

# OFFICE PROCEDURES

## GENERAL INFORMATION

**The Presbytery of Wyoming maintains a virtual office with staff/officers/employees maintaining home or other personal site offices. Generally, the Administrative Assistant receives and coordinates Presbytery communications.**

### AID-SEEKING VISITORS

Aid-seekers (food, housing, money) may telephone the Presbytery. Such aid is not available through the Presbytery budget or office(s). Employees are not to offer funds, food, housing or transportation in response to requests. Refer the aid-seeker to the following community programs:

Interfaith	919 N. Durbin St.	307-235-8043
Salvation Army	441 S. Center Street	307-234-2002
WY Rescue Mission	230 N. Park Street	307-265-2251

### AUDIO/VISUAL EQUIPMENT

The Presbytery audio/visual equipment is purchased, maintained, stored and transported by Presbytery staff, officers, Council, or persons designated by them.

### CREDIT CARDS

Employees/Staff/Officers issued a Presbytery Credit Card shall submit receipts within three days of a purchase to the Treasurer. All purchases must be from within an approved budget or include documented approval by Presbytery, Council, or an appropriate Committee.

### E-MAIL/ELECTRONIC COMMUNICATIONS

Presbytery employees/staff/officers have e-mail addresses and may be contacted directly. E-mail sent to the Administrative Assistant ([aa.presbywy@gmail.com](mailto:aa.presbywy@gmail.com)) is forwarded to the appropriate employee/person/destination. The Administrative Assistant coordinates Presbytery-wide emails and the E-Newsletter.

Use of electronic media for any illegal purposes, or with the intent of being offensive or disruptive, is prohibited. Electronic communications also may not be used to send, receive, or copy copyrighted materials without prior authorization. All messages composed, sent, or received through electronic communications are and remain the property of the presbytery. They are not the private property of any employee. Users of communication devices belonging to the presbytery are informed that confidentiality cannot be assured. The presbytery reserves the right to review, audit, intercept, access, and disclose all messages created, received or sent via electronic communications.

### EXPENSE REIMBURSEMENT PROCEDURES

Expense vouchers are to be submitted to the Treasurer along with receipts. Checks are written, signed, approved and mailed by various, and different, people approved by the Presbytery. Individuals may not sign or approve checks payable to themselves.

### FILES & RECORDS

Presbytery files are maintained by the Presbytery employee responsible for each specific area of work/ministry. Care must be taken to store files and records safely. Confidentiality must be maintained and only authorized persons may have access to Presbytery files and records. The Presbytery retention policy for files and records shall be followed.

### **MAIL**

The Presbytery mailing address is P.O. Box 1767, Casper, WY 82602. Mail is picked up by the Administrative Assistant and replied to or distributed to the appropriate employee/destination. Presbytery mailings are coordinated through the Administrative Assistant.

### **OFFICE EQUIPMENT & SUPPLIES, EQUIPMENT MAINTENANCE AGREEMENTS**

Each employee is responsible for purchasing their own office equipment and supplies using a Presbytery issued credit card or making a personal payment and submitting receipts for reimbursement. **Purchases in excess of \$ 500 must be approved by Council.**

### **OFFICE HOURS**

Normal office hours are Monday through Friday, 9:00 AM to 1:00 PM. The office is closed on the following holidays. Saturday holidays will be observed on Friday, and Sunday holidays will be observed on Monday.

New Year's Eve Day	Labor Day
New Year's Day	Columbus Day/Indigenous Peoples Day
Martin Luther King Day	Veterans Day
Presidents' Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Juneteenth National Independence Day	Christmas Day
Independence Day	

### **OFFICE TELEPHONE ANSWERING SYSTEM**

The Presbytery office phone number is 307-472-4717. Messages are retrieved each morning and, at other times as needed, during office hours. An email with the message information is sent to the appropriate staff persons.

### **SEXUAL MISCONDUCT POLICY**

All Presbytery employees/staff are subject to the Presbytery's sexual misconduct policies.

### **TRAVEL**

Travel expenses are paid according to the Administrative Manual and Personnel policies.

### **WEBSITE**

The Presbytery website ([www.pbywy.org](http://www.pbywy.org)) is maintained by a third party. Information is submitted through the General Presbyter or the Stated Clerk and subject to approval by Council. Information published on the website is for the use and promotion of the presbytery and related entities.