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Effective 8/1/2022

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## Introduction

***Handbook Disclaimer:*** *The policies and procedures set forth in this employee handbook are the policies that are in effect at the time of publication. The contents of this handbook serve only as guidelines and supersede any prior handbook or policies. Neither this handbook, nor any other policy or practice, creates an employment contract, or an implied or express promise of continued employment with the Organization.*

*These handbook guidelines, policies and procedures, may be amended, modified, or terminated at any time by the PGBC Administrative Ministry and/or PGBC Human Resources Committee.*

## SECTION I - General Employment

*This section provides information on the hiring and replacement policies, procedures, and practices of PGBC. Topics covered include equal employment opportunity, employment-at-will, immigration compliance, nepotism, recruitment, selection, hiring, promotion, transfer, demotion, and termination.*

### HR 101: Equal Employment Opportunity (EEO)

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PGBC values diversity, and is an equal employment opportunity employer. PGBC does not discriminate against employees or job applicants. Employment opportunities at PGBC are based upon one's qualifications and capabilities to perform the essential functions of a particular job. PGBC follows all guidelines permitted for the size of the organization, to ensure that there is fairness in all hiring and interview practices or decisions. *Due to the nature of the business functioning as a Church, PGBC stands behind the **Statement of Faith Baptist Doctrine and Covenant**. Employees of this Church are held to the same religious standard.*

The EEO policy governs all aspects of employment, including but not limited to recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

**Complaint Procedures** – PGBC regards equal treatment under the law as a value and a priority. Employees with suggestions, problems, or complaints related to equal employment should contact their supervisor or the PGBC Human Resources representative. Discrimination complaints in employment may be eligible under the PGBC Grievance Procedure (HR 302)

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## **HR 102: Employment-at-Will**

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**Non-contractual Employees** - employment with PGBC is *employment-at-will* and based on the mutual consent of the employee and PGBC. Each party voluntarily enters into the employment relationship. Either the employee or PGBC can terminate the relationship at any time, for any reason, with or without cause, and with or without notice.

**Contract Employees** - terms of employment are based on their signed contract with PGBC.

## **HR 103: Immigration Compliance**

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PGBC is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, as amended 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 PGBC within the past three years, or if their previous I-9 is no longer retained or valid.

PGBC may participate in the federal government's electronic employment verification system, known as E-Verify. Pursuant to E-Verify, PGBC provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

## **HR 104: Performance Evaluation**

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Performance Management is a partnership between an employee and PGBC. A performance evaluation is part of performance management.

The purpose of performance evaluation is to objectively document job performance, provide feedback, clarify future job performance expectations and goals, identify training and development needs, enhance employee growth and development, and assure employee accountability.

All employees are evaluated in writing and are given an opportunity to review and comment on their evaluation.

Performance evaluations are conducted annually, or at any other time by request of Church leaders, Administrative Ministry and the PGBC HR Committee.

The performance evaluation used by PGBC is not based on a Merit for Performance Pay System. General and Cost-of-living increases are considered on a year-by-year basis. Increases are not guaranteed for any specific year. All employee compensation is affected by the availability of funds and approved budget conducted by the Budget committee.

### **HR 105: Nepotism and Employment of Relatives**

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Nepotism is favoritism to a job applicant or current employees hiring, retention, reduction in force, promotion, transfer, or any other conditions associated with employment resulting from a relationship by blood or marriage. For the purposes of the nepotism policy, relative is defined as a (n):

- Spouse
- Sibling (brother/sister), step sibling, or half-sibling, natural or adopted
- Parent (mother, father), step parent, foster parent, or legal guardian, where such relationship is officially recognized by a state or local governmental entity
- Child (son/daughter), stepchild, adopted child, or foster child, where such relationship is officially recognized by a state or local government entity
- In-law (brother, sister, mother, father, son, daughter, including step or half in-law)

For the purpose of the nepotism policy, supervision is defined as the ability to affect the work assignment, evaluation or job performance, compensation, promotion, demotion, reduction-in-force, retention, transfer or any other decision making authority which influences the employee's employment status.

PGBC does not allow staff to supervise employees who are relatives. Employees are prohibited from supervising or being supervised by relatives. Employees/applicants are not eligible for positions that would result in a prohibited supervisory relationship.

PGBC may offer employment to an applicant who is related to a current employee except as prohibited. Marriage between current employees is allowed but the restrictions described above apply.

**Disclosure:** Employees have an ongoing duty to immediately disclose family relationships with other employees to the Human Resources Committee. Human Resources will determine how the provisions of this policy apply.

## **HR 106: Position Creation, Filling and Recruitment**

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The Church Administrator/designee obtains approval from the Administrative Ministry, Budget Committee, and Human Resources Committee to create a new position.

**Existing Position:** To initiate the process of hiring for an open existing role or a role that exists and will soon be vacant, a ***Request For Hire Form*** should be completed by the hiring supervisor and returned to the Human Resources Committee.

**New Position (non-existing):** To initiate the process of hiring for a new non-existing position, the hiring supervisor must complete a ***Request for Hire Form***. All sections must be completed and returned to the Human Resource Committee. This form is forwarded to the Budget committee for salary approval.

**Job Posting:** PGBC positions that are open for recruitment are listed (but not limited) to the below for at least one week:

- Church's social media platform
- Church announcement
- Indeed
- News media and Newspaper
- Other social media platforms (e.g. Facebook, Instagram)
- Virginia Employment Commission (VEC)

**All PGBC job listing includes the following information:**

- Job title
- A brief description of job duties and responsibilities
- Knowledge, skills, and abilities required
- Preferred worker qualifications
- Pay rate or pay range

## **HR 107: Employment Screening, Selection and Hiring**

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The responsibility and accountability for the hiring decision rests with the hiring supervisor. The hiring supervisor is responsible for documenting their decision regarding applicants on the Interview/Score sheet. Forms for all referred applicants must be returned to the Human Resources Chair prior to the offer of employment.

**Screening:** Applicants are screened by the PGBC HR Committee to determine if they are qualified for a position. PGBC HR Committee uses a variety of screening methods to assure congruence between the candidate's knowledge, skills and abilities, and the requirements of the job. Human Resources will comply with all EEO laws, including the Americans with Disabilities Act (ADA) to assure that candidates have required access in test administration.

**Reference Check:** after an initial candidate's selection is made, academic, employment, and personal reference checks may be conducted by the Human Resource Committee to confirm the candidate's stated work, education and experience. Results of the reference check are shared with the hiring manager.

**Conditional Offer of Employment:** The Human Resources Chair is responsible for making a conditional offer of employment to the selected applicant. This offer is conditioned on meeting pre-employment requirements such as drug testing, physical examination (if applicable), criminal history record and driving record (if applicable).

**Drug Testing, Physical Examination, and Criminal Record Reviews:** All positions require a post-offer, pre-employment drug test, and a post-offer pre-employment *Criminal History Record*, obtained by the Human Resources Committee Designee with the applicant's authorization. Designated positions require a post-offer, pre-employment physical examination.

**Driving Records:** Pre-employment driving records are required for positions that require the operation of PGBC vehicles. The selected applicant is responsible for obtaining a driving record from the Division of Motor Vehicles and providing it to the Human Resources Committee.

#### **HR 108: Introductory/Probation Period**

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The first three months of PGBC employment is considered an introductory period during which the supervisor observes and evaluates (**Probationary Progress Review**) the new hire's job performance and suitability for continued employment. The introductory period also allows the employee to learn about PGBC and the job the employee was hired to perform.

The introductory period does not affect eligibility for benefits or leave.

#### **HR 109: Termination of Employment**

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The immediate Supervisor/designee in coordination with the HR Chair are responsible for the terminating process for PGBC non-contract employees; PGBC contract employee's terms of termination is based on their signed contract.

**Types of Termination:** There are two types of terminations:

**Voluntary Terminations:** Employees voluntarily terminate their employment without prior notice. Employees who voluntarily terminate their employment are requested, but not required to provide at least two weeks notice in writing or email to their immediate supervisor.

**Involuntary Terminations:** Employees may be terminated at-will with or without cause, and with or without prior notice (see HR 102).

**PGBC Property:** Direct Supervisor/Designee are responsible for the documentation of all terminations. Supporting documentation (Receipt & Return of Company Property) will be filed in the employee's personnel file.

All terminating employees are required to return all PGBC owned property to PGBC on a date determined by the direct supervisor/designee. Such property includes but is not limited to PGBC owned electronic equipment, cell phones, computers, credit cards/gas and keys.

### **HR 110: Exit interview**

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Exit interviews are conducted with employees by the immediate supervisor/designee and/or a PGBC HR Committee Member. The exit interview includes discussions about the employee's experience with PGBC and provides information about:

- Arrangement for issuing the final pay and benefits
- The terminating employee's opinions and thoughts about PGBC, the employee's job and reason(s) for leaving.
- Confirms that all PGBC property has been returned to PGBC (see HR109)

## **SECTION II - Employee Benefits**

*This section provides information on the benefit policies, procedures and practices of PGBC. Topics covered include paid leave, employee benefits, and optional benefits. Benefits are subject to change at any time. Management will provide prior notice to employees whenever practical.*

### **HR 201: General Leave Policies**

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PGBC Regular Full Time, Regular Part Time and Contract employees are eligible for full or partial payment of the following types of paid leave: holiday, vacation, sick, bereavement, civil and uniformed service.

Supervisors or Designees are responsible for monitoring administering and maintaining the integrity of the PGBC leave policy.

**Leave Request:** All leave requests require appropriate signatures, dates, types of leave and approval from the Immediate Supervisor or Designee.

Employees must submit a completed Leave Request form to their Immediate Supervisor or Designee.

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The Pastor's completed Leave Request form will be submitted to the Chairman of the Deacon Board or Designee.

All completed and approved Request for Leave forms will be forwarded to the Trustee Chairperson for recording.

**Leave Records:** Leave records are maintained through the PGBC payroll system. In the case of leave without pay (LWP), uniformed service, extended sick, civil and bereavement leave, the original supporting documents will be forwarded to the Church Administrator or Designee.

### **HR 202: Holiday Leave**

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PGBC Regular Full Time, Regular Part Time and Contract employees are eligible for ten (10) paid holidays per year.

Only employees who receive a W2 tax form are eligible for Holiday Leave pay.

#### **Holidays**

- New Year's Day
- Martin Luther King
- Memorial Day
- Independence Day
- Juneteenth Day
- Labor Day
- Veterans
- Thanksgiving day and day after Thanksgiving
- Christmas

Due to the nature of our business, PGBC may require hourly employees to work on a holiday. Hourly employees required to work on holidays will be paid in accordance with applicable laws.

### **HR 203: Paid Time (PTO)/Vacation and Sick Leave**

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Paid time off (PTO) is an all purpose time off policy for eligible employees to use for vacation, illness, injury or personal business. PGBC PTO leave policy combines traditional vacation and sick leave plans into one flexible, inclusive policy. PTO is payable in the same manner as the regular salary and is subject to the same withholding elections.

Ten (10) PTO days given to current regular and part-time employees at the start of the calendar year, January 1<sup>st</sup> annually.

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Upon entering an eligible employment classification new employees will receive ten (10) days of PTO after completion of their 90 days probationary period.

PGBC Contract Employees allotted PTO leave is based on their signed contract and/or PGBC By-Laws. Only employees who receive a W2 tax form are eligible for PTO leave.

PTO is paid at your base pay rate at the time of the absence, and does not include overtime or any special forms of compensation.

Unless otherwise approved by the immediate supervisor or designee, all employees are required to give a seven (7) days advance notice for PTO.

Employees with an unexpected need (i.e. sudden illness or emergency) to request PTO must notify their immediate supervisor or designee as early as possible. Employees must also contact their immediate supervisor or designee on each additional day of absence.

Unless otherwise authorized by the immediate supervisor or designee, PTO used for sick leave for three (3) or more consecutive days will require a doctor's note upon return to work.

It is the employee's responsibility to obtain and provide specific information from their doctor regarding any restrictions and limitations on work to be performed. The medical release needs to specify only the dates that the employee is unable to work and any work restrictions, and does not need to disclose the medical condition.

Employees must use their earned PTO prior to December 31<sup>st</sup> of the calendar year; otherwise all unused time will be forfeited.

Unused PTO leave will not be paid to employees upon resignation, termination or leave of absence.

All PTO leave must meet the guideline of PGBC leave policy. Leave approval is at the discretion of the immediate supervisor or designee.

### **HR 204: Bereavement Leave**

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Bereavement leave provides paid time off for eligible employees in the event of a death in their immediate family. Eligible employees are entitled to three (3) days paid time off. Employees in the following employment classification(s) are eligible for bereavement leave: Full-time, Part-time and Contract.

**An immediate family member for purposes of PGBC bereavement leave policy is defined as:**

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Current spouse  
Child (including foster children, and step children)  
Parent (including legal guardian and step-parent)  
Siblings  
In-laws (including mother and father-in-laws; brother and sister-in-laws)  
Grandparents (including in-laws)

To be eligible for time off for bereavement, employees are expected to notify their Immediate Supervisor or Designee at the earliest opportunity so that the supervisor can arrange coverage for the employee absence.

The Immediate Supervisor or Designee may require an employee to submit the obituary or other evidence of relationship to the deceased along with the request for bereavement leave.

The Immediate Supervisor or Designee may at their discretion allow bereavement leave for the death of other individuals based on the significance of their relationship to the employee.

The Immediate Supervisor or Designee may grant additional unpaid time off on a discretionary basis.

### **HR 205: Civil/Jury Leave**

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PGBC civil and jury duty leave is unpaid. Employees may request the use of their accrued paid time off for this purpose.

Employees must provide their Immediate Supervisor or Designee with a copy of their summons as soon as possible so that arrangements can be made to accommodate their absence.

**Jury Duty:** Either PGBC or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties. Employees are required to report to work on workdays or parts of workdays when they are not required to serve.

### **HR 206: Uniformed/Military Service Leave**

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PGBC grants employees unpaid time off for service, training and other obligations in the uniformed service in accordance with the Uniformed Services Employment and Reemployment rights Act (USERRA)

**Uniformed Services:** Uniformed service is defined as service in the Army, Navy, Marine Corps, Air Force, Coast Guard, Space Force and each of those branches' reserves: Army and Air National Guard or Commissioned Corps of the Public Health Service.

**Service:** Service is defined as active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, or absences from work for an examination to determine fitness for duty. Service may be voluntary or involuntary.

**Leave Request:** Employees must provide in advance notice to their immediate supervisor or designee before taking leave. Employees are also required to submit a copy of the active duty order prior to reporting for duty.

**Paid Leave:** Employees may keep whatever they are paid for their military service.

**Re-Employment:** Employees are eligible for reinstatement up to but not exceeding one year from the date their military leave began. Employees who qualify for reinstatement will return to work at a pay level and status equal to that which they would have attained had they not taken military leave. Questions regarding this policy should

### **SECTION III - WORK CONDUCT**

*This section provides information on codes of ethics and standards of work behavior at PGBC.*

#### **HR 301: Code of Ethics/Standards of Conduct**

The PGBC Code of Ethics supports acceptable workplace standards for its employees. Additionally PGBC will not discriminate in hiring practices based upon race, religion, age, sex gender, identification or disability. (see HR 101)

PGBC is a respectful and productive workplace. Employees are expected to interact ethically and responsibly when dealing with Church leaders, Church members and the community. Workplace harassment and bullying will not be tolerated by supervisors or employees. (see HR 308)

PGBC employees should protect and not misuse Church property and equipment. Access to PGBC technical resources is a privilege of employment. The Church reserves the right to suspend an employee's access when misuse occurs. (see HR 310)

An employee is expected to perform assigned tasks in a fully satisfactory manner and behave in accordance with established policy and regulations. Unsatisfactory performance or improper behavior makes an employee subject to counseling and disciplinary action up to and including termination. Management, in consultation with Human Resources, will evaluate each case of unsatisfactory performance, misconduct, or improper behavior and take whatever disciplinary action it considers appropriate based on the individual circumstances.

**Standard of Conduct:** Employees shall conduct themselves both on and off the job with honesty and integrity, and in a manner that will not interfere with the mission, vision goals, and objectives of PGBC and will not otherwise have a damaging effect on the business or reputation of PGBC.

**Arrest and Conviction Treatment:** Employees are required to inform their direct supervisor/designee of criminal arrests. An employee who is arrested and charged with a crime may be suspended from work with or without pay, pending the resolution of the charge.

The conviction of any employee of a crime is considered grounds for termination of employment if the crime is a felony, or an offense involving violence, sexual assault, drug sales, or any other crime that may have an adverse effect on job performance or organization credibility and reputation.

Employees will be subject to disciplinary action, up to and including termination for failure to behave in accordance with this policy.

PGBC employees are stewards and ambassadors of the Church image. Our employees' commitment to uphold these values is important to the continued success of the Church.

### **HR 302: Grievance/Problem Resolution**

PGBC is committed to a work environment in which all individuals are treated with respect. PGBC prohibits discrimination and all forms of employee harassment.

PGBC strongly encourages the reporting of all instances of discrimination, harassment, and retaliation. If you believe you have experienced or witnessed harassment or discrimination

**Purpose:** The purpose of this policy is to ensure that the employees and staff of PGBC have a fair process to address work related issues, and to ensure that problem resolution is prompt, uniform, and impartial as possible. We expect that this policy will help correct legitimate workplace problems, as well as prevent reoccurring problems. Nearly all workplace problems can be resolved via the PGBC Grievance/Problem Resolution policy (PGBC Grievance Form ).

**Procedures for filing:** Employees and staff must notify their immediate supervisor, ministry leader, or overseer in a timely fashion of any concern deemed appropriate to be handled by this policy. The problem resolution procedure is the exclusive remedy for handling complaints covered by this policy. The terms "timely fashion". "reasonable time" and "promptly" shall represent a window of no more than 7 days after the event giving rise to the complaint has occurred.

All grievances should be filed with your immediate supervisor, ministry leaders, overseer, the Administration team, one of its members (deacon/trustee), or the Church Administrator (see PG Grievance Form).

### **HR 303: Secondary Employment**

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PGBC employees may pursue outside secondary employment, including paid consultation, if such employment or consultation is determined by PGBC management or designee not to be in conflict with the employee's assigned role or duties with PGBC; or such employment or consultation is not considered to be detrimental to PGBC.

Secondary employment is prohibited when:

- One employees works with another employee at PGBC and either employee is in a managerial position to the other, either in the primary job with PGBC or in the secondary employment
- The secondary employer has an existing contract with PGBC
- The employee is in a position to affect any PGBC decision to contract for services or the purchase of supplies in which the secondary employer has an interest direct or indirect.

**Conflict with PGBC Work Duties:** If a secondary employment is determined to be in conflict with the above criteria PGBC management or designee will request the employee's resignation from either the secondary employment or from PGBC. Refusal will result in termination of employment.

Secondary employment of employees is subject to periodical review by PGBC management or designee.

Employees are responsible for reporting any and all changes in their secondary employment status to their supervisor or designee. Failure to do so may result in disciplinary action. Failure to withdraw from disapproved secondary employment may result in disciplinary action up to and including termination.

### **HR 304: Safety**

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PGBC makes a good faith effort to provide a safe working environment and expects its employees to abide by safety rules and to avoid injury to oneself or one's co-workers.

Unsafe acts or conditions and all personal injuries must be reported to the direct supervisor/designee as soon as possible.

PGBC complies with federal, state, and local safety laws, PGBC will not discharge or discriminate if an employee, testifies, or otherwise acts to exercise rights under safety and health statutes.

### **HR 305: COVID-19**

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#### **Purpose**

This policy is a guideline designed to help PGBC protect workers who are vaccinated and unvaccinated. PGBC strives to provide a safe and healthy workplace for its employees and business operations partners and to help reduce the transmission of the COVID-19 infection.

PGBC adheres to current Center for Disease Control (CDC) and the Virginia Department of Health (VDH) protocols and recommendations.

#### **Procedure**

- Get vaccinated and maintain vaccine boosters when available.
- Wear a facemask or face covering in the building.
- Practice good hygiene by routinely washing your hands.
- Do not come to work if you are sick.
- Should you test positive for COVID-19 report it to the Church Administrator immediately.

Employees who test positive for COVID-19 should:

- Notify the Church Administrator
- Quarantine at home as recommended by CDC.
- Remain at home until they receive a negative COVID-19 test result.
- Employees with PTO may use it during this period. (see HR 203)

We are aware that employees may refuse vaccines due to personal, medical or religious reasons. PGBC Human Resources will address these cases confidentially and on an individual basis.

### **HR 306: Company Supplies**

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Only authorized persons may purchase supplies in the name of PGBC. No employee whose regular duties do not include purchasing shall incur any expense on behalf of PGBC or bind PGBC by any promise or representation without express written approval from management.

### **HR 307: Confidentiality**

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PGBC takes the protection of confidentiality information very seriously. Confidential information includes but is not limited to computer processes, computer programs and codes, customer lists, customer preferences, customers personal information, company financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases and information concerning the creation, acquisition or disposition of products and services.

Confidential information also includes PGBC intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks and inventions developed through the course of the employee's employment with PGBC and a direct result of their responsibilities with PGBC.

To protect such information employees may not disclose any confidential or nonpublic proprietary information about PGBC to any unauthorized individual. Request for confidential information should immediately be referred to the employee's supervisor or designee.

The unauthorized disclosure of confidential information belonging to PGBC and not otherwise available to persons or companies outside of PGBC may result in disciplinary action, up to and including termination of employment. Upon leaving PGBC employees may not disclose or misuse any confidential information.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages benefits and working conditions with co-workers or in any way restrict employee's rights under the National Labor Relation Act. Questions or concerns regarding this policy should be directed to the HR Committee Chair.

### **HR 308: Vehicle Use Operation**

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The purpose of the Vehicle Operation policy is to establish a fair process for the allocation of the Church's owned and/or leased vehicles to as many staff, volunteers and members as possible and to monitor the use of vehicles used for church related

activities. The following policy and procedures have been established in an effort to provide consistency in the management of the Church's vehicles.

**Vehicle Operation Prohibitions:**

- Use of Church owned or leased vehicles for personal purposes
- Operating a vehicle without a valid driver's license
- Operating vehicle under the influence
- Smoking in the vehicle is prohibited at all times
- Drivers may not answer or talk on their cell phones while operating the Church's vehicles.

**PGBC Vehicle Operation Procedures:**

- Seat belts are to be worn by all vehicle occupants at all times.
- Young children must ride in child safety seats as required by state/federal regulations. A signed permission slip must be completed for children younger than 15 years of age. (available from Chairman of Trustee)
- Only licensed drivers who have taken the drivers course and passed through our insurance company will be allowed to drive any PGBC owned/leased vehicle.
- Vehicle requests should be scheduled two weeks prior to the actual date of intended use.
- All approved drivers should complete the applicable sections of the **Vehicle Usage Maintenance** form before operating the vehicle. (available from Chairman of Trustee)
- Upon returning the vehicle all trash and belongings from the interior should be removed.
- Report any maintenance needs and/or accidents to the Church Administrator immediately.

The Church Administrator and Chairman of Trustees reserve the right to remove any driver from the approved driver list without notice.

**HR 309: Unlawful Harassment**

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PGBC is committed to a work environment, which all individuals are treated with respect. PGBC expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, pregnancy, national origin, age, disability, military or veteran status, or status in any group protested by state or local law. Unlawful harassment is prohibited in any form including but not limited to physical contact, verbal threats, demands and retaliations. Employees' are prohibited from engaging in any activity that results in unlawful harassment of any employee or PGBC clients or visitors.

**Complaint Procedure:** Any employee who has a complaint of unlawful harassment at work by anyone, including supervisors, co-workers, contractors, vendors, or others conducting business with PGBC is urged to bring the matter to the attention of their supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor you may bypass your supervisor and report it directly to a member of the HR Committee at *hrteam@gmail.com*.

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially.

**Sexual Harassment Prohibition:** Sexual harassment is a form of discrimination and is unacceptable and will not be tolerated. For purpose of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when this conduct explicitly or implicitly affects an individuals employment, unreasonably interferes with an individuals work performance, or creates an intimidating, hostile or offensive work environment.

**Prohibited Activities and Conduct:** Sexual and unlawful harassment may include a range of behaviors and may involve individuals of same or different gender.

These behaviors include, but are not limited to:

- Unwelcome sexual advance
- Request for sexual acts or favor
- Verbal or physical conduct of sexual nature made to an employee when submission to such conduct is made either explicitly or implicitly a condition of an individual's employment; is used as the basis for employment decisions; conduct has the purpose or effect of creating an intimidating hostile or offensive working environment
- Offensive email, voicemail or text messages
- Insulting or obscene comments or gestures
- Unwelcome touching or physical contact
- Any display or distribution of sexually explicit pictures, greeting, cards, articles, books, magazines, photos or cartoons, including by electronic means (fax, email)

Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

### **HR 310: Workplace Violence**

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It is the intention of PGBC to provide a workplace free from threats, aggression, or violent behavior by employees, clients, or guests. Employees are prohibited from engaging in behavior that violates this intent.

Violation of this policy may result in disciplinary action up to and including termination (see HR 311) as well as possible civil action and/or criminal prosecution. Examples of behaviors or actions that violate this policy include but are not limited to:

- Violent or disruptive behavior
- Fighting
- Use of or possession of unauthorized weapons on PGBC property, threats to self, others or property
- Abusive language
- Destruction of property

Employees are to report any violation of this policy or demonstration of improper behavior to their supervisor or the Human Resources Committee. The supervisor, Human Resources and/or designees will investigate all violations reported.

### **HR 311: Termination of Employment**

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Supervisors or designee are responsible for the termination of an employee.

Types of terminations; there are two types of terminations:

**Voluntary Terminations:** Employees may voluntarily terminate their employment without prior notice. Employees who voluntarily terminate their employment are requested, but not required to provide at least two weeks notice in writing or email to their immediate supervisor.

**Involuntary Terminations:** Employees may be terminated at-will, with or without cause, and with or without notice. (see HR 102)

**End of Engagement:** The end of temporary employment is considered a voluntary termination, as the employee is informed at the beginning of employment that employment is for a fixed period of time.

**Contracted Employees Termination:** Terminations of contracted employees will follow the guidelines of their signed contract and/or PGBC By-laws.

**Notice of Termination:** Supervisors are responsible for the documentation of all terminations and must complete a Notice Termination for, attaching all supporting documentation.

**PGBC Property:** All terminating employees are required to return all PGBC owned property to their immediate supervisor on or before their final day of employment. Such property includes but is not limited to PGBC owned equipment, cell phones, computers, keys, credit cards and gas cards. (see PGBC Receipt Return Form)

**Final Pay:** Final pay for terminating employees is direct-deposited on the scheduled pay date.

### **HR 312: Personal Data Changes**

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It is the responsibility of each employee to promptly notify their supervisor of any changes in personnel data.

If any of the following have change, contact your supervisor as soon as possible.

- Legal name
- Mailing address
- Telephone number (s)
- Emergency contact (s)
- Exemptions on your tax forms

### **HR 313: Company Property, Computer, Cellular, Electronics, Email, and Internet Usage**

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*This policy establishes rules governing employee use of PGBC-provided computers, electronics, cellular devices, email and Internet service.*

Computers, cell phones, email and the internet service allow PGBC employees to be more productive. However, it is important that all employees use good business judgment when using PGBC electronic communication systems.

Company property refers to anything owned by PGBC physical, electronic, intellectual or otherwise. The use of company property is for business necessity only.

PGBC property is not permitted to taken from the premises without proper written authority from PGBC management.

When materials or equipment are assigned to an employee for business, it is the employee's responsibility to see that the equipment is used properly and cared for properly. However, at all times equipment assigned to the employee remains the property of PGBC and is subject to reassignment and/or use by the organization without prior notice or approval of the employee. This includes, but is not limited to computer equipment, phones, data stored thereon, voice mail, records, and employee files.

The computer and telecommunication resources governed by this policy include but are not limited to:

- Desktop personal computer

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- Laptop, notebook, handheld personal computer
- Network file servers and storage
- Peripheral equipment including but not limited to printers, scanners, and multifunctional peripherals
- Telecommunication facilities that provide remote access to PGBC
- Access control including login identification and passwords
- Software
- Date and other electronic messaging or transmissions, including email
- Online services including internet access and usage
- Telephones, cell phones and personal assistant devices.

All the computer hardware, software, data and electronic files, including email, transmissions are the property of PGBC and are provided for official business use.

PGBC reserves the right to limit, control, suspend, or terminate an employee's access to their assigned computer, cell phone, other electronic device, computer files or email at any time with or without notice.

PGBC considers any violation of this policy a matter of serious concern. Violation of this policy may result in disciplinary action up to and including termination. (see HR 109)

**Prohibited Conduct:** PGBC tolerates reasonable, appropriate and non-business use of its equipment. However, computing and internet resources are not to be used for personal monetary gain, or used in any manner that may be disruptive, offensive to others, or harmful to morale or to the interests of PGBC that may be construed as unlawful harassment of others is prohibited.

Examples of unacceptable use of computer and electronic resources include, but are not limited to:

- Inappropriate or excessive storage of personal files or software on PGBC systems
- Sending or posting PGBC confidential material, trade secrets, or non public proprietary information outside of the organization
- Installation of personal software on PGBC systems
- Engaging in any activity that might be harmful or potentially harmful to the systems or the information stored therein
- Using mail or message services to harass, intimidate, or otherwise annoy another person or group of persons, or containing offensive, abusive, threatening, or other inappropriate language.
- Engaging in any other activity that does not comply with the religious practices and general principles contained in this policy or specifics of any other PGBC policy.
- Stealing, using or disclosing someone else's code or password without authorization

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- Sending or posting PGBC confidential material, trade secrets, or non-public proprietary information outside of the organization.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employee's rights under the National Labor Relations Act.

Upon termination of employment with PGBC all electronic equipment, computer software, software data and manuals are to be returned to PGBC.

Violation of this policy may result in disciplinary action, up to and including termination of employment. Questions or concerns related to this policy should be directed to the Church Administrator or HR Chairman.

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