

# Personnel Policy Handbook

Dated: June 22, 2008

The purpose of this handbook shall be to assist the church in dealing fairly and consistently with the church staff. It will be adopted by the church during a regular business meeting and shall be amended by the church as needed. This policy shall be in accordance with the Church Constitution.

The Constitution states the following: The Pastor shall have charge of the welfare and oversight of the church". The Pastor shall approve all absences and vacations of all church employees. In the absence of the Pastor, the Chairman of the Diaconate shall approve all absences and vacations.

## **Staff Hiring/Calling**

- I. The Pastor shall be called in accordance with the Constitution.
- II. Other staff members shall be called/hired in the following manner:
  - a. When a vacancy occurs, the Personnel Committee shall advertise in an appropriate manner and receive resumes. (Resumes shall be acknowledged when received.)
  - b. The Personnel Committee shall screen the resumes, prioritize the candidates, and interview qualified candidates.
  - c. The best candidate shall be invited to a second interview. Other committees or persons may be invited by the Personnel Committee to attend the second interview.
  - d. If the second interview is favorable, the chairperson of the Personnel Committee shall contact the candidate and offer the position as prescribed by the job description and the interview process. (Any changes to the job description negotiated in the interview should appear in writing and be communicated to the church at the time of the vote.)
  - e. The compensation will be negotiated based upon the candidate's qualifications and experience using the budget as a general guideline and then approved by the Finance Committee.
  - f. The chairman shall share with the candidate that the offer of the position and compensation package is subject to a majority vote of the church in a regular or called business meeting.
  - g. After the position is filled, all other candidates not chosen should be notified with a letter that the position has been filled.
- III. A fulltime staff member shall be asked to give 30 day notice in the event of the staff member leaving the church.
- IV. A part-time staff member shall be asked to give 2 week notice in the event of the staff member leaving the church.

- V. A covenant with the pastor or job description for each staff member should be established with each employee of the church, and in this document, details of the expectations should be addressed. This should be in the file of the staff member in the church office.
  
- VI. **Normal Workday:** The standard workweek for fulltime staff members will be 40 hours per week. The normal office hours at the church are from 9 am to 2 pm Mon. – Friday. There may be some variations depending on the demands for the day.

**Benefits:**

**Fulltime Staff Members Leave**

- I. **Vacation for fulltime staff:**
  - a. Unless otherwise negotiated by the Search Committee or Personnel Committee, vacation shall be as follows:
    - i. One week of vacation after six months of service. Two weeks after one year of service up to five years of service.
    - ii. Three weeks after five years of service years.
  - b. Vacation carryover shall not be carried over unless approved by the Personnel Committee.
  - c. All vacations must be coordinated with and authorized by the pastor two weeks in advance of desired time frame unless otherwise authorized by the pastor and or the Personnel Committee. Vacation request should be submitted in writing.
  
- II. **Sick / Personal Leave for Fulltime Staff:** sickness of the employee or an immediate family member
  - a. Ten days per calendar year. (No carryover)
  - b. Prolonged illness (i.e. surgery, maternity) must be negotiated with the Personnel Committee, Finance Committee, and approved by the vote of the church.
  
- III. **Jury Duty:**
  - a. Employees called to serve on a jury shall be granted time off with pay while under summons.
  - b. A copy of the summons shall be presented to the pastor and kept on file.
  - c. The employee may retain fees for service on the jury.
  
- IV. **Holidays:**
  - a. New Year's Day
  - b. Easter Monday or Good Friday
  - c. Memorial Day
  - d. July Fourth
  - e. Labor Day
  - f. Thanksgiving Day
  - g. Day after Thanksgiving
  - h. Christmas Eve
  - i. Christmas holidays occurring on a Saturday or a Sunday may be observed the working day before or after the holiday, or as approved by the Pastor.
  - j. Day after Christmas Day

## V. **Insurance for Fulltime Employees**

Insurances will be provided to a fulltime employee. This insurance may include medical, dental, disability, and life. Insurance costs/sharing for employee and dependents will be negotiated on an individual basis and a written copy of this negotiation will be kept in the employee's file.

## VI. **Retirement for Fulltime Employees**

The church may offer up a percentage (unless otherwise negotiated) of the individual's salary to a qualified retirement program, not to exceed 10%. Retirement plans or annuities are negotiated each year on an individual basis.

### **Part-time Staff:**

*This will apply for all new hires after the effective date of this personnel policy. All current part-time staff will continue under the arrangements currently in place.*

### **Part-time Staff Members Leave**

#### I. **Vacation for part-time staff:**

- a. There will be no paid vacation for the first 4 years of employment, however time off (without pay) may be granted by the pastor.
- b. After 5 years of continuous service, one week of paid vacation will be granted part-time employees. Other time off may be granted (without pay) by the pastor.

#### II. **Sick / Personal Leave for part-time staff:** sickness of the employee or an immediate family member

- a. Prolonged illness (i.e. surgery, maternity) must be negotiated with the Personnel Committee, Finance Committee, and approved by the vote of the church.

#### III. **Holidays for Part-time Staff:**

- a. New Year's Day
- b. Easter Monday or Good Friday
- c. Memorial Day
- d. July Fourth
- e. Labor Day
- f. Thanksgiving Day
- g. Day after Thanksgiving
- h. Christmas Eve
- i. Christmas Holidays occurring on a Saturday or a Sunday may be observed the working day before or after the holiday, or as approved by the Pastor or the Personnel Committee. Vacation requests should be submitted in writing.
- j. Day after Christmas Day

#### **IV. Retirement for Part-Time Employees**

- a. Retirement for part-time employees may be made available on an employee contribution basis.

**(The above applies to all part-time employees unless negotiated, at the time of hire, on an individual basis.)**

#### **Inclement Weather Policy**

The office will be closed or delayed when determined by the Pastor and Chairman of the Personnel Committee.

#### **Mileage**

The church will pay an employee working more than 20 hours a week the IRS allowable amount for use of their vehicle when used for church activities, unless otherwise negotiated. A log must be kept in writing showing mileage and purpose of the trip and turned in to the secretary before reimbursement can be made. No staff member will be reimbursed unless a copy of their log is submitted for reimbursement.

#### **Evaluation of Staff**

The Personnel Committee should sit down with each staff member annually to discuss the employee's job performance and expectations (Pastor will be reviewed by the Diaconate). This should be a supportive meeting that would serve to encourage the staff member. A written evaluation should be given to the staff member at this time and kept in the employee's file. Once a year the Personnel Committee, in conjunction with the budgeting process, should meet with each staff member (excluding the Pastor) and discuss the compensation that will be offered.

#### **Staff Grievances**

Grievances, that any church staff member may have, should first be discussed with the Pastor for resolution. The next order of individuals to help resolve any grievance should be taken as follows: Chairman of Personnel Committee, Personnel Committee meeting, Diaconate and lastly the Church Conference.