

Bethany United Methodist Church Employee Handbook

ACKNOWLEDGEMENT

“I have received a copy of the Bethany United Methodist Church Employee Handbook and a copy of Bethany’s ‘Sexual Harassment Policy’ and have read and understood their contents. I understand that the Handbook is intended to provide an overview of personnel policies and does not necessarily represent all such policies in force. I also understand that Bethany UMC, through the Staff Parish Relations Committee (SPRC), may at any time, in writing, add, change, or rescind any policy or practice.”

“Since the information, policies, and benefits described in this Handbook are necessarily subject to change at any time, I acknowledge that revisions to the Handbook may occur. I understand Bethany UMC will communicate to its employees any revisions, modifications or additions to this Handbook. These revisions, modifications and changes may be effective immediately upon adoption.”

“I furthermore acknowledge that this Handbook is not intended to be a contract of employment nor is any part of it intended to be a promise or representation of any specific term or condition of employment.”

“I understand that employment and compensation are for no fixed term and may be terminated by Bethany UMC at any time with or without cause or notice. Likewise, I may resign at any time. I further understand and agree that only Bethany UMC, through the SPRC, has the authority to enter into any written agreement different from what is stated within.”

Employee’s Name (Please Print)

Date

Employee’s Signature

SPRC Chairperson Name (Please Print)

Date

SPRC Chairperson’s Signature

Employee must sign and return this form to SPRC Chairperson. The original should be retained in the employee’s personnel file and a copy should be given to the employee.

EMPLOYMENT GUIDELINES

I. Equal Employment Opportunity Policy Statement

Bethany United Methodist Church affirms the policy of providing equal employment opportunities to all employees and applicants in accordance with the mission of the church.

The Staff/Parish Relations Committee (SPRC) will evaluate annually the pastoral and lay staff on the basis of their effectiveness in advancing the mission of the church.

If you feel you have been discriminated against, we encourage you to bring this to the attention of the SPRC chairperson or Senior Pastor. Employees may ask questions and raise concerns under this policy without fear of reprisal.

II. Staff-Parish Relations Committee

The SPRC is responsible for the pastoral and lay staff and their overall effectiveness. It has responsibility for administering and implementing the Employment Guidelines, and also in addressing situations not covered by the Guidelines. Any change of policy set forth in the Employment Guidelines or entering into any agreement with any employee must have written authorization by the SPRC.

III. Acceptable Behavior Policy

It is the Church's policy to create a safe and respectful working environment through adherence to our "Sexual Harassment" policies. In addition, acceptable behavior is free from offensive or degrading remarks or conduct. The Church's policy on sexual harassment is in a separate booklet.

Definitions

Pastoral Staff: The Minnesota Annual Conference assigns the pastoral staff and according to *The Discipline* they are amenable to the Annual Conference in the performance of their duties.

Lay Staff: Persons employed by Bethany UMC are referred to herein as employees, staff, staff persons, and/or staff members; and are those to whom the GENERAL EMPLOYMENT GUIDELINES apply.

Full-Time: Positions requiring a minimum of 40 hours of work per week during the calendar year.

Part-Time: Positions requiring fewer than 40 hours of work per week during the calendar year.

Exempt/Non-Exempt: Every staff position is identified as “exempt” or “non-exempt” in relation to federal and state wage laws. For common understanding, but not necessarily legal interpretation, the definitions of these terms are:

Exempt positions are those with administrative and professional responsibilities which may require unusual work and meeting schedules, travel and extended work hours. These positions are **exempt** from overtime financial compensation and may have a flexible work schedule.

Non-exempt positions are those in which a specific number of hours to be worked is defined in the position description. The Chairperson of SPRC will approve the schedule to be worked. Compensation will be provided for additional time worked. **Non-exempt positions** also include the employees involved with the music of the Church. These music positions are compensated for rehearsal and performance times.

The Cumulative Pension and Benefit Fund (CPBF) is a United Methodist defined contribution pension program for lay employees. It is administered by the General Board of Pensions and Health Benefits of the United Methodist Church.

Minnesota Annual Conference Plan (MAC Plan) is the name given to the health insurance program of the Minnesota Annual Conference.

Personal Investment Plan (PIP): An employee personal investment plan available to employees enrolled in the Cumulative Pension and Benefit Plan.

IV. Working Hours, Salaries and Wages

- A. Actual work hours shall be set to best serve the needs of Bethany UMC and the employee. For this reason, working hours, schedule, and work week may vary from one position to another.
- B. Salary, wage schedules, and benefits adjustments shall be reviewed annually by the SPRC and the Senior Pastor.
- C. All employees of Bethany UMC shall be paid twice monthly—on the 15th and last day of each month (or the business day preceding).

V. Hiring Practices

- A. All positions will be filled on an equal employment opportunity basis.
- B. Bethany UMC and employee relationship is “at-will.” This means that no employee is required to work for Bethany UMC for any set period of time. Each employee remains free to terminate the employment relationship at any time and for any reason. Bethany UMC also remains free to terminate the employment relationship at any time and for any reason that does not violate local, state or federal law.
- C. Formal position descriptions shall be determined by the SPRC before the positions are advertised and filled. Each position description will be approved by the Church Council.
- D. Bethany UMC will typically advertise internally and externally, seeking the most qualified person to fill the responsibilities of the position and the needs of Bethany UMC.

VI. Appraisal Meetings and Training

- A. All employees shall have an annual performance review with the Senior Pastor and/or SPRC. This review will be documented and held in the employee’s personnel folder for three years.
- B. Each new employee will have a performance review at the end of the first three months of employment.
- C. Staff meetings will be held as the need arises to inform, problem solve, and encourage questions and input. They will be called by the Senior Pastor and/or SPRC Chairperson.
- D. Office employees shall be encouraged to attend secretarial workshops and conferences. Bethany UMC shall reimburse employees for these work-related functions. Requests may be initiated by the employees or program staff and must be approved by the SPRC or assigned program staff person.

VII. Personnel Records

A personnel file will be kept on each employee containing documents such as the application, contact address and telephone number, job description, performance reviews, exit interview comments and other documentation as needed. All records will be kept confidential and, except for annual performance reviews, will be retained for at least seven years. Annual performance reviews will be retained for three years and then destroyed.

- A. Bethany UMC will release dates of employment and position title only, with the employee’s prior approval, for reference requests. With the employee’s written approval, the employee’s current or final salary and job chronology will also be released.
- B. The employee’s personnel file is available to the employee for review at any time by formal request to the SPRC Chairperson.

VI. Grievances

Employees shall attempt to work out difficulties or problems with the Senior Pastor and/or staff members. Failing resolution, the employee may request an interview with the SPRC.

VII. Benefits

A. Mandatory Tax and Insurance for Lay Staff

1. Social Security and Medicare Tax: Bethany UMC participates in the Federal Insurance Compensation Act. Half of the total tax is paid by Bethany UMC and half is withheld from the cash compensation per current law.
2. Federal and State Income Tax: The appropriate amounts are withheld per the Internal Revenue Service and State schedules.
3. Worker's Compensation Insurance: All employees are covered and the premium is paid by Bethany UMC. Any job-related injury must be reported immediately to the Chairperson of the Trustees, who is responsible for filing the appropriate document with the insurance company.
4. Unemployment Insurance: Bethany UMC does not carry unemployment insurance for any employee. Any employment time with Bethany UMC would not be used in calculations should a former employee file for this insurance coverage.

B. Medical Insurance for Lay Staff

Medical insurance is available through the **PLAN** offered by the Minnesota Annual Conference for all full-time employees. The **PLAN** is solely under the direction of the Minnesota Annual Conference.

Bethany UMC will pay 100% of **SINGLE COVERAGE** for each employee. **FAMILY COVERAGE** is available with the employee paying the difference between single coverage and family coverage.

Using automatic withdrawal in 2006 the rates are:

<u>Coverage</u>	<u>Per Month</u>
Single	\$ 489.50
Family	\$ 1034.00

C. Pension

A lay employee is eligible to participate in a fully vested pension benefit in the form of a defined contribution paid by Bethany UMC equal to three (3) percent of compensation (non-matching) provided the lay employee:

- is at least 21 years of age, and
- has completed at least one year of continuous permanent service, and
- works at least 1000 hours a year:

A lay employee may enroll in a 403(b) Personal Investment Plan (PIP).

D. Paid Personal Leave for Vacation/Sickness

All hourly employees are eligible for paid personal leave after the first year of employment. Full-time employees earn leave according to the following chart:

<u>Years of Service</u>	<u>Number of Days</u>
1 through 5 years	10.0
6 through 10 years	15.0
10 years and over	20.0

For a part-time employee, personal leave is based on his/her average weekly hours for the previous 12 months. Average hours will be calculated based on the number of hours worked divided by 52 weeks. For example, an employee who averaged 30 hours/week the preceding 12 months would be eligible for $\frac{3}{4}$ of the days in the chart above, depending on his/her years of service.

The SPRC requests its employees provide at least two (2) weeks notice to Senior Pastor or SPRC chairperson when using personal leave outside of emergency or unforeseen circumstances.

No personal leave may be carried over unless approved by the SPRC. Any earned personal leave that has not been used will be paid in final check upon termination.

E. Holidays

The church observes the following holidays:

New Year's Day
 Memorial Day
 Independence Day
 Labor Day
 Thanksgiving Day
 Friday after Thanksgiving
 Christmas

The church office will be closed on these holidays. If a holiday falls on Saturday, the office will close on Friday, and if the holiday falls on Sunday, the office will close on Monday. All full-time employees are eligible for Holiday Pay following their first day of employment.

F. Family Medical and Parental Leave

All regular full-time and part-time employees who wish to take time off from work duties to fulfill family obligations directly related to the birth or adoption of a child or family medical conditions will be allowed to take unpaid leaves of absence for limited periods, in accordance with applicable law.

Benefit accruals (such as paid personal leave) will be suspended during the leave and will resume upon the employee's return to active employment. Employer contributions for pension and other benefits also will be suspended during the leave time. An employee participating in the medical insurance program may continue coverage by paying the full cost of the premium.

All requests for family medical or parental leave must be approved by the SPRC.

G. Jury Leave

All employees will receive their regular pay minus jury duty pay when subpoenaed by local authorities to fulfill jury duty responsibilities, and these responsibilities prevent them from working their regularly scheduled hours.

H. Termination of Employment

1. Bethany Church shall give, and requests of its employees, at least two weeks notice in the case of release or resignation, except that an employee may be released for documented "just cause" at any time. Just cause shall include, but is not limited to theft, excessive absenteeism, dishonesty, alcohol or illicit chemical use on the job, insubordination, sexual misconduct/harassment.

At the time of release or resignation, the employee may stop working as many days ahead of the termination date as he/she has personal leave days accrued.

2. An employee may be released by the Senior Pastor and SPRC chairperson. In the event the Senior Pastor or SPRC Chairperson is gone, the employee will be placed on paid administrative leave.
3. The employee will be allowed an exit interview with the Senior Pastor and SPRC chairperson (or designated SPRC member) at the time of termination.
4. Final closure will include the clearing of personal items from church premise, return of keys and any other church property and payment of final salary with adjustments as required.