



THE MANUAL OF NEW CASTLE PRESBYTERY

As To be approved by Presbytery

September 18, 2018 May 21, 2019

With Fees for Pastoral Services amended 1/4/19

DUTIES:

- a) Coordinate agenda for business meetings of the Presbytery
- b) Facilitate planning for worship/fellowship/education at Presbytery meetings
- c) Propose a schedule (dates, times, & locations) for Presbytery meetings
- d) Call special meetings of the Presbytery when appropriate
- e) Communicate regularly with all committees to assure that work is done in a timely manner
- f) Coordinate work of committees as appropriate (i.e. assign review of GA amendments)
- g) Coordinate review of Presbytery structure, vision and mission as needed
- h) Work with all committees to develop opportunities to work cooperatively and with other presbyteries and ecumenical entities to fulfill their particular responsibilities
- i) Serve as Committee of Counsel if legal issues arise and the services of a lawyer are required.
- j) Be responsible for coordinating the vision work of the presbytery

2) COMMITTEE ON LEADERSHIP

The Committee on Leadership (COL) shall be made up of seven- six members, divided into three classes and shall be resourced by the Connectional Presbyter. No member shall serve more than two terms or six consecutive years. The COL shall elect from its own membership persons to serve as chairperson, vice-chairperson and secretary. Such persons shall be elected annually at the time a new class assumes office. Although COL is not resourced by the Missional Presbyter, participation is welcome.

DUTIES:

Develop and administer the personnel policies of the Presbytery

- a) Propose to the Presbytery position descriptions and compensation for Presbytery staff and employees, review and evaluate the work of Presbytery staff and employees annually, and provide an annual report to the Presbytery in coordination with the Connectional Presbyter.
- b) Respond to routine workplace issues and concerns

- c) Provide care and support for all Presbytery employees
- d) Facilitate the process for employing and terminating Presbytery employees
- e) ~~Oversee the work of the Committee on Preparation for Missional Ministry.~~
- f)e) Work with the Committee on Coordination to develop and implement regular plans for growth in leadership skills for those serving in various capacities within the Presbytery.

~~A subcommittee of the COL shall be the Committee on Preparation for Missional Ministry. This subcommittee shall:~~

- a) ~~Assure that all the provisions of the Book of Order regarding the evaluation and nurture of persons preparing for ordination as Minister of Word and Sacrament are observed.~~
- b) ~~Care for and supervise candidates and inquirers for ordination as Ministers.~~
- c) ~~Propose and administer the Presbytery's financial support for preparation for ministry, including the Candidates Reserve Fund.~~
- d) ~~Care for and supervise Ruling Elders who are preparing for commissioning.~~
- e)a) ~~Transfer inquirers and candidates to other presbyteries, and receive inquirers and candidates by transfer from other presbyteries.~~

3) COMMITTEE ON MINISTERS AND CONGREGATIONS

The Committee on Ministers and Congregations (COMC) shall be made up of eighteen members, as equally divided between ministers and Ruling Elders and as geographically diverse as possible. Members shall be divided into three classes serving three years each, and no member may serve more than two consecutive terms. The COMC will be resourced by the Connectional Presbyter.

The COMC shall elect from its own membership persons to serve as chair, vice-chair and secretary. Such persons shall be elected annually at the time a new class assumes office.

The COMC will:

- a) Serve as pastor and counselor to all Ministers and Commissioned Ruling Elders.
- b) Facilitate relationships between congregations and Ministers and Commissioned Ruling Elders.

- c) Counsel with sessions as invited concerning reported or observed difficulties within a congregation, including:
- i. Advising the session as to appropriate actions to be taken to resolve the reported difficulties,
 - ii. Offering to help as a mediator,
 - iii. Acting to correct the difficulties if requested to do so by the session or if the session is unable or unwilling to do so,
 - iv. Following the procedural safeguards of the Rules of Discipline, recommend to the Presbytery the appointment of administrative commissions to assume original jurisdiction in any situation in which it determines that a session is not properly exercising its authority.
- d) Propose annually the minimum compensation standards for pastoral calls and approve sabbaticals and mini-sabbaticals.
- e) Provide for periodic rounding visits (*COMC liaison visit with session/pastor*).
- f) Propose and administer any financial support to be provided by Presbytery for Ministers
- ~~g) Examine and approve, on behalf of the Presbytery, candidates for ordination as Ministers (see Appendix F).~~
- h)g) Approve the terms of call and contracts for Ministers.
- i)h) Approve the Commissions and contracts for Commissioned Ruling Elders (CRE's) and provide ongoing supervision for them in their ministries.
- j)i) Examine and receive Ministers by transfer from other presbyteries for the purpose of accepting valid calls to ministry and/or membership in the Presbytery (see Appendix F).
- i. Reporting all approved Pastoral changes to the next meeting of Presbytery.
 - ii. Formally introduce pastors and CRE's new to the Presbytery at the next meeting of Presbytery.
 - iii. Approve and review annually the work of all Ministers engaged in validated ministries outside the congregation.

COMMITTEE ON PREPARATION FOR MISSIONAL MINISTRY

The Committee on Preparation for Missional Ministry (CPMM) shall be made up of nine members, divided into three classes and shall be resourced by the Connectional Presbyter. No member shall serve more than two terms or six consecutive years. The CPMM shall elect from its own membership persons to serve as chairperson, vice-chairperson and secretary. Such persons shall be elected annually at the time a new class assumes office. Although CPMM is not resourced by the Missional Presbyter, participation is welcome.

DUTIES:

- 4) Assure that all the provisions of the Book of Order regarding the evaluation and nurture of persons preparing for ordination as Minister of Word and Sacrament are observed.
- 5) Care for and supervise candidates and inquirers for ordination as Ministers.
- 6) Propose and administer the Presbytery's financial support for preparation for ministry, including the Candidates Reserve Fund.
- 7) Care for and supervise Ruling Elders who are preparing for commissioning.
- 8) Transfer inquirers and candidates to other presbyteries, and receive inquirers and candidates by transfer from other presbyteries.

9)

4)10) COMMITTEE ON REPRESENTATION AND NOMINATIONS (CORN)

The Committee on Representation and Nominations shall be composed of six (6) members elected to three classes. There shall be a maximum of four members who are Ministers and at least two members who are Ruling Elders and/or non-ordained persons. The composition of this committee shall also be representative of the geographical and ethnic diversity of the Presbytery.

Members of the Committee on Nominations and Representation (CORN) shall be nominated by the Presbytery Committee on Coordination, with opportunity for additional nominations from the floor prior to election by the Presbytery. No member of this committee shall serve more than two three-year terms, or full or partial terms aggregating more than six consecutive years.

a) DUTIES

c) **NOMINATIONS OF COMMISSIONERS TO HIGHER GOVERNING BODIES**

Nominations of persons to serve as commissioners to the Synod of the Mid-Atlantic shall take place when a vacancy is to occur.

Nominations of persons to serve as commissioners to the biennial meeting of General Assembly shall take place no later than at the first stated meeting of the calendar year of the meeting.

The Committee on Nominations and Representation shall seek to assure that persons nominated to serve as commissioners to higher councils shall be persons active in the life of New Castle Presbytery and persons with active knowledge of the larger Church.

d) **OTHER DUTIES**

- i. Advise the Presbytery regarding the implementation of principles of unity and diversity and advocate for diversity in Presbytery leadership
- ii. Consult with the Presbytery and the Committee on Leadership on the employment of personnel, in accordance with the principles of unity and diversity in F-1.0403.

5)11) IGNITE

Ignite will shall be made up of twelve members, in as close to equal numbers of Ministers and Ruling Elders/, Deacons or non-ordained people as possible. Ignite will organize into two classes of six each, serving two year terms. No one may serve more than two consecutive terms before rotating off the committee.

Ignite will:

- a) Develop and support ways in which the Presbytery, its congregations and pastors, its members engaged in validated ministries, and its new congregations, new worshipping communities, fellowship groups, and other non-congregational entities can fulfill the mission of God in Christ, guided particularly by the Great Ends of the Church (F-1.0304)

Ignite will also:

- a) Seek to be transparent in all their actions, through regular communication and access to Ignite. Ignite will maintain an email address and a portal/page on the Presbytery website which will give ready access for funding invitations/applications, curated resources for missional ministry, and written record of all parameters regarding Ignite grants.
- b) Welcome overtures from congregations who seek out Ignite with questions, visions, and struggles.
- c) Pledge to make committee members available in support of congregations and their leaders in the Presbytery.
- d) Be companions with the congregations of the Presbytery as they increasingly live into a missional identity.

Ignite will do these things in many ways, potentially including:

- a) Offering workshops to build capacities, deepen relationships, and increase Presbytery's understanding of what it means to be missional.
- b) Providing "coaches" uniquely suited for the partnerships which receive Ignite funding and assigning liaisons from among Ignite's members to NCP congregations.
- c) Facilitating ways for congregations to tell their stories and collaborate with one another.

Through the Balcony II process, the Presbytery entrusts Ignite to allocate the Presbytery's funds for developing missional identity and ministries in and through its congregations. Ignite seeks to honor that trust by keeping Presbytery apprised of its discernment with regard to the most effective and faithful ways to put those financial resources to use in the service of Christ and those he asks his followers to love. Through the Presbytery's usual patterns of fiscal reporting, Ignite's spending and financial commitments wilshall be readily available to the Presbytery. Quarterly, an update on how Ignite Funds are being utilized will be made available to the Presbytery.

Q.2002 -- PROCESS OF EMPLOYMENT

1) Position Descriptions

Position descriptions that accurately reflect the job functions for each position are defined and written by the Connectional and Missional Presbyters ~~the NCP executive staff~~ in consultation with the COL. They must be approved by the COL and are to be reviewed annually and updated as needed.

2) Position Advertisement

If the position is advertised, the advertisement shall state that NCP is an Equal Employment Opportunity employer.

3) Equal Employment Opportunity

The Equal Employment Opportunity policy of NCP shall be followed in consideration of applicants for interviews and employment.

4) Interview Policy

Care shall be taken during interviews to ensure that the privacy of the candidate is protected. Questions shall be job-related.

5) Employment References

References and other material involving the employment process shall be kept for a maximum of two years from the date of employment after which they shall be destroyed.

Q.2003 -- EMPLOYMENT CATEGORIES

1) Exempt and Non-Exempt Employees

The Fair Labor Standards Act of June 25, 1938 (FLSA) established the minimum wage and maximum hours and defined the kinds of work subject to the overtime requirements of the Act. Exempt positions are those that do not require payment of overtime under the FLSA. Non-Exempt positions under FLSA refer to jobs for which the employer must pay overtime pay for

3) Health Insurance

Medical insurance for called and elected ordained personnel will be provided in accordance with the guidelines of the Board of Pensions of the PC(USA). Other employees scheduled to work on-average 20 or more hours a week are eligible for individual health insurance. The specific plan will be selected by the Presbytery Office Connectional Presbyter and the COL. The Presbytery will pay 95% 100% of the cost for individual coverage, ~~and the employee will pay 5%.~~ Family members may be added at the employee's expense. It is possible that future financial conditions may require changes in coverage and employee participation in premium costs. If an employee chooses not to enroll in the health insurance plan, any potential adjustments to the salary or overall compensation of the employee are at the discretion of the Connectional Presbyter after consultation with the Committee on Leadership ~~and its COL.~~

4) Vacation

~~Employees working 20 hours per week or more will be granted vacation time with pay based on the years of service which will be completed during the current calendar year, as follows:~~

a) Vacation time for the Connectional and Missional Presbyters will be at least four weeks with an additional week granted for twenty or more years of experience.

a) Full-Time Exempt Employees

Up to 20 years' ordained service: _____ 4 weeks per year

Greater than 20 years' ordained service: _____ 5 weeks per year

~~Those in ordained exempt positions will schedule their V~~vacations will be scheduled in accordance with their terms of call and in consideration of the needs of the Presbytery.

b) Other Employees

c) Employees working 20 hours per week or more will be granted vacation time with pay based on the years of service which will be completed during the current calendar year, as follows:

b)

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One-half to less than one year of service:	1 week
1 Year to 2 years of service:	2 weeks
3 Years to 9 years of service:	3 weeks
10 Years service or more:	4 weeks

In the first year of service, a ~~non-exempt~~ employee starting work prior to June 30 will be eligible for one week of vacation benefit after six months of service, beginning the first of the month in which that anniversary falls. All ~~non-exempt~~ employees starting work after June 30 shall become eligible for vacation benefits in the following calendar year, in accordance with the above schedule. All employees shall negotiate their vacation times with the Connectional Presbyter ~~in advance so that plans can be made to cover the work load, and substitutes can be secured if necessary.~~ Up to one week of unused vacation may be carried forward into the following year. ~~With permission from the Connectional Presbyter and the COL, an employee having completed one full year of service may supplement the above vacation benefit with up to 10 days absence without pay in any given calendar year. It is the intent of this benefit to assist vacation plans of an employee whose spouse or family has more time available for this purpose. This benefit is not to be applied for sick leave or leave for personal business.~~

- b. Employees working under 20 hours per week will have vacation as negotiated at time of employment and approved by COL.

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5) Holidays

All full-time employees are entitled to the following 14 paid holidays: New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, Monday after Easter, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, Christmas Day and New Year's Eve Day. When a designated holiday falls on a Saturday, the Friday immediately preceding shall be observed (with the exception that when Christmas falls on Saturday, the observed date shall be the following Monday). When a designated holiday falls on a Sunday, the Monday immediately following shall be observed. Part-time employees working 20 hours a week or more are entitled to holidays with pay if such holidays fall on scheduled work days.

6) Workers' Compensation Insurance

All employees shall be covered by the Workers' Compensation Law of Delaware.

7) Sick Leave

On January 1, full-time non-exempt employees shall become eligible for 10 days of sick leave for the forthcoming year. Accumulated sick leave not used that year may be carried into the next year, up to a cumulative total of 30 days. At the termination of employment (either voluntary or involuntary), an employee shall have no claim for pay in lieu of unused sick leave. Sick leave entitlement during the first year of employment will be prorated according to length of employment. To be eligible for sick leave, the absence must not be due to injury a) intentionally self-inflicted, b) attributed to illegal drugs, c) incurred while committing a felony, d) resulting from employment of any kind other than employment by the church, or e) to illness attributed to use of illegal drugs. Medical certification of illness or injury may be required for qualification and/or return to work.

8) Disability

Full-time employees who are, according to certification by a licensed physician, temporarily disabled and who are not covered by a required state disability plan, shall receive full salary and benefits for a period of such disability not to exceed 90 days, at which time if disability continues, application may be made for disability benefits from the Board of Pensions for members of the PCUSA Pension Plan. This policy shall apply to all medically certified disabilities, including pregnancy-related disability. If a part-time staff member is unable to perform her/his duties because of disabling injury or illness, including disabling pregnancy that renders the employee unable to perform the duties of the position, the employee may be granted disability leave of up to three months. Disability leave is unpaid except that the employee may take unused vacation or sick days during the leave. The COL, in consultation with the Connectional Presbyter, will determine whether it is necessary to replace an employee during or at the conclusion of disability leave. Limitations for Disability are the same as for Sick Leave (Section G, above). A physician's certificate indicating the employee is unable to work for medical reasons will be required.

9) Parental Leave

Full-time employees with one year's service are eligible for leave immediately preceding and following the birth, adoption or guardianship of a child. Application for, and extent of, leave must be submitted through the Connectional Presbyter to the COL at least 3 months prior to the arrival of the child. The leave may be up to 2 months at 75% pay or 3 months at 60% pay.

10) Family Leave

Requests for family leave will be handled on a case-by-case basis. Requests will be made to the Connectional Presbyter who will make a recommendation to the COL for final disposition.

11) Other Leaves of Absence With Pay

Leaves of absence with pay for full-time employees are as follows:

- For regular training period in the U.S. Armed Forces: Up to two weeks annually.
- Jury duty: Up to two weeks annually.
- Marriage of an employee who has 1 year or more of service: Up to three days.

- Death in family. In case of death in the immediate family (spouse, parent, parent-in-law, child, brother, sister, grandparent, son-in-law, daughter-in-law), the employee will be paid normal salary for up to four days of absence. The exact length of absence shall be established by the Connectional Presbyter according to the needs of the situation.
- Personal and family emergencies that cannot be cared for outside working hours: up to three days with advanced approval of the Connectional Presbyter.

12) Leaves of Absence Without Pay

Such leaves may be granted at the discretion of the Connectional Presbyter, and the COL.

13) Emergency Leaves of Absence With Pay

Such leaves may be granted by the Connectional Presbyter, and the COL in the event of family crisis, critical illness, or critical injury to an employee or to a member of an employee's immediate family.

Q.2007 -- GRIEVANCES

1) Initial Referrals

Any problems arising from employment or conditions of employment are to be directed to the Connectional Presbyter. In those cases where the solution to a problem has not been worked out in discussion with the Connectional Presbyter, the employee may appeal to the COL in writing.

2) Further Appeal

If the above steps fail to provide an acceptable resolution of the grievance, the employee may file a written complaint with the Chairperson of the COL. The COL becomes the mediator between the parties involved and will attempt to work out a solution acceptable to all parties. If such mediation is unsuccessful in resolving the dispute, COL shall render a decision which shall be final and binding.

3) Other Circumstances

In unusual circumstances (sexual harassment, misappropriation of funds, etc.), complaints may be referred directly to the COL.

Q.2008 --TERMINATION OF EMPLOYMENT

1) General Policies

It is the policy of NCP that employment relationships are at-will. Either NCP or the employee may terminate the employment relationship at any time with or without cause, except as otherwise required by law.

2) Voluntary Separation

Voluntary separation is the result of the employee's decision to voluntarily resign or retire from his or her position. Employees should give at least two weeks' notice. When an employee resigns or retires, vacation will be prorated for months worked during the calendar year. If the employee has not taken the prorated vacation days, pay in lieu of vacation will be added to the employee's final paycheck, provided two weeks' notice has been given. ~~Employees who fail to give two weeks' notice as set forth herein will receive payment for prorated vacation days as set forth herein.~~

3) Involuntary Separation

Involuntary separation may occur because of reorganization, retrenchment of programs or other circumstances beyond the control of, or through no fault of, the employee. All such employees will be given a minimum of two weeks written notice, or at NCP's discretion, payment in lieu of notice, and will be paid for time worked plus prorated unused vacation time. NCP reserves the right in its sole discretion to determine the applicability of this section to the employee's termination.

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4) Dismissal

Employment at NCP is at-will. This means that an employee may be terminated with or without cause for any reason that NCP, at its sole discretion, believes warrants separation from employment, including, but not limited to, unsatisfactory job performance; refusal to do assigned work; unexcused absences; tardiness; incompetence; insubordination; neglect or misuse of employer's property or funds; sexual harassment or misconduct; failure or refusal to observe employer's policies or a violation of this handbook; use of alcohol or illegal drugs on the job; reporting to work under the influence of drugs or alcohol; conduct that may damage the reputation of NCP or which is not in keeping with NCP's mission, vision, goals, religious doctrine, or moral philosophy; and illegal, dishonest, unethical, or disreputable conduct.

The forgoing is not an exclusive list of the reasons for dismissal from employment and is included for illustration only. Employees who are dismissed will receive the cash equivalent of their unused, earned vacation and no other payment.

5) Exit Interview

For all terminations, an exit interview should be held with the employee by the Connectional Presbyter, and COL representation if requested.

6) Search Team

In the event of a vacancy in the positions of Connectional Presbyter or Missional Presbyter, Committee on Leadership shall form a search team and develop a job description. The members of the search team and the updated job description shall be approved at the next stated meeting.

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Q.2009 -- ANNUAL PERFORMANCE REVIEW

1) Non-exempt and Exempt Staff Employees

The Committee on Leadership, in conjunction with the Connectional Presbyter, shall conduct an annual discussion of performance with the Treasurer and the Administrator, ~~in coordination with COL as well as other optional input from any other committee members or individuals with whom the employee has had direct work contact. Other attendees may include the COL and/or other appropriate committees.~~ This review shall include a discussion of accomplishments in relation to elements of the position description, b) identification of any areas within the position description that suggest changes in the description and future program due to changes in the needs or priorities of the organization, c) discussion of the ~~a) contributions and accomplishments vs. goals, along with areas for development and improvement, b) goals and objectives for the ensuing period, and c) the employee's position description, with emphasis on expected performance and any updates that are needed, and d) review of programs for development, including~~ training, professional development and continuing education opportunities.

2) Exempt Employees Reviews of Connectional and Missional Presbyters

Performance reviews will ~~also~~ be scheduled on an annual basis by the Committee on Leadership for those holding the positions of Connectional Presbyter and, Missional Presbyter, ~~Treasurer and Administrator~~. The annual reviews for the Connectional Presbyter and the Missional Presbyter will be conducted by the COL, plus other committees, commissions, and individuals with whom the Presbyters ~~and Treasurer~~ have worked closely.

More extensive evaluations of those holding the positions of Connectional Presbyter [and](#); Missional Presbyter, ~~and Treasurer~~ will be conducted by the COL near the close of their terms of office in preparation for recommendations to the Presbytery regarding renewal [or change in position/staff structure of their employment contracts](#).

Q.2010 -- ANNUAL COMPENSATION REVIEW ~~FOR EXEMPT AND NON-EXEMPT STAFF EMPLOYEES~~

The Committee on Leadership, with input from the Connectional Presbyter, will annually review the adequacy of compensation for each [exempt and non-exempt](#) employee of the NCP. NCP will consider cost of living, the employee's performance, its available resources and other factors in determining employee wages and salary. Salary scales shall meet the provisions of ~~federal~~ laws covering minimum wages and overtime compensation.

Q.2011 -- TRAVEL BY STAFF EMPLOYEES

Administrative staff employees of the Presbytery may travel and use their personal vehicles for Presbytery business with the authorization of the Connectional Presbyter, budgetary considerations permitting. Reimbursement will be at the current IRS-approved rate for business travel.

Q.2012 -- [EXEMPT EMPLOYEES' ALLOWANCES](#)

1) [Housing Allowance \(Clergy\)](#)

For staff members of NCP who have [ordained](#) ~~ordained-exempt~~ status, a portion of their compensation may be designated as housing allowance. The amount of the housing allowance will be established each year on the basis of an estimate provided by each ordained staff member, and will be explicitly so designated in her/his terms of call. The housing allowance is ordinarily nontaxable for income tax reporting purposes to the extent that the ordained staff member's expenses incurred in renting or owning and maintaining a primary residence equals or exceeds the allowance. It is the responsibility of an ordained staff member claiming a housing allowance to ensure that this is the case.

2) [Study and Sabbatical Leaves \(Connectional and Missional Presbyters\)](#)

Up to two weeks' annual study/continuing education leave with pay may be granted for the Connectional and Missional Presbyters, ~~to NCP staff members with ordained exempt status.~~

Such leave will be granted when the staff member and her/his supervisor or supervisory body agree on appropriate timing of the leave and on clearly identified goals related to the needs of the individual and the Presbytery. Annual study leave may be accumulated from year to year for up to three (3) years, with the total accumulation of leave being no more than six (6) yearsweeks. Unused funds may be escrowed for up to three years by request of employee.

Guidelines for Sabbatical Leaves for which NCP staff members with ordained exempt status are additionally eligible, are summarized in Appendix O of THE MANUAL.

3) Travel

~~For staff members of the NCP who have ordained exempt status, total annual reimbursements for travel on behalf of the NCP are included in their terms of call.~~ Reimbursement for use of personal vehicles will be at the current IRS-approved business rate.

Q.2013 -- POLICY ON USE OF COMPUTERS AND E-MAIL

1) Acceptable Uses of NCP Electronic Services

~~Phones, computers, Internet and e-mail access, and any other electronic communication devices and services provided to employees by NCP are intended solely for business purposes, as well as necessary family and health care contacts. In particular, devices and services permitting access to and use of social media are to facilitate NCP's business and are not intended for personal use.~~ Every employee has a responsibility to maintain and enhance NCP's public image and to use NCP's electronic equipment and access to the Internet in a productive manner. NCP cannot control the availability of Internet information or restrict access to it. All employees must therefore understand that they are responsible for the material they access and download. ~~Even with phones and other devices owned by employees, use should be limited to non-working hours except for emergencies.~~

2) Notice of Monitoring of NCP's Electronic Services

In accordance with Delaware law, all employees are notified that NCP, its agents, or representatives may monitor or intercept any electronic mail or transmission or Internet access or usage on any computer, equipment, or other electronic device in the workplace or which takes place on NCP computers, equipment, or other electronic devices. Any improper use of NCP computers, the Internet, or e-mail is not acceptable and is not permitted.

3) Unacceptable Uses of NCP's Electronic Services

NCP's computers, equipment, or other electronic devices, including e-mail and Internet access may NOT be used for:

- Transmitting, retrieving, displaying, printing, storing or otherwise disseminating any communications, including images and documents, which are fraudulent, discriminatory, intimidating, illegal, harassing, embarrassing, abusive, sexually explicit, obscene, profane, offensive or defamatory.