



Sample United Methodist Church

Sample United Methodist Church

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Core Policies

1.0 Welcome

1.1 A Welcome Policy

Welcome! We are grateful you have joined the ministry of Sample United Methodist Church. We hope that your employment with Sample United Methodist Church will be rewarding and fulfilling. We take pride in our employees as well as in the ministry we provide.

The Church complies with all applicable federal, state, and local employment laws. This handbook reflects those laws while describing the employment policies and practices of Sample United Methodist Church. The Church also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

Unless otherwise provided by *The United Methodist Book of Discipline* for appointed clergy, the policies and benefit summaries in this handbook apply to all Church employees.

Please read this handbook carefully and sign the acknowledgment at the end to confirm that you have received, read, and understand it. The handbook describes the basic policies and expectations governing employment with the Church. This handbook supersedes all previous employee handbooks and policy statements addressing the topics covered herein. The Church reserves the right to interpret, revise, modify, or discontinue any policy at any time, except the at-will employment policy. Nothing in this handbook or in any oral or written statement creates a contract of employment or guarantees continued employment. Because no handbook can address every workplace situation, employees should consult their supervisor or the Staff-Parish Relations Committee (SPRC) whenever questions arise.

We are grateful that God has called you to serve alongside us and pray that your ministry with Sample United Methodist Church will be rewarding and meaningful. Welcome to the team.

All the best,

Rev. Joe Schmoe, Pastor
Sample United Methodist Church

1.2 At-Will Employment

Employment with Sample United Methodist Church is at will. This means that either you or the Church may end the employment relationship at any time, with or without notice and with or without cause, unless otherwise provided by law or by a written employment agreement.

Nothing in this handbook or any other Church document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Pastor or another individual specifically authorized by the Church has authority to enter into an employment agreement that alters the at-will relationship, and any such agreement must be in writing and signed by the authorized representative.

If a written contract between you and the Church is inconsistent with this handbook, the written contract is controlling.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

2.0 Introductory Language and Policies

2.1 Ethics Code

Sample United Methodist Church is committed to conducting its ministry with honesty, integrity, fairness, and respect. Every employee is expected to act in a manner that reflects the values of the Church and promotes confidence in our ministry among members, visitors, and the community. Employees are expected to exercise sound judgment, perform their duties honestly, and avoid conduct that could compromise the Church's mission, reputation, or legal obligations.

Unless authorized to do so, employees may not speak or make public statements on behalf of the Church.

The Church is committed to maintaining the confidentiality of sensitive information. Employees must protect confidential information obtained through their work. Confidential information may be disclosed only when authorized or when required by law, including mandatory reporting obligations. Nothing in this policy prohibits or discourages employees from making reports required by law or Church policy, including reports involving suspected abuse, neglect, financial misconduct, or sexual misconduct.

Violations of this policy may result in disciplinary action, up to and including termination of employment.

2.2 Revisions to Handbook

This handbook is intended to describe the Church's current employment policies and practices. It is not a contract of employment. Except for the at-will employment policy, the Church reserves the right to interpret, modify, suspend, or discontinue any policy at any time, with or without notice, as permitted by law. When practical, employees will be notified of significant policy changes through written updates or other official Church communications.

3.0 Hiring and Orientation Policies

3.1 Conflicts of Interest

Sample United Methodist Church is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a parishioner of the Church, vendor or other person, you must disclose it to your supervisor. If an actual or potential conflict of interest is determined to exist, the Church will take such steps as it deems necessary to reduce or eliminate this conflict.

3.2 Employment Authorization Verification

Federal law requires all newly hired employees to complete Section 1 of Form I-9 on or before their first day of employment and to present acceptable documentation verifying identity and employment authorization within the time required by law. Employees whose authorization to work in the United States expires must provide updated documentation before the expiration of their work authorization to remain eligible for employment.

Employees who have questions regarding employment authorization requirements should contact their supervisor or the individual responsible for personnel administration.

3.3 New Hires and Introductory Periods

The first 90 days of your employment is considered an introductory period. During this period, you will become familiar with Sample United Methodist Church and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship.

3.4 Religious Accommodation

The Church will reasonably accommodate the sincerely held religious beliefs of employees if the accommodations would resolve a conflict between the individual's religious belief or practice and a work requirement, unless doing so would create an undue hardship.

4.0 Wage and Hour Policies

4.1 Attendance

Regular and dependable attendance is essential to the effective ministry and operations of Sample United Methodist Church. Employees are expected to report to work on time, prepared to perform their assigned duties, and to maintain a reliable attendance record. Excessive absenteeism, tardiness, or failure to follow this policy may result in disciplinary action, up to and including termination of employment.

If you are unable to report to work or expect to arrive late, you must notify your supervisor as soon as possible, and no later than **one hour** before your scheduled starting time, unless circumstances make earlier notice impossible. If your supervisor is unavailable, notify the individual designated by the Church. Whenever possible, your notification should include the reason for your absence and your anticipated return to work.

If you become ill or experience an emergency during the workday that prevents you from completing your shift, notify your supervisor before leaving the workplace whenever practicable.

Planned absences, including vacations, medical appointments, and personal obligations, should be requested and approved as far in advance as possible to minimize disruption to the Church's ministries and operations.

4.2 Direct Deposit

Sample United Methodist Church encourages all employees to enroll in direct deposit. If you would like to take advantage of direct deposit, ask Payroll for an application form.

If you have selected the direct deposit payroll service, a written explanation of your deductions will be provided to you on paydays in lieu of a check.

4.3 Employment Classifications

The Church designates all employees as either exempt or nonexempt in compliance with applicable federal, state, and local law:

- **Exempt Employees.** Exempt employees are paid a fixed salary and are not entitled to overtime pay.

- **Nonexempt Employees.** Nonexempt employees are paid an hourly wage and are entitled to overtime pay.

4.4 Paycheck Deductions

Sample United Methodist Church is required by law to make certain deductions for lay employees, not clergy, from your pay each pay period, including deductions for federal income tax, Social Security and Medicare (FICA) taxes, and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form. Permissible deductions for exempt employees may also include, but are not limited to, deductions for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. You may also authorize certain voluntary deductions from your paycheck where permissible under state law. Your deductions will be reflected in your wage statement. If you have any questions about deductions from your pay, contact your supervisor.

4.5 Recording Time

Federal and state law require the Church to maintain accurate records of hours worked by nonexempt employees. Employees are responsible for accurately recording all time worked using the Church's designated timekeeping system and must follow established procedures for recording work time.

Time should be recorded at the beginning and end of each work period, before and after unpaid meal periods, and whenever otherwise required by the Church's timekeeping procedures. Employees should immediately notify their supervisor if they believe their recorded work time is inaccurate or if they experience any difficulty using the timekeeping system.

Working "off the clock," failing to accurately record time worked, or falsifying time records is strictly prohibited. Likewise, no employee may instruct, encourage, or permit another employee to work without properly recording all hours worked. Employees should promptly report any request to work off the clock or to falsify time records to their supervisor or the individual responsible for personnel administration.

All hours worked will be paid in accordance with applicable law, whether or not the work was performed with prior authorization. However, employees who work unauthorized hours or overtime may be subject to corrective action.

5.0 Performance, Correction, Layoff, and Termination

5.1 Corrective Action

Sample United Methodist Church is committed to helping employees succeed in their work and will ordinarily address performance or conduct concerns through a process of corrective action. Depending on the circumstances, corrective action may include coaching, verbal counseling, written warnings, suspension, demotion, or termination of employment. The nature and severity of the corrective action will depend on the circumstances, the seriousness of the conduct, the employee's overall performance, and any previous disciplinary history.

Although the Church may choose to use progressive corrective action, it is not required to do so. Certain conduct, including serious misconduct or violations of law or Church policy, may result in immediate corrective action, up to and including termination of employment. Nothing in this policy alters the at-will employment relationship or creates an obligation for the Church to follow any particular sequence of disciplinary steps.

5.2 Open Door/Conflict Resolution Process

Sample United Methodist Church is committed to fostering a workplace characterized by respect, open communication, and Christian reconciliation. Employees are encouraged to address concerns promptly so that misunderstandings and workplace issues may be resolved fairly and constructively.

Whenever possible, employees should first discuss workplace concerns with their immediate supervisor. Many concerns can be resolved through respectful conversation and a willingness to listen to one another. If the concern cannot be resolved with the supervisor, or if the supervisor is the source of the concern, the employee should bring the matter to the Pastor, the Staff-Parish Relations Committee (SPRC), or another individual designated by the Church.

The Church prohibits retaliation against any employee who raises a workplace concern or participates in an investigation in good faith.

5.3 Resignation Policy

While the Church hopes every employment relationship will be mutually beneficial, employees may choose to resign from their employment at any time. Employees who resign are asked to provide at least two weeks' written notice so that the Church may plan for an orderly transition. Supervisors or employees serving in key leadership positions may be asked to provide additional notice when practical.

The Church reserves the right to accept a resignation immediately.

Upon separation from employment, employees must return all Church property, including keys, identification cards, computers, mobile devices, credit cards, files, and any other equipment or materials belonging to the Church. The Church will provide final wages in accordance with applicable law and asks employees to notify the Church of any change in mailing address to ensure delivery of tax forms and other important documents.

5.4 Standards of Conduct

Sample United Methodist Church wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees, parishioners, and stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

The following examples illustrate conduct that may result in corrective action, up to and including termination of employment. This list is intended to provide guidance and is not exhaustive:

- Violating Church policies or procedures.
- Falsifying employment records, time records, expense reports, or other Church documents.
- Theft, misuse, or intentional damage to Church property.
- Possessing, using, distributing, or being under the influence of illegal drugs or alcohol while working or while conducting Church business, except as otherwise permitted by law or Church policy.
- Possessing unauthorized weapons or other dangerous items on Church property, except as permitted by law and Church policy.
- Harassing, threatening, intimidating, or engaging in violence toward employees, volunteers, members, visitors, vendors, or others.
- Refusing to perform assigned work or to comply with reasonable supervisory instructions.

- Repeated absenteeism, tardiness, or unauthorized overtime.
- Misuse of Church technology, confidential information, or financial resources.
- Dishonesty, fraud, or other conduct that compromises the Church's integrity or reputation.
- Any other conduct inconsistent with the Church's mission, policies, or legitimate operational needs.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status.

6.0 General Policies

6.1 Nonsolicitation/Nondistribution Policy

Sample United Methodist Church prioritizes a harmonious work environment that minimizes disruption to business operations and respects the focus of employees, visitors, and others. Our nonsolicitation/nondistribution policy aims to ensure a balanced approach to interactions within the workplace.

Solicitation

For the purposes of this policy, **solicitation** includes various activities such as selling items or services, seeking contributions, or seeking support for an organization. Solicitation, whether conducted verbally, in writing, or electronically, falls under this policy's scope.

During your assigned working hours, soliciting other employees is prohibited. **Working hours** refers to periods when either you or the employees you intend to solicit are expected to be actively engaged in work-related activities. You are permitted to engage in solicitation during authorized nonworking times, such as breaks, provided that the recipients of the solicitation are also on nonworking time.

Distribution

To ensure cleanliness, organization, and safety, the distribution of nonwork-related literature or items within working areas is prohibited at all times. Working areas do not include break/rest areas, lunchrooms, and parking lots. Electronic distribution of materials during work hours is also not allowed. Any literature that violates the Church's equal employment opportunity (EEO) and nonharassment policies, or knowingly spreads false information, is strictly prohibited. Non-employees are not permitted to distribute materials on company premises under any circumstances.

Statutory Rights and Communication

This policy is not meant to curtail the statutory rights of employees, including their right to discuss terms and conditions of employment. Open communication remains a vital part of our workplace culture.

Reporting Violations

If you become aware of violations of this policy, report them to your supervisor.

We appreciate your cooperation in maintaining a respectful and focused work environment.

6.2 Personal Appearance

Your personal appearance reflects on the reputation, integrity, and public image of Sample United Methodist Church. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being

performed. This may include wearing uniforms or protective safety clothing and equipment, depending upon the job. Use common sense and good judgment in determining what to wear to work.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

6.3 Personal Cell Phone/Mobile Device Use

While Sample United Methodist Church permits employees to bring personal cell phones and other mobile devices (i.e. smart phones, tablets, laptops) into the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of productivity. Thus, you should primarily use such personal devices during nonworking time, such as breaks and meal periods. During this time, use devices in a manner that is courteous to those around you. You may not use a device that has a camera and/or audio/video recording capability on Church property unless authorized in advance by management or when allowed by law.

You are expected to comply with Church policies regarding the protection of confidential and proprietary information when using personal devices.

Nothing in this policy is intended to prevent employees from engaging in protected concerted activity under the NLRA.

You will be subject to disciplinary action up to and including termination of employment for violation of this policy.

6.4 Personal Data Changes

It is your obligation to provide Sample United Methodist Church with your current contact information, including current mailing address and telephone number. You should also inform the Church of any changes to your tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact Payroll or the appropriate department, or person.

6.5 Social Media

Sample United Methodist Church recognizes that social media provides opportunities for communication, connection, and sharing information. Employees are encouraged to use social media responsibly and recognize that online activity may impact personal relationships, workplace relationships, and the reputation of the Church.

Employees should remember that online communications may be viewed by members, participants, colleagues, community partners, and others connected with the ministry of the Church.

When using social media:

- Protect confidential information belonging to the Church, employees, members, participants, or other individuals.
- Do not post information that violates privacy expectations or confidentiality obligations.
- Do not engage in unlawful harassment, discrimination, threats, or intentionally false statements about individuals or organizations.
- Respect copyright, trademark, and intellectual property rights.
- Do not represent personal opinions as official statements of the Church.

- If identifying yourself as an employee of the Church while discussing Church-related matters, clearly state that your views are your own.
- Do not share photos, videos, or identifying information about minors or vulnerable adults without appropriate permission.

Employees may not use Church technology or work time for personal social media use except as permitted by their supervisor or as necessary for assigned job responsibilities.

Employees who receive media inquiries regarding Church matters should refer those inquiries to the designated Church spokesperson.

Retaliation against employees who report concerns or participate in investigations is prohibited.

Nothing in this policy is intended to restrict employees' rights to discuss wages, hours, working conditions, or other legally protected matters.

Violations of this policy may result in corrective action, up to and including termination of employment.

6.6 Third Party Disclosures

From time to time, employees may be contacted by outside individuals or organizations seeking information regarding Church matters, including news media, attorneys, government agencies, or other third parties.

Employees must not make official statements on behalf of the Church unless authorized to do so. Requests for official Church responses should be directed to the appropriate Church spokesperson or designated department. Employees must not sign any legal document unless specifically authorized to do so.

Employees with questions about how to respond to outside inquiries should contact their supervisor or the Staff Parish Relations Committee (SPRC).

6.7 Workplace Privacy and Right to Inspect

Sample United Methodist Church property, including but not limited to lockers, phones, computers, tablets, desks, work place areas, vehicles, or machinery, remains under the control of the Church and is subject to inspection at any time, without notice to any employees, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on Church premises including that kept in lockers and desks.

7.0 Benefits

7.1 Holidays

Sample United Methodist Church provides paid holidays each year to eligible employees. The holidays observed by the Church are:

New Years Day	Martin Luther King, Jr. Day,
Memorial Day	July Fourth
Labor Day	Thanksgiving (and the day after)
Christmas Eve	Christmas Day

New Years Eve

When a holiday falls on a Saturday, it will generally be observed on the preceding Friday. When a holiday falls on a Sunday, it will generally be observed on the following Monday. Church services will proceed as scheduled, even if they fall on a holiday.

If a holiday falls on a scheduled day off or otherwise affects your work schedule, please consult your supervisor regarding how the holiday will be observed.

Holiday pay will be provided in accordance with applicable law and Church policy.

7.2 Jury Duty Leave

Sample United Methodist Church encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your supervisor as soon as possible to make scheduling arrangements.

Time spent on jury duty is unpaid. In such case, exempt employees will not incur any deduction in pay for a partial week's absence due to jury duty.

You may substitute any portion of your unpaid jury duty leave with appropriate paid leave.

The Church reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

The Church will not retaliate against employees who request or take leave in accordance with this policy.

7.3 Paid Time Off (PTO)

Sample United Methodist Church provides employees with paid time off (PTO). PTO may be used for vacation or other personal matters.

Eligibility

All full-time non-exempt employees are eligible to receive PTO immediately upon hire.

Deposits Into Your Leave Account

PTO is calculated according to the calendar year which begins on January 1 and ends on December 31.

The amount of PTO received each year is based on your length of service and is granted in a lump sum at the beginning of each year:

- Less than 5 years of employment: 15 days annually.
- 5 years but less than 10 years of employment: 20 days annually.
- 10 or more years of employment: 25 days annually.

Part-time regular employees receive PTO time in proportion to their work schedule.

PTO granted during your first year of employment will be prorated based on your hire date.

Leave Usage and Requests for Leave

The Church encourages you to use your PTO time. You are eligible to begin using PTO immediately upon hire.

You must request PTO from your supervisor as far in advance as possible, but at least 1 week in advance. The Church will grant requests for PTO when possible, taking business needs into consideration. When multiple employees request the same time off, their length of employment may determine priority in scheduling PTO times.

You must take PTO in increments of at least .5 day.

During a Leave of Absence

The Church may require you to use any unused PTO during disability or family medical leave, or any other leave of absence, where permissible under local, state, and federal law.

Carryover

Up to 5 days of unused PTO can be carried over to the following year.

7.4 Workers' Compensation Insurance

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at Sample United Methodist Church, no matter how slightly, you are to report the incident immediately to your supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your supervisor immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

8.0 Safety and Loss Prevention

8.1 Drug and Alcohol Policy

Sample United Methodist Church is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the Church to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others, and will not be tolerated.

Prohibited Conduct

The Church expressly prohibits employees from engaging in the following activities when they are on duty or conducting Church business or on Church premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. The Church does not discriminate against employees solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, refer to the Church Disability Accommodation policy for additional information.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your supervisor if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

Violations

Violation of this policy may result in disciplinary action, up to and including termination of employment.

8.2 General Safety

It is the responsibility of all Sample United Methodist Church employees to maintain a healthy and safe work environment, report any health or safety hazards, and follow the Church health and safety rules. Failure to do so may result in disciplinary action, up to and including termination of employment. The Church also requires that all occupational illnesses or injuries be reported to your supervisor as soon as reasonably possible and that an occupational illness or injury form be completed on each reported incident.

8.3 Workplace Tobacco Usage

Sample United Methodist Church is concerned about the detrimental effects of tobacco, smoking and secondhand smoke inhalation. Smoking (including the use of electronic vaping products such as e-cigarettes) and smokeless tobacco are prohibited on church property.

8.4 Workplace Violence

As the safety and security of our employees, vendors, contractors, and the general public is in the best interests of Sample United Methodist Church, we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

The Church has a zero tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Church property or while performing Church business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Report to your supervisor in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to your supervisor or appropriate department.

9.0 Relations with Community and Parishioners

9.1 Parishioner and Visitor Relations

Sample United Methodist Church strives to provide exemplary Christian service to the community and parishioners of this Church. Our community and parishioners support this ministry and generate your wages. You are expected to treat every community member, parishioner, or visitor with the utmost respect and courtesy during your working time. You should never argue or act in a disrespectful manner towards a visitor, community member or parishioner during your working time. If you are having problems with a community member, parishioner or visitor, notify your supervisor immediately. If a community member, parishioner or visitor voices a suggestion, complaint, or concern regarding our ministry, inform your supervisor or a member of management. Lastly, make every effort to be prompt in following up on community member, parishioner or visitor orders or questions. Positive community, parishioner and visitor relations will go a long way to establishing our Church as a leader in its field.

Michigan Policies

Hiring and Orientation Policies

EEO Statement and Nonharassment Policy

Equal Opportunity Statement

Sample United Methodist Church will follow the law regarding equal employment opportunities and maintaining a workplace free from unlawful discrimination, harassment, and retaliation.

The Church complies with applicable federal, state, and local laws regarding employment practices and is committed to treating all employees with dignity, respect, and fairness in all aspects of employment, including recruitment, hiring, placement, training, compensation, promotion, transfer, discipline, termination, and other terms and conditions of employment.

The Church prohibits discrimination or harassment based on any protected characteristic under applicable law, including but not limited to age, race (including traits historically associated with race, including hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, ancestry, religion, sex (including pregnancy, childbirth, termination of pregnancy, or related medical conditions), sexual orientation, gender identity or expression, disability, genetic information, veteran status, uniformed service member status, marital status, height, weight, or any other status protected by applicable law.

As a faith-based organization, the Church also recognizes and values its religious mission and identity and reserves all rights available to religious organizations under applicable law.

The Church will promptly and thoroughly investigate concerns involving discrimination, harassment, or retaliation. Appropriate corrective action will be taken when warranted.

Retaliation against any employee who, in good faith, reports a concern, participates in an investigation, or assists in addressing a complaint is strictly prohibited.

Questions regarding this policy may be directed to your supervisor or the Staff Parish Relations Committee (SPRC).

Policy Against Workplace Harassment

Sample United Methodist Church has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment, based upon an individual's membership in a protected class. All forms of harassment of, or by, employees, vendors, visitors, community members or parishioners are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or another person's body;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Church or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults, or blocking or impeding movements.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's membership in a protected class.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, or elsewhere on our premises, in emails or voicemails, or otherwise circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify **your supervisor or the Chair of SPRC** or any member of management.

The Church prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Church determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Church may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Church will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

Child & Vulnerable Adult Protection Policy

Sample United Methodist Church has a policy to protect all children and vulnerable adults from abuse by, employees, vendors, visitors, community members or parishioners. For further information on the contents of that policy and rules on reporting suspected abuse of children or vulnerable adults in our programs, please request a copy of that policy from your supervisor or any other designated member of management.

Wage and Hour Policies

Accommodations for Nursing Mothers

Sample United Methodist Church will provide nursing mothers reasonable break time to express milk for their infant child for up to one year following the child's birth.

If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from coworkers and the public.

You must make reasonable efforts to not disrupt Church operations.

You are encouraged to discuss the length and frequency of these breaks with your supervisor.

The Church will not discriminate or retaliate against employees who express breast milk in the workplace in accordance with this policy.

The Church is not required to provide the above benefits if doing so would impose an undue hardship on the Church.

Meal and Rest Periods

Sample United Methodist Church strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods. Check with your supervisor regarding procedures and schedules for rest and meal breaks. The Church requests that employees accurately observe and record meal and rest periods. If you know in advance that you may not be able to take your scheduled break or meal period, let your supervisor know; in addition, notify your supervisor as soon as possible if you were unable to or prohibited from taking a meal or rest period.

Overtime

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your supervisor.

At certain times Sample United Methodist Church may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Unless otherwise required or exempted by law, overtime pay of one and one-half times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

Pay Period

At Sample United Methodist Church, the standard pay period is

_____ for all employees. Pay dates are

_____. If a pay date falls on a holiday, you will be paid on **the preceding workday. If a pay date falls on a Saturday or Sunday, you will be paid on the preceding Friday.**

Special provisions may be required from time to time if holidays fall on pay dates. Check with your supervisor if this type of date arises.

If you are paid by commission, refer to your commission agreement.

Review your paycheck for accuracy. If you find an issue, report it to your supervisor immediately.

General Policies

Social Security Number Privacy

All employees must provide Sample United Methodist Church with their Social Security numbers (SSNs) for the Church to satisfy payroll, state, and federal tax and insurance coverage requirements. Consistent with Michigan law, the Church takes reasonable steps to maintain the confidentiality of SSNs.

All documents and records containing SSNs and personal identification information are kept in a secure environment. Only authorized personnel with a legitimate business need may access records and documents (both internal and external) that contain employee SSNs and identification information.

In addition to the Church's policy protecting against the disclosure of confidential information, employees are prohibited from accessing, viewing, or using other employees' Social Security information maintained by the Church unless authorized and for lawful purposes.

When necessary, documents containing the SSNs of employees will be properly destroyed through shredding or other means before disposal.

Any employees who unlawfully or without authorization access Social Security data will be disciplined up to and including termination of employment and may be referred to authorities for possible prosecution.

Benefits

Crime Victim Leave

Sample United Methodist Church will provide employees time off from work to respond to a subpoena or request to give testimony.

Compensation

Time off granted under this policy will be unpaid; however, exempt employees may be compensated as required by applicable law.

Notice

Upon receiving a subpoena, provide your supervisor with reasonable advance notice of the need for leave. If advance notice is not practicable, provide appropriate documentation within a reasonable time after the absence.

Retaliation

The Church will not retaliate against employees who request or take leave in accordance with this policy.

Earned Sick Leave (Frontloading Method)

Sample United Methodist Church provides paid earned sick leave to eligible employees in accordance with Michigan's Earned Sick Time Act.

Eligibility

Most Michigan employees are eligible for earned sick leave. If you have questions about your eligibility, contact **your supervisor or the chair of SPRC**.

Reasons for Leave

Sick leave may be used for the following reasons:

- For your own or a family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or preventative medical care.
- If you or a family member is the victim of domestic violence or sexual assault:
 - To obtain medical care or psychological or other counseling for physical or psychological injury or disability;
 - To obtain services from a victim services organization;
 - To relocate due to domestic violence or sexual assault;
 - To obtain legal services; or
 - To participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- For meetings at your child's school or place of care related to:
 - The child's health or disability; or
 - The effects of domestic violence or sexual assault on the child.
- Absences necessary due to:
 - Closure of your place of business by order of a public official due to a public health emergency;
 - Your need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or
 - Your or a family member's exposure to a communicable disease, if health authorities determine that your or your family member's presence in the community poses a risk to others.

Amount of Leave and Usage

Eligible employees will be provided 40 hours of sick leave at the beginning of each leave year. For purposes of this policy, the leave year is **the calendar year**.

You may only use 40 hours of sick leave per leave year. Sick leave may be used in **one-hour increments**. Unused sick leave is not carried over to the next leave year.

Compensation

You will be compensated for sick leave at your normal hourly wage or the applicable state minimum wage, whichever is greater.

Notice

If the need for leave is foreseeable, you must provide at least **seven** days' advance notice and make reasonable efforts to schedule the leave so it does not unduly disrupt Church operations. If unforeseeable, provide notice as soon as practical. You will not be required to search for or secure a replacement worker as a condition for using sick leave.

Documentation

If leave is being used for more than three consecutive days, the Church may require reasonable documentation establishing that the leave is being used for a qualifying reason. You must provide

documentation within 15 days of the request. You will be reimbursed for any out-of-pocket expenses you incur in obtaining the documentation.

Documentation signed by a healthcare professional indicating that earned sick leave is necessary will be considered reasonable documentation.

In cases of domestic violence or sexual assault, the following will be considered reasonable documentation:

- A police report indicating that you or your family member was a victim of domestic violence or sexual assault.
- A signed statement from a victim and witness advocate affirming that you or your family member are receiving services from a victim services organization.
- A court document indicating that you or your family member are involved in legal action related to domestic violence or sexual assault.

The Church will not require disclosure of details relating to domestic violence or sexual assault or the details of your or your family member's medical condition as a condition of providing medical leave.

If the Church obtains health information or information pertaining to domestic violence or sexual assault about you or your family member, the Church will treat that information as confidential and will not disclose that information except to you or with your permission.

Payment upon Termination

You will not be paid for any unused sick leave when your employment ends.

Retaliation

The Church will not retaliate against employees who request or take leave in accordance with this policy. If you believe your rights under the law have been violated, you may file a complaint with the Michigan Department of Labor and Economic Opportunity (www.michigan.gov/leo).

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the Sample United Methodist Church Employee Handbook and that I have read it, understand it, and agree to comply with it. I understand that the Church has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the Pastor of the Church. I also understand that any delay or failure by the Church to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Church or affect the right of the Church to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Church representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized Church representative) or a collective bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Sample United Methodist Church.

If I have any questions about the content or interpretation of this handbook, I will contact the SPRC (Staff Parish Relations Committee).

Signature

Date

Print Name