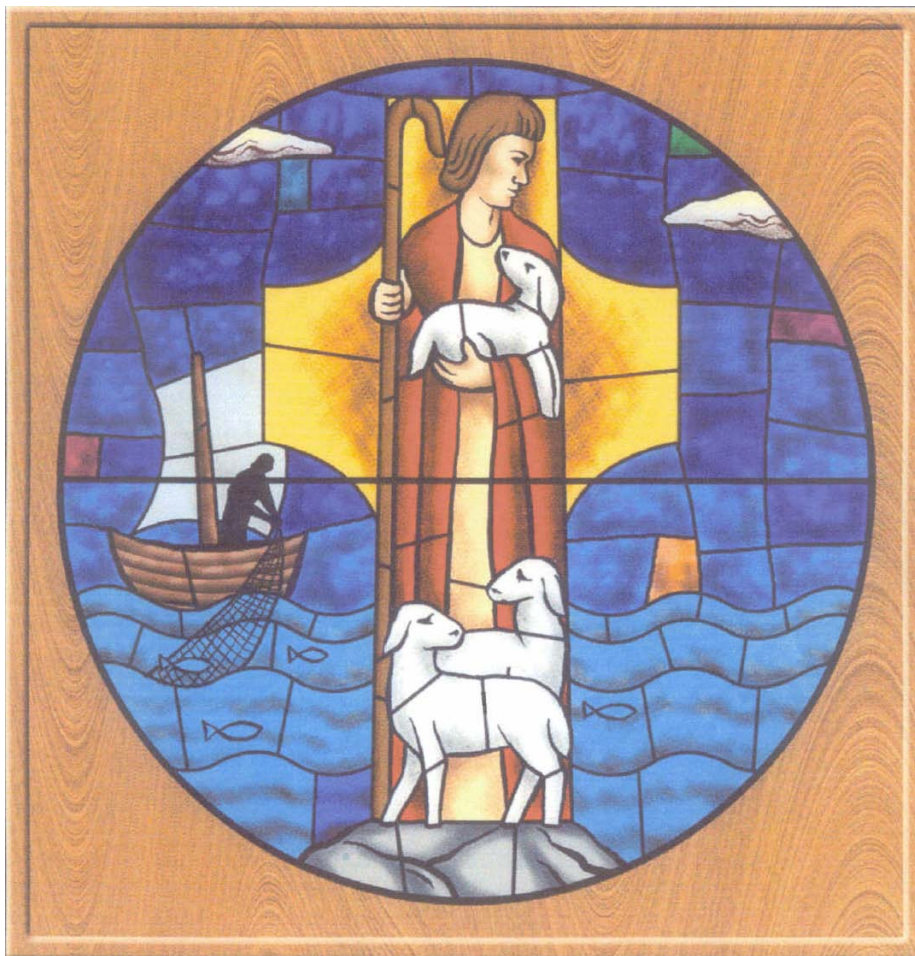


St. Peter's Episcopal Church & School Employee Handbook

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Employee Handbook

Effective Date: 1/1/2003

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Introductory Statement

This handbook is designed to acquaint you with St. Peter's Management and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by St. Peter's Management to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As St. Peter's Management continues to grow, the need may arise and St. Peter's Management reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or St. Peter's Management to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

This handbook is always superseded by documents such as the Constitution and Canons of the Episcopal Church, as well as by those of the Diocese of Central Florida, by the Articles of Incorporation and the By-Laws of St. Peter's Episcopal Church.

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Employee Acknowledgement Form

The employee handbook describes important information about St. Peter's Management, and I understand that I should consult the Rector regarding any questions not answered in the handbook. I have entered into my employment relationship with St. Peter's Management voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or St. Peter's Management can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to St. Peter's Management's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Vestry and Rector of St. Peter's have the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Name (printed):

Employee's Signature:

DATE: _____

101 Nature of Employment

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with St. Peter's.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor St. Peter's is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, St. Peter's reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized and signed by the rector of St. Peter's and approved by the vestry.

102 Role of the Rector

By Canon Law, the staff and employees of a congregation serve under the direction and control and at the pleasure of the Rector. This includes the authority to employ, direct, control, evaluate, and discharge any employee or staff member. The Rector may delegate any of that authority to an employee, the Vestry, or a committee thereof.

In some cases, the Rector may choose to name an Advisory Committee to counsel in the screening and hiring process. The actual appointment always remains solely in the hands of the Rector.

In the absence or incapacitation of the Rector, the Senior Warden is the responsible officer for the administration of the parish.

The employment of Pre-School staff members is delegated by the Rector to the Director of the School.

103 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at St. Peter's will be based on merit, qualifications, and abilities. St. Peter's does not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, age, disability, or any other characteristic protected by law.

St. Peter's will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

104 Business Ethics and Conduct

The successful operation and reputation of St. Peter's is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of St. Peter's is dependent upon trust and we are dedicated to preserving that trust. Employees owe a duty to St. Peter's, its parishioners, and vestry to act in a way that will merit the continued trust and confidence of the public.

St. Peter's will comply with all applicable laws and regulations and expects its vestry, rector, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Rector for advice and consultation.

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Compliance with this policy of business ethics and conduct is the responsibility of every St. Peter's employee.

105 Background Checks

A background check is required for all paid staff, and for all volunteers who work with children. This check includes criminal convictions and driving records. A credit record check is also required of anyone who has fiduciary (money) responsibility. See the *Sexual Misconduct* section of this manual for more details.

These checks are a part of our program to see to it that we do our best to provide a safe and secure environment for all children in our extensive children's ministries, and for all staff members, parishioners, and those whom we serve with our ministries.

The cost of the background check is born by St. Peter's.

107 Immigration Law Compliance

St. Peter's is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with St. Peter's within the past three years, or if their previous I-9 is no longer retained or valid.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

117 Staff Employment Process

Election of a Rector:

The Canons of the Episcopal Church and those of the Diocese of Central Florida guide the election of a Rector. After consultation with the Bishop or his representative, the Vestry with the consent of the Bishop calls the Rector.

Other Ordained Staff:

Upon authorization by the Vestry, the Rector may search for ordained staff members in any way that the Rector feels is appropriate.

The Rector may form a Search Committee to assist in the search process.

The terms of the Letter of Call must fall within the parameters established by the Vestry and are to be reviewed by the Senior Warden before the Letter is issued.

The final selection of ordained staff members is the privilege of the Rector, in accordance with the national Episcopal Canon III. 15. 1 (b).

Lay Staff:

The applicant shall fill out an application form that will include a resume of experience, references, educational background, and Social Security number.

The final selection of lay staff members is the responsibility of the Rector. In some cases, this selection may be delegated to others.

The Rector is responsible for hiring and for making known to applicants who are interviewed: the job description, the objectives of St. Peter's, personnel practices, and the salary for the position available.

201 Employment Categories

It is the intent of St. Peter's to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These

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classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and St. Peter's.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by St. Peter's management.

In addition to the above categories, each employee will belong to one other employment category:

Regular Full-Time employees are those who are not in a temporary or introductory status and who are regularly scheduled to work St. Peter's' full-time schedule. Generally, they are eligible for St. Peter's' benefit package, subject to the terms, conditions, and limitations of each benefit program.

Part-Time employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 32 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of St. Peter's' other benefit programs.

Introductory employees are those whose performance is being evaluated to determine whether further employment in a specific position or with St. Peter's is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

205 Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. St. Peter's uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or St. Peter's may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend an

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introductory period by the length of the absence. If St. Peter's determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other St. Peter's-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

The service of six months or greater as a satisfactory Part-Time employee of St. Peter's may be considered as meeting the obligation of the 90 day introductory period when the employee is offered a Full-Time Regular position.

208 Employment Applications

St. Peter's relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in St. Peter's' exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

209 Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

301 Employee Benefits

Eligible employees at St. Peter's are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Auto Mileage
- Bereavement Leave
- Credit Union
- Family Leave
- Health Insurance
- Jury Duty Leave
- Military Leave
- Pension Plan
- Paid Time Off (PTO)

Some benefit programs require contributions from the employee, but most are fully paid by St. Peter's.

303 Paid Time Off (PTO)

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

Clergy

Any full-time ordained staff member is entitled to vacation time as specified in that person's Letter of Call, as approved by the Vestry.

Regular full-time employees

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Paid time off (PTO) includes vacation days, sick days, and Holidays. Certain holidays may be designated as PTO days by the rector and may be designated for individual employees.

The amount of paid time off employees receive each year increases with the length of their employment. Regular full-time employees begin to earn Paid time off days after the 90 day introductory period as shown in the following schedule:

- At the conclusion of the 90 day introductory period of service the employee earns paid time off at the rate of 2.00 days/month..
- After the 10th year service anniversary the employee is entitled to accrue paid time off days at the rate of 2.50 days/month.

Paid Time off is accrued on a Calendar Year basis and must be used by March 31 of the year following the calendar year in which it is earned.

Paid Time off may be used in advance of earned credit for the year with written approval of the supervisor and the understanding that it will be deducted from final pay in the event of conclusion of service to St. Peter's.

Paid time off can be used in minimum increments of one day. Paid time off must be requested in writing and approved by the employee's supervisor for planned periods. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Paid time off is paid at the employee's base pay rate at the time of use. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid time off for rest, relaxation, and personal pursuits. In the event that available paid time off is not used by March 31st of the year following the calendar year it is earned the employees will forfeit the unused time.

Upon termination of employment, employees will be paid for unused paid time off that has been earned through the last day of work. However, if St. Peter's, in its sole discretion, terminates employment for cause, forfeiture of unused paid time off may result.

306 Workers' Compensation Insurance

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St. Peter's provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither St. Peter's nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by St. Peter's.

309 Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to 3 days of paid bereavement leave will be provided to eligible employees in the following classification(s):

- Regular full-time employees

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

St. Peter's defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren.

311 Jury Duty

St. Peter's encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees who have completed a minimum of 90 calendar days of service in an eligible classification may request up to 1 week of paid jury duty leave over any 2 year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either St. Peter's or the employee may request an excuse from jury duty if, in St. Peter's judgment, the employee's absence would create serious operational difficulties.

St. Peter's will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

316 Health Insurance (Revised 11/19/2012)

St. Peter's maintains health insurance for the Rector and full time clergy. Basic Health Insurance coverage for full time employees is available through a Vestry approved plan. St. Peter's will pay 100% of the premium for employees choosing Basic Health Insurance. A \$100 per month salary supplement / Health Bonus is provided toward healthcare for full time employees that opt out of the Basic Health Care Insurance. This Health Bonus is only provided with proof of insurance.

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318 Pension Plan

St. Peter's policy is that employees with 1000 or more hours of employment may be offered the Diocesan pension plan. That plan may be obtained from the Diocesan Administrator. (They may elect the defined benefit (9%) or defined contribution 5% plus 4% match.)

320 403(B) Savings Plan

St. Peter's has established a 403 (B) savings plan to provide employees the potential for future financial security for retirement.

To be eligible to join the savings plan, you must complete 12 months of service and be 21 years of age or older. You may join the plan only during enrollment periods as defined by the Diocesan plan. Eligible employees may participate in the 403 (B) plan subject to all terms and conditions of the plan.

The 403 (B) savings plan allows you to elect how much salary you want to contribute so you can tailor your own retirement package to meet your individual needs. St. Peter's also contributes an additional matching amount to each employee's 403 (B) contribution.

Because your contribution to a 403 (B) plan is automatically deducted from your pay before federal and state tax withholdings are calculated, you save tax dollars now by having your current taxable amount reduced. While the amounts deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to 403 (B) distributions.

Complete details of the 403 (B) savings plan are described in the Summary Plan Description provided to eligible employees. Contact the Diocesan Administrator for more information about the 403 (B) plan.

401 Timekeeping

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Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require St. Peter's to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

403 Paydays

All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed to date for regular full time employees and through the end of the previous week for part time employees.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to St. Peter's. Employees will receive an itemized statement of wages when St. Peter's makes direct deposits.

405 Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.

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- Layoff - involuntary employment termination initiated by the organization for non disciplinary reasons.
 - Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Since employment with St. Peter's is based on mutual consent, both the employee and St. Peter's have the right to terminate employment at will, with or without cause, at any time.

501 Safety

To assist in providing a safe and healthful work environment for employees, customers, and visitors, St. Peter's has established a workplace safety program. This program is a top priority for St. Peter's. Its success depends on the alertness and personal commitment of all.

St. Peter's provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

507 Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

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Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

522 Workplace Violence Prevention

St. Peter's is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, St. Peter's has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, parishioners, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by parishioners, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

St. Peter's will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

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St. Peter's encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Rector before the situation escalates into potential violence. St. Peter's is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

601 Medical Leave

St. Peter's provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees in the following employment classifications are eligible to request medical leave as described in this policy:

- Regular full-time employees

Eligible employees may request medical leave only after having completed 90 calendar days of service. Exceptions to the service requirement will be considered to accommodate disabilities.

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to St. Peter's. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12 month period. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave.

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Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by St. Peter's until the end of the month in which the medical leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from medical leave, benefits will again be provided by St. Peter's according to the applicable plans.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide St. Peter's with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, St. Peter's will assume that the employee has resigned.

602 Family Leave

St. Peter's provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request family leave as described in this policy:

- Regular full-time employees

Eligible employees may request family leave only after having completed 90 calendar days of service. Eligible employees should make requests for family leave to their

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supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12 month period. Any combination of family leave and medical leave may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 180 calendar days. Employees will be required to first use any accrued paid leave time before taking unpaid family leave. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12 month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by St. Peter's until the end of the month in which the approved family leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from family leave, benefits will again be provided by St. Peter's according to the applicable plans.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide St. Peter's with at least two weeks advance notice of the date the employee intends to return to work. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, St. Peter's will assume that the employee has resigned.

605 Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

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The leave will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Rector for more information or questions about military leave.

701 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, St. Peter's expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace

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- Insubordination or other disrespectful conduct
 - Violation of safety or health rules
 - Sexual or other unlawful or unwelcome harassment
 - Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
 - Excessive absenteeism or any absence without notice
 - Violation of personnel policies
 - Unsatisfactory performance or conduct

Employment with St. Peter's is at the mutual consent of St. Peter's and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

702 Drug and Alcohol Use

It is St. Peter's' desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on St. Peter's premises and while conducting business-related activities off St. Peter's premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

703 Sexual and Other Unlawful Harassment

St. Peter's is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

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Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Rector or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Rector or any member of management who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

704 Sexual Misconduct Prevention

“Have always printed in your remembrance how great a treasure is committed to your charge. For they are the sheep of Christ which he bought with his death, and for whom he shed his blood. The Church and Congregation whom you must serve is his Spouse and his body. And if it shall chance the same Church, or any Member thereof, to take any hurt or hindrance by reason of your negligence, ye know the greatness of the fault, and also the horrible punishment which will ensure.”

-*The Book of Common Prayer*, 1549

At all times, St. Peter does comply with the *Risk Management Policy of the Diocese of Central Florida*, which is *Appendix 1* in this *Handbook*, the *Policies for the Protection of Children and Youth from Abuse, Diocese of Central Florida*, and the *Sexual Misconduct Prevention Policy, Diocese of Central Florida*. The later includes definitions of the forms of sexual misconduct that are to be avoided, including sexual abuse or molestation of any person, sexual harassment, and sexual exploitation.

St. Peter's will keep statements on file by all of its clergy, volunteers who regularly supervise youth activities, vestry members, and employees that each such party has received a copy of: a) the *Sexual Misconduct Prevention Policy, Diocese of Central Florida.*, and b) a summary of the child abuse statutes and reporting requirements, and c) *Policies for the Protection of Children and Youth from Abuse, Diocese of Central Florida* (See 706 Code of Conduct for Protection of Children and Youth)

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Thorough background checks will be made of all clergy, volunteers who regularly supervise youth activities (excluding unpaid Sunday School teachers), and employees, within the confines of permissible law, prior to employment, to determine current or historic sexual misconduct allegations, criminal records or appropriate behavior. Such background checks will include inquiries of all schools attended by the individual during the past five years, and all employers of the individual during the past five years. If the individual has had one employer for over five years, then inquiries will be made of the two most recent employers.

A minimum of four hours of training on issues of child sexual abuse in church settings are required for all clergy, volunteers who regularly supervise youth activities and employees. Each such person, as well as all vestry members, will receive a summary of current child abuse statutes and reporting requirements for our legal jurisdiction.

A minimum of four hours of initial training on issues of sexual harassment in employment, mentor and colleague relationships and sexual exploitation in pastoral in pastoral relationships will be required for all clergy and staff members who are in a supervisory relationship over other staff members.

Clergy and other pastoral care providers are required to have ongoing professional supervision or to refer the individual to professional counseling after six sessions have been held, and will proscribe fees or donations for pastoral care. Anyone charging fees for counseling outside the scope of church employment must possess appropriate professional credentials and proof of separate professional liability insurance, including coverage for Sexual Misconduct, in force at all times.

705 Sexual conduct expectations for all staff members

The expectations of St. Peter's Episcopal Church regarding the sexual conduct of all its clergy, employees, or volunteer supervisors of youth activities begin with the understanding that human sexuality is a gift from God. As in every aspect of human life, gifts can be misused.

All clergy, employees, and volunteers who regularly supervise youth activities are to be familiar with and adhere to the *Expectations* section of the *Sexual Misconduct Prevention Manual Diocese of Central Florida*.

Clergy, employees, and volunteers who regularly supervise youth activities who are single are to live lives that are a healthy example to those whom they supervise. Those who are married are to live in fidelity to their spouse, giving expression to sexual intimacy only within a marriage relationship that is mutual, chaste, and faithful (I Corinthians 7:1-7).

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Single persons should exercise good sense and discretion in dating, continuing to model healthy relationships within the parish family. A single staff member who dates someone with whom he/she has a pastoral relationship must keep a supervisor advised of that fact. Dual relationships (involving a professional and a personal relationship with the same person) are inevitable in church staff work, but also involve high risk, especially for single staff members.

Dating or a romantic relationship is *prohibited* between staff members where one is in a management position over the other. A management position is defined as having the ability to hire, fire, appraise, approve expenses, or affect the pay of the other person.

Clergy, employees, and volunteers who regularly supervise youth activities are to affirm marriage as the only appropriate setting for sexual intimacy, and to model this affirmation in their own lives. The *appearance* of impropriety is also to be avoided. That is, relationships are to be avoided which could reflect poorly on the moral character and Christian teachings of St. Peter's Episcopal Church, or any affiliated organization.

706 Electronic Communications (Revised 9/11/2006)

Electronic communications (Email, Computers, Internet, Websites, Networks, Programs, Files, Faxes, Copies, Phones, Voicemail, Cell phones, PDA's, etc.) and the services/equipment (Purchased or Leased) used for this communications are the sole property of St. Peter's. These services/equipment are for the exclusive business use of St. Peter's. St. Peter's has the right to monitor and access any and all files/messages that are on these systems at any time and without any prior warning.

Cell phone services whether purchased or reimbursed must be for a business use and be pre approved by the Rector prior to purchase or reimbursement.

Employees will return all electronic communications equipment and software to St. Peter's upon leaving employment.

707 Code of Conduct for Protection of Children and Youth

Relationships among people are at the foundation of Christian ministry and as such are central to the life of the church. Defining healthy and safe relationships through policies and codes of conduct is not meant, in any way, to undermine the strength and importance of personal interaction in our ministries. Rather, it is to assist in more clearly defining behaviors and practices that allow the church to more fully demonstrate its love and compassion for children and youth in sincere and genuine relationships.

Relationships in ministry should, ideally, always be experienced as caring and without intention to do harm or allow harm to occur. This Code of Conduct has been adopted by the Diocese of Central Florida to help the church create safe environments for children and youth and for those who minister to them. All Church Personnel are asked to carefully consider each statement in the Code and within the *Policies for the Protection of Children and Youth from Abuse* before agreeing to adhere to the statements and continue in service to the church.

- Church Personnel understand that the church will not tolerate abuse of children and youth and agree to comply in spirit and in action with this position.
- Church Personnel agree to do their best to prevent abuse and neglect among children and youth involved in church activities and services.
- Church Personnel agree to not physically, sexually or emotionally abuse or neglect a child or youth.
- Church Personnel agree to comply with the policies for general conduct with children and youth as defined in the *Policies for the Protection of Children and Youth from Abuse*.
- All Church Personnel agree to comply with the Guidelines for Appropriate Affection with children and youth.
- In the event that Church Personnel observe any inappropriate behaviors or possible policy violations with children or youth, Church Personnel agree to immediately report their observations.
- All Church Personnel acknowledge their obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate church leaders and state authorities in accordance with these policies.

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