do so will result in the dismissal of the minor at my expense.

PLEASE PRINT OR TYPE:

Name of Minor _____ Birth Date _____

Parent/Guardian _____

Address _____

Emergency Telephone Contact Information:

(home) _____ (work) _____ (other) _____

Family Physician _____ Phone _____

Specific medical allergies, chronic illnesses, or other conditions we should know about

Date of last tetanus inoculation: _____

Health Insurance Company _____ Policy No. _____

This form is completed and signed of my own free will for the sole purpose of authorizing emergency medical treatment in my absence.

Signed _____
Date _____

FIRST CONGREGATIONAL CHURCH OF ST. LOUIS
UNITED CHURCH OF CHRIST

VOLUNTEER DISCLOSURE FORM

Last Name	First Name	Middle Initial
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Address

City	State	Zip Code
------	-------	----------

Home Phone	Cell Phone	e-mail address
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Volunteer Position Sought _____

REFERENCES

(ATTACHE ADDITIONAL PAGES IF NECESSARY)

1.

Employer/Organization Name

Address

City	State	Zip Code
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Contact Person	Phone
----------------	-------

Dates of Service

Reason for Leaving

2.

Employer/Organization Name

Address

City	State	Zip Code
------	-------	----------

Contact Person	Phone
----------------	-------

Dates of Service

Reason for Leaving

3.

Employer/Organization Name

Address

City State Zip Code

Contact Person Phone

Dates of Service

Reason for Leaving

VOLUNTEER SELF DISCLOSURE

- 1. I have never been convicted of, nor pled guilty or no contest to, a crime. (Exclude convictions that have been sealed, expunged or legally eradicated, misdemeanor convictions for which probation was completed and the case was dismissed, or offenses about which inquiry is not permissible in this state.)

TRUE _____

FALSE _____

If not true, on the back of this page please describe each crime, the date and place of conviction and the legal disposition of the case.

- 2. No civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct has ever resulted in a judgment being entered against me, been settled out of court, or been dismissed because the statute of limitations expired.

TRUE _____

FALSE _____

If not true, on the back of this page please provide a brief explanation of the lawsuit.

- 3. I have never terminated my employment, professional credentials, or service in a volunteer position or had my employment, professional credentials, or authorization to hold a volunteer position terminated for reasons relating to allegations of actual or

attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct.

TRUE _____

FALSE _____

If not true, on the back of this page please provide a brief explanation.

4. Do you have a valid drivers' license? Yes _____ No _____. I have not had my drivers' license suspended or revoked within the last five (5) years for any reason.

TRUE _____

FALSE _____

5. Is there any other fact or circumstance that would call into question your being entrusted with the responsibilities of the position for which you are applying?

YES _____

NO _____

If yes, on the back of this page please provide a brief explanation.

The covenants between persons seeking sanctioned volunteer positions in the church require honesty, integrity, and truthfulness for the health of the church. To that end, I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission given in this Disclosure Form and/or during interview(s) may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill, regardless of when the misrepresentation or omission is discovered. I acknowledge that it is my duty in a timely fashion to amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate.

Beginning such relationships with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between volunteers and the church they seek to serve. To that end, I authorize First Congregational Church of St. Louis, United Church of Christ and/or its agents to make inquiries regarding all statements I have set forth above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background and character.

First Congregational Church of St. Louis, United Church of Christ's authorized volunteer recruitment process involves the distribution of information regarding applicants with those persons in a position to recruit, secure, and supervise the position I am seeking to fill. To that end,

I authorize First Congregational Church of St. Louis, United Church of Christ, and its agents to distribute and otherwise share information gathered in connection with this application to such persons for the purposes stated.

By my signature below I acknowledge that I have read and received a copy of the First Congregational Church of St. Louis, United Church of Christ, "Safe Church Policy".

(Signature)

(Date)

INCIDENT REPORT

To be completed by reporting agent along with Ministry Director or staff member.

Name of Child _____

Date of Report _____

Child's Parent/Guardian _____

—

Person(s) involved in alleged misconduct _____

Date, time and location of incident _____

Description of incident _____

Were there any witnesses? Yes No

If yes, please identify witnesses: _____

I choose to remain anonymous regarding this incident.

I have reported this incident to the Department of Family Services Child Abuse Hotline.

I have reported this incident to criminal authorities.

The above information is freely provided and is true to the best of my knowledge.

Reporter's Signature and printed name

Relationship to child

I have received and agree to follow appropriate policy and procedure.

First Congregational Church of St. Louis staff member Date

Supervisor of above staff member Date

NOTICE OF INJURY REPORT

To be completed if any actions above basic first aid are required.

REPORTING PARTY NAME:

REPORTING PARTY CONTACT INFO:

Injured Person:

Name of parents/guardians (if injured is a minor):

Date of Injury: ____/____/____ Time ____ AM / PM

Injuries

sustained: _____

—

Where did injury occur:

Where was injured party taken? (hospital/doctor):

Relationship to church: ____ Member ____ Visitor ____ Employee ____ Other

If injury occurred elsewhere, what connection did it have with the insured’s operations or activities?

Does the injured person have personal medical insurance that could apply? ____Yes ____No

Name of medical insurance company & policy information (if available):

Full Description of Incident and Injury:

Witnesses Name: _____ Telephone: _____

Address: _____

Witnesses Name: _____ Telephone: _____

Address: _____

Signature: _____ Date of Report: _____

Parent/Guardian's signature: _____

Date: _____

Addendum C
Preschool Handbook – Intentionally Omitted

Addendum D
Media Policy

MEDIA POLICY OF FIRST CONGREGATIONAL CHURCH OF ST. LOUIS
UNITED CHURCH OF CHRIST

SCOPE

The Media Policy covers all electronic communications, including telephone, and all digital social media accounts and communications (“Media”) that are purported to be from First Congregational Church or any of its ministries, including specifically First Congregational Preschool (individually and collectively the “Church”) whether created by a staff member or a church volunteer. Examples of Media include but are not limited to text messages on Church cell phones from staff to members or the general public relating to Church business or policies, emails using the Church domain, websites, Facebook, Twitter, Instagram, Pinterest, LinkedIn, YouTube and Constant Contact.

PURPOSE

The Church desires to use Media to connect to and inform its congregation, families of enrolled children, and the public in a manner that is consistent with its mission statement.

TERMS OF POLICY

1. CREATION AND MAINTENANCE OF MEDIA

- a. All electronic and telephonic communications systems and all communications and information transmitted by, received from, or stored in these systems are the property of the Church and are to be used solely for Church purposes.
- b. The creation of all new Media accounts must be approved by the appropriate Church Committee based upon its use, except that creation of Media accounts for the Preschool shall be approved by the Preschool Board.
- c. Administrators are individuals who have the ability to post or change Media on behalf of the Church. All accounts require at least two administrators, one of which must be a staff member.
- d. Administrators’ names must be provided to the Minister for Membership and Administration of the Church, and notice of any changes to Administrators shall be provided to the Minister for Membership and Administration also.

- e. When volunteer or staff members change roles and are no longer involved in the Social Media, they should be replaced as Administrators. All changes to Administrators for any reason shall be provided
- f. The Minister for Membership and Administration shall have a copy of all Media login names and passwords (other than personal cell phone accounts) and shall be notified in writing of any changes to them.
- g. All Administrators shall sign this policy indicating they agree to abide by it.

2. SAFEGUARDING CHILDREN

No information about a child that could put them in danger should be posted. The use of identifiable children's photos on Media Accounts is not allowed unless their parents have provided documented permission. The names of children should not be posted on Social Media. Media accounts designed to engage our children should use privacy settings that only allow accepted members to post if the Media platform allows such settings.

3. RIGHTS OF OUTSIDE PARTIES

Care should be taken not to infringe on the rights of other parties. Copyrighted material or logos of outside parties should not be posted on Media without explicit permission.

4. OBJECTIONABLE MATERIAL

When the Media platform used (e.g. Facebook) has settings that allow for blocking of obscenities, it should be used. Should material inconsistent with the Church mission be observed on the Church's Social Media, the staff Administrator for that account should be notified immediately so that they may address the issue. If the posting administrator was a staff member, the Senior Minister should be informed. Posting of material inconsistent with our mission or this policy may result in the removal of administrator privileges.

5. PRIVACY

Content on Media should respect the privacy of our members, employees and other individuals. No information should be disclosed that would reasonably be considered confidential or that would be in violation of regulations or laws (e.g. HIPAA or FERPA). In addition, no information that could be considered confidential or proprietary information of the Church should be disclosed.

6. OPINIONS AND VIEWS

Passing off personal opinions and views, for example political stances, as those of the Church is prohibited, excluding innocuous comments like, "this event will be great fun!" Any opinions or views expressed must be approved by the Church Council and Senior Minister or attributed to an individual.

7. EFFECTIVE DATE

This policy is effective _____ 2019. Media accounts already in existence should be approved and brought into compliance with this policy. Posting to Media should be in compliance with this policy on and after the effective date hereof.

8. REVIEW RESPONSIBILITY

This policy shall be reviewed by the Stewardship and Administration Committee at least every three years when the Employee Handbook is reviewed.

ACCEPTANCE OF POLICY TERMS

The undersigned is signing this Policy in their role as an Administrator of Media for First Congregational Church or First Congregational Preschool. I hereby acknowledge and agree to the terms of this policy.

Print Name:

Date: _____