



**NEWNAN PRESBYTERIAN CHURCH (NPC)**

**NEWNAN PRESBYTERIAN PRESCHOOL AND  
KINDERGARTEN (NPPK)**

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***Personnel Policies and Procedures***

**October 2018**

**NEWNAN PRESBYTERIAN CHURCH (NPC)**

*The Policies and Procedures in this document supersede and replace all prior written and unwritten policies of Newnan Presbyterian Church (NPC) and Newnan Presbyterian Preschool and Kindergarten (NPPK)*

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# **NEWNAN PRESBYTERIAN PRESCHOOL and KINDERGARTEN (NPPK)**

## **PERSONNEL POLICIES AND PROCEDURES**

### **WELCOME!**

Welcome to Newnan Presbyterian Church (NPC) and Newnan Presbyterian Preschool and Kindergarten (NPPK). We consider you to be a gift from God and look forward to working with you as a member of our team. We appreciate you and the gifts and talents you bring to this ministry and are committed to helping you achieve your highest level of service for the Lord in this ministry.

As a member of the NPC and NPPK team, you represent this ministry in both your work life and private life. As a result, you are required to always be sensitive to how others may see you biblically, spiritually and ethically. We expect you to strive toward living a life that is an example to others of your relationship with God and your belief in NPC's Mission Statement.

### **INTRODUCTORY STATEMENT**

This personnel policies and procedures handbook applies to all employees, including all called positions, and is intended to provide guidelines and summary information about NPC and NPPK's personnel policies, procedures, benefits and rules of conduct. If any portion of this document conflicts with the governmental standards of the Presbyterian Church USA (PCUSA), then the PCUSA rules and guidelines shall govern.

Unless otherwise specifically noted, the terms NPC and NPPK, which mean Newnan Presbyterian Church and Newnan Presbyterian Preschool and Kindergarten, shall include and mean: That NPC and NPPK are one and the same, being the same Georgia Corporation; and as used in this document shall include its representatives, heirs, agents, assigns and successors.

It is important that you read, understand and become familiar with the handbook and comply with the standards that have been established. Please talk with your supervisor if you have any questions or need additional information.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, NPC and NPPK reserves the right to modify, supplement, rescind or revise any policy, benefit or provision from time to time, with or without notice, as it deems necessary or appropriate. Also, the policies and procedures in this handbook do not create a contract of employment between NPC and NPPK and any employee, and nothing in this handbook alters the at will status of NPC and NPPK's employees.

The policies and procedures in this handbook contain only basic guidelines for employee conduct and benefits and do not set forth the specific details of each such policy. In addition, the policies in this handbook will be interpreted by NPC and NPPK in its sole discretion and NPC and NPPK retains the right to apply these policies with some flexibility.

If there is a conflict between the provisions, benefits and policies in this employee handbook and those set forth in the terms of an ordained staff member's call, the terms of the call shall prevail. Finally, the policies and procedures in this handbook supersede and replace all prior written and unwritten policies of NPC and NPPK.

## **MISSION STATEMENT**

Newnan Presbyterian Church is a community of believers committed to being open and caring as we worship in our historic location. Mission: To glorify God as we seek inspiration through worship, study and fellowship and to extend Christ's love in our community and beyond.

## **ORGANIZATION OF THE HANDBOOK**

This handbook is divided into three major sections as follows:

**Section I** covers policies and procedures that apply to **all employees** including called positions.

**Section II** refers to employees of NPC that work directly for the Church such as Church Secretary, Financial Secretary, Music Director/Organist, Nursery Attendants, Summer Intern, or any other position approved by the Session of the Church.

**Section III** covers employees that work directly for the NPC Preschool and Kindergarten.

## **SECTION I: All NPC and NPPK Employees Including Ordained Staff**

### **EMPLOYMENT AT WILL**

Employment is with the mutual consent of you and NPC and NPPK. Consequently, both you and NPC and NPPK have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at will relationship will remain in effect throughout your employment with NPC and NPPK unless it is specifically modified by an express written agreement signed by you and the appropriate designated representative of NPC or NPPK. The employment at will relationship may not be modified by any oral or implied agreement.

In the case of ordained personnel, employment or termination of employment will follow all Greater Atlanta Presbytery policies and procedures for such actions.

### **EQUAL EMPLOYMENT OPPORTUNITY WITH ADA PROVISIONS**

NPC and NPPK is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, marital status, physical or mental handicap, medical condition or age to the extent required by law. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination and benefits. As a religious institution, NPC and NPPK are permitted and reserve the right to prefer employees or prospective employees on the basis of religion.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, NPC and NPPK will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result. Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact their supervisor. The individual with the disability should specify what accommodations he or she needs to perform the job. NPC or NPPK will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. NPC or NPPK will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, NPC or NPPK will make the accommodation.

We expect all personnel to show respect and sensitivity toward all other employees and to demonstrate a commitment to NPC and NPPK's equal opportunity objectives. If you observe a violation of this policy, you should report it immediately to your supervisor, the Senior Pastor or the chairperson of NPC's Finance and Personnel Ministry.

Violation of this policy may result in disciplinary action, up to and including possible termination.

### **IMMIGRATION REFORM AND CONTROL ACT OF 1986**

NPC and NPPK are committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

As an ongoing condition of employment, you will be required to provide documentation verifying your identity and legal authority to work in the United States.

### **EMPLOYMENT OF MINORS**

If you are not at least 18 years old, you are required by law to provide a valid Work Permit, High School Diploma or Certificate of Proficiency before you will be allowed to work.

The employment of minors is restricted by the terms and conditions of the Work Permit, as well as the provisions of state and federal law.

### **NPC & NPPK POLICY TO PREVENT ABUSE OF CHILDREN**

All personnel are expected to comply with the “**NEWNAN PRESBYTERIAN CHURCH and NEWNAN PRESBYTERIAN PRESCHOOL POLICY TO PREVENT ABUSE OF CHILDREN.**” A copy of the policy is in Appendix “A” of this handbook.

### **WORKER’S COMPENSATION INSURANCE**

In accordance with the law of the State of Georgia, all employees are automatically covered by Worker’s Compensation Insurance at the time they are hired. NPC and NPPK pay 100% of the premiums for this important coverage.

It is important that you report any work-related injury or illness to your supervisor as soon as it happens, regardless of how minor it may be. It is also important to get proper first aid and/or medical attention immediately.

### **SOCIAL SECURITY**

All personnel are covered by the Federal Old Age and Survivors Benefits Act (Social Security). The employee share of the tax is withheld from the wages of lay staff.

### **WORK RULES AND PERFORMANCE STANDARDS**

Employment is with the mutual consent of you and NPC or NPPK. Consequently, both you and NPC or NPPK have the right to terminate the employment relationship at any time, with or without cause or advance notice.

It is not possible to provide a complete list of every work rule or performance standard. As a result, the following are presented only as examples. You are responsible for understanding and following these standards and work rules. Employees who do not comply may be subject to disciplinary action, up to and including termination.

**Job Performance** – employees may be disciplined, up to and including termination, for poor job performance as determined by NPC or NPPK. Some examples of poor job performance are as follows:

- below average work quality or quantity;
- poor attitude, including rudeness or lack of cooperation;
- excessive absenteeism, tardiness or abuse of break and meal privileges;
- failure to follow instructions or NPC's and/or NPPK's policies and procedures.

**Misconduct** – employees may also be disciplined up to and including termination for misconduct. Some examples of misconduct are as follows:

- insubordination;
- abuse, misuse, theft, or the unauthorized possession or removal of NPC or NPPK property or the personal property of others;
- falsifying or making a material omission of NPC or NPPK records, reports or other documents, including payroll, personnel and employment records;
- divulging confidential NPC or NPPK information to unauthorized persons;
- disorderly conduct on NPC or NPPK property, including fighting or attempted bodily injury or the use of profane, abusive or threatening language toward others, or a possession of a weapon;
- violation of NPC's alcohol, drugs and controlled substances policy;
- marking or signing the time record of another employee or knowingly allowing another employee to mark or sign your time record.

## **HARASSMENT**

NPC and NPPK are committed to providing a work environment that is free of discrimination. In keeping with this commitment, NPC maintains a strict policy prohibiting unlawful harassment, including harassment based on race, disability, age, sex and retaliatory harassment. It is important for you to understand that jokes, stories, cartoons, nicknames and comments about appearance may be offensive to others.

Sexual harassment of employees by supervisors, co-workers, or vendors is prohibited. Unlawful sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature when:

- submission to the conduct is made a condition of employment;
- submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or

- the harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile or offensive work environment.

Examples of sexual harassment include unwelcome sexual flirtations, advances or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; unnecessary touching of an individual; graphic comments about an individual's body; a display in the workplace of sexually suggestive objects or pictures; sexually explicit or offensive jokes; or physical assault.

If you believe that you are being, or have been, harassed in anyway, please report the facts of the incident or incidents to your supervisor or the chairperson of NPC's Finance and Personnel Ministry immediately, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated.

Violation of this policy may result in disciplinary action, up to and including termination.

### **ALCOHOL, DRUGS AND CONTROLLED SUBSTANCES**

The use, sale, transfer, possession, or being "*under the influence*" of alcohol, drugs or controlled substances when on duty on NPC or NPPK property is prohibited. In addition, off duty conduct which may adversely affect the reputation or interest of NPC or NPPK is prohibited. "*Under the influence*" for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well being of the affected employee, other co-workers, the public or NPC or NPPK property.

Violation of this policy may result in disciplinary action, up to and including termination.

### **NON SMOKING POLICY**

Employees are not permitted to use tobacco products, including cigarettes, smokeless tobacco, and electronic cigarettes, within the facilities or on the property of Newnan Presbyterian Church at any time. "Property" means the organization's facilities "curb to curb," including offices, grounds, playground, adjacent sidewalks, parking lots/ramps, company owned vehicles, and employee vehicles parked on church property.

### **GRIEVANCES**

All problems arising from the employment or conditions of employment at NPC are to be directed to the Senior Pastor as head of staff. In those cases where a solution to a problem has not been worked out in discussion with the Pastor, the employee may appeal to NPC's Finance and Personnel Ministry. If the matter is still not resolved, the employee may appeal to the Session.

All problems arising from the employment or conditions of employment at NPPK are to be directed to the Director as head of staff. In those cases where a solution to a problem has not been worked out in discussion with the Director, the employee may appeal to the Chairperson of the Preschool Board. If there is no solution after that discussion, the employee may appeal to NPC's Finance and Personnel Ministry. If the matter is still not resolved, the employee may appeal to the Session.

### **LOST AND FOUND**

Employees should not bring large sums of money, jewelry or other valuables to work. NPC and NPPK will not be responsible for personal property that is lost, damaged, stolen or destroyed.

If you happen to find personal belongings that have been lost by another person, please turn them into the Church Secretary for NPC or the Director at NPPK or the Senior Pastor.

### **ACCESS TO CHURCH AND PRESCHOOL PROPERTY**

It is important that NPC and NPPK have access at all times to NPC and NPPK property, as well as other records, electronic media, computers and laptops (hardware and software), documents and files. As a result, NPC and NPPK reserve the right to access employee offices, work stations, computer records, emails, search history, filing cabinets, desks and any other NPC or NPPK property at its discretion, with or without advance notice or consent.

All property, including computers on the property, is for official business. No property shall be used for personal activities and there shall be no expectation of personal privacy of any property owned by the church or preschool.

### **BUSINESS EXPENSE REPORTING**

Employees will be reimbursed for all **approved** business-related expenses, upon submission of accurate and receipted expense reports to NPC or NPPK. Employees are requested to submit these reports in a timely manner to ensure proper accounting and prompt reimbursement.

### **CHURCH CREDIT CARD POLICY AND PROCEDURES**

It is often more efficient and expedient for Church staff members to be able to purchase business related items such as business travel and office supplies by the use of a credit card. It also allows for easier managerial reporting of purchases. For these reasons, the Session has approved the use of bank credit cards for business related purchases. In order to assist individuals in the proper use of the credit cards the following procedures are established.

1. Only authorized individuals may use the Church credit card. Authorized users are approved by the Finance and Personnel Ministry.
2. Monthly Charge Card statements will be provided to each authorized user as soon as they arrive at the Church. Authorized users are responsible for attaching matching receipts and purchase orders for each charge to their statement and turning it in for approval. If a receipt is not

available, attach a statement concerning the expense. Please indicate for each charge what church account is to be used for payment. This report is due no later than 3 days after receiving the statement and should be signed by the authorized user. If the card holder is away (continuing education, vacation, etc.) when the statement arrives, the card holder and financial secretary will reconcile the statement upon his or her return.

3. In order to avoid over-limit charges, any purchases over \$500 should be coordinated with the financial secretary.
4. The Church credit card will only be used for business related purchases. Cash advances, personal purchases, and capital equipment purchases, are not allowed. Service contracts payments are allowed but must have the consent of the Chair of the Finance and Personnel Ministry. If in doubt about a purchase, please contact prior to the purchase the chair(s) of the Finance and Personnel Ministry.
5. It is prudent and strongly encouraged that a Church charge card not be used by anyone other than the person whose name is on the card. If purchases need to be made for a ministry, the cardholder should ask the purchaser to use personal funds and submit their receipt(s) for reimbursement from the ministry budget. The authorized user whose name appears on the card is always responsible for the card and its use.
6. Under no circumstances will a minor (under 18 years of age) have access to the Church charge card.

### **PERSONNEL RECORDS**

It is important that NPC and NPPK always have current information about you. Please let us know immediately if you change your name, address, phone number or marital status, etc. If for some reason you need to change your name and/or Social Security number, you will be asked to provide original documentation authorizing the change.

Upon request, you will be allowed to review any personnel records that have been used to determine your qualifications for employment, promotion, compensation, termination, or other disciplinary action. Please talk to your supervisor for more information.

### **CONFIDENTIALITY**

Each employee of NPC and NPPK is responsible for safeguarding the confidential information obtained during employment. In the course of your work, you may have access to confidential information regarding members of the church or community, students and/or parents of NPPK or perhaps even fellow employees. You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a “need-to-know” basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated.

### **EMPLOYEE PARKING**

Employee's park at their own risk and NPC and NPPK will not be responsible for theft or damage to any vehicles parked on or near NPC or NPPK property. Also, NPC and NPPK will not be responsible for personal property left in vehicles that is lost, damaged, stolen or destroyed.

### **CHURCH AND PRESCHOOL BULLETIN BOARDS**

Posted information on NPC and NPPK bulletin boards is for the benefit of all employees. You will find posters that explain state and federal law, as well as updated information about NPC and NPPK policy and procedures. You are responsible for checking NPC and NPPK bulletin boards on a regular basis and for reading all posted materials.

### **CHURCH OFFICE HOURS**

Normally, the Newnan Presbyterian Church office is open for business from 8:00am to 12:00pm and 1:00pm to 4:30pm, Monday through Friday from January through May and September through December.

For the months of June, July and August, the church office is normally open for business from 8:00am to 12:00 pm and 1:00 pm to 3:30, Monday through Friday.

## **SECTION II: Direct Employees of Newnan Presbyterian Church and Ordained Staff**

### **VACATION**

All ordained staff are granted vacation in accordance with their respective terms of call. All requests for vacation and study leave for ordained staff should be submitted to the Session for approval.

The Church Secretary and the Financial Secretary shall receive two (2) weeks of vacation. All vacation leave shall be arranged with and approved by your supervisor.

The Music Director/Organist shall receive vacation as defined in his or her employment agreement. All vacation leave shall be arranged with and approved by your supervisor.

In the event of a disagreement as to the amount of vacation to which an employee is entitled, the final decision on the amount of vacation shall be made by NPC's Finance and Personnel Ministry.

Paid vacation is a gratuitous employment benefit. This vacation policy is subject to change and may be modified from time to time by NPC's Finance and Personnel Ministry.

Requests for vacation time must be made in writing and should be submitted to your supervisor for approval. Employees must use all vacation during the twelve (12) month period after it has been earned; there is no vacation carryover.

Employees who are terminated for any reason will receive prorated vacation pay at their then current rate of pay.

### **HOLIDAY PAY**

The following days are considered holidays and will be granted off with pay:

New Year's Day  
Easter Friday or Monday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Eve (1/2 Day)  
Christmas Day

The following general provisions apply to holiday pay:

1. Holidays will be observed on the calendar day designated by NPC for observance.
2. If a holiday falls during an employee's approved vacation period, the employee will receive holiday pay and will not be charged for a vacation day on the day the holiday is observed.

3. Employees on leave of absence for any reason are not eligible for holiday pay on holidays that are observed during the period they are on leave.

### **SICK PAY**

Sick pay benefits are not to be taken unnecessarily. It may be utilized only in cases of actual personal illness, for an employee's doctor or dental appointment(s) or to care for an immediate family member. It may be granted for one day or several days as needed, all to be charged to total sick pay benefits to which an employee is entitled. Employees will not be paid for unused sick pay benefits upon termination of employment.

For ordained staff, the respective term of call will be used for sick leave.

The Church Secretary and the Financial Secretary are eligible for ten (10) sick days per year. Unused sick pay benefits may not be used for personal time off or as additional vacation.

The Music Director/Organist shall receive sick pay benefits as defined in his or her employment agreement.

Employees who receive sick pay benefits may be asked to provide medical verification and absences of five (5) working days or more may be subject to NPC's leave of absence policy.

Paid sick leave is a gratuitous employment benefit. This sick leave policy is subject to change and may be modified from time to time by NPC's Finance and Personnel Ministry.

### **LEAVES OF ABSENCE**

NPC makes leaves of absence to employees as follows:

All leave of absence requests for ordained staff will follow the respective term of call and be approved by the Session.

**Pregnancy/Adoption Leave** – a leave of absence for a disability related to an employee's pregnancy/adoption, childbirth or related medical condition.

Employees may submit a written request for a pregnancy/adoption leave of absence, without pay, for the length of any pregnancy related disability, up to a maximum of two (2) months. An employee may utilize any accrued vacation and/or accrued sick pay benefits consecutively with approved pregnancy/ adoption leave. The written request must be submitted to your supervisor and must be submitted at least two (2) months prior to the anticipated delivery date.

Requests for pregnancy/adoption leaves will be granted to employees who present a physician's written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work due to the disability.

Although NPC is not able to guarantee reinstatement in all cases, employees on pregnancy/adoption leave who return to work immediately following the end of an approved leave with a physician's written release verifying that they are able to safely perform their duties will normally be returned to the same job they held immediately prior to their leave or, if that position is unavailable, a comparable position if one is available.

**Jury Duty – a leave of absence to serve on jury duty**

Employees who are called to serve on jury duty will be paid their regular pay, for a maximum of ten (10) working days and will be allowed to retain all monies paid to them by the court. Employees are expected to return to work each day if dismissed by the court during normal work hours.

Employees who are required to serve for more than ten (10) working days may take time off, without pay, for the balance of the time.

If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal business operations, NPC may request that the required service be rescheduled for a later date that would be more convenient for NPC.

**Military – a leave of absence for required military service.**

NPC complies with applicable state and federal law concerning leaves for military service.

**Worker's Compensation – a leave of absence for a work-related illness or injury.**

NPC complies with applicable state and federal law concerning leaves for work-related illness or injury. Employees on leave because of work-related illness or injury will be reviewed on an individual basis by NPC.

**Leaves of Absence, Without Pay – Requests for extensive leave without pay must be approved by the Senior Pastor after consultation with NPC's Finance and Personnel Ministry. Allowance of such leave is discretionary and will be considered only when other leave to which an employee is entitled has been exhausted.**

**BEREAVEMENT PAY**

Employees will be eligible for up to three (3) days away from work, with pay, subject to supervisor approval, to arrange and/or attend the funeral of an immediate family member. Immediate family member for the purpose of this policy is defined as the employee's spouse, children, parents and siblings.

Employees who require more than three (3) days away from work may request earned vacation time or a personal leave of absence, subject to the provisions of NPC's leave of absence policy.

## **CHURCH NEW HIRE PROCESS**

New hire non-ministerial employees are recommended by the Finance and Personnel Ministry. The Finance and Personnel Ministry and the Session must approve all new employees, their compensation and benefits.

## **TARDINESS AND ABSENCE**

It is important that employees work their assigned schedules as consistently as possible. However, NPC understands that because of illness or emergency, you may be unable to come to work.

If you are unable to report to work for any reason, you must notify your supervisor. It is your responsibility to keep NPC informed on a daily basis during a short-term absence and to provide medical verification when asked to do so.

If you do not call in or report to work for two (2) consecutive workdays, you may be considered to have voluntarily quit.

## **TERMINATION**

A voluntary termination is a termination that is initiated by the employee. NPC would like you to give at last two (2) weeks written notice before you leave your job. If you do not call in or report to work for two (2) consecutive workdays, you may be considered to have voluntarily quit. An involuntary termination is a termination that is initiated by NPC for reasons other than changing business conditions.

A layoff is a termination of employment that results from changing business conditions which necessitate a reduction in staff. Whenever NPC determines, in its sole discretion, a layoff should occur, the following factors will be among those considered: versatility, qualification, skill, ability, performance, efficiency, loyalty, attitude and dependability.

Because of reorganization, retrenchment of programs or other circumstances arising out of no fault of the employee, involuntary separation is at the discretion of the Session upon recommendation of NPC's Finance and Personnel Ministry. All terminations shall be ratified by the Session.

Employees leaving a position should return all Church items such as charge card, equipment, and keys to their immediate supervisor prior to leaving.

## **TIME RECORDS**

Nursery attendants are expected to complete and submit a signed time record.

## **MEAL PERIODS**

Employees will receive a reasonable unpaid meal period. All meal periods must be scheduled in coordination with and are subject to approval by your supervisor.

## **PERSONAL APPEARANCE**

Your appearance reflects not only on you as an individual, but on NPC as well. We expect you to take pride in your appearance and strive to achieve a positive business-like image when representing NPC.

## **INCLEMENT WEATHER**

If the Senior Pastor, or in the absence of the Senior Pastor, the person in charge of administration of the NPC office, shall declare the office closed, the employees of NPC shall be compensated without reporting to work. If the office is not declared closed, employees failing to come to work will be expected to make up the lost days or suffer loss of compensation for them. The Senior Pastor, or in the absence of the Senior Pastor, the person in charge of administration of the NPC office, shall make a reasonable effort to notify all employees in the event that the office is declared closed.

## **PAYDAY**

There are 24 pay periods per year. Paydays are on the 15<sup>th</sup> and last working day of the month. If a payday falls on a weekend, employees will be paid on the preceding Friday. NPC normally uses directed deposit for all wages.

## **WAGE AND SALARY INCREASES**

All ordained staff terms of call will be reviewed annually and any changes will be recommended by the Finance and Personnel Ministry to the Session for approval by Session and the Congregation.

Employees are generally reviewed at least annually for consideration of a merit increase. A wage or salary review does not imply an automatic increase, only that you are eligible for consideration based on job performance. NPC's Finance and Personnel Ministry is responsible for recommending to the Session all salary increases. Every employee shall have a compensation review with his or her supervisor prior to the development of the annual budget. Individual salaries shall be recommended to NPC's Finance and Personnel Ministry for review, and forwarded to the Session for approval.

## **PAYROLL DEDUCTIONS**

You are probably familiar with the various payroll deductions that are required by law, such as federal income tax, state income tax, state disability insurance and social security taxes. You must authorize, in writing, any other deduction from your paycheck except for garnishments and assignments of wages.

Each one of your paycheck stubs will itemize amounts that have been withheld. It is important that you keep this information for tax purposes. If you have any questions about your deductions, please talk to your supervisor. NPC complies with applicable state and federal laws regarding the garnishment and assignment of wages.

## **PERFORMANCE EVALUATIONS**

All ordained staff and employees will generally receive a written performance evaluation after approximately six (6) months of service and approximately every one (1) year thereafter. The purpose of the performance evaluation is to let you know how well you are doing. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement.

You will have the opportunity to discuss your performance evaluation with your supervisor or in the case of ordained staff with the respective ministry chair and/or the Session. This is a good time to ask questions and clarify important points. Performance evaluations help NPC make important decisions about job placement, training and development, and pay increases. A satisfactory performance evaluation does not guarantee a salary increase nor does it alter, modify, or amend the at will employment relationship between you and NPC.

## **POSITION DESCRIPTIONS**

Employees are generally given a position description before they start to work. A position description summarizes your duties and responsibilities and gives you important information about your new job. Please read and study your position description carefully and discuss it with your supervisor if you have any questions.

NPC reserves the right to revise and update your position description from time to time, as it deems necessary and appropriate.

### **SECTION III: Direct Employees of Newnan Presbyterian Preschool and Kindergarten**

#### **ATTENDANCE AND TARDINESS**

The proper functioning of the preschool is difficult when employees are absent from their jobs. It is important that a good attendance record be maintained to assure proper classroom continuity. You are required to notify the Director of an expected absence or tardiness. Notification should be given at the earliest possible time in order that arrangements may be made to cover your classroom.

#### **Working Hours**

Working hours for teachers and assistants, including enrichment class teachers, are 8:40am until the afternoon carpool is over and all students are dismissed.

**NPPK follows the Coweta County Schools Calendar for holidays and inclement weather days.**

#### **Scheduled Absence**

Scheduled absences are those single or partial days off that are requested by the employee and approved by the Director at least **three (3) days in advance**.

**Unscheduled Absence**

An unscheduled absence is considered as unexpected circumstances which cause the need for an absence that cannot be scheduled at least 3 days in advance. In these situations when unexpected illness or emergency arises, the employee should notify the Director as soon as possible. **Three (3) unscheduled absences shall be considered excessive.**

- After three (3) unscheduled absences-verbal counseling
- After four (4) unscheduled absences-written counseling
- After five (5) unscheduled absences-written warning
- After six (6) unscheduled absences -termination

If you are absent more than one (1) calendar week of school for illness (you or a family member) you may be asked to provide medical documentation.

**Personal Day/Sick Pay**

Each employee is entitled to paid days off as follows:

|                                         |                 |
|-----------------------------------------|-----------------|
| 2 days worked per week                  | 1 paid day off  |
| 3 days worked per week                  | 2 paid days off |
| 4 days worked per week                  | 3 paid days off |
| 5 days worked per week                  | 4 paid days off |
| <b>Paid days will not accrue yearly</b> |                 |

**Extended Illness**

Employees of NPPK for ten (10) years or more are entitled to two (2) weeks pay due to surgery, pregnancy or serious illness as required by a doctor.

**Maternity Leave**

Each employee may have eight (8) weeks of unpaid leave. If you do not return at the end of the eight weeks, your position will be filled.

**Funeral Leave**

Each NPPK employee is entitled to three (3) paid days off for the death of immediate family (husband, child, parent, or grandparent).

**Substitutes**

If you have a planned day off you will need to fill out the “Personal Leave Request Form” and turn it into the office. You must then obtain a substitute (if needed) for the day from the approved list of people.

If you have an unplanned day off (sickness, etc.) you can do one of two things:

1. Call a substitute of your choice and then call your work partner or have you work partner call a substitute.
2. Inform the Director of your absence and choice of substitute.

## **DRESS CODE**

Dress is casual but appearance should be neat and professional. Jeans, shorts and tennis shoes are permitted.

Consistent dress will be on Tuesday of each week (for staff and students).

## **PAYROLL POLICIES**

Employees are paid for the number of days worked through the school year plus four (4) pre-planning days.\* Pay will be pro-rated over 17 pay periods to give employees an equal pay check at each pay period minus any days missed or additional pay for Lunch Bunch or substituting.

Your daily rate and number of days for the current school year can be found on your Employee Pay Sheet.

Salaried workers are paid over twelve months (or 24 pay periods).

If you are absent, your daily rate will be deducted from your pay.

Tardy – 1 or more hours' late  $\frac{1}{2}$  of daily rate will be deducted

Leave – 1 or more hours' early  $\frac{1}{2}$  of daily rate will be deducted

**NPPK follows the holiday schedule for Coweta County Schools except for beginning and ending dates and Christmas break is a few days earlier. Please refer to the NPPK School Calendar.**

## **PRE-PLANNING/NEW YEAR ORIENTATION/OPEN HOUSE/STAFF MEETINGS**

- All employees are required to attend pre-planning and orientation to meet the parents and children.
- All students must be welcomed and notified of the orientation by July 31<sup>st</sup>.
- All employees are required to attend all staff meetings.
- All employees are required to attend Open House in the beginning of the second semester each school year to welcome prospective families to the school.

## **PAYROLL DEDUCTIONS**

We are required by law to deduct from your paycheck federal and state withholdings and Social Security taxes. These amounts, which are designated on your paycheck, are forwarded directly to the state or federal government.

As a service to you, we also make other deductions, which have been authorized by you in writing. If you have any questions about a particular deduction from your paycheck, speak with the Director. You can make arrangements to have registration, supply, and tuition fees, as well as miscellaneous items (T-shirts, etc.), deducted from your check.

Any error in your paycheck should be reported within two (2) pay periods in order to resolve any problem. Failure to report a discrepancy within two pay periods may result in loss of reimbursement or benefits.

## **PAY PERIOD AND DISTRIBUTION OF PAYCHECKS**

Upon employment you are instructed as to your work week and pay period. Our work week for computing payroll is indicated on the daily sign-in sheet. Paydays are on the 15<sup>th</sup> and last day of each month. If you do not have direct deposit, it is your responsibility to pick up your check in the office.

## **EMPLOYEE TUITION DISCOUNT**

- All employees will receive a 20% discount towards tuition.
- If you are a Church member and employee, you will receive an extra 10% discount.
- All employees are required to pay full registration and supply fees.
- Employees without children enrolled in NPPK will receive two (2) additional paid days off

## **PLAYTIME**

- There must be two (2) adults supervising at all times.
- Children must be restricted to play in the designated areas.
- Respect each other's class playtime by arriving and leaving at scheduled times.
- For inside play, the first class up in the morning is responsible for getting the toys out; the last class is responsible for putting the toys away.

## **STANDARDS OF CONDUCT**

Our preschool revolves around the children. Each employee is asked to be conscious of this and to be as polite and considerate to all children, parents and visitors.

As a preschool employee, you have high standards to maintain. You should refrain from gossiping, talking loudly and any other activity that would be disturbing to other classes. By being efficient, kind and friendly you will accomplish more for them and get more pleasure from your job.

## **CONFIDENTIALITY/PROFESSIONALISM**

Employees are to respect the confidentiality of students, parents and other employees at all times.

You are not to discuss a child with, or in the presence of, others except employees who are officially concerned with the child.

Pay rates should never be discussed among staff or parents.

Employees are representatives of Newnan Presbyterian Preschool and Kindergarten and should always act appropriately at work and in public settings.

Violation of confidentiality or unprofessional conduct is grounds for dismissal.

- If a violation occurs that does not result in dismissal, the employee will be verbally warned.
- A written statement will be signed by the employee and supervisor.
- Copies of the warning will be given to the employee and placed in the employee file.
- On the third offense, all discipline statements will go the Advisory Board for review.

## **COMMUNICATION**

### **With the Director**

The Director has an open door policy. Please feel free to discuss any ideas and issues with the Director. All conversations will be held in the strictest of confidence.

Mailboxes will be used whenever possible. All employees should feel free to use these mailboxes to communicate with each other. Teachers and aides should check the box several times a day.

School wide announcements will be posted on the mailboxes for two (2) days and then moved to the bulletin board.

### **With Parents**

Communication regarding a child's behavior or academic issues should be done by lead teachers only. A positive attitude should be used at all times.

## **PRESCHOOL NEW HIRE PROCESS**

When the Preschool Director determines that a position needs to be created or filled, it is the director's responsibility to advertise the opening in a manner deemed appropriate, contact prospective applicants, and set up interviews.

The Director will conduct the interviews and may ask a Board member or staff member to assist. At the Director's discretion, the applicant will be notified of provisional employment. The Director will present all provisional hires to the Preschool Board for their review and approval. The Session of the church will have final approval of the Board's recommendation.

Once a candidate has been approved, an Offer Letter will be prepared by the Director and given to the employee for approval and signature. The Offer Letter will include a statement of position, the salary or hourly wage, the name of immediate supervisor, the expected date of employment and a copy of the job description. A copy of the Offer Letter will be given to the employee and the church and the original will be kept in the Preschool personnel file.

### **TERMINATION**

A voluntary termination is a termination that is initiated by the employee. NPPK would like you to give at least two (2) weeks written notice before you leave your job. If you do not call in or report to work for two (2) consecutive workdays, you may be considered to have voluntarily quit.

An involuntary termination is a termination that is initiated by NPPK for reasons other than changing business conditions.

A layoff is a termination of employment that results from changing business conditions which necessitate a reduction in staff. Whenever NPPK determine, in its sole discretion, a layoff should occur, the following factors will be among those considered: versatility, qualification, skill, ability, performance, efficiency, loyalty, attitude and dependability.

Because of reorganization, retrenchment of programs or other circumstances arising out of no fault of the employee, involuntary separation is at the discretion of the Session upon recommendation of the NPPK Advisory Board and the NPC's Finance and Personnel Ministry. All terminations shall be ratified by the Session.

### **PERFORMANCE EVALUATIONS**

The purpose of the performance evaluation is to let you know how well you are doing. A written performance evaluation will be given annually and may include commendation for good work, as well as specific recommendations for improvement.

You will have the opportunity to discuss your performance evaluation with your supervisor. This is a good time to ask questions and clarify important points. Performance evaluations help NPPK make important decisions about job placement, training and development, and pay increases. A satisfactory performance evaluation does not guarantee a wage increase nor does it alter, modify, or amend the at will employment relationship between you and NPPK.

**FOR CONTACT INFORMATION PLEASE SEE THE FOLLOWING WEBSITES:**

**Church:** <http://www.newnanpres.org/>

**Pre-School:** [http://www.newnanpres.org/about\\_nppk](http://www.newnanpres.org/about_nppk)

## APPENDIX “A”

# NEWNAN PRESBYTERIAN CHURCH & NEWNAN PRESBYTERIAN PRESCHOOL POLICY TO PREVENT ABUSE OF CHILDREN

## NEWNAN PRESBYTERIAN CHURCH MISSION STATEMENT

“Newnan Presbyterian Church is a community of believers committed to being open and caring as we worship in our historic location. Mission Statement: To glorify God as we seek inspiration through worship, study and fellowship and to extend Christ’s love in our community and beyond.”

The following applies to all employees and volunteers working with minors of Newnan Presbyterian Church (NPC) and Newnan Presbyterian Preschool. For the purposes of this policy, a minor is defined as any youth under the age of 18.

## I. SCREENING OF EMPLOYEES AND VOLUNTEERS

### A. Employees/Applicants

1. Must complete application/screening form. (includes history of work with children/youth)
2. Criminal background check must be authorized by applicant and completed.
3. Personnel Ministry or designated Search Committee (approved by Session) or Preschool Director (for Preschool employees) will check references & document responses. If any concerns are raised when reviewing the application or the criminal background check, the Personnel ministry or designated Search Committee or Preschool Director will meet with, at a minimum, the Personnel Ministry Chair, the Associate Pastor or the Senior Pastor, and the chair of the Education Ministry to determine appropriate action to be taken.
4. Personnel Ministry or designated Search Committee or Preschool Director will conduct personal interview with applicant.
5. Personnel Ministry or designated Search Committee will recommend a candidate to the Session which will vote on whether to hire the candidate. The Preschool Director has the authority to hire Preschool employees, with oversight by the Preschool Advisory Board.
6. All criminal background check information is considered to be confidential and will be maintained by the church in a secure location such as a locked file cabinet in the Church secretary’s office. Access to such information is restricted to Pastor(s), Chair of Education, Chair of Finance and Personnel, Director of the Pre-School, Youth Director and Clerk of the Session. This list may be expanded by the Session of Church as it deems necessary.
7. Must complete a required training class on the prevention of child/youth abuse as offered by NPC.

### B. Volunteers

The Associate Pastor and chairs of all ministries of the Church (e.g., the Christian Education Ministry, the Youth Ministry, the Worship Ministry, etc.) and the Preschool Director are responsible for screening, training, and record keeping for all volunteers utilized within their respective areas.

### 1. Certified Volunteers

- a. Must have been affiliated with the Church or Preschool for at least 3 months.
- b. Must complete an application/screening form (includes history of work with children/youth)
- c. Must complete an interview with the appropriate staff member and ministry chair (e.g., Children's Sunday School Superintendent, Director of the Preschool, Youth Director, Associate or Senior Pastor)
- d. Criminal background check must be authorized by volunteer and completed.
  - i. If any concerns are raised when reviewing the application or the criminal background check, the Personnel Ministry or designated Search Committee or Preschool Director will meet with at a minimum the Personnel Ministry Chair, the Associate/Senior Pastor, and the chair of the Christian Education Ministry to determine appropriate action to be taken.
  - ii. Some convictions on a criminal background check may bar the applicant from serving as a volunteer.
  - iii. All criminal background check information is considered to be confidential and will be maintained by the church in a secure location such as a locked file cabinet in the Church secretary's office. Access to such information is restricted to Pastor(s), Chair of Education, Chair of Finance and Personnel, Director of the Preschool, Youth Director and Clerk of the Session. This list may be expanded by the Session of Church as it deems necessary.
  - iv. Must complete a required training session on child abuse

### 2. Assistant Volunteers

Assistant Volunteers are defined as adults who have requested to volunteer who may not have been affiliated with the Church or Preschool for three months, and have not had the opportunity to go through a training session.

Assistant Volunteers must:

- a. be paired with a certified volunteer,
- b. complete all of the requirements in section I: B1, a-d of this policy, and
- c. move to the status of "Certified Volunteer" within six months.

3. It is the expectation of the Church that all volunteers who work with minors of NPC be certified.

## II. **TRAINING OF EMPLOYEES/VOLUNTEERS**

### **A. Training Requirements**

Each employee/volunteer must attend a training session on child abuse.

Training will be offered as needed but no less than once every six months.

### **B. Minimum topic to be covered in training**

At a minimum, the following will be covered in the training session:

1. The definition of child abuse
2. Sexual and physical abuse symptoms

3. What constitutes appropriate and inappropriate contact

**Appropriate**

- Listen carefully to children and show interest in what they have to say.
- Pray that our children may grow in faith in God and in respect for each other and creation.
- Be fair and consistent.
- Have a sense of humor, be flexible and giving, enjoy the children, and smile often.
- Focus on positive behaviors and praise him/her for that behavior.
- Set clear limits that can be managed by adults and understood by children.
- Use appropriate, positive steps when discipline is needed and focus on the behavior, not the child.

**Inappropriate:** (defined by the Laws of the State of Georgia)

- Corporal Punishment, which is use of physical force to discipline a child.
- Physical abuse, which is any physical injury inflicted by an adult on a child by other than accidental means.
- Sexual abuse, which is a person's employing, using, persuading, inducing, enticing, or coercing any minor to engage in any sexual act as defined by the Law of the State of Georgia.
- Sexual exploitation, which is conduct by a child's parent or caretaker that allows, permits, encourages or requires that child to engage in prostitution, or child pornography.

4. Church policies that govern working with minors
5. Civil and criminal consequences of sexual misconduct
6. Reporting procedures for observed or suspected misconduct
7. Rationale behind screening procedures

### III. STANDARDS OF CONDUCT

#### A. SUPERVISION

1. It is the expectation of the Church that two certified adults be present when caring for minor children under the auspices of Newnan Presbyterian Church. When it is not possible to have two certified adults present, the person responsible for the activity (e.g. Sunday School Superintendent, VBS director, Wednesday night coordinator, Music Director, etc.) will provide supervision by checking on the group periodically and be available if needed.
2. When occasions arise making it necessary for one adult to meet alone with a minor, written consent of parents is required.
3. When occasions arise making it necessary for an adult to drive minor's off-site, written consent of parents is required.
4. Off-site youth events require the completion of a parents/guardians permission form and a medical treatment form. Copies of these forms are available in the Church Office. Off-site youth trips will adhere to the following adult to student ratios:

| <b>Child's age</b> | <b>Amount of adults</b> | <b>Amount of children</b> |
|--------------------|-------------------------|---------------------------|
| 0-2                | 1                       | 3                         |
| 2-3                | 1                       | 4                         |
| 4-8                | 1                       | 6                         |
| 9-13               | 1                       | 8                         |
| 14-18              | 1                       | 8                         |

However, a minimum of two adults must be present with minors for all off-site events unless the Session specifically approves and exception.

#### **B. REST ROOM SUPERVISION**

The exact nature of the supervision will depend on the age of the children. Following are some general guidelines:

1. Adult leaders will make sure suspicious or unknown individuals are not occupying the restroom before allowing children to use the facilities.
2. Adult leaders will always use proper supervision when children are using public bathrooms to ensure their safety.
3. Adult leaders will call on other leaders to assist with restroom supervision in order to maintain the two-adult expectation.
4. If adult leaders are assisting younger children, doors to the facility must remain open.
5. Adult leaders will stand in the doorway while children are using the restroom in visual sight of another adult. The policy allows protection and privacy for the children and protection for the adult leaders.

#### **C. MINIMUM FIVE YEAR OLDER**

Adult leaders should be at least five years older than the young people with whom they are working. It is extremely difficult for a person who is too close in age to have the credibility needed to be the leader of a group of young people. The leader is apt to be viewed as a peer rather than as a leader.

#### **D. WORKERS LESS THAN 18 YEARS OF AGE**

While in some situations they may provide excellent help, people under the age of eighteen cannot be expected to have developed the judgment and maturity required to be fully responsible for supervising younger children. Providing that the rule concerning the “Minimum five years older” and that the proper ration of adults to children/youth is adhered to, youth are welcome to assist as long as the adults supervising the activity are certified.

#### **E. PROHIBITED CONDUCT**

Employees and volunteers will not:

1. Verbally, emotionally, physically, sexually or spiritually abuse children

2. Discipline children by use or threat of physical punishment or by failing to provide the necessities of care
3. Use, possess or be under the influence of alcohol or illegal drugs or be impaired by legally prescribed drugs during church sponsored programs
4. Smoke or use tobacco products during church programs
5. Use profanity, inappropriate language or jokes or any kind in the presence of children
6. Possess obscene or pornographic materials
7. Carry any type of weapon on church property or during church activities
8. Share inappropriate details of their personal lives or ask children to share inappropriate details through any form of communication: written, verbal or electronic
9. Date program participants under the age of 18
10. Give gifts to individual children or youth without knowledge and permission of parents and the appropriate ministry (e.g., Christian Education/Session) Because gift giving can be a form of “buying” silence or loyalty, gift giving must be done on a group basis and for specific occasions only (e.g. third grade Bibles, confirmation materials, etc.).

#### **IV. REPORTING/RESPONDING TO ALLEGATIONS OF ABUSE**

##### **A. REPORTING REQUIREMENTS**

###### 1. Mandated Reporters

The Law of the State of Georgia requires that certain categories of persons (e.g. Medical Personnel, Teachers, Volunteers, Clergy, etc.) who have reasonable cause to believe that a child has been abused shall report or cause reports of that abuse to be made as provided by law. Newnan Presbyterian Church directs all mandated reporters to comply with the requirements of the law.

**Georgia law mandates that reporters must report within 24 hours of learning of suspected abuse/neglect.**

###### 2. Non-mandated Reporters

Newnan Presbyterian Church directs all of its personnel, paid or volunteers, to report their knowledge or belief of the abuse of minors when that knowledge is obtained while engaging in the ministries of Newnan Presbyterian Church. Under State of Georgia law, any person who knowingly and willfully fails to report child abuse is guilty of a misdemeanor.

###### 3. Reporting Alleged Violations

All paid personnel and volunteers of Newnan Presbyterian Church are to report suspected inappropriate conduct and/or alleged violations of prohibited behaviors to the associate pastor (or senior pastor if the associate pastor is unavailable). Teachers or volunteers at the preschool shall report to the Director of the Preschool and to the associate pastor (or senior pastor if the associate pastor is unavailable).

Once a report is made to the associate pastor (or in the case of the preschool, the preschool director) an unmodified report must be made to Child Protective Services within 24 hours.

All such reports shall be in compliance with the law of the State of Georgia.

4. Confidentiality of Information

All such reports are to be considered confidential and will have limited dissemination (Pastors, chair of involved ministry, and Church attorney).

5. Reporting Alleged Violations to PGA (Presbytery of Greater Atlanta)

The senior pastor or his/her designate shall report all alleged violations to the Presbytery of Greater Atlanta when the alleged violator is a member of the clergy.

## **B. GENERAL GUIDELINES FOR INVESTIGATION OF ALLEGATIONS**

If a member of NPC staff or a volunteer at NPC is suspected of any act of child abuse, the following should be undertaken:

1. The Church does not investigate mandatory reporting. If the individual reporting child abuse to the Associate Pastor or to the Director of the Preschool **states that such abuse occurred then a report to Child Protective Services must be sent.** If there is suspicion of inappropriate conduct or violations of the standards then an investigation can be conducted.
2. The Associate Pastor is the designee of the Church for gathering information and conducting any investigation. If the Associate Pastor is unavailable then this responsibility will fall to the Senior Pastor.
3. The purpose of an investigation is to establish “reasonable cause” for suspected child abuse/neglect **or** to ascertain if a standard of conduct has been broken. If reasonable cause for child abuse is established a report must be forwarded to Child Protective Services. The investigation is not to find innocence or guilt but rather to gather facts and establish if reasonable cause exist. A mandated reporter by law must inform Child Protective Services within 24 hours of learning of suspected abuse/neglect. If a standard of conduct has been broken the Ministry Chair and Associate Pastor will with the Session determine any actions necessary.
  - a. Treat all complaints as serious.
  - b. Begin investigation of complaint immediately (Do not delay).
  - c. If it is necessary to interview the minor child his or her parents/guardian must be present.
  - d. Two designated, trained persons (one a pastor, the other a lay person) should do all of the necessary interviewing.
  - e. Inform the minor’s parents/guardian of the suspected abuse and actions being taken
  - f. Guard confidentiality of complaint and of investigation as much as possible. Emphasize the confidentiality of the investigation to each person who is interviewed,



\*If the victim is deemed old enough to participate by the parents, he or she may participate in this step.

#### **D. RESPONDING TO THE MEDIA**

The Associate Pastor will serve as the Church's sole access to the media. If the Associate Pastor is unavailable, then this responsibility will fall to the Senior Pastor.

*C:\Documents and Settings\HP\_Owner\My Documents\2007\Personnel 07\childprot.pol2.doc*

*2/23/04 Approved by NPC Session*

*1/22/06 Amended & approved by NPC Session (I.B.3.a.)*

*(Date) Amended and approved by NPC Session*

**NEWNAN PRESBYTERIAN CHURCH**  
**EMPLOYEE STATEMENT OF ACKNOWLEDGMENT**

This is to acknowledge that I have received a copy of the personnel policies and procedures handbook for Newnan Presbyterian Church (NPC) **Section I and Section II**. I understand that it provides guidelines and summary information about NPC's personnel policies, procedures, benefits and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with and comply with the standards that have been established. I further understand that NPC reserves the right to modify, supplement, rescind or revise any provision, benefit or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that both NPC and I have the right to terminate the employment relationship at any time, with or without cause or advance notice, and that this employment at will relationship will remain in effect throughout my employment with NPC unless it is specifically modified by an express written agreement signed by me and the appropriate representative of the NPC.

I further acknowledge that this employment at will relationship may not be modified by any oral or implied agreement.

---

**Employee's Name** *(Please Print)*

---

**Employee's Signature**

---

**Date**

**NEWNAN PRESBYTERIAN PRESCHOOL AND KINDERGARTEN**  
**EMPLOYEE STATEMENT OF ACKNOWLEDGMENT**

This is to acknowledge that I have received a copy of the personnel policies and procedures handbook for Newnan Presbyterian Preschool and Kindergarten (NPPK) **Section I and Section III**. I understand that it provides guidelines and summary information about NPPK's personnel policies, procedures, benefits and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with and comply with the standards that have been established. I further understand that NPPK reserves the right to modify, supplement, rescind or revise any provision, benefit or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that both NPPK and I have the right to terminate the employment relationship at any time, with or without cause or advance notice, and that this employment at will relationship will remain in effect throughout my employment with NPPK unless it is specifically modified by an express written agreement signed by me and the appropriate representative of the NPPK.

I further acknowledge that this employment at will relationship may not be modified by any oral or implied agreement.

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**Employee's Name** *(Please Print)*

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**Employee's Signature**

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**Date**