

This Personnel Handbook template may be used by your local church. Please:

(1) insert the name of your local church in the **yellow** highlighted areas.

(2) insert or delete the information in the **green** highlighted areas as it applies to your local church situation. You may find it necessary to modify it for your use.

(3) remove highlights after completion.



YOUR LOCAL CHURCH NAME

UNITED METHODIST CHURCH

PERSONNEL HANDBOOK

This handbook supersedes all prior policy statements.

Date

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YOUR LOCAL CHURCH NAME
UNITED METHODIST CHURCH

PERSONNEL HANDBOOK

I. INTRODUCTION

A. WELCOME TO YOUR LOCAL CHURCH NAME!

Starting a new job is exciting, but at times can be overwhelming. We understand this, so we have developed this handbook to answer many of your initial questions and explain personnel policies and benefits.

B. Mission Statement

The mission of the United Methodist Church is “making disciples of Jesus Christ for the transformation of the world.” Your local church name’s mission statement is

_____.

Most employers’ goals are focused on revenues, however your local church name’s goal is to

_____.

C. Purpose of the Handbook

This Handbook [establishes Personnel Policies as well as standards of conduct and performance for](#) employees of **Your local church name**. Employees are those who receive a paycheck directly from your local church. [This handbook applies to both lay and clergy, except where the language of the *The Book of Discipline* or policies of the Annual Conference take precedent, or where so stated in these policies.](#)

Changes to this Handbook will be made when necessary and revisions will be available to all employees. **Your local church name** expects every employee to comply with the rules and policies discussed in this Handbook as well as any others adopted by the church. If you have questions, please ask **your immediate supervisor or the Chair of the Staff Parish Relations Committee**. A violation of any of these rules or policies may result in discipline up to and including termination.

Notice: At-Will Employment

This Handbook is not an expressed or implied contract of employment and does not guarantee employment for any term. There is no contract of employment between **your local church name** and any of its employees. Any employee may resign employment at any time. Similarly, **your local church name** may terminate the employment relationship, with or without cause.

II. EMPLOYMENT POLICIES

A. Equal Opportunity

Your local church name does not discriminate in hiring or in any terms and conditions of employment on the basis of race, color, creed, religion, national origin, gender, disability, age, marital status, covered veteran status, status with regard to public assistance, or any other characteristic protected by law. However, as a religious ministry, we reserve the right to hire employees with the same religious affiliation for positions which relate to church or school duties. This policy applies to employees and applicants and to all phases of employment

including hiring, promotion, demotion, and treatment during employment, rates of pay or other forms of compensation, and termination of employment.

Your local church name will take appropriate steps to provide reasonable accommodations upon request to qualified individuals with disabilities, so long as doing so does not cause an undue hardship for the church.

B. Anti-Harassment

Your local church name is committed to providing a workplace free of harassment of any employee because of the employee's race, sex, religion, age, national origin, disability, citizenship status, or any other category protected under federal, state, or local law. We are committed to protect employees from such harassment, whether from other employees or non-employees. Conduct inappropriate under this policy may include, among other things:

- (1) Epithets, slurs, stereotyping, or threatening, intimidating, or hostile acts that relate to race, sex, religion, age, national origin, or disability;
- (2) Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, sex, age, religion, national origin, or disability.

Specifically included in this policy is a commitment to provide a workplace free of sexual harassment. Sexual harassment may include, but is not limited to:

- (1) Unsolicited and unwelcome comments or conduct of a sexual nature or that are demeaning to women or men as a group (for example, offensive or vulgar jokes, name-calling, comments about one's body or sex life, stereotyping based on a person's sex, touching, leering, ogling, patting, pinching, indecent exposure, physical gestures, or displaying sexually explicit photographs or objects that might interfere with a reasonable person's work);
- (2) Unsolicited and unwelcome demands or requests for sexual favors or social or sexual encounters;
- (3) An explicit or implicit promise of preferential treatment with regard to a person's employment in exchange for sexual favors or sexual activity;
- (4) The use of an employee's or applicant's submission to or rejection of sexual conduct as the basis for making, influencing, or affecting an employment decision that has an impact upon the terms and conditions of the individual's employment (for example, hiring, firing, promotion, demotion, compensation, benefits, or working conditions);
- (5) Creating an intimidating, hostile or offensive environment by such conduct.

Given the nature of this type of conduct and the serious effects such conduct can have on the target of the conduct and the one accused of the conduct, your local church name treats alleged violations of this policy seriously, and to the extent possible, confidentially. We expect all those dealing with the issue to treat alleged violations in the same responsible manner.

If you believe you, or any other employee, is being subjected to behavior that violates this policy, you have a responsibility to immediately report these matters to your supervisor or to the Chair of Staff Parish Relations Committee. If for any reason you do not feel comfortable reporting these concerns to these individuals, you may report the concerns to the Chair of the

Administrative Board.

Supervisors who become aware of any potential violation of this policy must report the violation to the Chair of Staff Parish Relations Committee and the Chair of the Administrative Board. Failure to report potential violations may result in appropriate discipline up to and including discharge.

No action will be taken against any employee merely because s/he reports behavior believed to violate this policy. We assure you we will act to investigate and resolve complaints and that **your local church name** is firm in our commitment to maintaining an environment free of discrimination and harassment.

Violations of this policy will not be tolerated and will result in appropriate disciplinary action, up to and including termination.

C. Drug-Free/Alcohol-Free/Smoke-Free Workplace

We expect all employees to report to work free of the use and effects of alcohol and illegal drugs and not to sell, distribute, dispense, possess, or use or conspire to sell, distribute, dispense, possess, or use an illegal drug or alcohol on **your local church name's** property and in church-owned vehicles, or during working time. Likewise, we expect all employees not to misuse or abuse any prescription or nonprescription medications.

We look to our employees to support this policy and expect them to cooperate in our efforts to enforce this policy and in any investigation of its violation.

Your local church name has a "smoke free" policy. Smoking is not permitted within any of the church's buildings, on church property, or in a church-owned vehicle at any time.

D. Changes in Employment Information

In order to keep personnel records correct and up-to-date, you must promptly inform, in writing, your supervisor and the **Chair of Staff Parish Relations Committee** of a change in any of the following items: name, home address, home telephone number, marital status, status affecting legal right to work in the United States, person to contact in the case of an emergency, number of dependents, personal physician, voluntary payroll deductions, military status, or beneficiary designee.

You have the right to inspect your personnel file during regular office hours. You may make an appointment to inspect the file with **the Chair of the Staff Parish Relations Committee**, who will accompany you while you inspect the file. You may obtain copies of any document in your personnel file to the extent required by law. Personnel records are the property of **Your local church name** and may not be removed from the Church.

No reference information other than a verification of dates of employment, wages, and job titles will be given out to a third party without your prior written authorization.

III. COMPENSATION

A. Employment Classifications

For the purpose of designating eligibility for certain benefits **and the payment of overtime**, employment classifications fall into one of the following categories:

1. **Regular.** A regular employee is a person who has been hired to fill a specific position for an indefinite period of time.
2. **Temporary.** A temporary employee is a person who has been hired for work of a temporary nature. A temporary employee is entitled only to statutorily mandated benefits such as those set forth in Section III.

3. **Regular Full-Time.** A full-time employee is regularly scheduled to work **35 hours** per week.

4. **Regular Part-Time.** A part-time employee is regularly scheduled to work 20 or more hours per week and fewer than **35 hours per week**. Part-time employees occasionally may be asked to work full-time hours because of church needs; however, this will not change the employees' part-time status.

5. **Exempt.** An exempt employee is one whose position contains duties and responsibilities of an executive, administrative or professional nature as described under the Fair Labor Standards Act, and is therefore exempt from the provisions of the Act. Exempt employees may be required to perform a certain amount of work in excess of the standard 40-hour work week without additional compensation. All appointed clergy are considered Exempt employees.-

6. **Non-Exempt.** A non-exempt employee is one whose position is covered by the provisions of the Fair Labor Standards Act due to her/his duties and responsibilities. The Fair Labor Standards Act includes the provision for payment of all overtime hours worked in excess of 40 hours per work week for these non-exempt positions.

B. Orientation Period (does not apply to appointed clergy)

All employees hired for regular part-time or full-time employment must complete a minimum **90-day orientation period**. If **your local church name** determines that an employee has not met our performance expectations at the end of the initial **90 days**, their employment will be terminated at that time. **unless it seems that an extension of the orientation period is appropriate.**

At the successful completion of the orientation period, we will notify the employee of the change to regular employment status. Because all employees in the State of Indiana are employees at-will, employment still may be terminated either by the employee or **your local church name** for any reason, or no reason at all, at any time before or after completion of the orientation period.

C. Wage Increases

Your local church name attempts to review compensation annually. Wage increases and other compensations are based on our church's annual budget; employee job performance, attendance and punctuality; ability to get along with other employees; external economic factors; and the appropriate wage range for the job. If you have questions concerning your compensation, please speak to your direct supervisor.

D. Pay Periods

Your local church name pay cycle is **bi-weekly** and is administered by direct deposit. **This means your local church name employees are paid every other Friday (26 times per year). Pay weeks end on Sundays. Non-exempt employees report hours no later than noon on the next day (Monday following the end of the two-week pay period). Payroll is generated the following Friday.**

E. Recording Time

Employees are required to maintain an accurate record of all time worked **on a computer terminal, time cards, or other approved forms**. Falsification of time recording may result in disciplinary action up to and including immediate termination.

F. Payroll Deductions

Your local church name is required by law to withhold from each employee's pay certain

federal, state, and local taxes, the employee's portion of Social Security and Medicare taxes and any court-ordered garnishments. Other payroll deductions can include voluntary deductions for various benefits the employee is enrolled in.

G. Deductions from Exempt Employees' Salaries

Salaried exempt employees work as few or as many hours as are necessary to get the job done. For this reason, and subject to the exceptions below, **your local church name's** policy does not reduce a salaried exempt employee's predetermined compensation for any partial-day absence (other than intermittent medical leave); any partial-week absence caused by **your local church name** or its operating requirements, including holidays **and partial-week shutdowns; or because of variations in the quality of work performed.**

Deductions from salary may occur in the following circumstances:

- (1) Full-day absences for personal reasons other than sickness or disability;
- (2) Full-day absences due to an employee's own sickness or injury (including work-related injuries and medical-related absences). Such deductions will be made in accordance with the church's paid time off or sick day plans and state worker's compensation laws and regulations
- (3) A penalty imposed for infraction of a safety rule of major significance;
- (4) Full-day absences for unpaid disciplinary suspensions under **your local church name's** disciplinary action policy for breaking our workplace conduct rules;
- (5) When no work is performed in a work week.**

Your local church name's attendance and disciplinary action policies apply to absences even though the absence may not be one for which a deduction from salary will be taken. We also reserve the right to require an employee to use paid time off or sick day benefits for partial-day absences caused by the employee's own illness, injury, or personal reasons.

We encourage any exempt employee who believes his or her salary has been improperly reduced to report the problem immediately to **the Chair of Staff Parish Relations Committee.** We assure you that we will comply, and expect all supervisors to comply with this policy and not to make improper deductions from salary. We will reimburse employees for any improper deductions.

H. Hours

We have scheduled office hours. However, the supervisor will determine normal work schedules and any temporary variations as needed.

I. Lunch and Breaks

Each hourly employee receives an unpaid lunch period. **Lunch schedules of the support staff are to be staggered so that the office always remains open during office hours. Employees may not work during lunch breaks without the approval of the supervisor.**

J. Overtime

An hourly, non-exempt employee may not work more than 8 hours in a workday or 40 hours in a workweek without the prior approval of **the Chair of Staff Parish Relations Committee.** An hourly employee may not work through the lunch period without prior approval of a supervisor.

An hourly employee will be paid overtime compensation at one and one-half times the regular hourly rate of pay for hours worked over 40 per week. (Paid time off will not be counted as hours worked.) Hourly employees who are required to work on a paid holiday or a Sunday (not regularly scheduled) will be paid double time.

Employees may be required to work overtime. If overtime is mandatory or an employee commits to voluntary overtime, time will be treated as regularly scheduled.

If compensatory time off is utilized in lieu of payment of overtime, the number of hours of compensatory time will be 1.5 times (for normal overtime) or 2 times (for holidays worked) of the number of hours of overtime worked. Compensatory time is to be taken within the next pay period following the earning of the compensatory time or it will be forfeited.

K. Absenteeism and Tardiness

We expect each employee to report to work on a regular and timely basis.

1. Excused Absence

For any absence to be considered "excused," you must notify your supervisor in advance of the scheduled time to report to work, if possible. If your supervisor is not available, please contact **another appropriate person**.

Excused absences generally include:

- a. Illness or personal absence **(which is unpaid unless you use earned time off or sick days)**.
- b. Approved bereavement leave.
- c. Approved jury service.
- d. Military service (which is unpaid **unless you use earned time off or sick days**).
- e. Medical leave (which is unpaid **unless you use earned time off or sick days**).

2. Unexcused Absence

An unexcused absence occurs when an employee does not notify the supervisor that s/he will be absent from the workplace for reasons other than those in the excused absence section. Employees will not be paid for unexcused absences.

The disciplinary action for unexcused absences includes oral and written warnings, suspension, and termination. If an employee is absent five consecutive working days without notifying a supervisor, their employment will be terminated due to job abandonment.

L. Statutory Benefits

In accordance with applicable law, the following benefits are provided to all employees:

1. Worker's Compensation Insurance

Worker's compensation insurance provides financial protection in case you are injured or become ill as a result of your employment. This coverage complies with the worker's compensation laws of Indiana, and **your local church name** pays the entire cost of this protection. You must provide a return-to-work form indicating when you are capable of

returning to full duty or return to work with restrictions. You must complete a return-to-work form for each doctor's visit, showing any time off work, restrictions, or follow-up visits.

2. Social Security (does not apply to appointed UM clergy, but does apply to Supply Pastors)

Social Security coverage entitles you and your family to certain health and retirement benefits based on income and the number of years worked. **Your local church name** contributes to this coverage (non-ordained staff) by paying one-half of the Social Security tax.

IV. PAID LEAVE

A. Earned Time Off & Vacation

Vacation policy for clergy is established by the Annual Conference and is recorded in the Conference Journal. Vacation will be accrued for employees of **your local church name** on a monthly basis. The vacation allotment for full-time employees of **your local church name** is as follows:

<u># Yrs. Service</u>	<u>Annual Rate</u>	<u>Accrued Hours per Pay</u>
0 thru 4	70 hrs.	2.69 hrs.
5 thru 9	105 hrs.	4.04 hrs.
10+	140 hrs.	5.38 hrs.

* accrual rate change at years 5 & 10 will occur on employee's anniversary date

** earned time off will be prorated for regular part-time employees based on a ratio of regularly-scheduled weekly work hours to a 35-hour work week

Years service means years actually served in the full-time or regular part-time employment of **your local church name** from date of hire. For appointed clergy, years of service start with the first full time appointment and continues as long as there is no break in service. Earned Time Off will be prorated for regular part-time employees based on a ratio of regular scheduled hours to a 35 hour work week.

All vacation time must be scheduled in advance with the approval of the employee's supervisor. Generally, vacation may be taken only as it is earned. Exceptions must receive supervisory **and Staff Parish Relations Committee** approval in advance. It is expected that vacation will be taken in the year granted. However, up to one (1) week's unused vacation may be carried over to the next calendar year. Any amount exceeding the annual accrual plus 35 hours will be forfeited. Upon termination, unused vacation time will be compensated with verification by the immediate supervisor and the Chair of Staff Parish Committee.

B. Holidays

Your local church name observes the following holidays:

- New Year's - December 31, January 1
- Martin Luther King's Birthday
- Good Friday
- Memorial Day
- Fourth of July, Independence Day

Labor Day
Thanksgiving Day and the day after
Christmas – December 24, 25 and either 23 or 26

If a recognized holiday falls on a day when your local church name office is closed, the church will observe either the preceding Friday or the following Monday as a holiday. Part-time regular employees will be paid for holidays that fall on their normal workday. Exempt employees who are required to work on a paid holiday may take an alternate day as a holiday. This alternate day should be arranged with the supervisor. Your local church name may from time to time specify other alternative dates for a given holiday according to Your local church name needs.

C. Bereavement Leave

Up to three (3) days leave may be granted by one's supervisor when there is a death of an immediate member of the family (parent, grandparent, sibling, child, grandchild, Spouse, step children/parents or in-laws). Up to one (1) day leave may be granted for attendance at funerals for other family members or close friends. Time utilized for funeral leave shall be deducted from accumulated sick leave. Hours paid will be prorated according to the normal workweek. Employees may take up to five (5) days off, but two (2) of those days would be without pay or as vacation days.

D. Sick Leave

Each full-time employee shall receive one-half workday of sick leave for each month of service until maximum 90 days have been accumulated. Such sick leave will be with full pay prorated for the actual time off.

Any time off during the first three months of employment for illness will be without pay.

Taking sick time when not sick is subject to disciplinary action.

In cases of termination, unused accumulated sick days will be not compensated.

V. UNPAID LEAVE

A. Military Leave

Your local church name will comply with all applicable laws regarding military leaves of absence. To request a leave of absence for military duty, you must furnish the church with written proof of the service requirements two (2) weeks in advance of service dates or as soon as possible. Military leave is unpaid unless Earned Time Off during military service is elected.

B. Jury or Witness Duty

Your local church name recognizes that jury or witness duty is the obligation of all citizens and encourages its employees to fulfill this obligation. If you are called for jury duty or subpoenaed as a witness in a court or administrative agency action, excused time away from work will be granted. However, you are to return to duties any time you are not needed in the courtroom. If you are called for jury duty or subpoenaed as a witness, tell your supervisor and give that person a copy of the summons or subpoena as soon as possible.

An employee called for jury duty will receive the difference between regular hourly rate up to eight hours per day and the payment received for jury service for regularly scheduled work time up to a maximum of 4 weeks. You must present proof of the amount of service.

Employees will not be compensated for time spent as a witness unless subpoenaed to be a witness.

VII. STANDARDS OF CONDUCT AND PERFORMANCE

A. Accidents and Safety

Report all work-related accidents immediately to your supervisor and the Chair of Staff Parish Relations Committee. You must report the accident whether or not personal injury or physical damage is involved. The supervisor should complete an incident report to be filed with the Chair of Staff Parish Relations Committee.

You must report any injury immediately that happens on the job, on Your local church name property, or while conducting church business, no matter how slight, to your supervisor so you may receive medical attention, if necessary. The supervisor must promptly report the accident to the Chair of Staff Parish Relations Committee. You may be required to go to a Your local church name-chosen physician for initial treatment and any church-required follow-up examination.

If your supervisor determines that medical attention is needed, you must comply with the supervisor's decision. Refusal to have medical attention may result in disciplinary action up to and including termination.

If a work-related injury requires you to be absent from work or to have medical costs, you must contact your supervisor and the Chair of Staff Parish Relations Committee in order for the appropriate forms to be completed for worker's compensation.

Inform your supervisor if you observe safety and health violations, potentially unsafe conditions, and any accidents resulting in injuries. We encourage you to submit suggestions to the Chair of _____ concerning safety and health matters.

No weapons are allowed on Your local church name property or in its vehicles.

B. Automobile Usage

Employees who use personal vehicles for approved Your local church name business will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance for such usage. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. In addition, employees driving on Your local church name business may claim reimbursement for parking fees and tolls incurred. Employee must have a valid driver's license.

You must have prior supervisory approval to use your personal vehicle for Your local church name business and you must carry, at your own expense, the minimum insurance coverage for property damage and public liability. You will be responsible for any traffic citation given when driving on church business or at any time when using a church-owned vehicle. You must pull to a safe off-road location, or use hands-free means, when using a cell phone.

C. Personal Appearance

We expect our employees to maintain high standards of personal cleanliness and attire.

Personal cleanliness includes regular bathing, dental hygiene, and freshly cleaned clothing.

Your local church name reserves the right to determine that particular attire is inappropriate and to inform the employee and to instruct that the attire be changed if it is not appropriate.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Any work time missed because of failure to comply with this policy will not be compensated, and repeated violations of this policy will be cause for disciplinary action including termination.

D. Solicitation

Your local church name employees may not actively solicit other church employees, visitors or guests for product sales, monetary contributions, signatures or petitions, etc., or distribute literature that is not a part of our mission and programs. Passive solicitation, such as order forms for nonpolitical charitable purposes (Girl Scout cookies, e.g.) or opportunity to contribute funds for an employee gift, may be permissible with prior authorization from your supervisor. Non-employees are prohibited from soliciting **Your local church name** employees for product sales, fund raising, signature or membership drives, etc., or distributing literature on church property at any time. Group presentations for non-political, charitable purposes, such as United Way, require prior approval of **the Chair of the Administrative Board**.

E. Confidential Information

Some employees may have access to business information that **your local church name** considers confidential. Confidential information includes, but is not limited to, salary and benefits, social security numbers, individual gift information, and personnel information. We expect employees who have access to this information to treat it as confidential and not discuss or disclose it except as may be necessary in connection with the performance of their work or as required by law. All information regarding an employee's medical records or health status will be kept in separate files and treated confidentially. Unauthorized disclosure of confidential information could subject an employee to immediate termination and possible criminal and civil penalties.

Confidential information obtained during or through **Your local church name** employment may not be used by for the purpose of furthering current or future outside employment or activities, or for obtaining personal gain or profit.

F. Electronic Information Systems Policy

E-mail, computer, and voice mail systems are the property of **your local church name** and are intended for business use. We have the right to access any information or file maintained in or on our property or transmitted or stored through our electronic information systems or other technical resources.

Your local church name prohibits the use of its electronic information systems in ways that are unlawful, disruptive, offensive to others, or harmful to morale. For example, the display or transmission of images, messages, and cartoons that may offend others because of their sex, race, age, national origin, disability, religion, or any other category protected by law is prohibited. Such misuse includes, but is not limited to, ethnic or racial slurs, racial or sexual comments or jokes, or any other communication that shows disrespect for others on the basis of sex, race, national origin, disability, religion, or age.

Even though a message may be deleted from the system, a record of it may remain either on the daily backups of all data or in other ways. It is possible to re-create a "deleted" message. Under certain circumstances, **your local church name** may access information stored in its electronic information systems. Therefore, ultimate privacy of messages cannot be assured.

While it is impossible to list all of the circumstances under which access may occur, some examples follow:

1. During regular maintenance of the system.

2. When your local church name has a business need to access the employee's mailbox or computer files; for example, if the employee is absent from the office and the supervisor has

reason to believe that information relevant to the day's business is located in the employee's files.

3. When the church receives a legal request to disclose electronic information.

4. When the church has reason to believe that employees are using its electronic information systems or other technical resources in violation of its policies.

Because your local church name is sensitive to employees' privacy concerns, we will make every effort to access electronic information systems in a respectful and responsible manner. Violations of this policy may result in disciplinary action up to and including termination. Employees learning of any misuse of your local church name's electronic information systems or a violation of this policy must notify the church of such misuse or violation immediately. Failure to notify us of such misuse also may result in such disciplinary action.

G. Outside Work/ Conflict of Interest

Professional and community activities in which you are involved on your own time outside of employment at your local church name are not our concern unless they compromise the church's interests or adversely affect job performance. You must report any outside employment to your supervisor. Outside employment is not an excuse for poor job performance, absence, tardiness, leaving early, refusing to travel or work overtime, or requesting a changed schedule.

You are not allowed to engage in employment or any personal business, including as an independent contractor, which would create a potential conflict of interest with church employment. If you are uncertain as to whether this is the situation, discuss it with the Chair of Staff Parish Relations Committee.

If you, in the course of church responsibilities preach, lecture, or advise outside individuals or organizations, you may not keep offered honoraria or payment. If the invitation is not related to staff responsibility, you may keep honoraria, but should not request reimbursement from your local church name for travel related expenses.

H. Nepotism

A family member of an employee may be hired as long as s/he does not report to, nor is supervised by, another family member.

I. Issue Resolution Procedure

If you feel there is an issue that needs resolution, please follow the process outlined below:

1. Informal discussion with your direct supervisor. A written response will be provided to you after the discussion.
2. If you still have a concern, provide a written statement and bring the concern to the Chair of Staff Parish Relations Committee. A written response will be provided to you following the discussion.
3. If you are not satisfied with the response, you may take the matter up with the Chair of the Administrative Board.. This step should be taken within one month of the meeting with the Chair of Staff Parish. You and your immediate supervisor shall provide the Administrative Board Chair with written statements. A written response will be provided you after the interviews.

This issue resolution process, while intended to resolve dissatisfaction and/or complaints, does not change the at-will nature of employment or the requirements of the *Book of Discipline*.

J. Workplace Conduct

Violence by an employee or anyone else against an employee, supervisor, or member of **your local church** name will not be tolerated. If you receive or overhear any threats, you must report it to a supervisor at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you feel threatened with immediate harm, dial 911 immediately. You are responsible for notifying your supervisor or **the Chair of Staff Parish Relations Committee** of any possible violations of this policy or other threats to workplace security that you have experienced, witnessed, or otherwise become aware of. All reports of work-related threats will be kept confidential to the extent possible, investigated, and documented. You must report and participate in an investigation of any suspected or actual cases of workplace violence.

Violations of this policy, including failure to report or fully cooperate in **your local church name's** investigation (unless applicable law provides that such reporting is not required), may result in disciplinary action up to and including immediate termination.

The following are examples of other serious conduct offenses that may result in discipline up to and including termination:

1. Theft of private or **your local church name** property.
2. Falsification of information on application or records to gain employment or benefits.
3. Falsification of records or reports.
4. Fighting on your local church name property.
5. Insubordination or refusal to obey reasonable directives of a supervisor.
6. Deliberate destruction or abuse of **your local church name** property.
7. Bringing or using alcohol, intoxicants or non-prescribed drugs, or being under the influence of alcohol, intoxicants or non-prescribed drugs on the church's property at any time or during working time at any location.
8. Possession of deadly weapons on the church's property.
9. Distribution of literature or circulation of petitions for any cause when occurring during working time and without prior approval from your supervisor.
10. Willful violation of safety rules or safety practices of the church.
11. Any felonious act committed on church property during working time or any proven felonious act at anytime.
12. Disclosure of confidential information
13. Behavior in direct violation of the Social Principles of the United Methodist Church while on church property or otherwise during work time.
14. Harassment or disrespect towards others.
15. Fraud or dishonesty.
16. Behavior at work dangerous to others.
17. Excessive absenteeism or tardiness.
18. Interfering with the work of others.
19. Carelessness that can result in damage to church property or equipment.
20. The commission of a proven misdemeanor while on church business or church property.
21. Failure to perform assigned duties or tasks or to follow instructions.

The examples listed above are not a complete list of performance and conduct issues.

VIII. TERMINATION OF EMPLOYMENT

A. Involuntary Termination (Not applicable for appointed clergy.)

Your local church name may terminate an employee's employment relationship at any time. An employee's employment may be terminated for reasons including, but not limited to, lack of work, improper conduct, and/or re-definement of work.

When possible, the Chair of Staff Parish Relations Committee will report the circumstances of each case to the Chair of the Administrative Board before a termination decision is finalized. In those cases where this is not possible, this report will take place after the termination. Upon termination by your local church name, severance pay may be provided to employees terminated after completion of their probationary period, not to exceed three (3) months' wages, payable over six (6) months from the date of termination. Your local church name may decline to provide severance pay to employees terminated for improper conduct or for any other reason at its sole discretion.

B. Resignation

If an employee chooses to resign from employment, we request a minimum of two weeks' notice.

* * * *

ACKNOWLEDGMENT OF RECEIPT

I have received a copy of the Your local church name United Methodist Church Personnel Handbook dated [redacted] and agree to read and keep the Handbook for future reference and to direct any questions about the Handbook or its contents to the Chair of Staff Parish Relations Committee. I understand that this Handbook is not a contract of employment and does not alter my at-will employment relationship with your local church name. I further understand that the church reserves the right to change the policies, procedures, benefits, and other general information contained in this Handbook.

Employee's Signature

Printed Name

Date

Appendix

III. Employment Classifications

Summer Camp Employees

A summer camp employee is any individual who is scheduled to work at any one of your local church name campsites at any time during the summer months. A summer camp employee is also considered to be a temporary employee. A summer camp employee is entitled only to statutorily mandated benefits set forth in Section III.

Transfer/Reassignment.

Any employee who is transferred, voluntarily or involuntarily, to a different position must complete a minimum 90-day orientation period under the same terms and conditions as a new hire, with the exception that benefits earned in the previous position will not be affected by the transfer or reassignment.

IX. Insurance Programs

1. Group Health/Life Insurance

Your local church name provides a comprehensive group insurance package including group life insurance and a health insurance plan for full-time regular employees and dependents. Elements of the plan are detailed in the plan booklet, and questions can be directed to the Director of Administrative Services for assistance. It is the employees' responsibility to report any changes in marital or family status immediately to the Director of Administrative Services so that coverage will remain current.

2. Cafeteria Plan

This Plan was designed to allow the employee to enjoy certain tax advantages given to flexible benefit plans. It may be used to receive benefits on a pre-tax basis for our Group Health Insurance premium payments, out-of-pocket health care expenses for the employee or dependents, and dependent care expenses required so that the employee (and her/his spouse) can work. Employees are eligible to participate in the Plan when they become eligible to participate in the Group Health Insurance Plan. If an employee chooses not to participate in the Plan when first eligible, s/he will not be eligible to participate again until the following January. Additional information about the Plan is available from the church Treasurer.

X. Retirement Plan

Your local church name offers a retirement plan for full time employees. Details of the plan are available by contacting_____. Plan descriptions are available upon request.

XI. Employer Provided Housing

Housing will be provided by your local church name for campsite managers, certain campsite employees, and summer camp employees. Housing will be provided when it is for the convenience of your local church name and as a condition of employment. In addition, during active camp events, meals will be provided for campsite managers, certain campsite employees, and summer camp employees.

XII. Continuing Education

Executive and Professional Staff are expected to participate in at least one event each year for improvement of professional skills. Support Staff are provided various training opportunities including both on-site and off-site events. Arrangements for such experiences are planned in cooperation with the appropriate supervisor, director or board or agency.

C. Medical Leave Of Absence

If an employee is or becomes unable to work because of a medical condition due to illness or injury of more than five (5) consecutive days, an employee may apply for a medical leave of absence. Leaves of absence are granted to protect the employee's length of service.

For employees who have been employed for less than one (1) year or who are regularly scheduled to work more than 24 hours per week, medical leave will be for a period up to one (1) month. The leave may be renewed for successive periods up to a maximum of two (2) additional months during 12 calendar months for employees who have been employed from ninety (90) days to one (1) year and up to a maximum of six (6) months during 12 calendar months for employees who have been employed more than one (1) year. Employees who have been employed fewer than ninety (90) days will not be granted medical leave unless they are a qualified individual with a disability and granting a period of unpaid leave would constitute a reasonable accommodation that would not cause an undue hardship. Absences related to illness or injury of five (5) consecutive days or less will be addressed under your local church name's absenteeism and tardiness policy contained in this handbook.

Employees who meet the time-of-service requirements may be granted a total of twelve weeks in a calendar for the following reasons:

1. The birth of the employee's child;
2. The placement of a child with employee for adoption or foster care;
3. To care for a spouse, child or parent who has a serious health condition; or
4. A serious health condition that renders the employee incapable of performing one or more of the essential functions of his or her job.

If the Medical Leave of Absence is approved your local church name requires that accrued vacation time be utilized and paid to the employee prior to unpaid leave. During this absence all benefits, including but not limited to vacation time, will freeze and no accruals of benefits will occur. During an approved leave the employee will be responsible for his or her portion of benefit costs. If an employee is on unpaid leave, s/he will need to pay his/her share of the benefit premiums.

To be granted a medical leave, an employee must provide his/her supervisor with a physician's certificate stating that he/she is medically unable to work and the estimated length of the

absence. Your local church name reserves the right to (a) inquire of you as to the status of any medical condition, (b) require that you provide medical evidence from your physician or from a physician of your local church name's choice concerning any medical condition, (c) deny a request for medical leave or any renewal thereof if it determines, from the medical evidence, that you are able to perform your work, and (d) place or continue you on medical leave if your local church name determines, from the medical evidence, that you are not able to perform the essential functions of your job with or without reasonable accommodation.

It is an employee's obligation to notify your local church name at least five (5) working days prior to the expiration of a medical leave whether you will return to work or whether you need a renewed medical leave. In either case, you must provide a physician's statement confirming your ability to return to work or the basis for the need for a renewed medical leave of absence.

At the conclusion of a medical leave you will be considered for return to work on the basis of your qualifications, prior performance, your local church name's then current ministerial and personnel needs, and the availability of any reasonable accommodation that would not cause undue hardship on your local church name. If you return to work after a medical leave, you will resume employment on the same terms and conditions applicable to your local church name's employees generally without having to satisfy any benefit plan waiting periods applicable to new employees. Upon your release to return to work, if there is no available position for which you are qualified, your employment relationship with your local church name will be administratively terminated at that time.

At the exhaustion of your leave time, if you are unable to return to work, your employment will be administratively terminated. Employees may request additional time off to the Director of Administrative Services. All requests will be reviewed by your local church name on a case-by-case basis.