

**TITLE: OFFICE POLICIES****PERSONAL ETHICAL RESPONSIBILITIES**

Peace employees have an individual responsibility to deal ethically with customers, suppliers, fellow employees, congregation and the general public. They are expected to do more than merely avoid unethical conduct affecting these groups. They must also take the initiative and assume affirmative ethical responsibilities for quality, confidentiality, honesty and fairness.

**OFFICE HOURS – LUNCHES**

The normal office hours for hourly staff are Monday through Friday from 8:30 a.m. to 4:30 p.m. with an hour lunch from 11:30 to 12:30 p.m. Adjustments or deviations from this schedule (production requirements, personal reasons, etc.) are approved by your supervisor (Pastor) or the Board of Elders.

Working hours for full time salary staff may vary and is set / approved by your supervisor (Pastor) and / or the applicable board (Elders, Education, etc.).

**PUNCTUALITY - ATTENDANCE**

It is the responsibility of each Associate to be present at the start of their established shift (see office hours). Individual punctuality not only helps to maintain smooth operations, but also contributes to individual progress and advancement.

Regular attendance is expected. Your being on the job is important. Absence is costly to you, reduces total efficiency and places an additional burden on those who work with you. It is usually necessary to change work assignments or secure additional help to cover for the absence.

**PAY PROCEDURES**

Church staff members are paid by check every two weeks based off of a time sheet turned in to the church treasurer.

**HOLIDAYS**

The church office is closed on the following holidays: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas.

**DRUG FREE WORKPLACE**

The use, possession, attempted sale or sale of illegal drugs, alcohol, or prescription medication without a prescription on church property is prohibited. Working under the influence of drugs or alcohol will not be tolerated.

**SMOKE FREE WORKPLACE**

Peace supports the concept of a smoke free workplace. Smoking is prohibited inside the church building.

**PETS**

No pets or animals should be brought inside the church building.

**FIRE - TORNADO PLANS**

Fire evacuation and tornado plans are published periodically. Consult your supervisor or the Trustees regarding questions and or concerns.

**PROBLEM – COMPLAINT PROCEDURE**

We recognize that occasionally you may have difficulties and misunderstandings arising out of your job. You are urged to discuss these problems or complaints with your supervisor or the applicable board. No detrimental action will be taken against any employee for airing legitimate complaints. Resolving problems requires the mutual respect and cooperation of each of the parties involved.

**DRESS CODE – HYGIENE**

Proper attire and hygiene require good judgment based upon the fact that you are representing the church and working with other Associates, the congregation and public at large.

**TELEPHONE**

Associates are allowed to make personal calls, which cannot be made outside your normal working hours. Remember though that time spent on personal business is taking away from your productive time and you should be careful not to abuse the privilege.

**COMPUTER USE**

Church owned computers, network, and related resources constitute church property and therefore should be used only for church business. E-mail, Internet use and other computer communications should relate to church rather than personal matters (usage and site history may be monitored). Chat rooms and message sites should be avoided as to reduce exposure to external threats. All software should be business related and/or for church use – downloads/uploads of software require prior approval from Board of Elders.

SIGNATURE

PRINT

TITLE

DATE

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