

Staff Policy Handbook – April 2017

Wesley United Methodist Church

Introduction:

This Employee Policy Handbook has been designed to describe the rules and regulations for the employees, compensated and non-compensated, of Wesley United Methodist Church (UMC). These policies are subject to revision by the Governing Board.

You, as an employee, are required to do certain duties. Also, you are a representative of Wesley UMC and, as such, are responsible for maintaining and building goodwill with our members and visitors.

For this reason, the Church has developed guidelines for performance, personal conduct, and safety. One of your obligations as an employee is to conform to these rules and regulations so that you can do your job more efficiently, safely, and with the professionalism needed to provide the necessary services to our members and visitors.

Likewise, this handbook establishes a policy that all Wesley UMC employees, compensated and non-compensated, shall be treated fairly and with respect. The role of the Governing Board the pastor is to help ensure this standard as well as the compliance with approved policies and procedures.

You will be required to sign a Memorandum of Understanding on the last page affirming that you have read and understand the revised Handbook.

The Governing Board
Wesley United Methodist Church
April 2017

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1. Hiring Policies:

1.1 No one will be denied employment because of age, sex, or race; nor will anyone receive special treatment for the same. A personal mission and style consistent with a religious organization may be required for employment to some employee positions. All employees, compensated or non-compensated, must agree and adhere to the Core Principles of Wesley UMC.

1.2 As a condition of employment, candidates or all employees, compensated and non-compensated, agree to undergo a national background check at the church's expense prior to hiring and periodically thereafter as directed by the pastor.

1.3. Employment with Wesley UMC is "at will" and entered into voluntarily.

1.3.1 Employees, compensated and non-compensated, are free to resign at any time, for any reason, with written notice to their supervisor and/or pastor.

1.3.2 Similarly the Church is free to conclude the employment relationship at any time.

1.4. During the first (90) ninety days of employment your status is considered probationary.

1.5. Clergy and congregations are bound by the appointment system as outlined in the Book of Discipline. All appointed clergy to Wesley UCM and its Governing Board will follow and be subject to the Northern Illinois Conference and The United Methodist Church policies and procedures.

2. Working Hours:

2.1. Work hours will be dependent on employee position (see job description for respective position working hours). To fulfill the needs of Wesley UMC the pastor in consultation with the Governing Board may change the amount of working hours.

2.1.1. Any overtime pay requests need to be approved by the Supervisor prior to working them and hours must be documented.

3. Lunch / Dinner Breaks:

3.1. A 60-minute break (without pay) will be allowed for lunch/dinner for all compensated employees working at least 6 hours in that working day.

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4. **Smoking:**

4.1. Smoking within Wesley UMC and on church property is prohibited.

5. **Employee Status:**

5.1. A full-time compensated employee is a person who works a year-round schedule consisting of 30 hours or more a week.

5.2. A part-time compensated employee is a person who works a year-round schedule consisting of less than 30 hours per week.

6. **Time Records / Payroll:**

6.1. You may be required to document your time worked. Timesheets may be required.

6.1.1. It is the responsibility of a worker to turn in timesheets/required documentation to the designated person (Supervisor, pastor, or Financial Secretary, in a timely manner.)

6.2. Pay scales will be reviewed and established by the pastor and an annual budget for Staffing will be approved by the Governing Board.

6.3. Payroll checks will be issued twice monthly, unless other arrangements have been approved by pastor or supervisor.

7. **Absence:**

7.1. You must report to supervisor or the pastor as soon as possible before your work time is to begin if you are not able to work or you have changes in your schedule. Notification needs to include an email.

7.2. It is your responsibility to secure an approved substitute to fulfill your duties during your planned absences (if required by supervisor or pastor.

Church Closures:

8.1. If church is closed for work, activities, and/or service (e.g. weather, building issue) as determined by the pastor any compensated employee that typically works on that day will receive compensation for that day. Regardless, salaried employees will be expected to manage their workload in a timely manner.

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9. Holidays:

9.1. Full-time and part-time compensated employees receive paid time off on the following nine (9) holidays:

New Year's Day	Labor Day
MLK, Jr. Day	Thanksgiving Day
Easter	Day after Thanksgiving
Memorial Day	Christmas Day
Independence Day	

An additional Christmas day, to be specified by the pastor.

9.2. If a paid holiday falls on a weekend, it shall be observed on Friday for holidays falling on Saturday and on Monday for those falling on Sunday.

9.3. Holidays falling within the vacation week shall not be considered a vacation day.

9.4. When holidays fall on employee's regular day off, employee has the choice of taking off the prior or the next working day, notifying supervisor of the choice.

10. Vacation:

10.1. Full-time and part-time compensated employees receive paid time off for vacation based on length of service. 1/5, or 20%, of vacation time may be taken on Sundays, if employee consistently works on Sundays. Employees may only carry over up to one week of vacation time into a new year of employment (new year begins on anniversary of date hired). Any unused vacation will be paid out within two weeks of termination of employment, prorated from work anniversary date to last day. Approval of vacation days will be granted by supervisor and/or pastor. Plan is as follows:

<u>Length of Service</u>	<u>Paid Vacation</u>
6 months	1 week
1 year	2 weeks
3 years	3 weeks
10 years	4 weeks

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10.2. Wesley UMC will not pay employees for additional vacation days approved and taken beyond those permitted by this policy unless authorized by the pastor.

10.3. Appointed Clergy vacation policy shall be governed by conference policy.

11. Sick Leave:

11.1 Full-time and part-time compensated employees receive five (5) paid days/year to be used for illness and/or doctor appointments. Employees may carry over unused days, with a maximum accumulation of 30 days. Unused sick leave will not be paid out upon termination of employment.

12. Medical Insurance:

12.1. No medical insurance is available to compensated employees, except for appointed elders, which is covered by the conference policy.

12.2 The Affordable Care Act places upon the local church a responsibility to inform employees of the Health Insurance Marketplace in writing in a format established by the Department of Labor to be mailed or hand delivered within 14 days of hire of every new employee.

13. Unemployment Insurance:

13.1. Please note that under the Illinois Unemployment Insurance Act, churches are not required to participate in the State's unemployment insurance program:

Section 211.3A: "Individuals performing the following services need not be counted to determine liability: In the employ of a church or convention or association of churches, or an organization or school that is not an institution of higher education, operated primarily for religious purposes and that is operated, supervised, controlled or principally supported by a church or convention or association of churches."

Section 211.3B: "Individuals performing the following services need not be counted to determine liability: By a duly ordained, commissioned, or licensed minister of a church in the exercise of duties required by such order."

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14. Pension:

14.1 All compensated employees are eligible to make participant contributions to the United Methodist Personal Investment Plan (UMPIP) and roll over other rollover-eligible qualified plan or traditional individual retirement account (IRA) balances into UMPIP as soon as they are hired.

14.2 New compensated employees will be provided an enrollment kit and pension information from the United Methodist General Board of Pensions.

14.3 Appointed clergy and the congregations they serve participate in the Northern Illinois Conference Pension Program under a separate adoption agreement.

15. Safety / Accidents:

15.1 Employees are required to acquaint themselves with Emergency Preparedness, Evacuation, and Severe Weather Plans.

15.2. If a task cannot be completed safely – don't do it and inform your supervisor.

15.3. Do not use electrical or mechanical equipment that is in need of repair. Report all malfunctioning equipment to the Administrative Coordinator.

15.4. Even light loads can cause injury if not lifted properly. Always keep your back straight and use your legs when lifting objects. Do not lift more than you can safely carry.

15.5. Do not use chairs as ladders. When on a ladder, do not over reach and always face the ladder steps.

15.6. Injuries from falling, tripping, or slipping are the most common. Clean up any spills as soon as they happen.

15.7. Report any safety violation or hazardous condition immediately to the Administrative Coordinator. If there is an emergency, implement Wesley's emergency plan.

15.8. All on-the-job accidents or injuries must be written up and reported to the Administrative Coordinator.

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16. Rules and Regulations of Behavior:

16.1. When in contact with members or visitors, always maintain a courteous, helpful manner.

16.2. Profane or abusive language is unacceptable.

16.3. Compensated and non-compensated employees are expected to complete their work with a minimum of disturbance to other church activities or functions.

16.4. The Church depends on each employee. Coming to work late is unacceptable, except for those situations that are unavoidable, at which time your supervisor or pastor should be notified.

16.5. Should you have a complaint or grievance please consult the grievance policy. See addendum.

16.6. Any discussion regarding your compensation should be with your supervisor, or in the case of coordinators, with the pastor.

16.7. Compensated and non-compensated employees are expected to dress appropriately for the activity or occasion, because Wesley UMC's work environment serves its community. We want to make our best impressions regardless of whom we serve.

16.8. The pastor and coordinators shall annually review each compensated and non-compensated employee's job performance, compensation and benefits. An annual budget shall be approved by the Governing Board.

16.9. Personal information recorded with the Church will be maintained in confidence.

17. Sexual harassment:

17.1. Individuals should not be demeaned, humiliated or intimidated on the basis of their sex, age, race, sexual orientation, and/or religion.

17.1.1. Sexual harassment can include unwanted sexual jokes, repeated advances, touching, displays, or comments that insult, degrade, or sexually exploit women, men, elders, children, or youth.

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17.1.2. Employees who are subject of sexual harassment or observe sexual harassment on any level shall immediately notify the pastor in accordance with procedures adopted in the Wesley UMC Safe Sanctuary policy.

18. Grounds for Immediate Dismissal:

18.1. Carrying, using or distributing alcohol, illegal drugs, firearms, and/or related materials on Church premises.

18.2. Performing or encouraging anyone else to perform acts that are illegal or contrary to the handbook.

18.3. Theft.

18.4. Purposeful destruction and/or damage of Church property or the property of any individual.

18.5. Uttering or causing to be written any remarks that are prejudicial on the basis of sex, age, race, sexual orientation, gender identity or religion.

18.6. Sexual harassment.

18.7. Purposeful creation of a health or safety hazard.

18.8. Fighting or loud verbal arguments with any employee, any Governing Board Member, pastor, or any Church member.

18.9. Public criticism of any employee, any Governing Board member, pastor, or any Church member.

18.10. Refusal to adhere to Church regulations and guidelines.

18.11. Refusal of a compensated or non-compensated employee to agree to undergo a national background check periodically as directed by the pastor.

18.12. Dismissals for any of above reasons shall cause the employee to lose eligibility for sick and vacation benefits that may have been accrued.

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19. Process for Dismissal:

19.1. The Pastor in consultation with a supervisor (when appropriate) shall consider grounds for dismissal of any Wesley employee. It is the responsibility of the pastor to notify in writing any dismissed employee.

20. Resignation:

20.1. At which time a compensated or non-compensated employee chooses to resign from a position of the church, the pastor and the supervisor (when applicable) should receive a written resignation, allowing at least a two-week notice.

21. Authority:

21.1 Under The Book of Discipline's SPRC guidelines, the Governing Board is solely responsible for matters relating to policies and procedure for employees of Wesley

21.1.1. Wesley Nursery School employees are the responsibility of the Wesley Nursery School and its governing committee and, as such, are not under the jurisdiction of the Governing Board

21.2. Employee policy and procedures contained herein will be reviewed, periodically updated, and approved by the Governing Board for implementation at Wesley UMC, Aurora, Illinois.

21.3. In the event of any policy or procedure contained herein is in conflict with the United Methodist Church Book of Discipline and/or the Wesley UMC Bylaws (Structure for Faithful Discipleship,) the Wesley UMC Bylaws (Structure for Faithful Discipleship) and the Book of Discipline shall take precedence.

Adopted:

The Governing Board

Wesley United Methodist Church

Aurora, IL

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ADDENDUM FOR UNCOMPENSATED EMPLOYEES/COORDINATORS

The following number articles/changes refer back to the above Staff Policy Handbook and Policies and apply to Uncompensated employees and Coordinator Staff Positions

1. Hiring Policies: 1.1 to 1.4
4. Smoking: 4.1
14. Safety / Accidents: 14.1 – 14.8
15. Rules and Regulations of Behavior: 15.1 to 15. 15.7 to 15.9
15.5 – See Grievance Addendum
16. Sexual Harassment: 16.1
17. Grounds for Immediate Dismissal: 17.1 to 17.11
18. Process for Dismissal: 18.1
19. Resignation: 19.1
20. Authority: 20.1 to 20.3

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Memorandum of Understanding

I _____ hereby acknowledge that I have read the *Wesley United Methodist Church Employee Staff Policy Handbook*, approved and adopted by *The Governing Board* and understand its contents. I will work within the policies as set forth in the Handbook.

Acknowledged on this _____ day of _____ 20_____

Signature of Staff

Received on this _____ day of _____ 20_____

Signature of Supervisor