
UNITED METHODIST CHURCH PERSONNEL POLICY

This Personnel Policy provides guidelines for the employment of those hired at our Church and is subject in all cases to the Book of Discipline of the United Methodist Church and any business necessities of our Church.

We are pleased to have you as part of the staff at our Church. You have been chosen to become part of our “family of employees”, with an important role to play in keeping our Church a high quality place to work and an effective ministry. We hope your attitude is one of investment of abilities, skills and personality in the service of others.

This Policy is Not a Contract – Employment is “at will”

The information contained in this Personnel Policy applies to all our Church staff and is intended to provide general information pertaining to the Church and its policies and benefits. Nothing stated in this policy is to be considered or relied upon as a contract or a guarantee of employment with the Church. Employment can be terminated, with or without cause, with or without notice, at any time at the option of either an employee or the Church. These policies may be amended, deleted, modified or added to from time to time as is necessary or desirable by the Church.

General Expectations

Each member of the staff is a representative of the Church. Our first and foremost mutual task is ministry. We must communicate the love of Christ in all we do.

With respect to staff relationships, our goal is to work as a team. We recognize the need to ask for help and to receive help, to listen to each other and to appreciate our different styles, talents and backgrounds.

Personal initiative is a significant ingredient in the ministry of our Church. We need to offer new ideas and alternative solutions to challenges in our daily work tasks.

Working together in this way, we will be able to offer continuously better services to Church members.

Mission Statement

The mission of our Church is to make Disciples of Jesus Christ.

Our mission embraces the Wesleyan emphases of a vital personal faith, social justice, ecumenism and a global concern.

We Are a Connectional Church

The United Methodist Church proudly calls itself a “connectional church”. Connectionalism refers to United Methodist’s global, yet close knit, organization, whereby its churches can participate in world-wide ministries.

We share our resources of time, talents, prayer, money and witness in mutual support of the ministry of Jesus Christ.

Our local Church participates in “the connection” in a number of ways. Through service in world-mission projects, support of special offerings, sponsorship of local mission agencies, and payment of apportionments, our members are engaged in vital ministries locally, nationally and globally. Whether it is supporting missionaries in Africa and India, feeding hungry people in Liberia, supporting UMCOR disaster relief, sending our mission terms to others in need, or providing local mission outreach help, the connection of the United Methodist Church puts us in the forefront of missional opportunities at home and around the world.

Role of the Staff Parish Relations Committee

The Staff Parish Relations Committee is responsible to the Administrative Board for recommending personnel policies and procedures. The Committee manages the relationships among the various groups of the Church, including pastors, lay staff and the congregation. The Committee recommends the level of staff positions needed to carry out the work of the Church and the training and development of the current staff. The Committee is also responsible for wage and salary recommendations to the Administrative Board. The Committee shall reflect biblically and theologically on the role of the staff as they carry out their leadership responsibilities. Committee members will also seek personal Christian spiritual development to give proper leadership.

Employment

A. General Policies.

1. Our Church policy is to fill staff vacancies with the best qualified candidates.
2. We apply recruiting, hiring, promotion, compensation, evaluation, discipline and professional development practices without regard to age, race, color, ethnic background, national origin, gender, class, disability, marital status, veteran status, weight, height, or any other characteristics protected by law. The Church is also committed to adhering to and enforcing its obligations under the Americans with Disabilities Act.

3. A working environment is to be maintained for all staff members that is free from intimidation or harassment regarding any status protected by law. All staff members are responsible for helping the Church maintain a climate that provides equal opportunity for all.

B. Pre-Employment Procedures.

1. All job candidates must complete and sign an employment application, and may be asked to submit a resume. Concealment or falsification of information on the application form shall be grounds for termination.
2. Interviews, reference checks and final selection will be the responsibility of the Staff Parish Relations Committee and the Pastor. Criminal background checks will be performed, as needed.

C. Employee Classification.

1. Full-time employees are hired to work staff positions involving forty (40) or more hours per week. Specific hours are as agreed to by the employee and the Staff Parish Relations Committee.
2. Part-time lay employees are hired to work fewer than forty (40) hours per week as agreed by the employee and the Staff Parish Relations Committee.
3. Regular employees are those employed fifty-two (52) weeks per year.
4. Contract persons are engaged by the Church to perform specific duties for the Church. Contract employees are responsible for their own taxes, insurance and benefits and the Church does not pay employer's Social Security tax.
5. An employee has the right to terminate his/her employment at any time for any or no reason. The Church, an employer at will, has the right to terminate any employee at any time and for any reason or no reason.
6. When resigning, employees are requested to provide written notice to Staff Parish Relations Committee at least two (2) weeks before the final day of work.

D. **Records and Conflicts.**

Personnel records will be kept confidential and will be shared with the employee in compliance with the applicable law. Employee complaints or concerns should be discussed with the employee's supervisor or the chair of Staff Parish Relations Committee.

Payroll Information

Employee compensation will be established at the time of hire on a salary or hourly basis. If a pay day falls on a holiday, checks will be released on the previous workday.

Each year, the Parish Staff Relations Committee prepares a wage and salary budget for review and approval by the Administrative Board. Each employee will have a wage or salary review annually as part of the budgeting process.

All hours worked by hourly paid staff must be recorded weekly by the staff member on the form required by the Church. Non-exempt employees under the Fair Labor Standards Act will be paid time and one-half for hours worked in excess of forty (40) hours per week.

Schedule

The work schedule of each employee is as set by the Staff Parish Relations Committee or the employee's immediate supervisor. Flex time is discretionary in the judgment of the Committee. An employee is entitled to an unpaid lunch break daily.

Holidays

The Church does not provide any paid holidays for hourly-paid staff.

Benefits

The Church can change or terminate any benefits at any time, subject to federal and state law. All benefits are subject to specific eligibility, documentation, underwriting, availability, cost sharing and participation requirements.

Social Security

The Church will comply with the provisions of the Social Security law.

Hospital/Medical Insurance

The Church does not provide a hospital/medical insurance benefit to employees, except full time regular employees meeting the requirements under the group health plan.

An eligible employee who does not elect to be covered by the group health plan must sign a waiver to be filed in the Church office. No compensation will be given in lieu of a waived benefit.

Worker's Compensation

An employee is covered under the Worker's Compensation Act for work related injury or disability. The employee is responsible for immediate notification to the employee's supervisor of an injury or disability.

Unemployment

As a religious organization, the Church is not required to provide unemployment insurance. Therefore, a person whose employment is ended for whatever reason does not qualify for unemployment compensation.

Retirement

Employees may be entitled to enroll in the United Methodist pension program, subject to its requirements. Contact the Conference Treasurer's Office for information. The Church has no other pension benefit.

Vacation

A regular employee is entitled to vacation time at a regular rate of pay after the first anniversary of the employee's hire. The amount of annual paid vacation will be as set by the Staff Parish Relations Committee based on years of completed service. Vacation days not used annually will be lost without compensation and cannot be accumulated or carried over. No paid personal days, sick days, compassionate leave, bereavement leave, renewal leave, and personal leaves of absence are provided. Such leaves may be requested from the Staff Parish Relations Committee and will be assessed individually.

Jury Duty

An employee required to serve jury duty will not be subject to termination based on such service.

Minimum Standards of Conduct

Employees are a reflection of our Church to the community. Courtesy and respect to fellow staff members, church members and members of the community-at-large is always an expectation. The following minimum standards should be followed, but are not all inclusive. These standards do not change the at-will status of employment, do not create “just cause” employment, and do not create a progressive disciplinary policy:

1. Honesty, integrity, loyalty and confidentiality must be observed regarding all relationships, documents, conversations and Church involvements. No harassment, abuse, intimidation, violence, or discrimination related to a status protected by law is allowed. Falsifying records, reports or other documents is prohibited. Conflicts of interest and the appearance of such are to be disclosed and avoided. Employees must act first in the best interests of the Church.
2. Professional personal appearance and hygiene are essential.
3. Use of alcohol and illegal drugs while on the job will not be tolerated.
4. The Church is a smoke free environment.
5. Theft, destruction, defacement or misuse of another’s or the Church’s personal property is prohibited.
6. Church equipment and supplies are for Church work. Personal use should not interfere with your work. Reimburse the Church for personal use.
7. If you are unable to report for work, contact your immediate supervisor. Failure to notify your supervisor of absence is considered to be job abandonment.
8. Report to work as scheduled. Follow the schedule of working days and hours as agreed upon. Any change is to be approved by your immediate supervisor and the Staff Parish Relations.
9. Keys are to be used by the employee to whom they are assigned and are to be returned when the employee leaves the employment of the Church.
10. Comply with all safety and security regulations.
11. Comply with other policies of the Church as adopted from time to time, including but not limited to any Code of Ethics, Policy for the Protection of Children, Youth and Other Vulnerable Persons, and Sexual Harassment Policy.

12. Disclose breaches of fiduciary duty to the employee's supervisor and the Chairperson of the Staff Parish Relations Committee.
13. All aspects of the Church's computers, technology and communications systems, websites, files and software, including material created or received by employees with Church equipment or on Church paid time, belong to the Church. The Church may monitor or review all such items. E-mail and internet use are not private and are privileges, not rights. Employees must use such only in legal, responsible ways that will benefit the Church.

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