

# Asbury United Methodist Church

Employee Policy Manual

Revised January 16, 2007

# Asbury United Methodist Church Employee Policy Manual

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# Asbury United Methodist Church Employee Policy Manual

(Revised 1/16/2007)

## Our Mission Statement

Asbury United Methodist Church, as a community of faith, seeks to be spiritually alive and to encourage one another to be in Christ-centered ministry.

## Our Vision Statement

Affirming our United Methodist heritage based upon scripture, reason, tradition, and experience, Asbury United Methodist Church, led by the Holy Spirit, is a community of faith in Jesus Christ committed to spiritual growth, social justice, outreach, and lay involvement and leadership.

## Your Employee Manual

As a new employee, there are many things you need to know about Asbury United Methodist Church. This Employee Manual contains important information about your employment, pay and benefits. Please read the material thoroughly and keep this Employee Manual for future reference.

All employees of Asbury United Methodist Church are employed at will and not by contract. Employment at Asbury United Methodist Church means you and Asbury United Methodist Church are free to terminate the employment relationship at any time without notice, for any reason or for no reason. **This Employee Manual is not an employment contract and is not to be construed as such.** It is a statement of operating procedures and policies. Whether or not the disciplinary procedures described here are followed, all employees are subject to dismissal without notice at any time, when in the sole opinion of management, the employee's job performance and/or conduct is found unsatisfactory for any reason.

This Employee Manual includes only a brief description of the benefit plans offered by Asbury United Methodist Church and an overview of the church's rules and policies. It is designed to be a reference to guide present employees as well as to provide additional information to new personnel.

Benefit plans and policies may be changed, modified, revoked, or terminated at any time by action of Asbury United Methodist Church, with or without notice. In case of a conflict between any language in this Employee Manual and an actual benefit plan, or policy, the plan document or policy itself will control. The policies in this Employee Manual supersede all policies or previously written manuals.

### **Policies as Applicable to United Methodist Clergy**

Whenever there is a conflict between the personnel policies of Asbury United Methodist Church and *The Book of Discipline of The United Methodist Church* with respect to ordained United Methodist clergy, the *Book of Discipline* takes precedence to the extent that a conflict exists.

## **Staff Member Qualifications**

All staff shall have at a minimum the following qualifications:

- They shall be persons who are sympathetic with the Christian faith and purposes of The United Methodist denomination;
- They shall possess the special aptitudes, skills and capacities which are required in their respective fields of work;
- They shall be persons who can win and hold the cooperation and goodwill of the people they serve as well as their associates;
- They shall have the ability to maintain and keep confidences;
- They shall be persons who can demonstrate the capacity to learn and to improve their abilities.

## **Recruitment**

Asbury United Methodist Church shall post information of position openings on all bulletin boards within the offices prior to external announcements.

The recruitment process may also include the public announcement of vacancies through the various news media and church journals, and through notification of appropriate institutions, professional organizations, related agencies and groups with special access to qualified women and racial ethnic minority persons who may be potential applicants.

## **Ethics Statement**

The following statement shall be presented and signed at the time of appointment, election, or employment and reaffirmed annually:

All funds and property received and administered by Asbury United Methodist Church are entrusted to them by God through the faithful financial support of church members. Therefore, the highest degree of Christian stewardship and fiduciary responsibility is expected of all directors, non-director committee members and staff in matters relating to the receiving, reporting and use of such funds and property. Ethical, moral and legal conduct is a critical component of Christian stewardship. Fiduciary responsibility also includes loyalty to the objectives and

purposes for which funds have been allocated, prudence and care in the administration of entrusted funds and property and personal commitment to the highest standard of fiscal responsibility.

Therefore, I agree to abide by the highest ethical and moral standards and practices, and all applicable laws and regulations (for example, criminal, Disciplinary, IRS and civil), in all actions that I take on behalf of Asbury United Methodist Church.

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**Name**

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**Date**

## **Nepotism**

A person shall not become a regular full-time or regular part-time staff member for any position that would require that person to directly supervise, or be directly supervised by, a member of that person's family (spouse, parent, children, in-laws, etc.) who is already employed by Asbury United Methodist Church. Any exceptions to this policy must be authorized by the Staff Parish Relations Committee prior to employment.

## **Equal Employment Opportunity**

Asbury United Methodist Church will not discriminate or allow the harassment of any employee or applicant on the basis of race, color, religion, national origin, age, gender, sexual orientation, disability, veteran status, marital status, or any other basis prohibited by law. Asbury United Methodist Church's Equal Employment Policy applies to all phases of employment, including selection, promotion, demotion, compensation, benefits, and termination, and all other conditions of employment.

Any employee with questions or concerns about any type of discrimination, harassment, or inappropriate or offensive conduct in the workplace is encouraged to bring these issues to the attention of their supervisor, or the Chair of the Staff Parish Relations Committee. Anyone can raise concerns and make reports without fear of reprisal or retaliation.

## **Harassment Policy**

Asbury United Methodist Church will provide a work environment free from harassment on the basis of race, color, sex or gender, religion, national origin, age, disability or handicap, or any other basis prohibited by law. This policy prohibits all acts of discrimination, harassment, or inappropriate or offensive conduct in the work environment, whether engaged in by a supervisor, co-worker, or church member.

Discrimination may include, and is not limited to, any conduct or action that is taken with respect to any employee because of that employee's race, color, religion, national origin, sex or gender, age, disability or handicap, veteran or military discharge status, or membership in any other legally protected category.

Any form of harassment or such conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment will not be tolerated. We support equity among all persons without regard to ethnicity, or gender. It is the Asbury United Methodist Church's policy to provide a work environment free from sexual or discriminatory harassment.

Asbury United Methodist Church affirms the 2000 Book of Resolutions, Sexual Abuse within the Ministerial Relationship and Sexual Harassment with the Church, which states that sexual abuse within the ministerial relationship and sexual harassment within the church is incompatible with biblical teachings of hospitality, justice and healing. In accordance with the *2000 Book of Discipline*, ¶161.F, all human beings, both male and female, are created in the image of God, and thus have been made equal in Christ. The promise of Galatians 3:26-29 states all are one in Christ. We support equity among all persons without regard to ethnicity, situation or gender.

Sexual abuse within the ministerial relationship occurs when a person within a ministerial role of leadership (pastor, educator, counselor, youth leader, or other position of leadership) engages in sexual contact or sexualized behavior with a congregant, client, employee, student, staff member, co-worker or volunteer.

Sexual harassment is any unwanted sexual advance or demand, either verbal or physical that is reasonably perceived by the recipient as demeaning, intimidating, or coercive. Sexual harassment includes, but is not limited to: Any unwanted or unwelcome sexual advance; requests for sexual acts or favors; other verbal, physical, visual, or other acts of a sexual or sex or gender-based nature between members of the same or opposite sex.

Sexual abuse within the ministerial relationship involves a betrayal of sacred trust, a violation of the ministerial role and exploitation of those who are vulnerable. Similarly, sexual harassment must be understood as an exploitation of power relationship rather than as an exclusively sexual issue.

Misconduct of a sexual nature within the life of the Church interferes with its moral mission. Asbury United Methodist Church stands in opposition to the sin of misconduct of a sexual nature in the church and society at large. We commit ourselves to fair and expedient investigation of any charge of sexual harassment within the church and to take action deemed appropriate and in compliance with the *Book of Discipline*. Further, Asbury United Methodist Church strives to create an environment of hospitality for all

persons, male and female, which is free of misconduct of a sexual nature and encourages respect, equality and kinship in Christ.

## **Reporting Harassment**

Some instances of sexual harassment can be resolved easily and informally between the parties. In all other instances, misconduct of a sexual nature should be reported to the senior Pastor or the chair of the Staff Parish Relations Committee. If the conduct involves a clergy person, it should be reported to the district superintendent or the presiding bishop.

Employees of Asbury United Methodist Church whether ordained clergy, full time lay employees, or part time employees, should report incidents of harassment, sexual abuse, sexual misconduct, and sexual harassment to their immediate supervisor. If a complaint involves someone in your direct line of command, then you must bring the complaint to the attention of the chairperson of the Staff Parish Relations Committee or the Lay Leader of Asbury United Methodist Church.

Further, if any person in a supervisory position knows of, or has reason to know of, discriminatory, harassing, inappropriate, or offensive conduct, or receives a complaint directly from someone, they in turn are responsible for immediately taking all possible corrective action and reporting the complaint to the chairperson of Staff Parish Relations Committee or the Lay Leader of Asbury United Methodist Church. The failure to address the conduct and report the conduct to the appropriate individual is grounds for discipline, up to and including termination.

The immediate supervisor or the chairperson of Staff Parish Relations will begin immediately to investigate the complaint without bias. Appropriate disciplinary action, as determined by the Staff Parish Relations Committee, up to and including immediate discharge may result if the facts support the allegations. Information necessary to complete the investigation, including the identity of the alleged employee engaging in the conduct, the employee who is the target of such conduct, and the content of the accusations will be disclosed as necessary during the investigation and the interviews of witnesses. Other information will be disclosed only on a need to know basis as determined at the discretion of the Staff Parish Relations Committee of Asbury United Methodist Church.

### **Retaliation:**

Asbury United Methodist Church will not retaliate against any employee who makes a good faith report of discrimination, harassment, or inappropriate or offensive conduct, or assists in or cooperates in an ensuing investigation. Nor will Asbury United Methodist Church permit any employees to retaliate. All employees shall respect the right of their fellow co-workers to make valid, legitimate complaints under this Policy.

Employees should not gossip, spread rumors about, or ignore or be hostile towards co-workers who have made complaints under this Policy. If an employee believes that he or she has been retaliated against in any way, he or she should report such retaliation in the same manner as set forth above.

If an accusation results in a finding that an individual made false or bad faith accusations of discrimination or harassment, the accuser may be subjected to disciplinary action, up to and including immediate termination.

Any employee who disagrees with the results of an investigation may seek review of the investigation by submitting a written notice of the basis for the disagreement to the District Superintendent who serves Asbury United Methodist Church.

## **Drug and Alcohol Policy**

It is the policy of Asbury United Methodist Church to provide a workplace free of drugs and alcohol. It is prohibited for employees to manufacture, use, possess, distribute, transfer, sell, or be under the influence of alcohol or unauthorized or illegal drugs while on the job or performing any duties for or on behalf of Asbury United Methodist Church, on church business, on the church premises, or in any church parking lot, storage area, job site, equipment, or vehicle. The use of wine in communion is the only exception to this policy.

In keeping with Asbury United Methodist Church's intent to provide a safe and healthful work environment, smoking is not permitted. This restriction applies to all church premises, whether owned or leased, and includes all offices, buildings, and vehicles. This policy applies equally to all employees, members and visitors.

The term "illegal drugs" as used in this policy means a drug or other substance as defined in applicable federal and state criminal law.

Any violation of this policy may result in discipline, up to and including discharge, as determined by the Staff Parish Relations Committee.

## **Electronic Communications Policy**

Asbury United Methodist Church is committed to providing an environment that encourages the use of computers and electronic communications as essential tools to support Asbury United Methodist Church's ministry of administration. In utilizing Asbury United Methodist Church's computers and electronic communications systems including, but not limited to, electronic mail and access to the Internet, it is important for all employees (Users) to be aware of Asbury United Methodist Church's policy

regarding responsible use. It is the responsibility of each User to ensure that this technology is used for proper business purposes and in a manner that 1) is responsible, professional, and legal; 2) does not compromise the confidentiality of proprietary or other sensitive information; 3) does not compromise the security of Asbury United Methodist Church's computer resources; and 4) is consistent with good stewardship and the mission and ministry of Asbury United Methodist Church.

The purpose of this policy is to ensure the appropriate use of computer resources, to monitor and maintain productivity of employees, to assist in preventing harm to the interests of Asbury United Methodist Church and its employees, and to prevent the violation of various state and federal laws.

**No Privacy.** Users do not have a personal privacy right in any matter created, received, sent, or stored on Asbury United Methodist Church's computer resources, whether or not the matter is designated as private or confidential. Asbury United Methodist Church reserves the right to access all computer resources for the purpose of supporting its mission and ministry, assuring compliance with statutory requirements, as well as internal policies supporting the performance of internal investigations, and assisting with the management of Asbury United Methodist Church's information systems.

All aspects of Asbury United Methodist Church's computer, technology and communication systems, including but not limited to hardware, software, and files and message contents, are the property of Asbury United Methodist Church. The computer, technology and communications systems, including e-mail and Internet access, are business tools provided by Asbury United Methodist Church which should be used for business purposes only.

Asbury United Methodist Church reserves the right to monitor and review e-mail messages and Internet access, without prior notice. This includes the right to monitor Internet sites visited, duration of employee's Internet use, and files which have been viewed, accessed or downloaded. E-mail messages and Internet access are not private, and employees should not consider their e-mail messages and Internet access to be private. An employee's access code or password does not give him or her any right to privacy with respect to using the agency's e-mail and Internet systems.

**Internet Access (General)** Asbury United Methodist Church provides the ability to access the Internet through an Internet browser. Asbury United Methodist Church employees designated to have access to the Internet are required to use their access to the Internet in a legal, responsible and informed way, conforming to network etiquette, customs and courtesies. Internet E-Mail access/usage is subject to Asbury United Methodist Church's policies and guidelines related to E-Mail.

Asbury United Methodist Church management will determine:

- The extent to which an employee may use the Internet to accomplish job responsibilities. Any questions about the appropriateness of a particular use of the Internet should be discussed with the employee's supervisor;

- The appropriateness of using the Internet for professional contacts and career development activities during office hours;
- Training required of staff using the Internet and work time that may be used to practice/acquire skills needed to effectively access and use the Internet.

The Internet is not a secure communication channel and should not be used for sending or receiving confidential or sensitive information.

Use of the Internet is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Misuse of Internet access by any employee may result in other disciplinary action, including but not limited to, termination of employment. Examples of inappropriate conduct include, but are not limited to: use of inappropriate or offensive or abusive language in either public or private messages; unlawful activities; gambling, defamation; infringement of copyrights; misrepresentation of oneself or Asbury United Methodist Church; logging on or accessing obscene, pornographic, sexually explicit, racist or violent sites; pirating software or transmitting software programs or other copyrighted or trademarked material; engaging in transactions or activity for personal financial gain; jeopardizing Asbury United Methodist Church's tax exempt status; creating unauthorized contractual liability for Asbury United Methodist Church; violating any Asbury United Methodist Church policy or procedure; engaging in any activity or communication that is inconsistent with norms of professional and business conduct; and sending messages that might result in congestion or disruption of networks and systems.

Employees must abide by security policies, procedures and guidelines in their use of the Internet, and are to refrain from practices which might jeopardize Asbury United Methodist Church's computers, data, network, systems security or work in general. Employees must guard against computer viruses and security breaches of and kind.

**Personal Use** The Internet is not "free." Valuable and scarce resources are used to establish, operate and maintain Asbury United Methodist Church's access to the Internet including the valuable use of staff time needed to make inquiries, send and receive E-Mail, and participate in discussion groups on the Internet. All employees are expected to be good stewards in the use of these valuable resources. Personal use may be allowed in consultation with a supervisor. Personal use should not occur during working hours.

**Electronic Mail** Electronic mail (E-Mail) has been established for agency purposes related to the mission of Asbury United Methodist Church. Asbury United Methodist Church offers the use of E-Mail by its employees as an opportunity to enhance their ability to carry out their job responsibilities. Electronic communications, including internal and Internet E-mail, other forms of electronic media and all of their component parts, such as hardware, software, messages and other data ("E-Mail), are the property of Asbury United Methodist Church. It may be used for personal purposes only in accordance with Asbury United Methodist Church's guidelines and may never be used

in any way that may be disruptive or offensive to others. E-mail may not be used to solicit participation in any activity not directly related to or sponsored by Asbury United Methodist Church (i.e., personal, religious, political or charitable causes).

E-mail is to be used as an agency tool. E-mail should be drafted with the same thought and concern devoted to written or verbal communications, such as letters and memoranda. The E-mail system should not be used to create any offensive or disruptive messages. Users must identify themselves with their full E-mail address or legal name. Asbury United Methodist Church neither assumes nor shares responsibility for incidents of harassment, slander, malice, and defamation of character, copyright violations, or any civil or criminal actions that occur or are alleged to have occurred through any personal or inappropriate use of E-mail. The responsibility for and defense against such actions or claims is solely that of the individual.

E-mail is not a private, confidential communication. The confidentiality of any message should not be assumed. Messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve nor read any E-mail messages that are not sent to them. Any exception to this policy must receive prior approval from the employee's supervisor.

In the use of E-mail employees should not use pass codes, access a file, nor retrieve any stored information unless authorized to do so. All computer pass codes must be provided to supervisors. No pass code may be used that is unknown to Asbury United Methodist Church

Asbury United Methodist Church reserves the right to access and disclose all messages, for any purpose, at any time for legitimate Asbury United Methodist Church reasons without the permission of the employee.

## **Personnel Procedures**

### **Anniversary Date**

An employee's anniversary date is defined as his or her first day on the job with Asbury United Methodist Church. Each employee will serve a 90 day probationary period from the anniversary date. The employment of any staff person may be terminated by either the employee or Asbury United Methodist Church during this probationary period. At the end of 90 days there will be a Performance Appraisal completed as outlined in the personnel section of this handbook under the **Performance Appraisal** section.

### **Employment Classifications**

**Regular Full Time:** Employees who work a minimum of 32.5 hours per week. These employees are eligible for all employee benefits.

**Regular Part Time:** Employees who work less than 32.5 hours per week in an established position.

## **Personnel Records**

Asbury United Methodist Church keeps a personnel file on each employee. These files are kept in the church office. These files contain documents which are, have been or are intended to be used in determining a staff person's qualifications for employment, promotion, transfer, additional compensation, discharge or other disciplinary action. The contents of the file, except for letters of reference, and certain other limited information, are open for inspection at reasonable times and at reasonable intervals at the request of the employee. Asbury United Methodist Church will keep all personnel records private.

Information in personnel records is generally not to be released to a third party. Requests for the release of personnel file information to third parties should be cleared with the senior pastor. There are certain times when information may be given to persons outside the church:

- 1) In response to a subpoena, court order or order of an administrative agency;
- 2) In a lawsuit, grievance, or arbitration in which the employee and Asbury are parties;
- 3) To administer employee benefits plans;
- 4) To a health care provider;

Asbury will only provide verification of the dates of employment, the last or present job title, and the fact of the employee's employment to a prospective employer or other parties, unless the employee provides written authorization.

Documents to be placed in this file may include, but are not limited to, the following:

- Application for employment
- Employment offer form
- Authorization for a background check
- Emergency notification form
- Job description
- References
- Salary information, W – 2 Form
- Vacation days earned and completed performance appraisals
- A log sheet requiring date and signature of anyone given permission to have access to a personnel file
- Any other documents relating to the employees status
- Proof of continuing education
- Files containing medical information will be kept in a separate file

- I-9 forms (Verification of an employee's legal status as a U.S. citizen) to be kept in a separate file
- Plan participant enrollment forms (pension, health insurance, disability insurance)

### **Confidentiality of Personnel Records**

Asbury United Methodist Church will keep personnel files on each employee and may have files on individual members of the congregation. Such files will be kept confidential and access to them will be limited. A signature card will be kept in each file and those accessing the file will be required to date and sign each time they use the files. Generally, access to personnel files will be limited to the Senior Pastor, Chairperson of Staff Parish Relations Committee, or other committee chairpersons with permission from the Senior Pastor or chair of Staff Parish Relations Committee.

Those having access to personnel files will strive to keep any information confidential and will not share the information with anyone outside of Asbury United Methodist Church. If information is shared with a church committee, committee members are bound by the same confidentiality policy. In the event that it is determined that a breach of confidentiality has occurred, a meeting will take place between all the parties involved to determine an appropriate action.

### **Orientation and Training**

Asbury United Methodist Church will provide appropriate orientation and training of each new employee during their 90 day probationary period. Such orientation and training shall include the following:

- 1) Upon employment, each employee will complete the necessary employment forms required such as an I – 9 form, W – 2 statement, permission to conduct a background check, and other forms necessary to expedite requests for insurance and pension benefits for those qualified.
- 2) Each employee will receive a copy of the employee policy manual, job description, and other materials supportive to his/her job. A sign off sheet will be provided for the employee to verify they have received and have been given orientation in the employee policy manual.
- 3) Instructions and training in specific duties will be under the direction of the Senior Pastor, or others as appointed by Staff Parish Relations Committee.
- 4) Employees may participate, with prior approval of the Senior Pastor, in other specific training and continuing education opportunities which will enhance their job performance and as budget allows.

**Office Hours:**

Office hours are from 8:30 AM to 5:30 PM, Monday through Friday. Breaks will include a one hour lunch break and two 15 minute breaks daily. The employee and the Senior Pastor will negotiate a change in schedule as needed to carry out the mission of Asbury United Methodist Church.

In inclement weather, the Senior Pastor will decide when the office is to be closed and will communicate that closing as soon as practical to those affected by the closing.

## **Salary and Benefits**

**New employee**

Beginning salaries for new employees will be negotiated. There will be a 90 day probationary period for employee and the church. Employee performance will be reviewed at the end of 90 days by the Senior Pastor/Staff Parish Relations Committee as outlined in the performance appraisal section of this handbook.

**Pay period, deductions, compensatory time and overtime**

Asbury United Methodist Church pays employees by the 15<sup>th</sup> of the month and on the last working day of the month. Further conditions under this policy include the following:

- 1) Each paycheck reflects deductions required by Federal law, and any other deductions you requested and approved by the Senior Pastor/Staff Parish Relations Committee.
- 2) If there is a change in exemptions while employed at the church, it is the employee's responsibility to fill out a new withholding form. All copies are placed in the personnel file.
- 3) The salary will be paid to full-time staff employees when the office is closed due to inclement weather.
- 4) Holidays or personal time off does not constitute time worked.
- 5) The Office Manager will receive compensatory time for any hours worked beyond regular office hours. Compensatory time will be arranged with the Senior Pastor.
- 6) If an hourly employee is required to attend a church meeting or perform other duties that bring the total hours worked in a week to more than the regular scheduled work week, the employee will be granted paid time off as soon as possible for these extra hours worked. Not more than eight hours of compensatory time can be taken at one time.
- 7) Overtime wages will not be paid except in extreme circumstances approved in advance by the Senior Pastor. Flexibility of taking compensatory time can be discussed with the Senior Pastor or the chairperson of the Staff Parish Relations Committee.

- 8) Overtime by support personnel paid on an hourly basis is sometimes necessary and is determined by your immediate supervisor. Overtime is computed as follows:

The first 40 hours of work in any one work week shall be computed at the regular pay scale. The hours worked in addition to 40 hours in any given work week shall be computed on a time and one-half basis. Unworked hours (vacation, holidays, and sick leave) are not included in overtime computation. The employee may elect to take compensatory time off, instead of pay, with the approval of their supervisor. Pursuant to law, compensatory time earned by hourly staff must be taken during the pay period in which it was earned if the employee elects compensatory time in lieu of overtime. For purposes of computing overtime, the work week begins on Monday and ends on Sunday.

- 9) Overtime pay is not available for salaried staff.

### **Salary Review**

On or before the annual Church Charge Conference in early December, each employee's salary will be reviewed and a recommendation will be given to the Staff Parish Relations Committee based on the following criteria:

- 1) Performance appraisal, as evaluated and reviewed by the assigned Staff Parish Relations Committee member and the Senior Pastor.
- 2) Current inflation rate and cost of living
- 3) Ability of the church to grant pay increases
- 4) Salaries paid for similar positions in the community
- 5) Changes in skill level requirements for the position or additional duties assigned

After review and Senior Pastor recommendations, the Staff Parish Relations Committee will take recommendations into account as it prepares its budget request for the next calendar year. The actual salary figure will be set after the Staff Parish Relations Committee budget has been approved by the Church Charge Conference.

### **Health Insurance**

#### **1) Enrollment:**

- A) Each full time employee may elect to enroll in a major medical-hospitalization insurance program, including family coverage, at any time during his/her employment.
- B) Employees enrolling may be required by the insurance company to have a physical examination except during the open enrollment period.
- C) If choosing the conference plan, the open enrollment period is in the month of December and the conference office should be contacted about the open

enrollment process at the end of October. The employee shall receive a copy of the employee health insurance benefit plan.

**2) Termination of Benefits:**

- A) All benefits cease upon termination of employment, unless the employee requests to continue the health insurance policy for one year from the day of leaving the employment of Asbury United Methodist Church.
- B) The employee will pay the full cost of the premium for such health insurance as stated in federal law.

**3) Premium Costs:**

- A) The employee and employer each pay one-half of the premium cost for the optional major medical hospitalization insurance, for either individual or family coverage.
- B) If choosing the conference plan, the employee amount is withheld from the employee's salary on a monthly basis and remitted directly to the insurance carrier.

**Disability Insurance**

**1) Enrollment:**

- A) Asbury United Methodist Church offers disability insurance for all of its full-time or 40 hour a week non-clergy employees with the premium shared equally by the employee and the church.
- B) Enrollment into the disability program will be offered 90 days after employment.
- C) When disability payments are in effect, the employee will not receive his or her regular salary.
- D) The definition of disability will remain the same as stated by the Board of Pensions and Health Benefits of the Dakota's Conference.

**Pension**

**1) Enrollment:**

- A) Participation is at the option of the employee, with enrollment commencing on January 1 after one year of employment.
- B) In order to allow the church to properly budget for its contribution, the employee must notify the employer of his/her decision to enroll by November 1 preceding the enrollment date.
- C) The employer will not make contributions retroactively for years of service prior to enrollment.
- D) If the employee does not wish to participate in the pension plan, then the employee will sign a waiver that states that the employer offered the pension plan but the employee refused or wishes to enroll at a later time.

**2) Contributions:**

- A) The employee contributes an amount equal to 3% of his/her gross salary. It is withheld from the employee's salary on a monthly basis and remitted monthly to the General Board of Pensions.
- B) The employee may make additional contributions at their discretion.

- C) The employer contributes an amount equal to 6% of the employee's gross salary, and remits it to the General Board of Pensions on a monthly basis.
  - D) The contribution to the pension program will not begin until after the probationary period of one year.
- 3) **Benefits and Rights:**
- A) The General Board of Pensions has a brochure outlining an employee's rights regarding a pension and that document is intended to be a part of this policy manual and can be used by employee's to determine their rights under this policy.
  - B) A copy of the pension benefits brochure published by the General Board of Pensions is on file in the church office.

## **Other Employee Policies**

### **Holidays:**

- 1) Holidays observed are: New Year's Day, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, Christmas Day, and one floating holiday chosen by the office staff.
- 2) If an observed holiday falls on a Saturday, the church will close as determined by the Senior Pastor on the preceding Friday. If an observed holiday falls on Sunday, the church will close on the following Monday. Exceptions to this plan must be approved by the Staff Parish Relations Committee.
- 3) If an observed holiday occurs during the time an employee is on vacation, an additional day of vacation with pay will be granted. The date that such an additional day of vacation may be taken must be arranged with the Senior Pastor.

### **Vacations:**

#### **1) Definition:**

- A) Vacations are in recognition of service performed.
- B) Employees who attend continuing education seminars, training events, or in the course of their duties attend camps or retreats may count those days as days worked and those days will not be considered vacation days.

#### **2) Service Requirements:**

- A) Vacations for new full time employees will be calculated on the basis of .83 days of vacation for each month of service during the first calendar year of employment. Vacation days may be taken after 6 months of employment.
- B) The initial calendar year of employment will count as the first service year for determining subsequent vacation periods.
- C) Vacation Eligibility Schedule:
  - a) **5 days** – after completion of 6 months of service
  - b) **10 days** – after completion of one year's service to be accrued at .83 day/month
  - c) **15 days** – after completion of 5 years of continuous service to be accrued at 1.33 day/month

- d) **20 days** – after completion of 10 years of continuous service to be accrued at 1.66 day/month
- D) A vacation week is a normal work week as scheduled.
- E) Part-time employee vacation time will be computed in proportion to the time worked.

**Other Conditions of Vacation:**

**1) Vacation Scheduling:**

- A) Please consult with the Senior Pastor on vacation plans as soon as possible so that schedules may be set up.
- B) Notice of intent to take vacation days should be made to the Senior Pastor 10 working days prior to the vacation.
- C) Taking vacation days within the first 90 days of employment will be at the discretion of the Senior Pastor.

**2) Vacation Carry Over:**

- A) One week vacation may be carried over to the next year after consulting with the Senior Pastor. The maximum of vacation days that can be carried over is 5 vacation days.
- B) If an employee has accrued more than 5 vacation days, only 5 can be carried over to the next year and the extra days must be used in the current year or they are lost.

**3) Vacation Pay and Termination of Employment:**

- A) Salary shall not be granted in lieu of vacation, except upon termination of employment, as outlined in this Termination Policy.
- B) An employee who works less than one calendar year will not be paid any vacation time at termination.
- C) An employee who terminates before taking all of his/her vacation for the current year will be paid for any unused vacation.
- D) Unused vacation will be calculated by crediting the employee with one-twelfth of his/her eligible vacation time for each month of service prior to termination.

**Personal Time Off:**

**1) Sick Leave:**

- A) Full time employees accrue ½ day of sick leave per month up to 6 full days per year.
- B) The employee may accumulate up to but no more than 30 days of sick leave during the course of their employment.
- C) In extenuating circumstances, the Staff Parish Committee will review sick leave days available and grant additional days on an individual basis.

**2) Family Emergencies:**

- A) Up to 5 days of paid time off is granted in the case of critical illness or death of a member of the employee's immediate family. This shall not exceed 5 days without approval of the Staff Parish Relations Committee.
- B) Immediate family members include one's spouse, spouse's parents, children, parents, grandparents, brothers and sisters, father/mother-in law.
- C) In the event of death of more distant relatives or close friends arrangements may be made with the Senior Pastor for one such day to be taken.

- D) Time off for other family needs will be permitted without pay at the discretion of the Senior Pastor.

**3) Family and Medical Leave Act:**

- A) Eligible employees will be granted up to 12 work weeks of unpaid leave during a 12 month period.
- B) Eligible employees will retain their job status during the duration of said unpaid leave and will be given their position back when they return.
- C) Unpaid leave during any 12 month period will be granted for the following reasons.
  - a) For the birth and care of a newborn child of the employee;
  - b) For the placement with the employee of a son or daughter for adoption or foster care;
  - c) To care for an immediate family member (spouse, child, or parent) with a serious health condition.
  - d) To take medical leave when the employee is unable to work because of a serious health condition.

**4) Jury Duty:**

- A) Time off for mandatory jury duty or court appearances required as a result of a valid subpoena or court order is excused and paid at full salary.
- B) The employee is expected to report to work when it does not conflict with court obligations.
- C) The employee is required to submit the check received from the courts for jury duty to the Asbury office.
- D) Any payment included in the check from the courts for mileage will be reimbursed to the employee.
- E) If the jury duty is scheduled on an employee's day off they will be reimbursed that jury duty pay. Jury duty pay collected by Asbury United Methodist Church will be used to offset the expense of hiring a substitute for your position and the excess if any will be paid to UMCOR.

**5) Reporting Absences:**

- A) In case of absences, whether for illness or other reasons, the employee will notify the Senior Pastor as soon as is practical.
- B) An employee who does not report to work and fails to give an explanation as soon as practical or fails to notify a reason for the absence will be given a formal warning, and placed on probation as discussed in the employee policy manual under the section **Resolution and Grievance Process**.

**Fringe Benefits:**

**1) Reimbursement Policy:**

- A) The Senior Pastor and other employees who have a designated spending account will be reimbursed for ordinary and necessary business expenses incurred in the performance of his or her employment when the employee substantiates the amount, business purpose, date and place of the expense.
- B) This substantiation must be provided on a reimbursement voucher and given to the financial secretary within 60 days of incurring the expense. All employees

must return to the church any amounts received in excess of the substantiated expenses within one hundred twenty (120) days of receipt.

- C) The church will not report any properly substantiated reimbursement payments as income on any employee's Form W-2.

**2) Employee Travel Expense:**

- A) Employees using their own vehicle to conduct church business, will, with Senior Pastor's approval, be reimbursed on a per mile rate. The rate will be determined on a yearly basis by the IRS.
- B) Payment to the employee will be paid once the reimbursement voucher is submitted by the employee.

**3) Continuing Education:**

- A) Up to five days and/or as needed will be granted with pay each year for continuing education and events which will improve one's effectiveness in the position currently held. Both the event and the date must be approved in advance by the Senior Pastor or Staff Parish Relations Committee in order for the continuing education event to be considered for reimbursement.
- B) If funds are available, the church will pay registration/tuition fees and housing/meals for the approved continuing education events.
- C) Time and funds may not be carried over into the ensuing year.

**Severance Pay:**

- A) If a termination or discharge is made because of a reorganization of staff, or lack of funds, the staff member will be given at least one (1) month's notice in advance of the termination date and will receive severance pay equal to one week of pay for each year worked. If work is less than a full year the pay will be prorated to the time worked.
- B) Employees who resign voluntarily are paid through their last day of employment but do not receive severance pay.
- C) A staff member removed involuntarily from his or her position may receive separation pay at the discretion of Asbury United Methodist Church, but in no event shall such pay exceed one-half the amount of one week for each year of work.
- D) When a staff person leaves Asbury United Methodist Church, that person's entitlements (sick leave, vacation, holidays) will be pro-rated according to the days worked/not worked.
- E) If any entitlement time has been used but not earned, the final paycheck will be reduced to reimburse Asbury United Methodist Church for those days. Likewise, if any vacation days have been earned but not used, employee understands that she/he will be asked to sign an agreement allowing his/her final paycheck to reflect payment for those days. The staff person's receipt of this Employee Policy Manual also constitutes his/her agreement to have such funds taken from the final paycheck.

## **Performance Appraisal**

1. There shall be a probationary period of employment of 90 days following initial employment. If the staff person does not meet performance standards, employment can be terminated at any time during the three months or thereafter.

- Approximately two weeks before the end of this period, the senior pastor and the chairperson of the Staff Parish Relations Committee shall conduct a “Performance Appraisal” covering the staff person’s performance during the period. The completed form will be placed in the staff person’s personnel file. If performance is satisfactory, this probationary period will end, although the staff person continues to serve at the pleasure of Asbury United Methodist Church. (See section on “Employment At Will”) If performance is not satisfactory, this probationary period may be extended in writing or the staff person may be terminated.
2. By September 30 of each year, the performance of every staff person will be evaluated utilizing the current “Performance Appraisal Form.” The “Performance Appraisal” is an opportunity to obtain feedback on the employee’s performance/behavior and to discuss future goals and objectives.
  3. Salaries are reviewed yearly at the time of the “Performance Appraisals”. By September 30 each employee’s work performance will be reviewed by the Senior Pastor and the chairperson of the Staff Parish Relations Committee. The review will provide opportunity for the employee to suggest ways to improve working conditions and in other ways enhance the overall effectiveness of the church operation.
  4. Upon completion of the “Performance Appraisal”, a report will be shared with the employee and Staff Parish Relations Committee for clarification and understanding and placed in the employee’s personnel file.

## **Resolution and Grievance Process**

### **Corrective Action:**

Just as it is important to specify the standards of performance that are required of each employee, it is also important to outline the policy in dealing with performance of work related problems that do not meet these standards.

The corrective action policy attempts to correct problem situations and to provide an atmosphere in which an employee can learn from mistakes where appropriate.

Corrective action may take any of the following forms, depending on the seriousness of the problem and the Staff Parish Relations Committee’s evaluation of the likelihood of satisfactory improvement. The level of corrective action takes into consideration such factors as the severity of the problem, the nature of the problem, and the employee’s overall performance. A signed documentation of these corrective actions will be placed in the employee’s file.

### **Informal Counseling:**

If an employee’s performance or conduct fails to meet specified requirements, the Senior Pastor and the chairperson of the Staff Parish Relations Committee will meet

with the employee to discuss the problem. During informal counseling, the problem may be defined, corrective action identified and the consequences of continued, deficient performance or conduct outlined. This is usually the first step in dealing with problems.

### **Formal Warning:**

If, following informal counseling an employee is still not performing his/her work satisfactorily, he/she will be placed on formal probation and told that they are being considered for involuntary termination. The length of probation will be determined by the Senior Pastor and the chairperson of the Staff Parish Relations Committee and the staff person being considered for termination will be given an opportunity to correct the problem(s). However, Asbury United Methodist Church reserves the right to discharge a staff person at any time without a probationary period. Identification of the problem(s) and terms of the probation shall be put in written form and documented, and shall be discussed with the staff person by the senior pastor and the chairperson of the Staff Parish Relations Committee. If the staff person is placed on probation, the term of the probation shall include a date on which the probation period ends.

A progress review may be scheduled at that time. In the event the employee does not improve and the problem(s) continue, Asbury United Methodist Church retains the right to terminate the individual's employment at any time during the probationary period. Termination shall be based on appropriate documentation and under ordinary circumstances will take place only after discussion with the employee involved.

If the employee is able to correct his/her work deficiencies and perform satisfactorily during the probation, he/she will be restored to their employment status at the end of the probation period.

## **Termination of Employment**

### **Resignation:**

Should an employee desire to terminate employment in good standing, the employee should advise the Senior Pastor of the resignation, giving at least two weeks notice. Such advance notice will be appreciated and will allow time to arrange for a replacement.

### **Dismissal:**

If an employee is not performing his/her work satisfactorily, he/she will be counseled using the process listed under the Resolution/Grievance Procedure. If, at the end of the

probationary period, the employee is still not performing his/her work satisfactorily, there will be dismissal from employment.

The following shall be grounds for immediate dismissal:

1. False statements on the employment application.
2. Insubordination
3. Theft
4. Use of illegal drugs or alcohol on the premises or during church sponsored activities
5. Substantiated sexual misconduct/abuse allegations

The following may be grounds for dismissal:

1. Violation of Asbury United Methodist Church procedures
2. Unexcused absenteeism
3. Unsatisfactory work
4. Violation of confidentiality

## **Confidentiality Statement**

Each staff person is responsible for seeing that confidential information is properly protected from unauthorized disclosure or use. Each staff member is required to sign a confidentiality statement when they are hired and at the end of each calendar year. All staff is expected to use discretion in handling all church records and information at all times.

Flagrant or repeated dissemination of confidential information may be cause for reprimand or immediate dismissal.

## **Confidentiality Pledge**

Because of my position in the Church, I may have access to confidential information. This includes not only things that are read but may also include those things seen and heard in the course of my work in the Church. I understand that I am expected to keep this knowledge to myself and not to discuss it with anyone except the Senior Pastor or the chairperson of the Asbury United Methodist Church Staff Parish Relations Committee, if necessary. I am in a position of trust and for the good of the congregation I must maintain that trust.

Should I break confidentiality, I understand that I will be subject to discipline up to and including dismissal. This confidentiality agreement is for the welfare of both the congregation and the staff, and my acknowledged compliance is a condition of employment.

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**Signature of Staff Person**

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**Date Signed**

## **Disclosure Statement for Employees of Asbury United Methodist Church**

I affirm under penalty of law that I have attended an in-service session where this Policy Manual of Asbury United Methodist Church was presented to me and explained to my satisfaction. I understand all of the policies contained herein and had the opportunity to ask questions for clarification of any policies that I was unsure of. I further agree to abide by the policies found in this Policy Manual of Asbury United Methodist Church.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2006

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Signature)

Reviewed and Revised: January 16, 2007.

Effective Date: January 16, 2007

# **Addendum to the Asbury United Methodist Church Employee Policy Manual**

## **Safe Sanctuary Policy**

In April 1996 the General Conference of the United Methodist Church adopted a resolution aimed at reducing the risk of child sexual abuse within the church. To fully align with this resolution, the Education Work Area has established a Safe Sanctuary policy and procedures to demonstrate our absolute and unwavering commitment to the physical safety and the spiritual growth of all our children and youth. What this means to our community of faith is that:

1. We pledge to conduct the ministries of the gospel in ways that assure the safety and spiritual growth of all our children, youth and workers.
2. We will follow reasonable safety measures in the selection and recruitment of all children and youth workers.
3. We will implement prudent operational procedures in all programs and events.
4. We will educate all our children and youth workers on these policies and procedures.

## **Safe Sanctuary Procedures**

1. All children and youth workers will go through an application and screening process that includes a reference check and possible back ground check.
2. Volunteers must be members/attendees of Asbury for at least 6 months.
3. Any person convicted of abuse/neglect in any form will not be allowed to work with our children and youth.
4. There will be two unrelated adults in the classroom at all times.
5. If there is no window on a classroom door, then the door should remain open.
6. All children's workers will abide by Asbury's discipline policy and receive orientation to the safe sanctuary policy annually.
7. All workers will report immediately any suspicions of child abuse to Asbury staff.
8. Children will not be allowed to play unattended in the church.
9. Children fourth grade and younger shall be escorted to and from all church programs and activities by a parent or assigned high school escort.
10. All field trips need one week prior approval of Asbury staff, at least two non-related adults, and signed parental permission slips.
11. All accidents during children and youth activities must be reported to the Asbury staff and documented in the Education office.

## **Discipline Policy**

When a behavior occurs that is not acceptable, the adult that observes the behavior should:

1. Quietly tell the child, one-on-one, that the behavior is not acceptable. Do not embarrass the child; use positive words, and a quiet calm voice.
2. Use distraction. Remove the child from the situation, and get them interested in something else.
3. Physically sit by the child, your presence may be all they need.
4. Time-out. Try one or more of the above suggestions first. Have the child sit quietly by him or her self. Use a one minute per year of age. Make sure the child knows the reason for the time-out, and uses the time to think about their actions.
5. Removal. As a last resort, or if the child physically hurts someone, have the high school helper, or a responsible child, go get the Children's Ministry Director, or a Sunday school

supervisor. The child may be removed from the classroom for counseling. A joint decision will be made as to when the child may return (it may be immediately, or next week or dependent on an apology).

**Notes:**

1. Use a calm kind voice- no yelling or screaming.
2. Use positive words- no threats or accusations.
3. Use gentle touch- soft hand-to-hand or hand-to-shoulder contact only. No other physical contact should be used.

Revised 10/1/02