EMPLOYEE WORKING POLICIES
POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Current working policies are available on the Potomac Conference Corporation website. To view or print out the policies as needed, follow the instructions below:

1. Log on to www.pcsda.org
2. Click the **EMPLOYEES** Tab
3. Click on **FORMS & POLICIES**
4. Enter the password: employee@pcsda.org (all one word – no spaces)
5. Click on **WORKING POLICIES** Tab at the bottom – **Note: As it says, if you are having difficulties previewing the Working Policies Portfolio in your browser, right click on the button and click "save link as…" and save it to your desktop. You may then access the policies from there.**
6. At the top right, click on **DOWNLOAD** and then **DIRECT DOWNLOAD**
7. When the prompt opens, you can either **OPEN WITH** or **SAVE FILE**.

This form should be kept by the employee.

POTOMAC CONFERENCE CORPORATION
Human Resources
606 Greenville Avenue, Staunton, VA 24401
Office (540) 886-0771 | Fax (540) 904-0722
http://www.pcsda.org

EMPLOYEE WORKING POLICIES

I certify that I have been given information on how to access the Potomac Conference Corporation Working Policies, as listed below, on the Website. I understand that as an employee of Potomac Conference Corporation of Seventh-day Adventists, it is my responsibility to read the working policies. I understand that the working policies, as maintained on the website, supersedes any and all previous policies, handbooks, and promises (expressed or implied) made to me:

Accident Insurance
Adoption Expense Assistance
Automobile Insurance
Automobile Loans
Borrowing of Funds from Church Members
Building/Renovating Appropriations
Camp Blue Ridge
Camp Meeting Allowances
Child Abuse Reporting
Church Membership and Employee Status
Church Name Change
Church Property - Ownership, Selling & Renting
Church Property - Purchasing and/or Building
Church Records Storage & Preservation
Conciliation & Dispute Resolution Procedures
Conference Church
Conflict of Interest and/or Commitment
Continuing Education
Counseling Service for Employees
Courtesy Payroll - See Local Church & School Employee
Credentials and Licenses
Day Care and Child Care
Denominational Employees
Employee Classifications and Benefit Eligibility
Employee Survivor Benefit Plan
Employment at Will
Employment Law for Local Churches & Schools
Employment of Relatives
English Language Requirement
Equal Opportunity for Service
Evangelism Budgets
Family and Medical Leave
Funeral Leave
Harassment
Health Care Assistance
Holidays
Home Loans - Second Mortgage/Deed of Trust
Home Owner's or Tenant's Insurance
Housing Policies
Immigration Policy
Independent Contractor/Employee Status
Ingathering: Hope for Humanity
Insurance- Voluntary Labor Accident
Interviewing (Out of Conference)
Jury Duty
Licensed Minister - Role and Status
Commissioned Ministers in Pastoral Positions
Commissioned Minister in Leadership Position
Local Church & School Employees - Courtesy Payroll
Long Term Disability Income Insurance
Moving Allowance
Offering Schedule
Parsonage Exclusion
Payroll Advances
Post Retirement Service
Potomac Partners
Purchase of a Home
Remuneration Plan
Retirement Allowance Provided By Employer
Retirement Plan
Sabbaticals
Seminary Student Allowances
Service Records
Sexual Misconduct Involving Employees/Volunteers
Sick Leave - Exempt
Sick Leave - Non Exempt
Sidelines
Solicitation of Funds
Termination - See Employment at Will
Termination Settlements
Tithing
Travel Expense Allowance
Tuition Assistance for Dependent Children
Use of Denominational Property
Vacations
Worker's Personal Finance
Worker's Compensation Insurance
Worthy Student Assistance

* ***Please note that it is the employee's responsibility to read and abide by new policies as they are made available.***

FOR EDUCATION EMPLOYEES: EDUCATION EMPLOYEES ARE RESPONSIBLE FOR POLICIES AS STATED IN THE COLUMBIA UNION CONFERENCE EDUCATION CODE. These policies can be accessed as follows: www.columbiaunion.org (Education, Publications and Forms, Columbia Union Education Code).

I understand that the Conference Working Policies and Education Code are subject to change at any time by the organization without notice.

_____
Employee's Name (Please print)

_____ _____
Employee's Signature Date