

Vicksburg United Methodist Church

EMPLOYEE HANDBOOK

January 2010



ALIVE IN CHRIST AND IT SHOWS

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Disclaimer

This handbook is intended only to outline the employment policies, procedures and benefits of Vicksburg United Methodist Church. This manual is not intended to be all-inclusive and should not be considered to be an employment contract. Vicksburg United Methodist Church reserves the right to change employment policies, procedures, benefits or this manual at any time. Employees will be notified of any policy changes, additions or deletions. Any changes will immediately become a part of this manual.

Terms of Employment

Staff Parish Relations Committee

The Staff Parish Relations Committee of Vicksburg United Methodist Church establishes terms of employment. The Staff Parish Relations Committee (SPRC) is mandated by the Discipline of the United Methodist Church and elected by the church to administer employment matters for employees hired by Vicksburg United Methodist Church. Consequently, the contents and periodic revisions of this handbook are the committee's responsibility. The SPRC does not supervise staff employees on a day-to-day basis. SPRC will engage in resolving employee issues or concerns if normal supervisory efforts are not successful.

Types of Employment

Full-time employee is a person who works 38 or more hours per week. The full-time employee receives Holiday, Sick and Vacation Pay.

Regular Part-time employee is a person who is scheduled to work at least 20 hours but less than 38 hours per week. The Regular Part-time employee receives Holiday, Sick and Vacation pay. Vacation pay will be prorated by the number of scheduled hours worked. (i.e. 20 hour employee/1 week at 20 hours.)

Part-time employee is a person who is scheduled to work less than 20 hours per week. Part-time employees do not receive Holiday, Sick or Vacation pay.

Temporary employee is a person who is hired to work on a specific project of limited duration and with agreed compensation arrangements. Such employees will not receive any benefits from the church other than an agreed hourly wage.

Independent Contractor is person or business who is hired to do a specific job and with specific payment arrangement. Such individuals or businesses will not receive any benefits from the church other than payment for specific services.

A **Salaried Exempt** employee is a person who holds a Director/Supervisory position at Vicksburg United Methodist Church (i.e. Youth Education Director, Caring Ministry Director, Preschool Director, Kids Hope Director. These

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employees are paid on the basis of an annual salary, and thus are not paid overtime.

An **hourly non-exempt** employee is a person hired to work for an indefinite period of time. These employees are paid at an hourly rate and are thus eligible for overtime pay.

Career Opportunities

It is our desire to see each and every employee achieve his or her highest potential. We will do our best to provide the opportunity and offer training, education and guidance whenever possible. If you have questions or concerns you may contact the Pastor or your SPRC Liaison.

Open Door Policy

It is our objective to provide a work environment free from elements that would deter you from doing your best work. All concerns may be expressed through our open door policy. Vicksburg United Methodist Church maintains this open door policy to discuss any issues you may have. Feel free to express yourself about work related or personal matters. We welcome your input.

If you feel you have been discriminated against in any way you are encouraged to express concern through this open door policy.

Code of Conduct

Employees of Vicksburg United Methodist Church are to conduct themselves in a responsible, professional and ethical manner. Report unethical or dishonest behavior to your immediate supervisor.

The Pastor and SPRC who will determine appropriate means for proper resolution will investigate reported activities. Employees found to be conducting themselves in an unethical manner may be subject to appropriate disciplinary action, up to and including termination

Equal Opportunity Employment

Employees are hired based solely on Vicksburg United Methodist Church's personnel requirements and the qualifications of each individual candidate.

We will not tolerate nor condone discrimination due to age, race, color, sex, national origin or disability. We will comply with the spirit and letter of all local, state and federal laws pertaining to employment. Furthermore, we will not discriminate due to age, race, color, sex, national origin or disability when making decisions regarding termination of employees.

Any questions or concerns regarding any aspect of this policy should be directed to the Staff Parish Relations Committee.

Eligibility For Employment

Federal law requires both new employees and re-hires to provide documentation of eligibility to work in the United States plus proper identity. A properly submitted form I-9 is required for employment.

Criminal Convictions

Criminal convictions are taken seriously at Vicksburg United Methodist Church. We reserve the right to disqualify any applicant for employment who has been convicted of a criminal offense.

Any person convicted of a misdemeanor or felony (not including traffic violations) while employed by the church must report nature of the conviction to the Pastor or SPRC committee chairperson as soon as possible.

Furthermore, conviction of a crime may result in an automatic termination. Vicksburg United Methodist Church will make every effort to evaluate the nature and circumstances of the conviction. With the safety and well being of co-workers at stake, convicted employees may be subject to appropriate disciplinary action, up to and including termination.

Violence

Threats of violence and acts of violence are strictly prohibited. Employees threatening or committing acts of violence will be subject to appropriate disciplinary action, up to and including termination. Report any such activity to the Pastor or Staff Parish Relations Committee

Weapons

The vast majority of society generally defines weapons as guns, knives and other objects universally considered a weapon. A “weapon” can also be any object which would do harm to another when used as such. Vicksburg United Methodist Church shall deem any such object a “weapon” for the purpose of enforcing of this policy.

Possession of weapons is prohibited on Church property and while on duty performing Church business at any location. Any employee on duty or on Church premises in possession of a weapon will be subject to appropriate disciplinary action, up to and including termination. Report any weapon possession to the Pastor or SPRC Liaison.

Alcohol, Drugs & Illegal Substance Abuse

Possession of alcohol, illegal drugs or other illegal substances is not permitted on church property, or while on duty in the employment of Vicksburg United Methodist Church. Furthermore, employees are not permitted to report for work while under the influence of alcohol, illegal drugs or other illegal substances. Employees failing to adhere strictly to this policy will be subject to disciplinary action, up to and including termination. Report any suspicious activity to the Pastor or SPRC.

Sexual and Other Unlawful Harassment

It is Vicksburg United Methodist Church's objective to provide a working environment free from discrimination and conduct commonly referred to as sexual harassment.

The E.E.O.C. (Equal Employment Opportunity Commission) has provided a broad definition of sexual harassment. It is general in nature and may not always be clear when evaluating everyday situations.

"Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
2. Submission to or rejection of such conduct by an individual is used as a 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 working environment."

Sexual harassment refers to behavior inappropriate in the workplace because it is offensive, unwelcome behavior, which would not occur, but for the sex of the offended person. Both sexual harassment, and accusations of sexual harassment, are disrupting to the work environment.

If you or a co-worker experiences what you believe to be sexual harassment or accusations of sexual harassment, report it promptly to the Pastor or SPRC. Vicksburg United Methodist Church will investigate any employee, regardless of job position when such allegations are made. Based on available information, Vicksburg United Methodist Church will take appropriate action and communicate on a need-to-know basis.

Appropriate disciplinary action, up to and including termination will be taken against any individual for sexual harassment charges determined to be valid.

Domestic Violence Statement

Vicksburg United Methodist Church recognizes that domestic violence can have an adverse impact on employee job performances and may also impact co-worker's performance.

Vicksburg United Methodist Church will assist employees affected by domestic violence, both the victim and the abuser within reasonable guidelines. Information will remain confidential as long as the safety of others is not at risk.

Employment Evaluation

All non-clergy employees will have a formal, written performance appraisal at least once per year given by their supervisor. All clergy employees will have a formal, written performance appraisal at least once per year in accordance with "paragraph 350.1 of *The Book of Discipline*. Informal performance

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reviews of all staff are encouraged throughout the year, as frequently as necessary.

Personnel File

Vicksburg United Methodist Church maintains a confidential personnel file for each employee. The Pastor and SPRC control files. Employees must acquire permission to view his or her personnel file from the Pastor. These files are the property of Vicksburg United Methodist Church; no documents may be altered or removed by the employee. Every reasonable effort is made to keep the information confidential; access is limited to staff members who require access to perform their job functions. Copies will not be distributed to any third party unless mandated to do so by a court of law.

Policies & Procedures

Attendance

Punctual attendance is mandatory for efficient job performance. In cases of absence for any reason notify your immediate supervisor as well as the church office as soon as reasonably possible. Poor attendance, absence without notification or habitual tardiness will be subject to appropriate disciplinary action, up to and including termination.

Severe Weather Closings

In the event the Church must close for the day due to severe weather or emergencies the Church will make every reasonable effort to notify you. Employees will be paid for the day up to a maximum of three days. If weather conditions are so severe that you are unable to travel to work, contact your immediate supervisor. Employees will be paid for the day when these instances arise and travel restrictions can be independently confirmed.

Staff Meetings

The Pastor schedules staff meetings for employees. Every effort is made to schedule these meetings during the hours worked by the majority of employees.

Time Sheets

All employees are required to turn in bi-weekly time sheets reflecting hours worked unless authorized to be exempt, as with supervisory and management personnel. For vacation, paid leave or holidays, time sheets must be turned in accounting for these days/hours.

Workplace Dress Code

Vicksburg United Methodist Church requests that all employees use a "Business Casual" dress code. The Business Casual dress code does not include the custodial staff due to the nature of their work. Since this is the first

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impression for visitors, groups or church members, we ask that our employees present a professional demeanor appropriate to their job.

Overtime

Hours of work performed by hourly employees, over 40 hours in any seven day period, qualify for payment at a rate of 150% of the employees regular hourly pay. Your immediate supervisor must approve all overtime in advance.

All hours during a work week that are calculated in the total for overtime must be hours actually worked. Vacation, sick days, personal days to any other non-working benefit days do not count in the calculation of overtime.

Payroll Schedule

Employees are paid every two weeks. Regardless of shift schedule, the work begins Monday and ends Sunday. Payday is every other Friday. In the event payday falls on a holiday, paychecks will be distributed before the holiday. Federal, state and any other required taxes will be withheld from wages, as will any voluntary deductions.

Payroll Deductions for Federal Tax, State Tax, FICA and Medicare

As required by law, Vicksburg United Methodist Church withholds taxes from employee earnings, as well as social security (FICA) and Medicare. Vicksburg United Methodist Church also participates in matching programs as required.

Reimbursement of Expenses

Expenses to be reimbursed by Vicksburg United Methodist Church must remain within your budget. To receive reimbursement you must furnish receipts and a properly completed expense voucher to the Financial Assistant.

We appreciate your expenditures on behalf of Vicksburg United Methodist Church and will make every effort to reimburse you in a timely fashion.

Reporting Personal Information Changes

Employees must notify the Financial Assistant whenever there is a change in their personal information on file with Vicksburg United Methodist Church. This includes address, phone number, income tax withholding information, and emergency contacts.

Personal Property

Vicksburg United Methodist Church is not responsible for personal property of employees in facilities, vehicles or parking areas. Any personal items brought on premises deemed inappropriate by Vicksburg United Methodist Church, will be removed without notice. As always, be considerate of the Church's image as well as your image with members, visitors and co-workers.

Personal Safety

At Vicksburg United Methodist Church the safety of our employees is a top priority. We will make every effort possible to ensure the safest working environment possible. If you have suggestions or concerns discuss them with the Pastor or SPRC. If you feel you are in danger performing your job duties, stop working and report the hazard to your immediate supervisor.

Smoking

Smoking is prohibited on Vicksburg United Methodist Church property.

Church Property

Confidential Information Security

As a matter of course employees of Vicksburg United Methodist Church will have access to confidential and personal information. It is a condition of employment that you not disclose this information to third parties during or after employment. Disclosure of Vicksburg United Methodist Church's confidential information without express written approval is prohibited and cause for immediate termination.

Facilities Security

It is the responsibility of all employees to make sure the facilities and work areas are secure. Any employee entrusted with facility keys shall make certain the facility is secure when that employee is the last to leave. See your immediate supervisor if you will be left with this responsibility. This includes, but is not limited to, turning off appropriate lights and closing and locking all doors and windows.

Report any potential security risks to your immediate supervisor.

Office Supplies, Postage & Church Accounts

Vicksburg United Methodist Church's, postage systems, shipping accounts and accounts with various vendors and suppliers are to be used for Church business purposes only. Improper use of these items may result in appropriate disciplinary action, up to and including termination.

Church Equipment

Church property, such as laser printers, copiers, computers and all production tools, are to be used for Vicksburg United Methodist Church business purposes only. The unauthorized use equipment may result in appropriate disciplinary action, up to and including termination.

Your designated work area, desks and cabinets are not to be locked with personal locks. If you need assistance securing Church property talk to the Pastor.

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Phone Systems, Voice Mail and Personal Calls

Telephone systems and equipment are in place to provide business services of the Church. Employees are to limit the personal use of these items. Lengthy calls should be made during breaks.

Long distance calls for personal use are prohibited.

Conservation and Recycling

Conserving energy and resources is a priority at Vicksburg United Methodist Church. Employees are required to conserve power and water in all reasonable ways.

Computer Related

Computers and Related Equipment

Vicksburg United Methodist Church provides employees access to computers, printers and other equipment on an as-needed basis, to perform their job requirements. This equipment is to be used exclusively for the business activities of Vicksburg United Methodist Church. Employees found to be using Church computer equipment for personal use may be subject to appropriate disciplinary action, up to and including termination unless cleared through the Pastor and SPRC.

Employees are required to maintain their computers and related equipment in good working order. If any of your equipment needs service, repair or maintenance, notify your immediate supervisor.

Employees shall not use Church systems to knowingly violate any city, state or federal laws.

Computer games and personal software may not be installed on Church equipment.

Church equipment shall not be used to create or store personal information or should not be used for personal profit.

Church equipment shall not be used to store or display images depicting violence, sexually explicit material or racially offensive material.

Software installed on Church computers must be properly licensed and installed at the direction of the computer systems supervisor.

Internet

Church computer systems, connected to the Internet, are connected for business purpose only. Accessing the Internet for personal profit is prohibited.

Conducting Church business on the Internet must be done following all guidelines and policies for conducting business in conventional settings.

Vicksburg United Methodist Church maintains the right to limit Internet access.

Vicksburg United Methodist Church will comply with any reasonable requests from law enforcement to review Internet activities of any employee.

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While accessing the Internet, employees should be fully aware of the global reach of the media. Employees are required to maintain a high level of dignity and be mindful that they represent Vicksburg United Methodist Church to the world at large while online. Employees should take great care in storing personal information.

For protection of Vicksburg United Methodist Church's network and confidential information, security measures have been installed on the system. No employee shall, under any circumstances, attempt to disable or circumvent these security measures.

Email & Electronic Communication

Church provided email is provided for business purposes only. Personal use should be kept to an absolute minimum. All emails, sent or received, are Church records and as such, are accessible to appropriate staff members.

No anonymous emails can be sent from Church systems. All employees are required to identify themselves by name and email address.

Employees are cautioned against using email to express anger or personal attacks. In the spirit of Matthew 18, when conflicts arise, they should be discussed in person with the other individual involved, with a supervisor, or with SPRC.

Chat room participation is prohibited except for business related forums, which require approval from your immediate supervisor.

Policies for Leave of Absence

Eligibility

Paid and non-paid leave of absence is a benefit of working at Vicksburg United Methodist Church. To qualify for these leave of absence benefits the employee must be a full time employee and have completed a minimum of ninety (90) days continuous employment with Vicksburg United Methodist Church. Full time employees are employees who have been assigned a regular 40 hours per week work shift. Employees scheduled for less than 40 hours weekly are not eligible. Vicksburg United Methodist Church reserves the right to, without notice, revise these leave of absence policies.

Personal Leave of Absence

Vicksburg United Methodist Church will make every reasonable effort to consider personal leaves of absence. Request unpaid personal leaves of absence from the Pastor or SPRC. Many factors are considered when determining eligibility for personal leaves of absence and they are granted or denied solely at the discretion of Vicksburg United Methodist Church.

Personal/Sick Days

Full-time and Regular Part-time Employees receive Five (5) Personal/Sick days per year.

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At the end of employment with Vicksburg United Methodist Church, employees will not be paid for unused personal/sick days.

Notify your immediate supervisor or the Pastor in advance when you plan to use sick leave for scheduled medical procedures or doctor's appointments.

If you are sick and unable to attend work or if you must leave before the end of your shift because of illness, notify your immediate supervisor as early as reasonably possible.

Notify your immediate supervisor or the Staff Parish Relations Committee in advance when you plan to use short-term disability leave for scheduled medical procedures or pregnancy related disability. Vicksburg United Methodist Church reserves the right to verify any employee's inability to perform job duties through consultation of medical experts selected by Vicksburg United Methodist Church.

Unpaid Family & Medical Leave

Vicksburg United Methodist Church employees are eligible to take unpaid leave as per the terms of The Family and Medical Leave Act of 1993. Consult the Pastor, immediate supervisor or SPRC if you choose to take this unpaid leave of absence.

Funeral Leave

Vicksburg United Methodist Church will provide reasonable time off for employees to attend funerals of friends and loved ones. In the event of a death in the immediate family of the employee, up to three days paid time off may be granted to attend to family matters and funeral arrangements. Additional unpaid time off may also be granted. Contact the Pastor or immediate supervisor concerning your specific needs.

Jury Duty

Notify your immediate supervisor if you are summoned for jury duty. Time off from work will be granted as necessary in compliance with applicable law.

Military Duty

In accordance with requirements of law, Vicksburg United Methodist Church will provide military leave of absence and reinstatement for qualifying employees. Vicksburg United Methodist Church will provide eligible employees up to two weeks paid leave for military leave of absence.

Benefits

Overview

Benefits provided to employees are provide at the will of Vicksburg United Methodist Church and Vicksburg United Methodist Church reserves the right to modify or eliminate benefits without notice under conditions of law. The benefits listed herein are intended to be a general description only. Details of specific benefits are outlined in the documentation for the benefit program.

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Worker's Compensation

State and federal law governs eligibility requirements. All premium costs are paid by Vicksburg United Methodist Church. Claims are paid directly to employees. All employees are expected to return to work immediately upon release by their physician and to keep their supervisor advised of any changes in medical availability for restricted work.

Employees are required to report job-related injuries immediately. Failure to comply could result in difficulty with the employee's claim.

Report all accidents or injuries to your immediate supervisor.

Holidays

Vicksburg United Methodist Church provides the following holiday schedule for all employees. Eligible employees qualify for paid days. Non-qualifying employees are required to take the days off without pay unless otherwise approved in writing by your immediate supervisor.

Holiday Schedule:

½ New Years Eve	Paid
New Year's Day	Paid
½ Good Friday	Paid
Memorial Day	Paid
Independence Day	Paid
Labor Day	Paid
Thanksgiving Day	Paid
Thanksgiving Friday	Paid
½ Christmas Eve	Paid
Christmas Day	Paid

Holidays falling on Sunday will be observed on the following Monday, those falling on Saturday will be observed the preceding Friday.

Vacations

Vicksburg United Methodist Church provides paid vacation time for all eligible employees. To qualify for vacation benefits employees must have completed one full year continuous employment. Employees are encouraged to take a vacation every year.

Vacations Schedule:

1 year of employment	5 Days
2 Years of employment	10 Days
5 years of employment	15 Days

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Employee is not eligible for vacation during the first year of employment

Additional non-paid vacation days may be considered in order to extend vacations providing you acquire written approval from your immediate supervisor and Pastor. Workloads are considered when choosing to grant or deny these requests. Paid Church holidays, which occur during your vacation, are not counted as vacation days.

Discipline Policies

Problem Resolutions

The solution to most problems is often found through communication. (Matthew 18) We will make every reasonable effort to assist in solving problems or disputes amongst employees.

We recommend the following:

For disputes between employees, first discuss the problem between the two employees and make every attempt to resolve it. If no resolution is reached, both employees together should approach the Pastor and ask for assistance in obtaining a resolution. If a resolution is not reached, it should be turned over to the Staff Parish Relations Committee who will gather and review all information and provide a solution with the best interest of all parties.

If a supervisor is involved as a party in the initial dispute, it must be turned over to the SPRC at the onset.

Decisions of the SPRC will be final.

Violation of Church Policy

Employees found to be in violation of Church policy will be given official notice of the infraction. All reasonable attempts will be made to constructively resolve the situation.

Disciplinary action may include, but is not limited to, the following:

Oral reprimand, written reprimand, lay off or suspension. These actions do not need to be taken in any specific order and any action may be used which the employer deems appropriate, up to and including termination of employment.

Employees who believe they have been falsely charged with an infraction can appeal the charge to the SPRC. All appeals must be in writing clearly defining the reason you believe the charge was false. The SPRC will review all available information and make a ruling. All decisions of the SPRC are final.

Notices of violation, appeals and final disposition documentation will become a permanent record in the employee's personnel file.

Termination of Employment

Termination

Employees of Vicksburg United Methodist Church are not given tenure. The employee of Vicksburg United Methodist Church may choose to terminate employment at any time.

Employees choosing to terminate their employment with Vicksburg United Methodist Church are required to return all Church property to their immediate supervisor before leaving the premises on their final day of employment. Upon receipt of all Church owned property, the employee will receive their final paycheck including any earned vacation pay, if applicable.

Vicksburg United Methodist Church may terminate employment at any time for any reason. If an employee is terminated for a severe violation of policy they will be escorted from the premises immediately. Any personal property, plus their final paycheck including any earned vacation pay, if applicable, will be given to the employee upon receipt of all Church owned property.

The SPRC will provide opportunity to all employees leaving Vicksburg United Methodist Church to have an exit interview.

Vicksburg United Methodist Church considers personnel files confidential. Any request for employment confirmation will be provided only with employment dates and positions held.

Acknowledgement

I have read these policies outlined in this handbook. I understand that while this is not an employment contract I am bound to abide by the policies set herein.

I further understand that Vicksburg United Methodist Church may modify, revise and update this manual at any time. I am also aware that this updating may include additions or deletions.

I also certify that I have had ample time to discuss this handbook and its contents with Vicksburg United Methodist Church representatives and I fully understand the contents.

With this knowledge I accept the policies outlined herein as a condition of employment.

Employee signature _____

Date _____

VICKSBURG UNITED METHODIST CHURCH reserves the right to make changes to this handbook for the purpose of modifying, revising and updating Church policy and this manual. Notice of changes will be posted on the bulletin boards and become a part of this manual. Violation of any Church policy may result in immediate termination.