



THOMPSON MEMORIAL

PRESBYTERIAN CHURCH

PERSONNEL POLICY

ADOPTED BY SESSION

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TMPC PERSONNEL POLICY

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**THOMPSON MEMORIAL PRESBYTERIAN CHURCH
PERSONNEL POLICY**

I. INTRODUCTION

A. GENERAL

1. The basic content of this personnel policy is applicable to all employees of Thompson Memorial Presbyterian Church ("TMPC" or "Church") unless otherwise noted. Where additional or different policy applies to Ordained Staff at TMPC, ADDENDUM content is included in the applicable sections of this policy document.
2. Employment at Thompson Memorial Presbyterian Church is "at will," meaning that either the employee or the Church may terminate the employment relationship for any reason at any time. This Personnel Policy is not a contract of employment. TMPC disclaims implied contractual obligation for continuing employment. Employees must acknowledge receipt of this policy annually.

B. EMPLOYEE DUTIES

All employees are responsible for carrying out the assigned work as outlined in the job description for their position. Additionally, the following principle apply:

All employees should show Christian courtesy to the members of the Church and to the public in all circumstances, as much of the reputation of TMPC is reflected by those employed by it. Employees should be diligent in protecting our congregant's private information.

C. EMPLOYEE RIGHTS

1. EQUAL EMPLOYMENT OPPORTUNITY

Consistent with the policies of the Presbyterian Church (U.S.A.), Thompson Memorial Presbyterian Church will comply with federal, state, and local laws regarding employment and employment standards. The Church will recruit, hire, call, train, and promote all persons in all job classifications without regard to race, color, national origin, sex, age, religious affiliation (except when after careful study religious affiliation is determined to be a bona fide occupational qualification), disability or veteran status.

2. EXEMPT AND NON-EXEMPT EMPLOYMENT CATEGORIES

The Fair Labor Standards Act, passed on June 25, 1938, established the minimum wage and maximum hours and defined the kinds of work "exempt" from the minimum wage and maximum hours requirements. "Non-exempt"

under the act refers to a job for which the employer must pay at least the minimum wage for the position and overtime wages for hours worked in excess of 40 hours per week.

An "exempt" employee is not paid any overtime for hours worked in excess of the weekly hours for which the person is employed.

II. PERSONNEL ADMINISTRATION AND BENEFITS

A. GENERAL

This section defines established personnel administration and benefit policies. Exceptions to these policies may be granted for special circumstances with approval of the Head of Staff and the Personnel Committee.

ADDENDUM FOR ORDAINED STAFF:

The responsibilities, authority, and scope of activities for the Pastor and Associate Pastor(s) are defined in the Book of Order for the Presbyterian Church, (U.S.A.). Specific provisions relating to personnel policy, including reporting relationships and procedures for establishing and dissolving a pastoral relationship with TMPC, are covered in Section G-2.05, "Ministers of the Word and Sacrament"; Section G-2.08, "Call and Installation"; and Section G-2.09, "Dissolution of Pastoral Relationships." No provision of this personnel policy is intended to contradict or replace an applicable provision of the Book of Order, and the Book of Order will be followed where a difference has been inadvertently included.

B. PERSONNEL ADMINISTRATION

1. PERSONNEL COMMITTEE RESPONSIBILITIES

The Personnel Committee, acting with authority delegated to it by the Session, is responsible for serving the needs of both the congregation and the staff in all matters relating to personnel.

2. SUPERVISION OF STAFF

Based on authority derived from the Congregation, the Pastor or Interim Pastor is Head of Staff and holds the primary responsibility and authority for the supervision of staff personnel. The Head of Staff can delegate direct supervision of some personnel to other members of staff.

3. JOB POSITIONS AND CATEGORIES

FULL-TIME EMPLOYEES are regular employees who are employed to work at least 35 hours a week.

PART-TIME EMPLOYEES are regular employees who are employed to work less than the 35-hour week.

Part-time employees who work 15 hours per week or less and employees who are paid a flat fee on a per-appearance basis are not eligible for review, paid vacation, other paid time off, cost of living adjustments, and compensatory time off.

TEMPORARY EMPLOYEES are those who are employed for a short period, usually less than three months.

Written job descriptions will be maintained by the Personnel Committee for each FULL TIME and PART TIME job position in a secure cloud-based file system such as Google Drive.

Each staff member will be provided with a copy of his/her job description at the time of initial employment. The Personnel Committee will review all job descriptions periodically, to ensure that the descriptions are maintained on an up-to-date basis.

4. HOURS OF WORK AND COMPENSATORY TIME OFF

Since many and varied skills and talents are required by the Church, and many of our activities occur during evenings and weekends, no standardization of working hours is possible nor will be attempted for all employees. The Head of Staff or his or her designee will establish work schedules with individual employees consistent with the following considerations:

- a. The Church Office hours are 9:00 AM to 3:00 PM, Monday through Friday, except for specified holidays.
- b. FULL-TIME EMPLOYEES are salaried and work at least thirty-five (35) hours per week. Days of week for work and for time off must be flexible to meet the needs of the Church. For EXEMPT employees, time off to compensate for overtime is not customary, but may be granted subject to the prior approval of the Head of Staff or his or her designee.
- c. PART-TIME EMPLOYEES' working hours shall be negotiated at time of employment and from time to time thereafter in keeping with Church needs.
- d. In all cases, overtime, which would qualify for overtime pay should be pre-approved by the Head of Staff or his or her designee.
- e. Employees may be asked to change normally scheduled hours but shall not be required to do so without prior notice, except due to emergency or unusual circumstances.

- f. When staff members must be absent from a program event in their responsibility area (including rehearsals), that staff member is responsible for arranging a suitable substitute and advising the employee's supervisor.

5. SALARY POLICY AND ADJUSTMENTS

The Session is responsible for setting all salaries, based on recommendations from the Compensation Committee. The Compensation Committee will review all staff compensation annually, prior to the Session's adoption of the next year's budget. Salary levels shall be maintained so that they compare favorably with that for similar work in the community, are consistent internally and with the Church's anticipated financial resources.

Gratuities or special payments may be received by any employee for work done other than during normal working hours. Fees for weddings and other special events will be approved in advance by the Head of Staff.

ADDENDUM FOR ORDAINED STAFF:

Compensation and terms of employment for ordained staff members is the responsibility of the Congregation with the approval of the Presbytery. Therefore, the compensation recommendations of the Compensation Committee and Session are subject to approval at Congregational meetings and subsequent approval by the Presbytery of Philadelphia. With regard to the Interim Pastors, the compensation recommendations of the Compensation Committee are subject to Session's approval and subsequent approval by the Presbytery.

6. TRAVEL EXPENSE REIMBURSEMENT POLICY

Travel

Any employee traveling on TMPC's business must have a valid driver's license and personal automobile insurance. Copies of both documents have to be provided by any employee driving on TMPC's business and to be updated, when documents expire, or changes occur. Driving to and from work is not reimbursed.

Auto Inspection

Any employee travelling on TMPC's business using their personal vehicles has to comply with the State's annual auto inspections and safety requirements.

Authorization

Any employee travel on TMPC's business and reimbursement for travel expenses while using their personal vehicle should be pre-approved in writing by TMPC Head of Staff (Section A of this policy)

Original Receipts

All employee expenses must be evidenced by ORIGINAL RECEIPTS and be attached to Section C of this Policy.

Submittal Deadline

Employees are responsible for submitting their completed and approved Travel Request and Expense Reimbursement Form within thirty (30) days of the completion of the trip. Forms are to be submitted to TMPC Head of Staff.

Personal Automobiles

Reimbursement for the use of employee-owned automobiles by employees traveling on TMPC business is calculated per mile driven based on IRS Guidelines, plus tolls and parking charges (Section B of this Policy)

7. PERFORMANCE REVIEWS

The Head-of Staff and Personnel Committee Designee shall meet with each staff member annually to formally discuss job performance and progress. At the meeting the Head-of-Staff and the Personnel Committee Designee will present a Performance Evaluation document to the staff member. On occasion, the Head-of-Staff and the Personnel Committee Designee may ask the Associate Pastor or appropriate Session Committee Chair to participate in a portion of the meeting. Only the Head-of-Staff, the Personnel Committee Designee and the staff member being reviewed will be present when the performance evaluation document is presented to the staff member.

Review meetings will be arranged by the Head-of-Staff and the Personnel Committee Designee annually to discuss job description responsibilities, other matters affecting working conditions, and performance results. This meeting is designed to be an important time for each staff member and their supervisor to strengthen their working relationship and set future position objectives for the betterment of the church.

A document, which summarizes the review meeting, will be prepared by the Head-of-Staff and the Personnel Committee Designee, and reviewed by the staff member, that outlines any additional objectives or performance improvement plans. It will be attached to the Performance Evaluation document and made part of the staff member's personnel file.

8. SOCIAL SECURITY AND MEDICARE

As required by law, TMPC will make all appropriate deductions from staff compensation.

ADDENDUM FOR ORDAINED STAFF:

Social Security and Medicare taxes are paid in total by the employee in accordance with the "self-employed" category of Federal Government laws and regulations.

9. HIRING AND INTRODUCTORY PERIOD FOR NEW EMPLOYEES

Candidates for positions will be considered on the basis of abilities and experience consistent with the equal employment policy of TMPC. Those who are being considered for employment will be required to complete the TMPC Employment Application and Background Check Authorization (Appendix C), and will be interviewed personally by at least two of the following: the supervisor, the Head of Staff, the Associate Pastor(s), the Personnel Committee, or specially appointed committee. After the interview has been completed, references of all applicants, to be considered, will be checked. Child Abuse/Neglect Screening and Criminal Record Check screenings will be performed by the appropriate agencies. Upon receiving the results from the various personnel checks, the Personnel Committee will make a hiring decision. If an offer is made before receipt of background checks results, the offer is conditioned on receipt of clear background checks. Session must approve the terms of employment.

After the Personnel Committee has approved the candidate, the individual will be offered the position by the Head of Staff. Upon acceptance, letters will be sent to all applicants not selected. The new employee will be expected to complete the following forms on their first day of work:

- I-9, Immigration form¹
- W-4, Tax form
- Direct Deposit
- Acknowledgement of receipt of the personnel manual.
- Background Check Authorization

Excluding Ordained Staff, newly hired and rehired employees are considered to be on probation for a period of six months. This period provides time for employees to decide if the job suits them and for the Church to decide on the initial suitability of employees. Neither pay in lieu of notice nor severance pay will be given an employee whose employment is terminated during the probationary period. Prior to the end of the probationary period, a complete Performance Evaluation will be completed to help determine ongoing employment and provide formal feedback to the employee.

1. BACKGROUND CHECK POLICY AND PROCEDURE

All applicants who are offered employment with Thompson Memorial Presbyterian Church (“TMPC”) will be subjected to a check of their background either by TMPC or a third-party vendor. TMPC will review the relevant background information to select and retain the most qualified employees with the end goal of maintaining a safe and productive work environment. The TMPC will conduct all third-party background checks in accordance with the

¹ The U.S. Citizenship and Immigration Services (“USCIS”) Form I-9 is submitted in compliance with federal law as proof of eligibility to work in the United States.

Fair Credit Reporting Act (FCRA), other applicable federal and state laws, and TMPC procedures.

Obtaining Background Reports

Prior to the background check being conducted, the applicant will be required to complete disclosure and authorization forms authorizing the TMPC to conduct specific background checks. This authorization will be made in either electronic or written form and will remain valid throughout the employee's employment with the TMPC, if hired as allowed by applicable law. Background checks will be kept confidential and will only be shared with individuals who have a business need to review the information to make employment decisions. Background check information will be maintained in a file separate from employees' personnel files for a minimum of five years.

All offers of employment at TMPC are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates and on all employees who are promoted, as deemed necessary.

Background checks may include:

- **Social Security Verification:** validates the applicant's Social Security number, date of birth and former addresses.
- **Prior Employment Verification:** confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on the past two employers or the previous five years, whichever comes first.
- **Personal and Professional References:** calls will be placed to individuals listed as references by the applicant.
- **Educational Verification:** confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
- **Criminal History:** includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
 - The nature of the crime and its relationship to the position.
 - The time since the conviction.
 - The number (if more than one) of convictions.
 - Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to TMPC's business, its employees, general public, vendors or groups using TMPC's premises.

The following additional background searches will be required if applicable to the position:

- **Motor Vehicle Records:** provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.
 - **Credit History:** confirms candidate's credit history. This search will be run for positions that involve management of TMPC's funds and/or handling of cash or credit cards.
- TMPC reserves the right to modify this policy at any time without notice.

11. TERMINATION OF EMPLOYMENT

Employees desiring to terminate their employment are asked to give a 30 day notice preferably in writing.

Ordained Staff's employment termination is outlined in the Book of Order (G-2.09).

An individual's employment with the Church may be terminated by the Head-of-Staff as recommended by the Personnel Committee for any reason determined by the Personnel Committee.

All employees, except those discharged for cause, will be given two weeks advance notice.

12. EMPLOYEE RECORDS

The Head of Staff will be responsible for maintaining a personnel file for each individual employee that will contain records pertinent to the individual's employment status and employment history. The Chair of the Personnel Committee is responsible for maintaining the personnel records for the Head of Staff.

All personnel records are considered highly confidential and are to be accessed only by the employee's supervisor, the Head of Staff, the Business Manager, and members of the Personnel Committee. Completed Performance Evaluation forms are especially sensitive, and these forms will be held in the Head of Staff's secure and confidential files for review upon request by members of the Personnel Committee. Also, an employee will be allowed to review his/her own personnel records upon request, at a pre-arranged time which is convenient for the employee and the Head of Staff or the Business Manager.

Employees are asked to supply any important personal information changes such as home address, telephone number, e-mail address.

13. GRIEVANCES

A grievance is a complaint, conflict, or dispute related to a TMPC employee. Other Grievances are covered under the procedural steps as stated in Section 14. The goal at TMPC is to be free from abuse. Specific procedures are outlined in Sections 12-14.

14. ABUSIVE OR HARASSING SITUATION

When an employee encounters what she/he considers an abusive or harassing situation, while working with the staff, the members of the church, and/or the public, she/he is encouraged to follow this procedure:

1. Exit the situation in the most practical, respectful, and timely way possible.
2. Report the incident to the supervisor, detailing the incident.
Note: If the concern is with the immediate supervisor then it should be taken to the Head of Staff and the Personnel Committee Chair.
3. The supervisor will respond immediately with one or more of the following actions:
 - a. Discussion in greater detail and decision upon what action should be taken by the supervisor or the employee.
 - b. Referral of the matter to the Pastor, as Head of Staff, for further deliberation and/or action.
 - c. Referral of the matter to the Personnel Committee Chair for intervention.
 - d. If the above steps yield no satisfactory response, then the employee may appeal directly to the Session.
4. If appeal to the Session fails to provide an acceptable remedy in situations involving the pastoral staff, the employee may file a written complaint with the moderator of the Presbytery of Philadelphia, 915 East Gowen Avenue, Philadelphia, 19150. The Presbytery becomes the mediator between the pastor, the session, and the employee and will work out a solution acceptable to all three parties involved.

15. SEXUAL MISCONDUCT OR ABUSE

Abuse (e.g. sexual harassment, child abuse, etc.) are forms of misconduct that Thompson Memorial Presbyterian Church strongly disapproves of and does not tolerate. The Church intends to provide an environment free from abuse. This type of behavior includes unsolicited and unwelcome sexual comments or overtures, whether by word or gesture, request for sexual favors, or other verbal, visual, or physical conduct of a sexual nature.

Every incident of misconduct is to be reported immediately to the staff person in charge. A discreet investigation of all complaints will be initiated immediately, consistent with TMPC's Sexual Misconduct and Abuse Prevention Policies and Procedures. Determining whether a particular action or incident is misconduct depends upon an examination of all facts and circumstances in the case. An employee who exhibits misconduct behavior will be subject to disciplinary action, possibly including termination.

All employees, on their first day of employment, will review TMPC's Misconduct Policies (APPENDIX E) and sign a written acknowledgment of receipt (Attachment E-1). This acknowledgment shall be kept in the employee's personnel file.

Any staff member who is convicted of violating any federal or state sexual offense statute or ordinance must notify Session in writing within three (3) days of such conviction².

16. SUBSTANCE ABUSE

See APPENDIX F

C. PERSONNEL BENEFITS

1. EMPLOYEE BENEFITS--GENERAL

a. BENEFITS FOR TEMPORARY EMPLOYEES

Temporary employees are not paid for holidays, sick leave, or other leaves, and do not earn vacation leave for their temporary employment.

They are not eligible for the pension plans or other health benefit entitlements. If a temporary employee joins the regular staff, his/her temporary employment is not considered as credited service in computing entitlements to vacation and other benefits.

b. BENEFITS FOR NEW EMPLOYEES DURING PROBATIONARY PERIOD

The employee is entitled to paid holidays per section II.C.3 of this policy and sick leave and Jury Duty leave per section II.C.4 of this policy.

2. VACATION (NON-ORDAINED STAFF)

TMPC grants annual vacation to its staff based upon years of service and employment classification. Vacation time is determined from the schedule below for each calendar year and is granted at the time of hiring based on earned vacation time for that year. During the first calendar year of employment, vacation is pro-rated. That is, if for example a staff member was hired on July 1, that year the staff member would be entitled to one half of the vacation schedule listed below. Vacation time not used during the calendar year cannot be carried over to the following year. TMPC does not compensate for untaken vacation.

Full time staff

Less than 10 years -- 3 weeks vacation

More than 10 years -- 4 weeks vacation

Part time staff

Less than 10 years -- 3 weeks vacation

More than 10 years -- 4 weeks vacation

² For the purpose of this notice requirement, a conviction includes a finding of guilt, a guilty plea, a no contest plea, probation, and or/an imposition of sentence by a judicial body.

A week of vacation translates to the equivalent days worked in a normal work week.

For example:

If you work 6 hours per Sunday every week, this translates to 18 hours, or three Sundays off.

If you work 20 hours per week, this translates to 60 hours or three weeks per year.

Scheduling Vacations

Non ordained Staff

Earned vacation allowance or entitlement for full-time employees may be divided (full day minimums) and taken at various times during the year.

Earned vacation allowance for part-time employees may be divided and taken at various times during the year in hourly time increments equal to the time the employee would have worked during the day(s) taken off.

All vacation is subject to prior approval by the Head of Staff. There may well be times that vacation CANNOT be approved due to interference with church operations or lack of coverage for a particular employee or for other reasons.

3. HOLIDAYS

The Church observes nine paid holidays. These normally will be New Year's Day, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day and the day after Christmas. If a holiday falls on a day that is not an employee's normally scheduled workday the employee will not receive holiday pay for that day.

4. LEAVE

a. GENERAL

Absence is defined within the context of individual job descriptions and work schedules.

Employees who are absent because of sickness or for some other reason should notify the Church office as soon as possible. If the absence continues longer than expected, this also should be reported as soon as possible to the Head of Staff.

b. SICK LEAVE

FULL TIME EMPLOYEES will accrue one half day of paid sick leave per month of employment, accumulating up to a maximum of twenty (20) days. Sick leave credit does not accrue any monetary value. Sick leave shall be used only for its intended purposes of illness, accident, or medical and dental appointments for the employee or for a member of the employee's immediate family.

Sick leave benefits are not applicable to PART TIME EMPLOYEES.

c. STUDY LEAVE FOR ORDAINED STAFF

The course of study leave must be approved by the Session. Regular salary is applicable during eligible study leave.

d. MATERNITY LEAVE

The extent to which an employee should be permitted to work during pregnancy is a matter between the employee and her midwife or physician.

Pregnant employees whose healthcare provider recommends work restrictions should present the health care provider's statement outlining the restrictions.

Pastors and full-time employees will be granted 12 weeks paid maternity leave. Employees returning to work after the period of absence will either be reinstated in their old job or offered a position comparable in pay and status. Pastors and full-time employees may lengthen the period of maternity leave at their discretion by using vacation days.

Employees are expected to inform their supervisor of their intentions, including any changes in their expected date of return to work.

PATERNITY LEAVE

TMPC will grant ordained and full-time employees four (4) weeks paid paternity leave. Pastors and full-time employees may lengthen the period of paternity leave at their discretion by using vacation days. Employees are expected to inform their supervisor of their intentions, including any changes in their expected date of return to work.

e. ORDAINED STAFF ONLY-FAMILY LEAVE & DISABILITY

According to Presbytery of Philadelphia Guidelines³, a pastor should notify the TMPC Session when he or she needs to take leave due to the needs of a family member. The reasons for the leave may include an extended hospitalization/rehabilitation of a family member, the need to place a family member in long term care, or to take care of family matters in the event of death. TMPC will grant family leave up to six (6) weeks.

Pastor who is, according to certification of a licensed physician, temporarily disabled should seek approval from the Session for continuation of salary and benefits for a period up to, but not exceeding, 90 days. After this 90-day period, the disability program (if approved) of

³ See Presbytery of Philadelphia Sick Leave and Family Leave Guidelines issued September, 2012

the Board of Pensions of the Presbyterian Church (U.S.A.) will assume coverage. For detailed information, a Pastor should consult with the Presbytery of Philadelphia through the committee assigned to pastoral leadership.

The following guidance will be followed for this section:

- a) Study leave shall not be used for family leave
- b) "Re-entry" may be scheduled on a full-time or a part-time basis as agreed upon by pastor or session, with medical approval.
- c) If a pastor initiates dissolution within one year following a family leave, any unused vacation time shall be credited against the family leave

f. SABATICAL

Ordained Staff may take a 13-week sabbatical after each seven years of employment with Session approval.

OTHER LEAVE

All employees will receive base salary during a period of Jury Duty.

Unemployment Insurance

Pursuant to Pennsylvania's statutory exemption for religious bodies, TMPC does **NOT** participate in the Pennsylvania Unemployment Insurance program.

All employees shall be covered by Workers' Compensation Insurance under applicable laws.

ADDENDUM FOR ORDAINED STAFF:

All Ordained staff are covered by the Presbyterian Pension Plan regardless of part time status.

Acknowledgement of Receiving the TMPC Personnel Policy

By signing this form, I acknowledge that I have received a copy of the TMPC Employee Personnel Policy. I understand that it contains important information about TMPC policies. I understand that I am expected to read the Personnel Policy and familiarize myself with its contents and that the policies in the Personnel Policy apply to me. I understand that nothing in the Personnel Policy constitutes a contract or promise of continued employment and that TMPC may change the policies in the Personnel Policy at any time with or without notice. I also understand that any changes to any terms and conditions of my employment must be made by Session in writing.

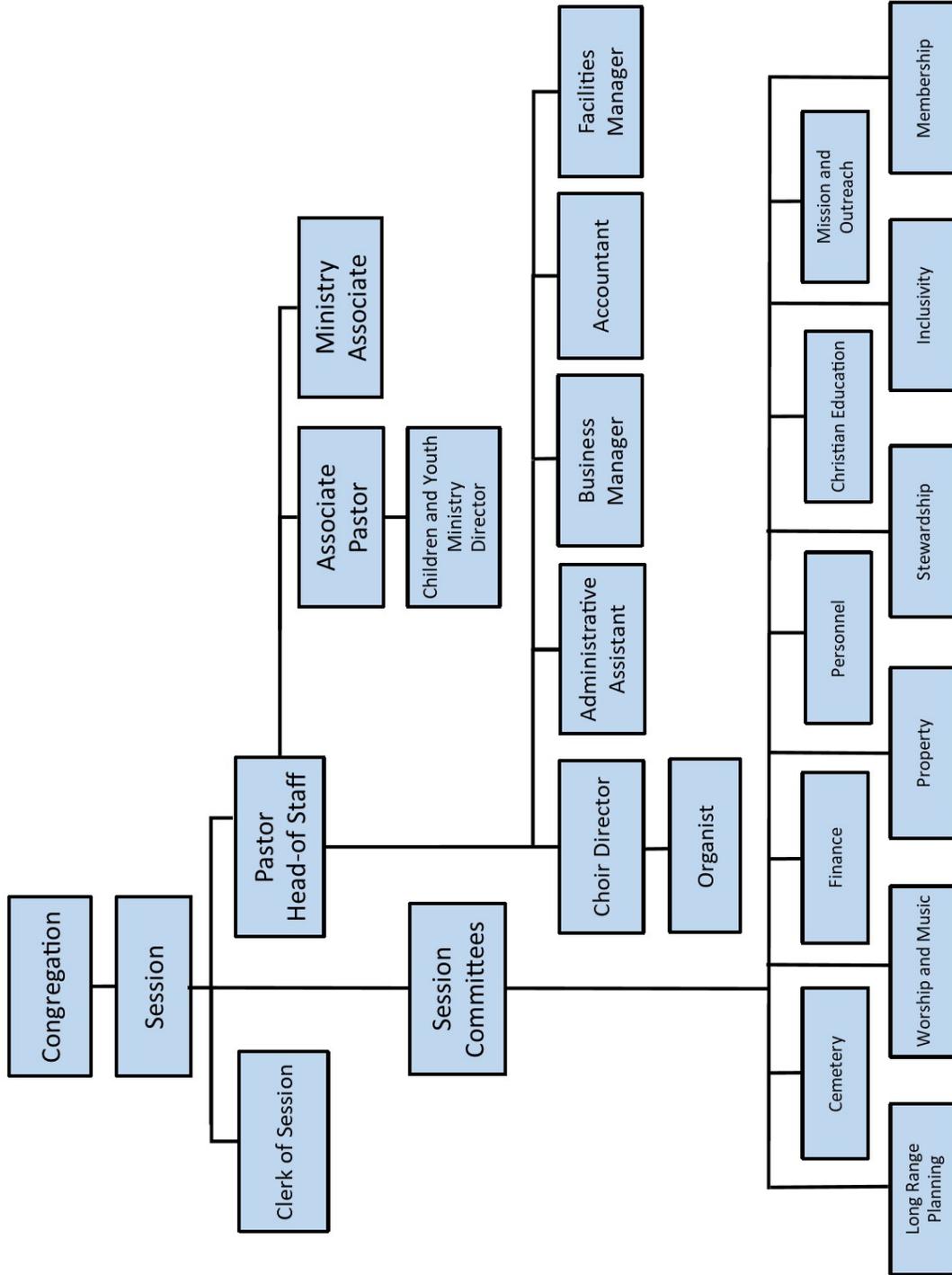
Employee's Signature

Date

Employee's Name (Please print)

APPENDIX A

Organization Chart



APPENDIX B

Staff Performance Evaluation Forms
can be found at

<https://tmpc.org/personnel>

APPENDIX C

Employment Application and Background Check Authorization

Thompson Memorial Presbyterian Church
EMPLOYMENT APPLICATION

APPLICANT INFORMATION

| | | | |
|--|---|---|------------------------------------|
| Name (Last) | (First) | (Middle) | Date |
| Address | | City | State ZIP Code |
| Telephone | Alternate Telephone | Best Contact Time | E-Mail Address |
| Driver's License No./Issuing State | | | |
| Position Apply For | Type of Work Desired <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Contract | | |
| When Are You Available to Begin Work? | | Will You Work Overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If hired, can you provide evidence that you are authorized and of legal age to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| In Case of Emergency Notify | | Telephone | Name of Nearest Relative Telephone |

EDUCATION

| TYPE | SCHOOL NAME/LOCATION | COURSE OF STUDY | NO. YEARS ATTENDED | DEGREE/DIPLOMA |
|--------------------|-------------------------|-----------------|-----------------------|----------------|
| HIGH SCHOOL | | | | |
| BUSINESS/TECHNICAL | | | | |
| COLLEGE | | | | |
| GRADUATE | | | | |
| OTHER | | | | |

| | |
|---|----------------|
| Professional Organizations: | |
| First-Aid Training? <input type="checkbox"/> Yes <input type="checkbox"/> No | Date Completed |
| CPR Training? <input type="checkbox"/> Yes <input type="checkbox"/> No | Date Completed |

EMPLOYERS

(List all jobs and contracts held by you during the past five continuous years)

CURRENT EMPLOYER

| | | | |
|--------------------|------------|-------|------------------------|
| Company Name | Telephone | | |
| Address | City | State | ZIP Code |
| Position Held | From | To | Starting/Ending Salary |
| Reason for Leaving | Supervisor | | |

PREVIOUS EMPLOYER

| | | | |
|--------------------|------------|-------|------------------------|
| Company Name | Telephone | | |
| Address | City | State | ZIP Code |
| Position Held | From | To | Starting/Ending Salary |
| Reason for Leaving | Supervisor | | |

PREVIOUS EMPLOYER

| | | | |
|--------------------|------------|-------|------------------------|
| Company Name | Telephone | | |
| Address | City | State | ZIP Code |
| Position Held | From | To | Starting/Ending Salary |
| Reason for Leaving | Supervisor | | |

PREVIOUS EMPLOYER

| | | | |
|--------------------|------|------------|------------------------|
| Company Name | | Telephone | |
| Address | City | State | ZIP Code |
| Position Held | From | To | Starting/Ending Salary |
| Reason for Leaving | | Supervisor | |

PREVIOUS EMPLOYER

| | | | |
|--------------------|------|------------|------------------------|
| Company Name | | Telephone | |
| Address | City | State | ZIP Code |
| Position Held | From | To | Starting/Ending Salary |
| Reason for Leaving | | Supervisor | |

MILITARY STATUS

| | | | |
|---|-----------------|-------------------|----------|
| Have You Served in the U.S. Armed Services? <input type="checkbox"/> Yes <input type="checkbox"/> No | Branch | Start Date | End Date |
| Rank/Rate at Discharge | Type of Service | Type of Discharge | |
| Special Training/Experience Received in the U.S. Armed Services | Draft Status | Reserve Status | |

CRIMINAL HISTORY

| |
|--|
| Have you ever been <i>convicted</i> of a criminal offense? Check One: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you currently have any criminal actions pending in which you are the Defendant? Check One: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you currently on probation or parole? Check One: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If you answered "Yes" to any of the above questions, please explain the nature of the offense and provide the date of the offense and the county and state in which it occurred. |

PERSONAL REFERENCES:

| | | | | |
|------|---------|-------|------------|--------------|
| Name | Address | Phone | Occupation | Relationship |
| Name | Address | Phone | Occupation | Relationship |
| Name | Address | Phone | Occupation | Relationship |

APPLICANT STATEMENT

(Read and Sign Below)

I certify that this employment application was completed by me and that all of the information on this application is true and correct to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts called for herein will result in my disqualification from further consideration or dismissal from employment if I am hired. I have reviewed the Authorization for Criminal Records Verification and Fingerprint Information and acknowledge that I understand the terms set forth therein. I understand that this employment application is not valid without my signature.

| | |
|------------|------|
| Print Name | |
| Signature | Date |

CONFIDENTIAL
BACKGROUND CHECK AUTHORIZATION

PRINT NAME

(FIRST) (MIDDLE) (LAST)

FORMER NAME(S) _____

CURRENT ADDRESS _____
(STREET) (CITY) (ZIP/STATE)

PREVIOUS ADDRESS (Mo/Yr) _____

SOCIAL SECURITY NUMBER _____ DATE OF BIRTH _____

TELEPHONE NUMBER _____ (CELL/HOME)

DRIVERS LICENSE NUMBER/STATE: _____

The information contained in this application is correct to the best of my knowledge.

I hereby authorize Thompson Memorial Presbyterian Church (“TMPC”) and its designated representatives to conduct a comprehensive review of my background causing a consumer and/or an investigative consumer report to be generated for employment purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; credit reports, current and previous residences; employment history, education background, character references, and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency to divulge any and all information, verbal or written, pertaining to me, to TMPC or its representatives. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources. TMPC and its designated representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicant’s personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

Signature: _____ Date: _____

ATTACHMENT D-1

C O N F I D E N T I A L

Employment Reference

Personnel committee members who check references will write an email to the committee. A copy of that email will be included in the individual's personnel file.

ATTACHMENT D-2

REQUEST FOR REIMBURSEMENT

In the table below, please itemize each expense (in U.S. dollars).

| DATE MM/DD/YY | NO. OF AUTO MILES | TOLLS | PARKING | DAILY TOTALS |
|------------------|----------------------|-------|---------|-----------------|
| | | | | |

Purpose and destination _____

Include original receipts when available.

I certify that this request for reimbursement is valid, complete, and complies with TMPC Travel policies and that I am not being reimbursed from any other source.

Employee Name _____

Signature _____

Date _____

I authorize payment to the above noted employee

TMPC Head of Staff Signature _____

Date _____

APPENDIX E

TMPC Sexual Misconduct Policy

TMPC EMPLOYEE SEXUAL MISCONDUCT POLICY AND PROCEDURES

At Thompson Memorial Presbyterian Church we believe that Scripture and our faith in Jesus Christ calls us to standards of responsible conduct in all of life, including sexual behavior. Sexual misconduct is a violation not only of the principles set forth in Scripture, but also of the ministerial employment and professional relationship, and as such is never permissible.

Charges of sexual misconduct must be dealt with swiftly, fairly, and with compassion for the accuser and the accused.

This policy applies to all pastors and employees.

Attendance at a training session will be required for all individuals covered by this policy and failure to attend such training will result in dissolution of the relationship. Acknowledgment of receipt of this policy is also required.

This policy is not meant to cover private social relationships.

Purposes of Policy

1. To prevent and eliminate sexual misconduct within TMPC.
2. To safeguard the Church's members and staff from abuse through any form of sexual misconduct.
3. To seek justice by assuring effectiveness of the Church's administrative, investigative, and judicial process in determining truth, protecting the innocent, and dealing appropriately with those who victimize others.
4. To promote proper healing of all persons and congregations where sexual misconduct has occurred.

Definition

Sexual abuse of another person is any offense involving sexual conduct in relation to:

1. Any person under the age of eighteen years or anyone over the age of eighteen years without mental capacity to consent, or
2. Any person when the conduct includes force, threat, coercion, intimidation, or misuse of office or position (D-10.0401a).

Sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or their continued status in the Church;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment based on the declared judgment of the affected individual.

Sexual misconduct is a comprehensive term used in this policy to include:

1. Child sexual abuse,
2. Sexual harassment,
3. Rape or sexual contact by force, threat, or intimidation,
4. Sexual conduct (such as offensive, obscene or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling) that is injurious to the physical or emotional health of another.

Prevention

1. TMPC's Ordained Staff and employees will adhere to this policy, including its standards, procedures, and practices. The policy shall be made available to all persons who accuse others of misconduct as well as those accused of misconduct.
2. All employees of Thompson Memorial Presbyterian Church are required to sign a written acknowledgment indicating that they have received a copy of this Sexual Misconduct Policy. (See Attachments G-1) Such acknowledgment will be kept in the person's personnel file.
3. It is the policy of Thompson Memorial Presbyterian Church that all employees other than ministers complete the Employment Application. (Appendix E)
4. The Personnel Committee is responsible for contacting references for prospective employees. (See Attachment D-1) Attending a training session is required for all individuals covered by this policy.

Receiving Initial Reports and Subsequent Reporting

REPORTING CHILD ABUSE

Pennsylvania's Child Protective Services Law (CPSL)⁴, requires ordained staff and anyone, paid or unpaid, who is responsible for a child in a regularly scheduled program, activity, or service, to report suspected child abuse. The incident must be reported immediately to the PA Department of Public Welfare-ChildLine at (800) 932-0313 or to Bucks County 24 Hour Child Abuse Reporting Hotline at (215) 348-3524.

Reports of alleged sexual misconduct (other than child sexual abuse) should be made to the Clerk of Session.

The Clerk of Session, upon receiving notification of an alleged offense, shall immediately establish a special Response Team consisting of a minimum of three members of the Session. Such committee will not have the responsibility of dealing directly with needs of the persons and groups affected by such allegations; rather it shall coordinate the Church's response to such allegations, including the following:

- consult with appropriate staff, officers and committees of the Church concerning appropriate ways to meet the needs that arise in the context of a sexual

⁴ Act 33 of 2014 amended Title 23 (Domestic Relations Code) known as the Child Protective Services Law, effective December 31, 2014. (23 Pa. C.S. §§ 6301- 6385)

misconduct case and who is responsible for each task.

- provide or arrange for training for persons serving the Church to provide the tasks listed below.

Note that Ministers are not included as members of the special Response Team convened by the Clerk of Session so that they are available to serve in the counseling roles outlined below.

Tasks to Be Addressed:

1. Required reporting to insurance carriers
2. Contact with the accuser and his or her family as part of the investigation as well as to provide pastoral care (i.e. counseling, advocacy)
3. Contact with the accused and his or her family as part of the investigation as well as to provide pastoral care (i.e. counseling, advocacy)
4. Contact with others affected.
5. Retention of legal counsel
6. Presentation to the Session of an assessment of the alleged incident together with recommended action for the Session's consideration
7. After approval by Session of the course of action, the Committee should oversee the implementation of the Session agreed upon action.
8. If an allegation of sexual misconduct is made against a minister, the Clerk of Session shall notify the Presbytery and the provisions of the Philadelphia Presbytery Policy of Sexual Misconduct shall apply. However, unless both parties are Pastors in which case the entire situation is a Presbytery matter, the Response Team shall communicate with the Presbytery to ensure that the matter is resolved to the satisfaction of the Session regarding the TMPC party allegedly involved in the incident with the applicable Pastor.

V. PROCEDURES FOR EDUCATING AND TRAINING

1. Provide information about this policy in regular annual training sessions for all persons covered by this policy.
2. Employees who have never attended training are required to attend training. Attendance at the training session is mandatory and the individual must sign an acknowledgement of receipt of the policy.
3. Provide information about this policy and procedures for identifying and reporting sexual misconduct to the congregation.
4. Reassure children, youth and parents that this behavior is not acceptable and that their safety is vital to our community.

5. Following guidelines for recruiting teachers (other than Nursery School teachers), youth advisors, music directors, and paid staff:
 - regular participation in training and orientation events
 - reference checks for all new paid staff must be completed before they begin working with children/youth
 - Background checks completed prior to teachers working with children

The person receiving the initial report of sexual misconduct from the accuser shall immediately inform one of the Pastors or the Personnel Committee Chairperson.

Reference:

Child Protective Services Law (23 Pa. C.S. §§ 6301- 6385) **ATTACHMENT E-1**

ATTACHMENT E-1

**ACKNOWLEDGMENT OF RECEIPT
of**

**SEXUAL MISCONDUCT POLICY AND SUBSTANCE
ABUSE POLICIES AND PROCEDURES**

I hereby acknowledge that I received a copy of the following documents from Thompson Memorial Presbyterian Church:

- (1) Sexual Misconduct Policy and Procedures
- (2) Excerpt from Thompson Memorial Presbyterian Church Personnel Policy titled "Sexual Misconduct and Abuse"
- (3) Substance Abuse Policy and Procedures

By my signature below, I confirm that I have read the aforementioned documents, that I understand the contents of the documents and this acknowledgment, and that I agree to conduct myself in a manner consistent with the policies and procedures contained in the documents.

I agree that a reproduced or facsimile copy of this acknowledgment has the same force and effect as the original.

Signature

Printed Name

Date

Received by

Date

ATTACHMENT E-2

ABUSE PREVENTION POLICY & PROCEDURES

I. Abuse Prevention Policy Statement & Purpose

We at Thompson Memorial Presbyterian Church believe that Scripture and faith in Jesus Christ call us to standards of responsible conduct in all of life. Abuse is a violation of principles set forth in Scripture and destroys trust and respect that is necessary in all working relationships. In certain circumstances it is illegal. In any case it is never permissible.

This Abuse Prevention Policy incorporates by reference The TMPC Sexual Misconduct Policy and Procedures for all TMPC Church employees.

Any report of alleged abuse will be promptly investigated and resolved following the procedures outlined below.

When carefully and effectively administered, this policy will reduce significantly the risk of abuse to everyone within the TMPC community and will better protect our employees, staff, and Church against possible allegations. We have developed guidelines and procedures which, when implemented, will provide a healthy and safe environment at TMPC Church programs and activities, where people of all ages and all abilities can come together for worship, study, fellowship, and service - all in Christ's name.

II. Abuse Prevention Policy Administration

A. Applicability

This Policy and these procedures will apply to Pastors and employees. All those to whom this policy applies are expected to read, understand, and abide by all criteria and standards specified by this policy, and to sign an Acknowledgment Form indicating the above.

B. Staff Background Check Process

The following is the process for obtaining, reviewing and filing a Background Screening on an employee:

1. All forms for employees shall be obtained by the Business Manager and submitted to the appropriate governmental agency office, along with the appropriate fee.
2. The responses to the forms submitted from the applicable government agencies are to be sent directly to the Head of Staff for review and disposition.
3. Once administered the forms are to be filed in the Head of Staff's locked file for employees to protect the confidentiality of all completed forms.

C. Incident Reporting and Resolution

1. Reporting

The initial disclosure of abuse/neglect, including failure to supervise, may be subtle. Any suggestion of abuse, sexual abuse, sexual harassment, or neglect should be investigated immediately. All allegations should be investigated in as confidential manner as possible.

A person need only to observe or to hear enough substance to suspect that there may be a problem. If you are the first person to hear an allegation, you should

promptly report verbally to the Pastors or Personnel Committee Chair.

2. If Staff of TMPC or anyone at TMPC believes that an older adult is being abused, neglected, exploited or abandoned, they may call Statewide Elder Abuse Hotline at **1-800-490-8505**

3. Resolution

A finding of a violation of the TMPC Abuse Prevention Policy, resulting from any investigation process, will result in one or more forms of corrective action.

Some examples of appropriate correction action include counseling, training, transfer, suspension with counseling, and/or removal from position.

Any form of retaliation against an individual for filing a bona fide complaint under this policy or for assisting in a complaint investigation is expressly prohibited. An individual violating this anti-retaliation provision will be subject to appropriate disciplinary action, up to and including removal from position.

III. Training

Training regarding this policy and these procedures is required for all TMPC employees. Training opportunities will be conducted periodically in this sensitive area.

IV. Definitions

For this policy, the following definitions will apply:

Abuse means any physical injury, sexual abuse, sexual harassment, or emotional abuse inflicted on a child, youth, or adult, other than by accidental means, by those responsible for that person's care, custody, and control.

Adult means a person at least eighteen years of age.

Child or Youth refers to any person, regardless of physical or mental condition, under eighteen years of age.

Church means Thompson Memorial Presbyterian Church.

Investigation means the collection of physical and verbal evidence to determine if an individual has been abused or neglected.

Neglect means failure to provide the proper or necessary environment and support necessary for a child's or youth's wellbeing by those responsible for the care, custody, and control of that individual.

Parent or Guardian means any parent, stepparent, foster parent, grandparent or appointed guardian who has the general responsibility for the health, education, or welfare of a child or youth.

Report is the communication of an allegation of abuse, harassment, or neglect to the Pastor(s) and/or Personnel Committee Chair.

Sexual abuse of another person is any offense involving sexual conduct in relation to:

1. Any person under the age of eighteen years or any one over the age of eighteen years without mental capacity to consent, or

2. Any person when the conduct includes force, threat, coercion, intimidation, or misuse of office or position.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's status or involvement in the life of the Church.
2. Submission to or rejection of such conduct by an individual is used as the basis for leadership decisions affecting such individual; or
3. Such conduct creates an intimidating, hostile, or offensive working environment.

ATTACHMENT E-3

ACKNOWLEDGMENT FORM

Read Carefully

I acknowledge that I have read the Thompson Memorial Presbyterian Church Abuse and Prevention Policy and Procedures and agree to abide by the standards set forth in the policy and to follow the procedures in reporting any observed abuse. I will cooperate to the best of my ability in the investigation of any alleged abuse.

The information contained in this application packet is correct to the best of my knowledge. I authorize any references from churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for leadership in the church. In consideration of the receipt and evaluation of this application by Thompson Memorial Presbyterian Church, I hereby release any church or individual within that church, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind of nature which may at any time result to me, my heirs, or family on account of compliance or any attempts to comply, with this authorization, excepting only the communication of knowingly false information.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement that I have read and understand. I understand that I may consult with an attorney before signing this document. A facsimile or photocopy of this authorization shall be as valid as the original.

I understand that it will be my responsibility to notify my staff supervisor of any changes in the foregoing information.

Signature

Date

ATTACHMENT E-4

Instructions on Requesting a Background Screening for an Employee

1. An employee should provide a copy of their Social Security Card
2. Any employees having direct contact with children, need the following clearances:
 - Report of criminal history from the Pennsylvania State Police (PSP)
 - Child Abuse History Clearance from the Department of Human Services (Child Abuse); and
 - Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI)

APPENDIX F

Substance Abuse Policy and Procedures

We at Thompson Memorial Presbyterian Church (TMPC) believe that Scripture and faith in Jesus Christ call us to standards of responsible conduct in all of life. Illegal use of drugs and excessive or inappropriate use of alcohol can destroy trust and respect that is necessary in all working relationships, both within and outside of the church environment.

This policy applies to all employees of TMPC. Because the church is committed to the health and safety of its employees and others who are on church premises, it is the policy of TMPC to promote a drug free workplace and to preclude church employees from reporting to work under the influence of or impaired by alcohol. This drug and alcohol substance abuse policy was developed to promote both policy goals.

PROHIBITED CONDUCT: This policy (a) restricts certain items and substances from being brought on or being present on church property, including its parking areas and vehicles and (b) prohibits TMPC's employees from reporting to work, working, or being present on church property, regardless of whether on duty, under influence of alcohol, illegal drugs and other substances. Any TMPC employee who violates this policy will be subject to disciplinary action, up to and including discharge.

In order to achieve the stated policy goals, TMPC prohibits the following conduct:

- The use, possession, sale, transfer or storage of an illegal drug is prohibited on church property or while on church business. Further, no employee may work while under the influence of any drugs or substances that will affect his or her safety, work ability, alertness, or judgment, or the safety of others on the job.
- The use, possession, sale, transfer or storage of alcoholic beverages on church property is prohibited. No employee may work while under the influence of or impaired by alcohol. The use or possession on church property of alcoholic beverages of any type, by persons under the legal drinking age is expressly prohibited.

Use of Prescription Drugs

An employee who is taking prescribed controlled drugs or over-the-counter drugs that may adversely affect his or her job performance should notify his or her supervisor of the fact. TMPC may place the employee on a temporary leave of absence if it is in the best interest of the employee, co-workers or the church.

Drug Testing Policy

Thompson Memorial Presbyterian Church ("TMPC") is a drug-free workplace. As such, TMPC prohibits the use of nonprescribed drugs or alcohol during work hours. If the employee comes to work under the influence of drugs or alcohol or uses drugs or alcohol during work time, the employee will be disciplined in accordance with the policy, up to and including termination.

Under TMPC's drug testing policy, all current and prospective employees must submit to the Drug Testing Policy. Prospective employees will only be asked to submit to a test once a conditional offer of employment has been extended and accepted. An offer of employment by

TMPC is conditioned on the prospective employee testing negative for illegal substances.

TMPC's policy is intended to comply with all state laws governing drug testing and is designed to safeguard employee privacy rights to the fullest extent of the law. Before being asked to submit to a drug test, the employee will receive written notice of the requirements.

The employee must sign a Drug Testing Consent and Release Form confirming that employee is aware of the policy and employee's rights.

Any drug testing required or requested by TMPC will be conducted by a laboratory licensed by the state. All expenses related to the test will be incurred by TMPC.

If TMPC receives notice that the employee's test results were confirmed positive, the employee will be given the opportunity to explain the positive result. In addition, the employee may have the same sample retested at a laboratory of the employee's choice.

If there is reason to suspect that the employee is working while under the influence of an illegal drug or alcohol, the employee will be suspended with or without pay until the results of drug and alcohol tests are made available to TMPC by the testing laboratory.

TMPC can decide to test employees a) who show discernable signs of being unfit for duty, b) who have a pattern of unsafe work behavior, c) who were involved in a workplace accident or unsafe practices d) who return to work after completing a rehabilitation program, and e) by random screening.

Where drug or alcohol testing is part of a routine, for cause, or random screening, there will be no adverse employment action taken until the test results are in.

All testing results will remain confidential.

Drug Testing Consent and Release Form

I hereby consent to submit to urinalysis and/or other tests as shall be determined by Thompson Memorial Presbyterian Church (“TMPC”) for the purpose of determining the drug and alcohol content thereof.

I agree that:

A Pennsylvania approved and accredited drug testing facility may collect these specimens for these tests and may test them or forward them to a testing laboratory designated by TMPC for analysis.

I further agree to and hereby authorize the release of the results of said tests to TMPC.

I understand that it is the current illegal use of drugs and/or abuse of alcohol will prohibit me from being employed at TMPC.

I further agree to hold harmless TMPC and its agents (including the clinic performing said testing and analysis) from any liability arising in whole or part out of the collection of specimens, testing, and use of the information from said testing in connection with TPMC consideration of my employment.

I further agree that a copy of this consent and release form shall have the same force and effect as the original.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced into signing this document by anyone.

Applicant or Employee Printed Name _____

Social Security Number _____

Signature _____ Date _____