



GROVELAND CONGREGATIONAL CHURCH
UNITED CHURCH OF CHRIST
Groveland, Massachusetts 01834
Office (978) 372-3463

GROVELAND CONGREGATIONAL CHURCH
PERSONNEL POLICIES AND PROCEDURES
MANUAL

CREATED MAY 2006

Approved June 12, 2007

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I. INTRODUCTION

Established in 1726, the Groveland Congregational Church is a religious organization under the laws of Massachusetts, located at 4 King Street, Groveland, Massachusetts 01834.

The Trustees of Groveland Congregational Church (“GCC”) are responsible for operating the Church and administering programs in accordance with GCC policy and municipal and state guidelines; supervising Employees, establishing annual budgets, Employees performance reviews and Employees compensation. The Trustees are also responsible for providing annual and periodic reporting of these matters to the Congregation.

The Pastor is responsible for day to day oversight of all policies and procedures of the Congregation, and provides recommendations to the Trustees concerning Employee performance reviews and compensation.

The Employees and Pastor make many decisions on a day-to-day basis to operate and manage the Church. The Pastor provides day to day supervision for the day-to-day operations of the Church. Because its decisions affect the Employee, the Pastor, Congregation, and the Trustees, the Trustees have prepared this Handbook as a guideline for Employer-Employee relations.

The following policies and procedures are intended guidelines to assist the Employees, the Pastor, Congregation, and the Trustees in the smooth and equitable operation of the Church. It is not exhaustive, and some situations may require special consideration.

The GCC Policies and Procedures Handbook will be supplied to Employees on or before the start date of each new year. This Handbook supersedes any other policies, manuals, or guidelines that have been previously published. The Policies and Procedures of the GCC may be revised or amended from time to time as deemed necessary by the Trustees.

Overview of Employees covered by this policy.

Pastor	Office Administrator
Youth Pastor	Sexton
Associate Pastor	Chime Choir Director
Church Secretary	Substitute Staff
Organist/Music Director	

Note: Compensation, Benefits, Hiring Process, Hours, Qualifications and Responsibilities of these Employees are contained in separate job description documents. A list of these and the church bodies responsible for administering them are provided in Appendix A

II. EMPLOYMENT

Hiring Process

For an opening in the Church staff the Trustees or responsible committee, as authorized by the Bylaws, will solicit and review resumes to select candidates for interviews, and then interview to determine the best-

qualified candidate. The Trustees will review and approval the proposed wages for the recommended candidate prior to an offer of employment being extended to any candidate.

All Employees of the Church will be required to have Criminal Offender Record Information ("CORI") checks as a condition of employment. Each employee will have completed the required "EMPLOYMENT /AUTHORIZED VOLUNTEER SCREENING FORM" prior to starting work at GCC. The completed form will be on file in the Church Office and filed in the locked "Safe Church" filing cabinet administered by the Safe Church Committee

Non-Discrimination

Consistent with the obligations imposed by state and federal law, it is the policy of the Groveland Congregational Church to recruit, hire, transfer, promote, layoff, terminate and compensate qualified persons without regard to race, color, religion, sex, national origin, age, sexual orientation, veteran status, marital status, or physical or mental disability.

Termination

All Employees are employed "at-will" which means you or we can terminate the employment relationship at any time with or without reason or cause.

Verification of Authorization to Work

Federal regulations require that within three (3) business days of becoming employed, all employees must complete and sign the Federal Form I-9, Employment Eligibility Form, and present documents of identity and eligibility to work in the United States. This information will be provided to the Pastor or Office Administrator during the New Employee Orientation.

New Employee Orientation

New Employees are required to complete all necessary forms within the first three (3) days of employment.

Employee Orientation: When a new Employee starts, the following orientation will be conducted by the Pastor or his designate:

- (a) The new Employees will receive a copy of each of the Personnel Policies and Procedures Handbook.
- (b) The Pastor or his designate will meet with the new Employee to go over the information in this book and answer any questions.
- (c) There will be a tour conducted of the Church.
- (d) The new Employee will read the Groveland Congregational Church Sexual Exploitation, Ministerial Conduct, and Youth Protection Policy, ask questions if needed, and sign the required forms to indicate acceptance and that they have been trained as required.
- (e) The new Employee will be introduced and be assigned specific daily duties as they relate to the position job description. Time cards will be provided.

- (f) After reading the Personnel Policies and Procedures and other pertinent personnel materials and completing training, the new Employee will fill out and sign the RECEIPT OF EMPLOYEE MANUAL form at the back of this manual, acknowledging receipt and understanding of all matters covered in this manual. The signed RECEIPT OF EMPLOYEE MANUAL form will be filed in the Personnel Record.
- (g) Forms needed for Bonding are to be completed, and filed and copies given to the Office Administrator for file.
- (h) The Employees Personnel Record will be placed in the Office Administrator's file. All personnel and CORI files are confidential and handled in a confidential manner.

Personal Data Changes

It is the responsibility of each Employee to promptly notify the Office Administrator in writing of changes in personal information, including changes of name, address, telephone number, marital status, number of dependents, beneficiaries, person to contact in case of emergency, and other personal data relating to payroll records and Employee benefits. Such information is necessary to aid us in contacting a family member in the event of an emergency and in determining eligibility for various Employee benefits. It is also the responsibility of each Employee to provide updated licensures or CORI information, as appropriate or necessary. This information will be placed in the Employee's Personnel File.

Employee Classifications-Legal Definitions:

Regular Full-Time: Regular full-time Employees are those Employees who are regularly scheduled to work at least 30 hours per week. Regular full-time Employees are eligible for benefits as referenced herein or as the Trustees will designate in writing from time to time.

Regular Part-Time: Regular part-time Employees are Employees who are regularly scheduled to work less than 30 hours per week.

Exempt: Exempt Employees are as defined under the Fair Labor Standards Act, including administrative, executive and professional Employees paid on a salary basis. Such Employees are not eligible for overtime pay.

Non-Exempt: Non-exempt Employees are all Employees who are not "administrative", "executive" or "professional" or otherwise exempt Employees within the meaning of the Fair Labor Standards Act. Such Employees are eligible to receive overtime pay as stated in the Overtime Policy. Any questions concerning exempt or non-exempt status should be addressed with the Trustees.

Per Diem: Per diem Employees are Employees who work varying amounts of hours depending on a particular Employee's availability to work. Substitute Employees are considered to be per diem Employees.

Staff and their Classifications within the meaning of the Fair Labor Standards Act.

- Pastor (Salary, Exempt)
- Youth Pastor (Salary, Exempt)
- Associate Pastor (Salary, Exempt)
- Organist/Music Director (Regular Part-Time)
- Chime Choir Director (Regular Part-Time)

- Office Administrator (Regular Part-Time)
- Church Secretary (Regular Part-Time)
- Sexton (Regular Part-Time)
- Substitute (Per Diem)

Typical Working Hours

The Church operates on a 12 month calendar year that coincides with the Church Year. Actual hours of the position are described in its job description. Typical Church hours of operation, which are established by the Trustees and at the discretion of the Pastor are as follows:

9:00 AM and 1:00 PM. Monday (or Office Closed Monday's at Pastor's option), Tuesday, Wednesday, Thursday, Friday (at Pastor's option)

The Pastor's schedule is set by the Pastor in consultation with the Diaconate and Trustees.

Specific scheduling provisions may be made with the advance written agreement of the Pastor and church committee responsible for the position.

Job Coverage and Substitutes

For short-term absences, the Employee will inform the Pastor or Office Administrator. For long-term absences (illness, leave), the Trustees request 30 days notice and requires the approval of the Trustees. Trustees will strive to make arrangements for a qualified Substitute. In the event this is not possible, Trustees may request a 30 day extension.

III. COMPENSATION

An Employee's compensation will be based upon factors such as the Employee's education, experience, skills, responsibilities, performance and length of service.

Compensation and working hours for the position are described within the job description.

Hourly Compensation

Regular Part Time compensation is based on a regular schedule of up to 30 hours per 7 day week during the 12-month calendar year, from the date of hire to December 31st and yearly thereafter.

Salaried Compensation

Exempt and Non-Exempt compensation is based on a regular schedule of 40 hours per 7 day week during the 12-month calendar year, from the date of hire to December 31st and yearly thereafter.

Reviews

90 Day Review

Full-time and part-time Employees performance will be reviewed during their first three months of employment. During this period of time, you will be able to determine if your new job is suitable for you and the Church will have an opportunity to evaluate your work performance. The review will be conducted

by the responsible church committee. A successful review is required in order to remain employed with GCC.

The successful completion of the 90 day review period should not be construed as creating a contract or as guaranteeing employment for a specific duration. Employees always remain "at will" and subject to termination at any time with or without prior notice.

Annual Review

Performance and compensation for Employees is reviewed in October by the responsible church committee. Salary change recommendations will be made by the responsible committee to the Board of Trustees as part of the review process. These change recommendations will coincide with the Church fiscal year (Jan-Dec). Any compensation changes will be based on performance reviews, and compensation adjustments require the approval of the Trustees and are dependant on the current and projected financial status of the Church.

Compensation change recommendations made by Board of Trustees will not be implemented until the annual budget has been reviewed and approved at the GCC Annual Meeting normally held in late January or February.

Pay Periods and Pay Day

Weekly time sheets will be completed by Employees and signed by the Pastor or Trustee's Designate.

The payroll period is bi-weekly and begins at midnight on Sunday and ends fourteen (14) days later at midnight on Sunday.

All Employees are paid within three business days following the close of the pay period. If a pay day falls on a holiday, paychecks will be issued on the preceding day.

Payroll Deductions

Payroll deductions are made for required state and federal withholding taxes. The church withholds FICA (Social Security) and Medicare tax for hourly Employees as required by law.

Time Records and Accountability

- All Employees are expected to complete time attendance records on all hours worked.
- Employees also must indicate when they began and ended each work day along with any time taken off from work during the day. Unless expressly approved by the Trustees on each occurrence, all Employees' time shall begin and end upon entry and exit from the building.
- Each Employee must total the hours on his or her time sheet at the end of each pay period, sign the sheet certifying that the hours recorded are correct, and turn it in to the Pastor or the Office Administrator or Treasurer. Since the time sheet is the basis on which a non-exempt hourly Employee is paid, he or she should be sure to register in and out fully and properly every day or as required in their job description.
- Falsification of a time sheet or reconstructing a time sheet at a later date is a serious offense which will result in appropriate disciplinary action up to and including immediate dismissal at the discretion of the Trustees.

Lunch Breaks

Lunch break, if taken, is unpaid.

Expense Reimbursement

Business expenses incurred at the request of the Church will be reimbursed upon presentation of an expense voucher and other receipts. All applications for reimbursement must be submitted to the Treasurer.

Overtime

In special situations as requested by the Trustees or Pastor, Regular Part Time or Non-Exempt Employees may be required to work in excess of their normal scheduled hours. When this occurs Employees will be paid their normal hourly rate for hours worked. In the event Regular Part Time or Non-Exempt Employees are required to work in excess of forty hours in one seven day period, they will be paid at a rate of one and one half times their hourly rate for each hour worked above forty. Overtime should be required only in unusual circumstances and requires the advance approval of the Trustees.

IV. EMPLOYEE BENEFITS

There are no health benefits associated with Regular Part Time positions.

The Employee will be entitled to participate in any other fringe or Employee group benefits as, from time to time, may be applicable to other similarly situated Employees of the Church, subject to the terms of such fringe or Employee group benefit plans and eligibility requirements, or as required by law.

Vacation

There are no paid vacation benefits associated with Regular Part Time positions.

Holidays

The Regular Part Time Employee will be entitled to 2 unpaid sick days, and 2 unpaid personal days. Such time off will be granted, used, and administered pursuant to the Church Personnel Policies and Procedures.

Excused Absences

- (1) Employees are expected to at least call the church and leave a message if they are unable to report in at their regular time.
- (2) There are no paid Excused Absence benefits associated with Regular Part Time positions.
- (3) Part-time Employees may be granted unpaid bereavement leave at the discretion of the Pastor.

Leaves

Part-time Employees who have completed three months of continuous service are eligible for eight (8) weeks unpaid maternity leave. The Trustees will guarantee their position three (3) months from the beginning of their leave.

Leaves of absence without pay may be granted to Employees for personal or medical reasons at the sole and exclusive discretion of the Trustees. Any requested leave or extension of leave should be made as far in advance as possible.

Jury Duty

All Employees will notify the Office Administrator Employees if called for jury duty. Employees will be allowed leave for any period of jury duty. Employees retain Jury Duty pay they receive while empanelled. Jury duty is treated as an Excused Leave of Absence, and requires the Employee provide a copy of the official summons for jury duty. When Court is not in session, the Employee is expected to report for work.

Military Leave

Military leave will be granted to the extent required by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and applicable state laws relating thereto. Reinstatement rights will be in accordance with USERRA and applicable state laws.

V. INSURANCE

Worker's Compensation Insurance

In accordance with its obligations under state law, the employer provides workers compensation insurance for Employees. Such insurance covers work related illness or accidental injury to an Employee. All Employees must report an occupational illness or work related injury to the Pastor or Office Administrator as soon as possible, but no later than twenty-four (24) hours after the illness or injury. The Employee also must complete an incident report or other required insurance forms. Employees out of work due to a work-related accident or injury will be considered on a leave of absence. Reinstatement rights will be in accordance with applicable state workers' compensation law.

VI. POLICIES AND PROCEDURES

Performance Evaluations

The Trustees have established the following procedure for conducting performance evaluations of the Employees. There is a strong belief that there should be open communication among all involved concerning performance issues in order to be certain that Employees receive feedback concerning their strengths and areas upon which to improve. Therefore, all should endeavor to adhere to the following procedure and schedule for performance evaluations absent special circumstances.

Formal Reviews – A formal review of an Employee's performance may take place at any time at the discretion of the responsible church committee or the Trustees. An annual performance review will be completed as part of the employment renewal process, and will be completed in time to allow for corrective action, when necessary. Employees are encouraged to provide feedback to the Pastor or Trustees at any time during the school year.

Safe Church Environment

The Church 's facilities meet municipal and state codes for health and safety. Additionally, the Church maintains a "safe church" environment based on guidelines established by the GCC Trustees.

Confidentiality

The Employee understands that during the course of their employment with the GCC, they will learn sensitive information about other Employees, supervisors, members, guests and the families with which they come in contact, and understands that they will treat such information with appropriate confidentiality, respect, dignity, and professional decorum during the term of employment with the GCC and thereafter. If, however, the Employee obtains information that falls under “reportable occurrences” or “reportable offenses” according to the GCC policies and procedures, and/or the laws of the Commonwealth of Massachusetts, then the Employee has a duty to immediately report this information to the appropriate oversight authorities and to cooperate in any investigation in connection therewith.

Materials regarding Church matters should never be left in areas where unauthorized individuals might see them. Confidential papers and information should be kept in a secure place. Confidential papers should be picked up as soon as possible from copiers, mail boxes, and other publicly accessible locations. Confidential papers should be appropriately disposed of when no longer needed, i.e. torn or shredded. No one is permitted to remove any records, printed or digital, from the premises or property. Also, no one is permitted to make copies of any records for any purpose other than strictly the business of the Church

During employment with the GCC and thereafter, the Employee agrees not to disclose proprietary information about GCC that would cause harm or damage to the organization.

Education and Training

Continuing education courses required for proper certification are the responsibility of the Employee. Pastor’s tuition reimbursement must be approved by the Trustees.

Appropriate Use of Electronic Systems and Equipment

The Church may provide Employees with equipment to assist them in their job. The equipment and software provided by the Church for use at work and for Church business, including but not limited to Internet access, e-mail and voice mail systems, lap tops, printers, cell phones, pagers, etc., are primarily provided for business purposes and are the property of the Church. The Church does not allow Employees to use such equipment, systems, and Internet access for personal use. The Church's equipment, systems, and Internet access are not to be used to transmit or receive any threatening, offensive, or disruptive messages or images. For your guidance in this, content which may be considered offensive are typically messages or images which contain sexual implications, racial slurs, or any other comments that offensively address someone's age, sex, race, color, religious beliefs, national origin, veteran status, disability, or other category protected by state law.

The Church will have access to all stored and deleted e-mail, voice mail, computer files, telephone records, and user access requests and reserves the right to monitor, retrieve, review, and search all messages, files, and any other data present in its systems or equipment as necessary to assure efficient performance and appropriate use. In addition, Internet mail and browsing activity is not private. The Church does not guarantee the privacy or security of any item stored or transmitted on its systems and/or equipment. The use of passwords for security does not guarantee confidentiality. Confidential and personal information should not be communicated through the Church equipment. The Employee needs to be aware that even if a document or message is deleted from a system, it is still possible to retrieve and read such information, and the Church retains the right to search, retrieve, and read such information.

To prevent computer viruses from being transmitted through the system, do not download any software programs from the Internet without prior approval. Copyrighted materials belonging to entities other than the Church may not be transmitted on the Internet by Employees.

Violations of this Policy will result in disciplinary action as appropriate, up to and including termination of employment.

Personal Telephone Calls

The Church recognizes that Employees must sometimes place or receive personal calls. However, Employees are expected to devote their working time to performing their job functions, and it is essential that personal calls do not interfere with an Employee's job performance. Personal calls should be kept to a minimum and whenever possible be made during non-work times. Likewise, Employees should minimize the number of personal calls they receive. Excessive or disruptive personal telephone calls in the workplace or during work times will result in disciplinary measures.

Smoking

We are committed to providing a safe and healthy environment. Therefore, smoking is not allowed anywhere within the GCC church (Sanctuary, Perry Park School, Thrift Shop, Fellowship Hall, Memorial Hall and associated halls and walkways).

Attendance, Tardiness, and Absence

It is expected that all Employees will report for work as scheduled and on time. Employees are responsible for notifying the Pastor or the Office Administrator before the start of the day if they will be tardy or absent, and provide a valid reason for the tardiness or absence. The Pastor or the Office Administrator should inform the Trustees in a timely manner as well should they be expected to be absent from work. Unauthorized or excessive absence and/or chronic tardiness may result in disciplinary action, including immediate termination. Absent extraordinary medical circumstances making it impossible to provide notice, an Employee who is absent without approval for two consecutive working days will be reviewed and a Performance Improvement Plan created. If the Employee has been absent 30 days without informing the Office Administrator, Pastor, or Trustees, they will be considered to have voluntarily terminated employment.

Outside Employment

Employees may hold other jobs during non-scheduled working hours as long as it does not interfere in any way with the Employee's performance and responsibilities to the Church, including the possible requirement of overtime.

Employee Responsibility

Safety can only be achieved through teamwork. Everyone must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify the Pastor or the Office Administrator of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.
2. The use or being under the influence of alcoholic beverages or illegal drug substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal drug substances within the GCC church (Sanctuary, Perry Park School, Thrift Shop, Fellowship Hall, Memorial Hall and associated halls and walkways) is forbidden.
3. Use, adjust and repair machines and equipment only if you are trained and qualified.
4. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess ... ask the Pastor or the Office Administrator .
6. Know the locations, contents and use of first aid and fire fighting equipment.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including termination.

Anti-Harassment

Incorporated herein by reference is the Groveland Congregational Church Sexual Exploitation, Ministerial Conduct, and Youth Protection Policy which is given to each Employee at the time of hire. The Employees shall adhere to the principles and requirements of this policy in every respect, including periodic updates to the required form if needed and reporting incidents if needed to the Pastor, Board of Christian Education, Safe Church Committee, or Deacons.

VII. EMPLOYEE TERMINATION AND DISCIPLINE

Disciplinary Action

There are times when it may become necessary to discipline an Employee. The Trustees are responsible for any disciplinary action associated with Employees. The disciplinary action taken will depend on the Trustee's evaluation of the seriousness of the infraction. As a general rule, verbal warnings will be given to Employees for mistakes or infractions deemed by the Trustees to be of a less serious nature. Repeated infractions and/or more serious errors or misconduct may result in written warnings, suspension or immediate discharge. In certain circumstances, the Trustees may, in its sole discretion, implement a Performance Improvement Plan for unsatisfactory performance. Matters deemed to warrant immediate discharge include, but are not limited to: gross neglect of duties; gross insubordination; excessive tardiness or absenteeism; absence from work without satisfactory explanation; reporting for work under the influence of alcohol and/or an illegal drug; misappropriation of Church property or other illegal activities; demonstrated discourtesy to any parent, student, vendor, or fellow Employee; any inappropriate behavior which may adversely affect the health, safety, or welfare of members, visitors or other Employees; and falsification of employment records or time sheets.

Employees of the Church are expected to exercise common sense and good judgment and to conduct themselves in a manner that will be a credit to themselves and the Church .

Performance Improvement Plans

Employees whose job performance is not satisfactory may, at the discretion of the Pastor, the responsible committee, or the Trustees, be evaluated under a Performance Improvement Plan (PIP). This Plan consists of a written evaluation of the Employee describing the specific performance problem(s) and the expected improvement, and a discussion of the evaluation between the Employee, and either the responsible committee, or the Trustees. The Employee will be asked to sign the evaluation to acknowledge its receipt.

Follow-up evaluations generally will be conducted at certain designated times set forth in the PIP, and improvement will be expected. If the desired results do not occur within the timeframes specified in the PIP, or if the Employee's job performance or conduct is in any way unsatisfactory, further disciplinary action can be taken at the Trustee 's discretion, up to and including immediate dismissal.

Termination of Employment (Dismissal)

All Employees are employed "at will." Thus, either an Employee or the Church may terminate the employment relationship at any time with or without cause. Any termination of employment by the Church must be approved in advance by the Trustees.

Any Employee who wishes to voluntarily resign his or her employment should submit a written notice to his or her supervisor stating the reason for the resignation, at least two (2) weeks in advance of the termination of employment for non-exempt Employees and at least thirty (30) days in advance of the termination of employment for exempt Employees.

On or before the last day of employment, Employees are required to return any and all keys, credit cards, phones, equipment, devices, files, documents, vehicles, and all other property of Groveland Congregational Church whether containing confidential information or not and disclose to the Church any and all passwords and access codes.

You should notify the Church if your address changes within one year from when your employment ends so that your tax information will be sent to the proper address.

Open Door Policy

The Trustees and Pastor encourage you to bring your questions, suggestions and concerns to our attention. We are always interested in hearing constructive ideas and suggestions for improving our operations. Please forward your suggestions to the Pastor or the Trustees. Consideration will be given to each of these in our continuing effort to improve operations.

If you feel you have a problem, you should present the situation to the Trustees so the problem can be settled by examination and discussion of the facts. They will review the issues and may meet with you to discuss possible solutions. We hope that they will be able to satisfactorily resolve most matters.

Your suggestions and comments on any subject are important to us so we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

Personnel Records

The GCC Office Administrator maintains a confidential Personnel File for each Employee. Pursuant to state law, an Employee may request access to material in his or her own personnel file, provided the Employee gives the GCC Office Administrator reasonable advance notice. Employees also may request a copy of any item within their personnel file, and may respond in writing to any materials in the file with which there is disagreement.

Inquiries and References

Any Employee who receives a call or letter from any outside individual regarding an Employee or former Employee will only confirm dates of employment and positions held.

VIII. RECEIPT OF EMPLOYEE MANUAL

After reading this Employee manual, please sign this receipt page and return it to the Office Administrator. If you lose your Employee manual or if it becomes damaged in any way, please notify the Chairman of the Trustees as soon as possible to obtain a replacement copy.

I have this day received a copy of the Groveland Congregational Church Personnel Policies and Procedures. This manual contains important policies and guidelines with which I am responsible for being familiar. I understand that this Handbook replaces any and all prior manuals, policies and practices and may be added to, deleted, or changed by the Groveland Congregational Church at any time without notice. I understand that neither this Handbook nor any other written or verbal communication is intended to, in any way, alter the employment at-will relationship or create any other contractual rights.

EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE: _____

DATE OF SIGNATURE: _____

LIST OF JOB DESCRIPTIONS AND POLICIES AND REFERENCED PROCEDURES OF GCC

Position	Location of Job Description	Responsible Committee
Pastor		Trustees and Congregation
Youth Pastor		Trustees and Congregation
Associate Pastor		Trustees and Congregation
Church Secretary		Trustees
Organist/Music Director		Music Committee
Office Administrator		Trustees
Sexton		Building and Grounds
Chime Choir Director		Music Committee
Substitute GStaff		

Policy or Procedure	Location of Document	Responsible Committee
Groveland Congregational Church Sexual Exploitation, Ministerial Conduct, and Youth Protection Policy Draft: February 2, 1997 Revision A.	Church Office	Safe Church Committee
Groveland Congregational Church Christ EMPLOYMENT /AUTHORIZED VOLUNTEER SCREENING FORM	Church Office	Safe Church Committee