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 **EMPLOYEE HANDBOOK** Left Tab at the bottom
7. When the prompt opens, you can either **OPEN WITH** or **SAVE FILE**.

This form should be kept by the employee.

I certify that I have been given information on how to access the Potomac Conference Corporation Employee Handbook, 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 Employee Handbook. I understand that the Employee Handbook, 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 Employee Handbook and Education Code are subject to change at any time by the organization without notice.

_____
Employee's Name (Please print)

_____ _____
Employee's Signature Date