

St. Martin's Episcopal Church

*"That we would see Jesus. . ."*

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**PERSONNEL POLICY & PROCEDURES**

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## **IMPORTANT NOTICE ABOUT YOUR EMPLOYMENT**

**Employment with St. Martin's Episcopal Church is *at-will*, which means that either the employee or St. Martin's Episcopal Church may terminate employment at any time, for any reason, with or without notice. The policies and practices described in this manual are provided to you for guidance only, but do not constitute a contract of employment. Neither this manual nor any other documents circulated to employees, nor any verbal representations constitute contracts. No supervisor or employee except the Vestry has the authority to enter into an employment agreement, express or implied, with any employee concerning the employment relationship. These policies supersede any policies that may have been distributed previously. These policies are subject to change at any time at the discretion of St. Martin's Episcopal Church.**

## **Preface**

The mission of St. Martin's Episcopal Church is "...in changing times to extend Christ's unchanging ministry to the community, our nation and the world." As lay staff of St. Martin's Episcopal Church, you have agreed to model Christian principles in your work, and you have accepted God's call to use your gifts and talents to enable others to use their gifts and talents to their fullest potential. As a staff member you are looked to for spiritual example and direction. People's lives are changed through your influence.

## **Purpose**

This personnel manual applies to the St. Martin's Episcopal Church lay staff. Clergy benefits are governed by the Letter of Agreement.

This manual is intended to provide guidance and summary information about the church's personnel policies, procedures, benefits, rules of conduct, and reporting responsibilities. It was developed by the Personnel Committee and approved by the Vestry of St. Martin's Episcopal Church. Changes to these policies and procedures shall be recommended and presented by the Personnel Committee to the Vestry.

## **CHAPTER 1**

### **AUTHORITY AND ADMINISTRATION**

#### **Authority**

The Vestry of Saint Martin's Episcopal Church (SMEC) is empowered under the canons of the Episcopal Church to establish positions, to employ personnel and to set salaries. The Vestry thereby adopts the personnel policies contained in this manual. Policies are subject to be changed at the sole discretion of the Vestry. Any policy in conflict with federal, state, local law or diocesan or national canons shall be superseded by the pertinent law.

#### **Administration**

The Rector of SMEC or appointed designee shall be responsible for the administration of the personnel program. Decisions made by the designee in administering these policies may be appealed to the Rector of SMEC. In the absence of a rector, the senior warden is responsible for the administration of these policies.

This manual is intended to address most personnel

situations and actions for which the Rector and Vestry of SMEC are responsible. However, those situations not specifically covered shall be interpreted and acted upon by the Rector of SMEC or appointed designee in keeping with the intent of these policies.

### **Coverage of Personnel**

The personnel policies shall apply to all employees except where otherwise noted. Policies shall specifically apply to other employees only where expressly stated.

### **Severability**

If any part, section, sub-section, sentence, clause or phrase of this policy is for any reason held to be unconstitutional or invalid, such decision shall not affect the constitutionality or validity of the remainder of this policy. The policies in this manual supersede all previous personnel policies and/or manuals.

## **CHAPTER 2**

### **EMPLOYMENT PRACTICE**

#### **Policy**

It is and shall continue to be the policy of SMEC to provide employment on an equal opportunity basis to all, and to administer its employment practices without regard to race, religion, national origin, physical handicap, age, or gender.

#### **Appointing Authority**

The Vestry of SMEC delegates to the Rector of SMEC the responsibility for recruitment, selection, and appointment of employees within the guidelines of the approved budget.

#### **Employment Categories**

- A. **Permanent position** – A permanent position is one established by the Vestry, funded in the approved budget, and projected to continue indefinitely unless the Vestry shall eliminate it. A permanent position may be either a full-time or a part-time position. “Permanent position” describes the intended duration of the functional position, and is not intended to create any “permanent position” or to otherwise

alter the at-will nature of each employee's employment by SMEC.

- B. Limited-term position – A limited-term position is one established by the Vestry, funded under a special revenue source other than the approved budget, and projected to continue, subject to the continuation of the respective program. In the event such funding should cease, the positions so affected shall have no guarantee of continued funding by the Vestry. A limited term position may be either a full-time or a part-time position.
- C. Temporary position – A temporary position is one established by the Vestry or the Rector to perform a specific function, such as a special project or to substitute for an employee in a permanent position who is temporarily absent, with the term of employment depending on the continuing need for the function being performed. A temporary position may be either a full-time or a part-time position. A temporary position shall be maintained for no more than 12 months, although the position may be renewed by the Vestry or the Rector. Temporary employees are not covered by benefits in this policy.
- D. Exempt Position- An exempt position is one in which the employee is exempt from overtime pay.
- E. Non-exempt Position- A non-exempt position is one in which the employee is entitled to be paid for any hours worked over 40 hours in a work week.
- F. Contractor - A person engaged to accomplish a specific project and who is not an employee of the church. The church will issue a 1099 to report monies paid. The contract employee is not covered by the benefits listed in this manual.

### Hours of Employment

- A. Full-Time Employment – Full-time employment refers to all positions so declared by the Vestry. The employee filling a full-time position shall work the number of hours so designated as full-time, which shall be a minimum of 40 hours per week, or 2,080 hours per year as a regular work schedule.
- B. Part-Time Employment – A part-time position is one that has as its regular work schedule fewer hours per week or year than a full-time position.
- C. Official Work Week- The work week runs from Sunday to Saturday. All full-time employees are encouraged to take at least two days off per week to maintain a healthy balance for work and rest.
- D. Pay Period-Payment of salary/compensation will be made once a month on the last day of the month.

### Employment Applications

Applications shall be accepted only for known vacancies. Specific positions must be designated on all employment applications to guarantee full review of the application in the selection process. Clergy positions are hired using the Diocesan guidelines for application and review.

### Employment Tests and Examinations

- A. Required –SMEC requires, but is not limited to, use of one or more of the following tools in the pre-employment or post-employment process: oral interviews; evaluation of experience and training; reference and background checks; polygraph tests; written examinations; agility tests; performance tests; psychological tests; drug testing and medical examinations.
- B. Refusal – Any applicant refusing to undergo any required tests or examinations shall be eliminated from further consideration for employment; in such a situation, the applicant

shall be deemed to have withdrawn the employment application.

### References

All applicants for employment with SMEC are required to provide at least three work/personal references. It shall be the responsibility of the hiring supervisor to verify these references prior to employment of an applicant.

### Hiring of Relatives

- A. Restricted – No member of a family shall directly or indirectly supervise another member of the same family. A relative of a member of the Vestry shall not be hired by SMEC in any capacity.
- B. Family – “Relative or “member of a family” is defined for the purposes of this section as spouse, parent, spouses’ parent, son, daughter, brother, sister, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, step-children, guardian and step-parents.

### Special Employment Conditions

General – All employees of SMEC shall not be members of SMEC or become a member while employed by SMEC.

### Orientation for New Employees

- A. Policy – It is SMEC’s policy to provide information to help all new employees learn more about SMEC and what is expected from them as employees of SMEC.
- B. Hiring Supervisor Responsibility – Employees shall meet the Rector or designee to insure that all formal paperwork related to employment is complete. The employee shall be given a copy of the SMEC Personnel Policies and Procedures Manual along with other pertinent data about employment and benefits with

SMEC. The hiring supervisor shall explain job responsibilities, duties, and working conditions and provide general information regarding SMEC facilities and organization.

- D. Employee Responsibility – It shall be the responsibility of the employee to read the SMEC Personnel Policies and Procedures Manual & Handbook and to become familiar with its content, as well as all other SMEC policies, procedures, and regulations.
- E. Every employee of SMEC is required to attend the Diocesan Safe Church Seminar within their first year of employment.

#### Probationary Period

- A. Objective – The probationary period is a trial period designed to give both the newly hired or promoted employee and SMEC an opportunity to determine whether the correct employment decision has been made. The designation of any “probationary period” shall not alter the at-will nature of the employment during the “probationary period” or thereafter.
- B. Duration – Employees appointed or promoted to permanent positions shall serve a probationary period of six (6) months. The hiring supervisor, with the concurrence of the Rector or the Vestry, may extend a probationary period for up to six additional months if it is deemed necessary to evaluate the employment decision. The designation of any “probationary period” shall not alter the at-will nature of the employment during the “probationary period” or thereafter.
- C. Termination – Employees serving probationary periods may be discharged or demoted at the will of the Rector, or the Vestry in the absence of the Rector, without cause or hearing.

## Performance Evaluations

Each employee's job performance shall be reviewed with and evaluated by the supervisor every twelve (12) months on an approved form. The evaluation shall be signed by the employee and become a part of the employee's personnel file.

## Employment Date

- A. Defined – The employment date is the date on which an employee was initially employed in a permanent or limited-term position, provided there has been no break in service. The employment date for an employee who begins employment in a temporary position and is subsequently selected for a permanent or limited-term position, is the date on which the employee was initially employed as a temporary employee, provided there has been no break in service.
- B. Purpose – The employment date is the effective date to determine length of service with SMEC for computing leave accrual, benefits and service recognition.

## Reemployment

Any former employee of SMEC may reapply for employment. If selected, such employee shall be treated the same as if initially employed with the SMEC if there has been more than twelve months break in employment with SMEC.

## Temporary Assignments

- A. Purpose - An employee may be temporarily assigned to a vacant position, or a prescribed set of duties, other than that to which officially assigned for a variety of reasons including emergency situations, abnormal workload, organizational changes, job vacancies or for other purposes necessary to provide quality service.

B. Duration, Approval, Documentation, and Compensation

<u>Duration</u>	Six (6) Weeks Within a 12 Month Period	Between Six (6) Weeks and Six (6) Months Within a 12 Month Period	Between Six (6) Months and One (1) Year Within a 12 Month Period	More Than one (1) Year
<u>Approval</u>	Vestry	Vestry	Vestry	Vestry
<u>Documentation</u>	Supervisor writes reasons and expected duration to Vestry	Supervisor writes reasons and expected duration to Vestry	Supervisor writes reasons and expected duration to Vestry; if Vestry approves, copy of approval forwarded to bookkeeper	Supervisor writes reasons and expected duration to Vestry; if Vestry approves, copy of approval forwarded to bookkeeper
<u>Compensation</u>	No Change	No Change	If temporary assignment is to position in a higher salary range, increase to minimum of higher salary range or 5% of current salary, whichever is greater	Maintain increase given at 6 months

Outside Employment

- A. Conflict With SMEC Employment – An employee may engage in supplemental employment, provided that the performance of assigned duties with SMEC is not impaired and provided an actual or potential conflict is not created.
- B. Approval – Each employee who desires to engage in supplemental employment shall inform the Rector, prior to beginning such work. If the Rector determines at any time that the other employment creates an actual or potential conflict which reflects discredit or potential discredit upon SMEC, or that the

performance of assigned duties with SMEC are impaired by the supplementary job, the employee shall be requested to terminate the outside employment. Refusal to comply with such request shall result in disciplinary action.

- C. Appeal – An unfavorable decision made by the Rector may be appealed to the Vestry.

#### Reduction in Force (RIF)

- A. Policy – Every reasonable effort shall be made to accomplish the elimination of a position without having to lay-off an employee in the event that permanent SMEC positions must be eliminated due to circumstances such as financial shortfalls, curtailment or reduction of services, reorganizing/streamlining operations, privatizing functions, or other situations. SMEC shall attempt to achieve necessary reductions through attrition or through the placement of employees in other SMEC positions. Assistance shall also be provided to secure employment outside SMEC, if necessary.
- B. Alternatives to Reduction in Force – SMEC shall take proactive steps whenever practical to avoid or minimize a reduction in force. Such steps may include the elimination of temporary or on-call hours, a hiring freeze, incentives for retirement, job sharing, use of part-time positions, or other strategies which may reduce expenses or hold open potential vacancies for employees whose positions will be eliminated.
- C. Identifying Jobs to be Eliminated – In the event that positions must be eliminated, a number of factors shall be considered in identifying which jobs to eliminate. These include SMEC's vision, mission, and goals; the needs of our parish; skills needed in the organization; and source of funding of the job. Reasons for selecting jobs to be eliminated shall be documented by the Rector and submitted to the Vestry. The Vestry shall make the final determination.

- D. More than One Employee in a Job Class – If there is more than one employee in a job class and it is necessary to reduce the number of employees in that class, the following factors will be considered in determining which employees will be subject to lay-off: job performance, skills contributed to the job, length of service with SMEC, and source of funding of the position. Reasons for selecting employees subject to lay-off shall be documented by the Rector and submitted to the Vestry. The Vestry shall make the final determination.
- G. Notification – Employees in positions targeted to be eliminated will be notified in writing as soon as possible, but no fewer than 60 calendar days prior to the effective date of the elimination of the position.
- H. Placement Within the Organization – The Rector will meet with employees in positions identified to be eliminated to determine their skills, experience, education and training, and interests so that the Rector may identify other positions at SMEC for which they may qualify, or for which retraining is feasible. Every reasonable effort shall be made to place employees in positions identified to be eliminated in another job with SMEC at the same, lower, or higher salary range.
- I. Employees Who Are Separated – An employee who is separated from employment through a RIF is eligible for payment of leave balances and other benefits in accordance with the policies in this manual. If the separated employee elects to continue SMEC sponsored group health insurance under COBRA, SMEC will continue to pay the amount of the premium it was paying prior to the separation for up to two (2) months, or until the employee is no longer eligible under COBRA, whichever comes first.

## Resignations

- A. Policy – It is the policy of SMEC to make a reasonable effort to retain good employees. However, notice of resignations is needed to effectively replace employees who are leaving SMEC employment.
- B. Notice – Employees in exempt positions are requested to give the Rector or the Vestry at least 20 work days notice of an impending resignation. All other employees are requested to give the Rector or the Vestry at least ten (10) work days notice of an impending resignation; failure to comply shall result in loss of annual leave payments as outlined in the Benefits section of this manual.

## **CHAPTER 3**

### **TIME AWAY FROM WORK**

#### Policy – General

It is the policy of St. Martin's Episcopal Church to provide employee benefits that complement the Church's values and mission, that help meet certain needs of Church employees and their families, and that help the Church to attract and retain quality employees. The Church will communicate the availability of these benefits to eligible individuals and will provide assistance in understanding and using them.

#### Eligibility – General

The benefits contained in this section are available to all employees in full-time permanent positions. Participation in some of the benefit plans is available to employees in part-time permanent positions.

## Holidays

The Church observes the following designated holidays:

New Year's Day (January 1)  
Lee/Jackson/King Day (3<sup>rd</sup> Monday in January)  
Presidents Day (3<sup>rd</sup> Monday in February)  
Good Friday (Friday before Easter Sunday)  
Memorial Day (Last Monday in May)  
Independence Day (July 4)  
Labor Day (1<sup>st</sup> Monday in September)  
Columbus Day (1<sup>st</sup> Monday in October)  
Veterans' Day (November 11)  
Thanksgiving Day (4<sup>th</sup> Thursday in November)  
Day-After-Thanksgiving (Friday following  
Thanksgiving)  
Christmas Day (December 25)  
First Work Day after Christmas

These holidays are compensated days off for employees in full-time and regular part-time positions, if the day is a normally scheduled workday in the employee's schedule.

### Observance of Holidays

1. If a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday; if a holiday falls on a Sunday, the following Monday shall be observed as the holiday.
2. An employee who is on approved leave with pay during a period in which a holiday falls, shall not be charged leave for the observed holiday.
3. An employee forfeits eligibility to be compensated for the holidays observed by the Church unless the employee works or is on approved leave the last scheduled workday before the holiday and the first scheduled workday after the holiday.

## Leave

- A. Policy Statement – St. Martin’s Episcopal Church recognizes the importance of balancing the productivity needs of the Church with the needs of employees and their families by providing employees with time away from work. It is the policy of the Church to provide employees with continued income and benefits during certain approved absences of specified durations.
  
- B. Eligibility – Employees in part-time permanent positions are eligible for leave on a pro-rated basis. All full-time permanent employees are eligible for leave.
  
- C. Definition of Immediate Family – The immediate family is defined as: spouse, parent, spouse’s parent, son, daughter, brother, sister, grandparents, grandchildren, step-children, step-parents, (in-law relationships for son, daughter, brother & sister are included), guardian, and any persons residing in the same household as the employee.
  
- D. Types of Leave – The Church offers the following types of leave. A brief summary of purposes for which leave may be used is listed below. For more details, see individual subsections.

Vacation Leave	Any purpose.
Sick Leave	Personal doctor appointment, illness, or short-term disability. Immediate family member doctor appointment or illness
Bereavement Leave	Death of immediate family member (3 days per incident)
Civil Leave	Serving on a jury. Attending court as a witness under subpoena.

Military Leave	National Guard or reserve member to engage in annual active duty for training or called forth by Governor during a disaster (a maximum of 15 days per Federal fiscal year).
School Leave	Meet with teachers, attend school functions, or do volunteer work in any public or private school grades K-12 <i>or a licensed preschool or daycare center</i> (eight hours per year).
Leave Without Pay	Unpaid absences from work.

E. Notification- Any lay staff employee who is unable to report to work as normally scheduled must notify their supervisor as early as possible by telephone. (Unless the employee is hospitalized, the phone call should come from the employee.)

1. Vacation Leave

- a. St. Martin's Episcopal Church recognizes that personal time away from the job can revitalize the employee and make the employee more productive. The Church's vacation policy offers employees paid vacation hours based on length of service and type of employee (clergy, exempt staff or non-exempt staff)
- b. All full-time or permanent part-time employees are eligible to earn paid vacation hours.

- c. Scheduling of vacation is always subject to approval by the employee's supervisor and/or the Rector based on the needs of the Church and workflow.

d. Entitlement for Full Time Employees

<b><u>Years of Service</u></b>	<b><u>Non-exempt Staff</u></b>	<b><u>Exempt Staff</u></b>	<b><u>Clergy</u></b>
0 – 6 months	0	0	0
6 – 12 months	10 days (80 hours)	15 days (120 hours)	20 days (160 hours)
1 – 4 years	10 days (80 hours)	15 days (120 hours)	20 days (160 hours)
5 – 9 years	15 days (120 hours)	15 days (120 hours)	25 days (200 hours)
10 – 14 years	15 days (120 hours)	20 days (160 hours)	25 days (200 hours)
15 – 20 years	20 days (160 hours)	20 days (160 hours)	25 days (200 hours)
> 20 years	25 days (200 hours)	25 days (200 hours)	30 days (240 hours)

Part-time employees' entitlement is the same as above but pro-rated based on the number of hours they are authorized to work per year. (For instance, a part time staff member with 5 years of time working 25 hours per week would get 75 hours of vacation)

- e. The maximum amount of leave that an employee may carry over is five (5) days.
- f. The employee's leave accumulation amount is reviewed as of January 1 of each year. Any amount in excess of five (5) days will be forfeited.
- g. Vacation eligibility renews on January 1 each year, based on the service anniversary the employee will reach that calendar year.
- h. Entitlement is based on years of service and vacation may be taken during the year even if it has not yet officially been earned. Vacation hours are earned each month throughout the year based on entitlement. If you terminate prior to year-end, the Church will deduct pay for any vacation time taken which has not been earned at the time of termination.

- i. All full-time employees, including staff, clergy and professional staff are required to take at least five (5) consecutive days of leave per year. All employees that handle monetary or monetary data entry transactions for the Church need to take at least five consecutive days of leave if full time, or the equivalent of a full work week in consecutive days at least once per year.
- j. All employees shall receive the monetary equivalent of their annual leave balance up to the annual maximum accumulation when they terminate. If prior notice of intention to terminate employment is not given as provided in Chapter 2 above by an employee, the equivalent of one day shall be deducted from the leave payments for each day that the employee failed to give notice of termination up to a two-week maximum.
- k. Any employee who has previously worked in the Episcopal Church immediately prior to being hired at SMEC may count those years worked towards their eligibility for vacation benefits to the degree and in the same manner as if that employment had been with SMEC.. Proof of date of hire at the previous church must be provided.

2.

Sick Leave- Sick leave may be used by an employee to provide paid absences for health-related reasons as outlined below. Accumulated sick leave provides continued income for employees during periods of disability.

- a. Policy The availability of sick pay is not an entitlement for the employee to use for reasons other than actual illness or injury. Supervisors will monitor absences and any excessive absence may result in disciplinary action.
- b. Purpose – Sick leave up to the accumulated balance provides paid absences for the following reasons:

- 1) A personal illness, injury, and/or disability not incurred in the line of duty, which incapacitates the employee from being able to perform assigned duties;
- 2) Appointments for examination and/or treatment related to health when approved in advance by the supervisor or Rector and when such appointments cannot reasonably be scheduled during non-work hours.
- 3) An illness or appointment for examination and/or treatment related to the health of an immediate family member requiring the attendance of the employee and approved by the supervisor, not to exceed *six* days per calendar year. Use of additional sick leave requested in excess of the permitted allowance may be approved by the Vestry if recommended by the supervisor and the Rector.

b. Accrual

- 1) Sick leave shall be accrued at the rate of one (1) day per month for all full-time and part-time permanent employees.
- 2) Employees may accumulate up to 30 days of sick leave.

c. Accumulated sick leave is not compensated upon separation from employment at St. Martin's Episcopal Church.

d. Employees missing more than three (3) consecutive days of work must provide a medical note for the absence time.

3. Bereavement Leave – St. Martin’s recognizes the importance of family and the difficulties faced following the loss of a loved one. For that reason, bereavement leave is provided in accordance with the following provisions:
  - a. Amount of Leave You are permitted up to three consecutive days of bereavement leave immediately following the death of a family member as defined in the beginning of this section. Pay for these days will be available for all employees working 15 hours or more per week as long as the days fall within the regular work schedule.
  - b. If additional time off is required due to out-of-state travel, the additional time will be charged to vacation, or if vacation is not available, personal leave without pay. The employee’s supervisor and/or the Rector must approve additional time off.
4. Civil Leave-- From time to time employees may be called to serve on a jury, or attend court as a witness under subpoena. The Church will provide excused time away from work with the following provisions:
  - a. If you are an employee working in a regular full-time or part-time position working at least 15 hours per week and are summoned to a jury, a copy of the summons must be provided to the employee’s supervisor when it is first received. Advance notice will help the Church make necessary arrangements to continue to get work done in the employee’s absence. If your jury duty is extended, the Church should be notified as soon as possible.
  - b. If an employee is called to court with a subpoena for a personal matter the

time will be compensated as vacation leave or will be unpaid leave. This is up to the employee's supervisor and is dependent on the amount of time that will be missed and how long the employee anticipates being out.

- c. Returning To Work After Jury Duty: If the employee is excused or dismissed from jury duty prior to the end of the normal work day, the employee is to report to work provided it is practical to do so.
  - d. Pay During Jury Duty: While serving on jury duty, any full-time or part-time employee working at least 15 hours per week will be excused from work with pay. However, jury duty pay must be signed over to the church in order to receive full salary compensation for the time out. The jury time served must fall on a regularly scheduled workday to receive pay for jury duty. Hours paid for jury duty are not considered hours worked and therefore are not included in the calculation of overtime.
5. Military Leave – Leave without pay may be used by an employee who is a member of the organized reserve forces of any of the armed services of the United States, National Guard, or naval militia to which he/she is engaged in annual active duty for training, or when called forth by the Governor during a disaster. To qualify for these benefits, the employee must provide the Rector with a copy of his or her orders. The employee can return to his/her position once the military duty is completed in accordance with the Uniformed Services Employment and Re-employment Rights Act (USERRA).
- a. Special Circumstances – Employees who are members of the forces listed

above and are involuntarily called to Federally funded military active duty for longer than 30 days shall receive the following:

- 1) The Church will continue to pay its portion of insurance and pension benefits through to the end of the pay period in which the employee is called to active duty.
  - 2) The employee may elect to continue the existing health plan coverage for the employee and dependents at his or her expense for up to 24 months while in the military.
6. School Leave may be used by an employee to provide paid absences to perform volunteer work in a school, to meet with a teacher or administrator concerning the employee's children, step-children, or children over whom the employee has custody, or to attend a school function in which such a child is participating. School leave may be used for these purposes in a public or private elementary, middle, or high school, or a licensed preschool or daycare center.
- a. Amount of Leave
    - 1) Employees in full-time permanent positions may take up to eight (8) hours of School Leave per year.
7. Leave Without Pay may be used by an employee to provide unpaid absences for a variety of reasons outlined below including any mutually agreeable reason. All paid leave options (vacation and sick time) must be used before unpaid leave will be granted.
- a. Purpose – An employee shall be on leave without pay under the following circumstances:

- 1) Approved absence for which the employee has insufficient accrued leave, or for which the employee elects, with the concurrence of supervisor and the Rector, not to use accrued leave.
- 2) Absences authorized as a condition of employment; or
- 3) Unapproved absence from the job during a scheduled work period;
- 4) ALL leave without pay must be requested in writing and approved by the Rector and the Senior Warden.

b. Family leave: Unpaid leave of absence for the birth or adoption of a full-time regular or part-time regular lay staff employee's child, the care of an immediate family member, or care for family after the funeral of an immediate family member will be permitted following approval of a written request. Family leave of absence may be for any length of time up to a maximum of 12 weeks in a 12-month period. Requests for family leave to care of an immediate family member who is seriously ill must be accompanied by a physician's written statement. The statement shall certify the need for the lay staff employee's care and estimate the length of time the lay staff employee will be unable to work because of the disability of the family member.

c. Other Benefits and Conditions of Employment

- 1) Sick and annual leave shall not be earned for any pay period during which an employee takes leave without pay that is not

approved prior to use or which exceeds two full work days.

- 2) During any approved period of leave without pay, and for so long as the employee continues to pay the employee's share of any premiums, SMEC shall continue to pay its share of Church health and life insurance premiums, and for a maximum of three (3) months of long-term disability premiums unless otherwise provided in writing to the employee.
- 3) Should an employee fail to return to work from a period of leave without pay by the date specified by SMEC, the Rector may declare the employee to have terminated voluntarily as of the expected return to work date. An employee who accepts employment elsewhere while on leave without pay, without prior approval by the Rector, shall be considered to have terminated employment with the Church without notice as of the original date the leave was begun.

## **CHAPTER 4**

### **HEALTH RELATED BENEFITS**

- A. Policy Statement – St. Martin's Episcopal Church recognizes the importance of the physical and mental health of employees and their dependents to the employees' quality of life and productivity at work. It is the objective of the Church to provide full-time employees with assistance to care for their physical and mental health.

B. Health Insurance

1. Health Insurance Plan –It is the objective of SMEC to provide at least one health insurance option for eligible employees
2. Eligibility and Cost
  - a. Employees in full-time permanent positions, their spouses, and dependent children are eligible for health insurance coverage. The Church shall pay percentage of the cost of the health insurance coverage for active employees, to be determined periodically by the Vestry. Subject to any policy restrictions or exclusion, an eligible employee may commence coverage from the first day of employment.
  - b. Part-time employees will be eligible to participate in the group plan at their own expense.
  - c. No physical is needed as long as the employee signs up within the first thirty (30) days of employment.
  - d. Employees who are terminating employment or reducing their hours to part-time may elect to continue the insurance coverage for themselves and their dependents at that time. This option is available only for as long as the employee or eligible family member is not covered by another group plan and only for designated periods of time. The Church bears none of the cost of this coverage and an administrative charge may be added to the premium.
  - e. Open enrollment for health insurance is September of each year. Should an employee not elect coverage within the first 30 days of employment he or

she must wait until the next open enrollment period.

3. Medicare – Both the Church and the employee contribute to the Medicare account of employees in full-time and part-time positions as required by law. All questions regarding Medicare coverage should be directed to the Social Security Administration.

### C. Retirement, Long-Term Disability and Life Insurance

1. Policy Statement – St. Martin’s Episcopal Church recognizes the importance of income after retirement and in the event of disability, and the financial needs of surviving family members in the event of death. It is the objective of the Church to assist employees in meeting these needs through financial contributions to retirement and insurance plans or by providing group plans in which employees may choose to participate at their own expense.
2. Retirement – The Church believes that an employee is best served by having retirement income from more than one source. It is the policy of the Church to contribute towards Social Security (FICA) and the Episcopal Church Pension Fund on behalf of full-time employees.
  - a. Social Security (FICA) Both the Church and the employee contribute to the social security account of employees in full-time and part-time, limited-term, temporary, and on-call positions as required by law. All questions, including those regarding estimated retirement income, account balances, and the like, should be directed to the local Social Security Administration Office.
  - b. Episcopal Church Pension Fund. SMEC presently participates in two different pension options, a defined benefit plan and a defined contribution plan. Employees are eligible to participate after one (1) year of

service. It is the objective of SMEC to contribute a percentage of the contribution to the plan in which an eligible employee participates. Information on pension plans may be obtained from the church treasurer.

### 3. Disability Benefits

a. Short-term disability. SMEC presently makes available to eligible employees a group plan of short-term disability insurance. The benefits and requirements of the short-term disability plan are addressed in the plan documents. Accrued paid sick leave and vacation (personal days) can be taken during any period of disability during which an employee does not receive disability benefits.

b. **Long-term disability:** The Church recognizes the employee's need for income during a long-term disability of a temporary or permanent nature.

1) **Disability Retirement:** Disability retirement provides an employee with disability retirement pay if the employee becomes mentally or physically unable to perform the employee's present duties, the disability is likely to be permanent and the employee is under age 65. Employees are eligible from the first day of employment, provided the disability did not exist at the time of employment, and regardless of whether the cause of the disability was work-related or is compensable under Workers' Compensation. The Church pays the full cost of the contribution for the employee.

2) **Long-term Disability Insurance:** Long-term disability insurance provides the employee with payments after the employee is out of work for 360 days and is unable to perform the present work duties. The disability need not be permanent, and rehabilitation services are provided. Payments are coordinated

with other employee income. SMEC pays a percentage of the cost of coverage for the group long-term disability benefit.

4. Life Insurance

- a. Standard Life Insurance: Standard Life Insurance provides payment to an employee's designated beneficiary in the event of the employee's death or in the event of dismemberment. A medical examination is not required if the insurance is picked up within the first thirty (30) days of employment. Life insurance is available to any employee working at least 20 hours per week.
- b. Optional Life Insurance: Employees may, at their own expense, purchase additional life insurance for themselves as well as coverage for their spouses and dependent children through a church-sponsored program.

D. Workers' Compensation

- 1) Policy Statement  
SMEC maintains a policy of insurance to provide Workers Compensation benefits to SMEC employees.
- 2) Eligibility  
  
Employees in full-time and part-time permanent positions.

## **CHAPTER 5**

### EVALUATIONS

Job Description-

There will be a job description on file for each lay staff position. Its purpose is to define clearly the goals and responsibilities of each position. Job descriptions shall be reviewed by the incumbent in the position and the employee's immediate supervisor or the Rector annually at the performance evaluation. The job description will be revised and updated as deemed necessary to meet the needs of SMEC.

Annual Review-

Evaluations, setting of goals and objectives with each employee will be completed and reviewed by the immediate supervisor and/or the Rector and at least one member of Personnel Committee. The

purpose of these reviews is to evaluate the staff member's fulfillment of their job description, adherence to staff core values, and assure that each staff member has set goals and objectives and that those goals and objectives match those of the church's vision and mission.

The role of the Personnel Committee is to provide support and feedback to the staff from the congregation as well as support the staff and share feedback with the congregation from the staff. Therefore, staff is invited to call on Personnel Committee members whenever they feel the need.

## **CHAPTER 6**

### COMPENSATION

#### A. Salaries

Salaries and salary adjustments for lay staff positions in the church are recommended by the Personnel Committee and the Vestry after careful and continuing review of comparable church salaries in both the local and regional areas, as well as comparable business salaries in the local area. The Vestry will determine if there are funds available each year for salary increases. The supervisor and/or Rector and Personnel Committee will make individual salary increases within the guidelines established by the Vestry.

#### B. Lost Paychecks

In the unlikely event of a lost paycheck, if the employee loses a check, the employee bears the financial cost for payment to be stopped on that check. If the church loses the check, the church bears the financial responsibility for stop-payment.

#### C. Continuing Education

Continuing education is encouraged and may be required for full-time regular and part-time permanent staff employees. Clergy and professional staff continuing education costs should be recommended by the Rector during the budget process each year. Lay staff training should be budgeted by the Rector as well. Only approved continuing education and training will be reimbursed by SMEC.

#### D. Business Expense Reimbursement

Purchases made on behalf of the church and miles driven on behalf of the church will be reimbursed according to the policies listed in **Finance Policy Manual**. The mileage rate will be the same as that set each year by the Internal Revenue Service.

## **CHAPTER 7**

### **DISCRIMINATION**

Individuals who believe that they have been discriminated against in personnel decisions based on race, color, religion, national origin, gender, physical disabilities, age, or marital status should promptly advise the Senior Warden, Junior Warden or Rector. Personnel decisions include but are not limited to assignments, promotions, and awards. Discrimination will not be tolerated and complaints about discriminatory behavior will be responded to promptly and equitably, possibly resulting in disciplinary action including termination of employment. Lay staff employees are strongly encouraged to report discriminatory behavior promptly so that an inquiry may be initiated, a misunderstanding resolved, and corrective measures taken to eliminate discriminatory behavior as soon as possible.

## **CHAPTER 8**

### **HARASSMENT**

The church maintains a strict policy prohibiting unlawful harassment, both non-sexual and sexual, whether by supervisors, co-workers, or others. Verbal or physical contact constitutes non-sexual harassment when the conduct:

- Denigrates or shows hostility toward an individual or group; and
- Is based on such factors as age, color, gender, mental or physical disability, national origin, race, and religion; and
- Creates a hostile or offensive work environment, unreasonably interferes with an individual's work performance, or otherwise adversely affects an individual's employment opportunities.

Unwelcome sexual advances, requests for sexual favors, and verbal, visual, or physical conduct of a sexual nature constitute sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates a hostile work environment. In general, there are two kinds of sexual harassment:

1. Submission to the conduct is made a condition of employment, or

submission to or rejection of the conduct is used as the basis of an employment decision affecting the harassed lay staff employee. The harasser is generally a person in a real or perceived position of power over the person being harassed. It does not matter whether an offer is clearly stated or implied, and the benefit can involve anything from continued employment or hiring to preferential treatment.

2. A hostile work environment is created where the offensive conduct is severe or pervasive enough to affect the emotional and psychological well-being of the lay staff employee being harassed even though their job may not be directly at stake.

Conversely, unwarranted accusations will not be tolerated and could result in termination of the accusing employee if the accusation is unfounded.

### **Reporting Misconduct**

Allegations should be brought to the attention of the employee's immediate supervisor, Rector, Senior Warden or Junior Warden. Sexual harassment, misconduct, and abuse involving clergy, diaconal ministers and certified lay professionals shall be reported to the Canon of the Ordinary or the Diocesan. This policy does not prohibit or discourage reporting to appropriate law enforcement authorities.

### **Commitment To Action**

SMEC commits itself to seek justice in all cases of sexual misconduct; emphasize reconciliation and resolution as the continuing goal of this process; and provide training sessions for clergy, diaconal ministers and certified lay professionals, which will promote proactive measures designed to lower the risk of sexual misconduct on the part of these individuals; and to the wide dissemination of this policy along with the required training in abuse and misconduct required by the Diocese. All employees are required to take the full day Safe Church Training.

## **CHAPTER 9**

### **CONFIDENTIALITY**

It is the policy of SMEC to ensure the confidentiality of communication between members, visitors and staff. This is the responsibility of all staff and volunteers. Information not available to and not intended for the church community is considered confidential

and will not be released unless authorized to do so by the appropriate supervisor, chairperson or Vestry member and with the knowledge of and approval by the Rector.

## **CHAPTER 10**

### **DRESS CODE AND APPEARANCE**

As representatives of the church, lay staff employees should take care to present a favorable appearance, in dress and conduct, while conducting church business, on or off the church property.

## **CHAPTER 11**

### **GRIEVANCE PROCEDURES**

An employee may disagree with a supervisor's decision in personnel matters. The initial complaint can be made usually verbally, to the immediate supervisor. An attempt should be made to resolve the difference through discussion.

If the employee does not feel that his or her issue is resolved through discussion, a more formal complaint may be made in writing to the Rector or Senior Warden. The Rector or Senior Warden will meet with the employee to hear the complaint and gather information. Within 7 days of the meeting, a written response will be given to the employee.

If the employee still has a grievance, the Rector or Senior Warden will forward the information to the chair of the Personnel Committee. The Personnel Committee will review the written complaint and meet with the employee and with the supervisor, separately.

The chair of the Personnel Committee will issue a written decision to the Senior Warden, Vestry and the employee. The Vestry will meet in executive session to discuss the matter and uphold or reissue a decision. The decision of the Vestry is final.

## **DISCLAIMER**

Nothing in this policy will be construed to supersede the provisions of federal, state, or local law that provides greater rights than those outlined herein.

## **Inclement Weather Policy**

### **GENERAL GUIDELINES**

Except in the most extreme circumstances, St. Martin's will be open for church services on Sundays. The two primary factors when evaluating whether St. Martin's will be closed due to weather on a Sunday morning are *safety* and *resources*.

- If there has been significant snowfall and the main roads have not been plowed, then services will likely be cancelled.
- If the driveway leading down to the church is hazardous because of snowfall or ice, then services will be cancelled.
- If there has been significant snowfall and the main roads have been plowed, we will have church services *if* there have been sufficient time and resources to get the parking lot plowed, the walkways shoveled and the walkways salted.
- NOTE: Even if church services are held, events in Miles Hall should not be held unless it can be verified that the rear emergency exit has been cleared of snow. Similarly, there should be no nursery or Sunday School for children unless it can be verified that the downstairs classroom exits are cleared. Youth Sunday School meetings may be held in the Zigzag building so long as the pathways are safe and accessible.

### **PROCEDURES**

In order to decide whether to close St. Martin's on a Sunday due to weather, the Rector consults with both Senior and Junior Wardens, and they mutually decide whether to close.

#### **A. If the decision is *not* to close...**

- (1) Rector notifies Parish Administrator to post confirmation on the main page of the website that services *will be* held on Sunday.
- (2) The Parish Administrator will then engage and schedule appropriate services such as snow plowing or clearing prior to services.

#### **B. If the decision *is* to close...**

- (1) Rector notifies Parish Administrator to post a message on the main page of the website that the church *will be closed* on Sunday and that people are encouraged to worship at home.
- (2) Parish Administrator changes the outgoing message of the voicemail to reflect the closure.
- (3) The Rector calls the staff to advise them of the closure.
- (4) The Senior Warden emails the Vestry to advise them of the closure.
- (5) The Junior Warden calls Sallie Wendt or Helen Smith (Daughters of the King). Parishioners who do not have access to email/Internet and are intending to possibly attend church are advised to call Sallie or Helen, or the church phone number to hear a recorded message regarding closure status.
- (6) Parish Administrator engages the snowplow service/yard service for the earliest possible date and communicates with Divine Janitorial.
- (7) The Senior Warden calls Executive Director of the Co-Op preschool (currently Mollie Gareis) and advises of the Sunday closure to allow the Co-Op to make appropriate plans for Monday.

After a Sunday closure, the Rector and the Parish Administrator will consult regarding whether the office will open on Monday. The basic rule is that the office is open Monday – Friday if the roads are passable. If the Williamsburg/James City County School District has closed school, the office is on two-hour delay.