

REVISION HISTORY

Date	Summary of Changes
June 1, 2015	Initial document release.

REVIEW AND MODIFICATION

These personnel policies and procedures shall be reviewed annually by the Staff Parish Relations Committee (SPRC). Necessary changes shall be approved by a majority vote of the SPRC. Minor changes may be made by page changes with the revision number and date shown in the top right corner of the page. Major changes will be made by reissuing this document, with the date of revision and summary of changes summarized on page 1 of this document. The master copy of the Personnel Policies and Procedures Manual will be maintained by the Chair of the SPRC.

SAFE SANCTUARY POLICY

First United Methodist Church has a safe sanctuary policy that all employees are expected to read and sign. Employees are also required to be CORI checked every 3 years. This policy is reviewed yearly by the Children’s Ministry Team and Church Council. Should any changes be made, it will be the responsibility of the SPRC to provide an updated copy to each employee. The safe sanctuary policy can be found posted throughout the Church (e.g., Church office and DCE office.) If you have any questions or concerns regarding the policy, please reach out to your supervisor or the SPRC.



CONTENTS

Introduction	Page 3
Ministerial and Support Staff Positions	4
Organizational Chart and Communication	5
Working Hours, Holidays, Vacation and Personal Leave	6-9
Compensation, Benefits and Allowances	10-11
Hiring, Evaluation and Separation	11-14
Work Rules and Performance Standards	15-18
Business and Professional Expenses	18-19
Appendix	20-22
Acknowledgement to be filed	23

Acknowledgement of Receipt & Understanding of Policies and Procedures

The following statement shall be reviewed with the employee at the time of hiring, signed by the employee and maintained in the employee's personnel file:

This is to acknowledge my receipt and review of the personnel policies and procedures manual of the First United Methodist Church of Westborough. I understand that my employment is at-will, and that I or the Church may end the employment relationship at any time and for any reason. I understand the policies and procedures described in the manual and will adhere to the same. I further understand that the policies and procedures may be changed from time to time, and I will abide by said change(s).

Employee

Date

Senior Pastor

Date

Yearly Employment Summary			
<i>Employee:</i>		<i>Position:</i>	<i>Summary Date:</i>
<i>Date Hired:</i>	<i>Years of service:</i>		<i>As of:</i>
Work hours:			
Effective dates: _____ to _____			
Salary:			
Effective dates: _____ to _____			
Vacation Days:			
<i>Baseline vacation days</i> _____			
<i>Additional days based on years of service</i> _____			
<i>Other days per contract</i> _____			
<i>Total vacation days</i> _____			
Effective dates: _____ to _____			
Sick Days:			
<i>Total sick days</i> _____			
Effective dates: _____ to _____			
Other Benefits/Allowances:			
<i>Employee signature</i>		<i>Date</i>	<i>Senior Pastor signature</i>
			<i>Date</i>
		<i>SPRC Chair signature</i>	<i>Date</i>

INTRODUCTION

Welcome to the First United Methodist Church! We consider you to be a gift from God and look forward to working with you as a member of our ministry team. We appreciate you and the gifts and talents you bring to our church and are committed to helping you achieve your highest level of service for the Lord in this ministry.

This *Employee Handbook* provides basic information about the benefits, rights, and responsibilities of the Church staff. It covers all full-time, part-time, and hourly wage paid staff positions.

The personnel policies and procedures herein are not contracts and no contract is implied. All employment with the Church is at-will, meaning that the employee or the Church can terminate the employment relationship at any time and for any reason or for no reason, and without notice. If a policy or procedure in this section conflicts with local, state or federal law, the law takes precedence. The Church may interpret, amend, modify or terminate these policies at any time, without notice, and at its sole discretion.

These personnel policies are valid as of the date approved by the Staff-Parish Relations Committee (hereafter referred to as "the SPRC"), but may change as the Church's needs and objectives evolve. A history of revisions made since the original printed version is included on page 1 of this handbook.

The composition, terms of office, duties and responsibilities of the SPRC are specified in the most current Book of Discipline of the United Methodist Church.

It is important that you read, understand, and become familiar with this handbook and comply with the standards established herein. If you have any comments or questions about this Handbook or its contents, please contact your supervisor or any member of the SPRC.

MINISTERIAL AND SUPPORT STAFF POSITIONS

Position Descriptions

The ministerial and support staff positions at First United Methodist Church covered by this Handbook include:

Appointed Staff

Senior Pastor

Support Staff

Music Minister/Deacon

Director of Christian Education (DCE)

Operations Manager

Assistant Administrator

Congregational Care Leader

Handbell Director

Sextons

Nursery Provider

Employee Classifications

All employees of the church are at-will. The church classifies employees in a number of different ways, as follows:

Full-Time Employee – you are considered to be a full-time employee if your average hours of work each workweek are 30 hours or more.

Part-Time Employee – you are considered to be a part-time employee if your average hours of work each workweek are less than 30 hours

Non-Exempt Employee – non-exempt employees are paid on an hourly basis and eligible to receive overtime pay, if applicable, in accordance with the provisions of state and federal law.

Exempt Employee – exempt employees are not covered by the overtime provisions of state and federal law and are therefore not eligible for overtime pay.

Staff Liaisons

The SPRC will assign committee members to serve as staff liaisons between the committee and the Senior Pastor and staff. Liaisons will serve as advocates for the staff and provide a direct line of communication between the staff member and the SPRC. In addition to the staff member's immediate supervisor, the liaison can help answer personnel-related questions and is also available to address any work-related concerns that cannot be handled within the normal supervisory chain.

Employee Performance Review			
Employee:		Position:	
Date Hired:	Review Period:		
List of employee's strengths:			
Provide specific examples of employee's major achievements during the review period:			
How can employee improve his/her performance?			
How can the Church assist in improving his/her performance?			
Employee signature	Date	Reviewer signature	Date

APPENDIX

This appendix includes templates for the forms described within the handbook including: Job description template, Employee performance review template, Yearly employment summary template:

Job Description	
Job Title:	Reports to:
Classification:	FLSA Status:
Purpose of the job:	
Essential Functions/Responsibilities:	
Qualifications:	

My signature below indicates that I have reviewed this job description, have received a copy of it, and have had an opportunity to prepare an addendum.

Employee Signature

Date

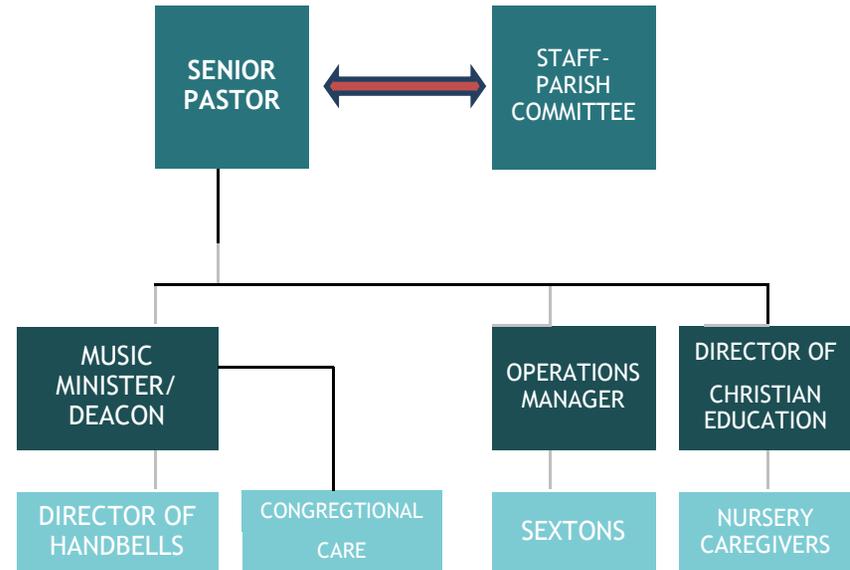
Supervisor Signature

Date

SPRC Chair Signature

Date

ORGANIZATIONAL CHART AND COMMUNICATION



COMMUNICATION

The flow of communication in a large church occurs among staff, between the congregation and staff, and between staff and the outside community. Communication should be handled professionally at all times. As a staff member, topics regarding day-to-day operations should be communicated to your supervisor. If your supervisor is not available or has traveled out-of-state and the topic is time sensitive, you may contact his/her designee or your SPRC liaison.

“SPRC has direct involvement with the appointed staff and a consultative role related to non-appointed staff. The senior pastor provides day-to day supervision of staff. In a large church, the senior pastor may delegate supervision. SPRC assigns a liaison for each staff person or staff group (e.g. sextons) to support and encourage their work and to increase communication with the congregation.”

“SPRC may need to work with staff on issues of work style, personality, and generational differences. Issues may be resolved through the relationships that have been developed among SPRC, staff, and congregation and may involve outside interventions such as training, a speaker, or mediation”. (Pg 32 Book of Discipline 2012)

Staff meetings should be held a minimum of once a month, with notice provided for upcoming meetings and a structure allowing for all staff to bring up announcements or topics for discussion. Minutes of topics discussed should be maintained by the office manager or designee.

WORKING HOURS, HOLIDAYS, VACATIONS, and PERSONAL LEAVE

Office Hours

The Church Office generally shall be open Monday thru Friday with the following hours of operation:

9 AM to 2 PM Monday– Thursday, year round

9 AM to 12 PM Fridays and Holiday observance

NOTE: Core work hours for individual employees may be defined in each employee's Employment Agreement.

Weather-Related Closing

The Church Office shall close for weather-related circumstances when the Senior Pastor and/or Church Office Manager determine it is necessary. Remote support or flexible scheduling will be expected as church needs require.

Attendance and Punctuality

If it is necessary for the employee to be absent or tardy, either for illness or some other circumstance, the employee must notify the Senior Pastor, supervisor or SPRC liaison as far in advance as possible so that arrangements can be made to cover the employee's job duties. Notification should occur no later than 2 hours prior to church or related event.

Holidays

The following 10 holidays are presently paid by the Church and will be observed on the calendar day designated by the Church for observance:

New Years Day

Good Friday (starting at noon)

Memorial Day

Fourth of July

Labor Day

Thanksgiving (at noon Wednesday through Friday)

Christmas Eve (at noon) and Christmas Day

New Years Eve (at noon)

Three (3) floating holidays (applies to Martin Luther King Day, Presidents Day, Patriots Day, Columbus Day, and Veterans Day).

BUSINESS and PROFESSIONAL EXPENSES *continued*

Use of Private Vehicle

Staff members will be compensated by automobile mileage per their employment agreements. To submit a claim for travel expenses, trip mileage or the origin/destination/mileage of the travel must be listed on the request for reimbursement. Mileage will be reimbursed at the current Internal Revenue Service (IRS) allowance. Expenses for parking and tolls incurred while traveling for the Church will also be reimbursed. A receipt should be obtained for these fees.

Compensation for Mission Trips

- Staff members are encouraged to participate in Mission Trips. Staff members participating in a managerial capacity will be compensated. Compensation for mission trips will adhere to the following policies: Travel expenses for the Staff person(s) responsible for managing a trip are reimbursable. Travel expenses are not reimbursed for other staff members that might attend.
- If the Senior Pastor or other staff member attends in a non-managerial role, the Senior Pastor or staff member is expected to cover the individual costs of his or her own travel.
- If the Senior Pastor is attending in a non-managerial role, the time spent on the mission trip does not count as vacation given a Senior Pastor's ongoing responsibilities to Parishioners.
- If another member of the staff attends in a non-managerial role, his or her time should be counted as vacation time in the case of full-time staff; as non-paid time, in the case of less-than-full-time staff.
- Staff members attending in a managerial role are credited for up to 12 hours of work for each full day. If the total number of hours spent on the trip exceeds the number of hours they would normally work in that period according to their job description(s), they are credited with one hour of compensatory time for every excess hour worked. Overtime rates will be paid pursuant to applicable law.
- The amount of compensatory time is estimated prior to the trip, and communicated to the managing staff member(s) by the Senior Pastor. Compensatory time must be taken within 90 days of when earned, and the dates that it is to be taken, approved ahead of the time by the Pastor.

WORK RULES AND PERFORMANCE STANDARDS *continued*

Outside Employment and Activities

Full-time employees are prohibited from engaging in outside employment without the prior written approval of the SPRC. In addition, as representatives of the Church in the community, all employees should not engage in outside employment, private business, or other activity, which might have an adverse effect on, or create a conflict of interest with, the church.

Personal Appearance

Your personal appearance reflects not only on you as an individual, but on the Church. We expect you to take pride in your appearance and strive to achieve a positive business-like image when representing the Church.

Liability for Personal Property

Employees should not bring large sums of money, jewelry, or other valuables to work. The Church will not be responsible for personal property that is lost, damaged, stolen or destroyed. If you happen to find personal belongings that have been lost by another person, please turn them in to your supervisor. Employees park at their own risk and the Church will not be responsible for theft or damage to any vehicles parked on or near Church property. Also, the Church will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed.

Access to Church Property

It is important that the officers and leadership of FUMC have access at all times to Church property, as well as other records, documents and files. As a result, they reserve the right to access employee offices, work stations, filing cabinets, desks, and any other Church property at their discretion, with or without advance notice or consent.

BUSINESS and PROFESSIONAL EXPENSES

Business Expense Reporting

Employees will be reimbursed for all approved business-related expenses, upon submission of accurate and receipted expense reports to the Church. Employees are requested to submit disbursement form w/ supporting documentation to the Church Operations Manager within 60 days to ensure proper accounting and prompt reimbursement.

WORKING HOURS, HOLIDAYS, VACATIONS, and PERSONAL LEAVE *continued*

Vacations/PTO

The following sections provide additional information on the vacation and time off policies for specific staff positions within the Church.

Appointed Ministerial Staff

Vacation time will conform to Conference Rules for appointed Ministerial Staff.

Support Staff

Support staff working 24 hours per week or more are eligible for vacation/time off (PTO) beginning with your first paycheck. Your specific benefit is based on years of service and your actual hours paid. Vacation/PTO may be used to supplement sick time when requested. Hours are accrued as follows:

Hours	0-1 year	1st year +	3rd year +	5th year +
24	24	48	72	96
30	30	60	90	120
40	40	80	120	160

The following is an example of how accrual system works based on hours worked x 52 weeks:

- An employee working 24 hours receives 1 week vacation/PTO during the 1st year, 2 wks during the 2nd year, 3 wks during 3rd and 4th year, and 4 wks from the 5th year and each year after.

WORKING HOURS, HOLIDAYS, VACATIONS, and PERSONAL LEAVE *continued*

Vacation Time off Policies

- Vacation time or restrictions on usage of vacation time may be specified in the employee's employment agreement. For example, no staff member, ministerial or support should be on vacation during the weeks of Christmas and Easter unless approved by the Senior Pastor or supervisor, or in the case of the Senior Pastor, a majority vote of the SPRC.
- Employees are expected to use all vacation during the 12-month period after it has been earned. Vacation time cannot be carried over or accumulated from year to year.
- The paid staff of the Church is expected to take planned vacations. All requests for vacation time must be made via email to the Senior Pastor, Church Operations Manager and SPRC. In the case of the Senior Pastor, the request shall be made via email to the Chair of SPRC. Vacation requests will be approved on a first come, first served basis, and should include documentation of how the staff position will be covered during the vacation. The Senior Pastor will resolve conflicts in vacation schedules. Special cases can be brought to the SPRC and will be acted upon on a case-by-case basis.
- Employees will earn vacation on the anniversary date and the length of their continuous service with the Church. An employee's anniversary date corresponds to the month and day the employee was hired. PTO does not accrue during any leave of absence in excess of 30 days.
- The Church Operations Manager shall establish and maintain a vacation and time off tracking system.
- In the event a staff person leaves, unused vacation time shall be paid at a rate which is prorated to reflect the portion of the employment year worked.

Sabbatical Leave After 6 years of service within the conference, full-time ordained ministerial staff will be permitted to request an educational leave of up to 6 months. Such a plan should be discussed with SPRC and the DS to determine alternative pastoral leadership and financial obligations. *Pg 34 Book of Discipline, 2012*

WORK RULES AND PERFORMANCE STANDARDS *continued*

Sexual Harrassment

Sexual harassment of employees by supervisors, co-workers, or vendors is prohibited. Unlawful sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

- ~Submission to the conduct is made a condition of employment
- ~Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee
- ~The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include unwelcome sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; unnecessary touching of an individual; graphic comments about an individual's body; a display in the workplace of sexually suggestive objects or pictures; sexually explicit or offensive jokes; or physical assault. Any type of the aforementioned harassment and or behavior among employees is prohibited and grounds for termination. Where the Church determines that this policy has been violated, it will take appropriate remedial action. Remedial action may include discipline, up to termination, of any employees found violating this policy.

Alcohol, Drugs, and Controlled Substances

FUMC maintains a drug, alcohol, and smoke-free environment.

Use of Information Technology Resources

The Church's Information Systems are business tools and the expectation is that employees will use their access primarily for church-related purposes, i.e., to communicate with people, other organizations and suppliers, to research relevant topics and obtain useful church-business information. We insist that employees conduct themselves honestly and appropriately on the Internet, and respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others, just as you would in any other business dealings. All existing Church policies apply to conduct of personnel and use of Church systems, especially (but not exclusively) those that deal with intellectual property protection, privacy and confidentiality, misuse of Church resources, sexual misconduct and harassment, information and data security.

WORK RULES AND PERFORMANCE STANDARDS

continued

The failure to terminate for one of these actions does not constitute a waiver of the right to do so in the future either for cause or pursuant to the at-will relationship of the parties and the Employee understands that it cannot and will not rely on any failure to terminate, as a basis for committing this type of conduct another time. If an employee has taken part, but not all, of his/her earned vacation in the year in which he/she is terminated or terminates, he/she will be paid for the remaining portion; employees will not be paid for accumulated sick leave at the end of their term of employment.

Confidentiality Agreement

As a church employee, you may be aware of Information about our Church members and employees, which requires information to be handled in a private, confidential manner. Employees who are authorized to work with confidential information on the Church's computers are to keep such information confidential. Other employees will not access such information, and if inadvertently they gain access to confidential information, they will immediately exit from the document or program and keep such information confidential. Information about our employees will not be released to people or agencies outside the Church without written consent. Personal or identifying information about employees (names, addresses, phone numbers or salaries) will not be released to people not authorized by the nature of their duties to receive such information, without the consent of management and the employee.

Harassment

The Church is committed to providing a work environment that is free of discrimination, and does not tolerate harassment of any kind, including harassment based on sex, race, color, religion, age, mental or physical disability, national origin, marital status, veteran status or any other characteristic protected under federal or state law or local ordinance.

Unlawful harassment may take many forms, including verbal, visual or physical conduct that creates an offensive, hostile or intimidating work environment. Report any incidents of possible harassment to the Senior Pastor who will consult with the SPRC regarding appropriate action. Whether the employee is subjected to or witnesses such behavior, the Senior Pastor and SPRC will maintain confidentiality to the extent possible. All reports will be promptly and impartially investigated. Employees interviewed by the SPRC in an investigation are expected to be truthful and cooperate fully. There will be no reprisal or retaliation for good faith reporting of possible harassment or for participating in any investigation of possible harassment.

WORKING HOURS, HOLIDAYS, VACATIONS, and PERSONAL LEAVE *continued*

Sick Time

All employees can earn up to 40 hours maximum of sick time per year, accruing at a rate of one hour of sick time for every 30 hours worked. Employees can use up to 40 hours of sick time per year, and any unused amount will roll into the following year. Sick time may be used in case of illness of the employee or the employee's child, spouse, parent, or spouse's parent; routine medical appointment for the employee or the employee's child, spouse, parent, or spouse's parent; or to address the psychological, physical or legal effects of domestic violence. An employee may need to provide certification from a doctor concerning the illness or injury for any sick time periods that cover more than 24 consecutively scheduled hours. In the event a staff person leaves, unused sick time will not be paid.

Personal Leave

Notification for personal leave time shall be made to the Senior Pastor, Operations Manager and Chair of SPRC. The time can be made up at the Senior Pastor's discretion. Leave time should be made up in a timely manner or vacation time should be used.

Maternity and Paternity Leave

Paid maternity/paternity leave will be extended to any full-time employee who has been employed at for a minimum of 12 consecutive months. If granted, the employee shall continue to be paid at their current compensation rate. The maximum time for such paid leave is 4 weeks. Unpaid parental leave will be provided according to applicable law. Requests for maternity and paternity leave are to be made to the SPRC and copied to the Senior Pastor at least 4 weeks prior to the taking of such leave. Maternity/Paternity leave for part time staff will be handled on a case-by-case basis.

Bereavement Leave

Bereavement leave of up to 3 days will be granted and paid for the death of direct family members.

Jury Duty

Employees will be granted a leave of absence, with pay, to serve on jury duty, as required by law. Proof of service required.

COMPENSATION, BENEFITS, and ALLOWANCES

Pay Periods

There are generally 26 pay periods each year. The payroll calendar is posted in the Church office; the pay period runs from Sunday to Saturday for 2 consecutive wks with pay dates occurring on Friday following the end of a pay period. In the event of a Friday holiday, pay date may occur on Thursday. All payrolls are processed electronically with automatic deposit to selected account(s). It is the employee's responsibility to notify the church operations manager at least 1 week prior to closing a bank account.

Salary Increases

The SPRC may recommend increases in salary and benefits for the Senior Pastor and staff to the Church Council based on performance, experience, advanced education, and other factors. Final approval of pay increases will be made by the Church Council and the employee, Church Operations Manager and Financial Treasurer will be notified each year of any changes in their salary or compensation. Such increases are in the sole discretion of the Church, and the Church may change the terms of employment, including pay rate, at any time and for any reason.

Training and Professional Growth

The Church supports opportunities for personal and educational growth. Appointed staff is required to meet CEU requirements as set by the New England Conference. Staff members are strongly encouraged to proactively seek out personal growth opportunities that also benefit the ministry of the Church and discuss them with their supervisor or SPRC so that appropriate funding can be secured in advance. Requests for time and payment of expenses related to educational programs and professional organizations must be approved in advance by the Senior Pastor and SPRC. Approved continuing education will be reimbursed following completion of the course. Copies of course fees and expense receipts (e.g., check, credit card receipt) should be attached to a disbursement form (required for church financial records) and submitted to the Church Office Manager to process reimbursement.

WORK RULES AND PERFORMANCE STANDARDS

It is not possible to provide a complete list of every work rule or performance standard. As a result, the following are presented only as examples. You are responsible for understanding and following these standards and work rules. Employees who do not comply may be subject to disciplinary action, up to and including possible termination.

Employees may be disciplined, up to and including possible termination, for poor job performance, as determined by the Senior Pastor and the SPRC. Some examples of poor job performance are as follows:

- ~Below average work quality or quantity
- ~Poor attitude, including rudeness, or lack of cooperation
- ~Excessive absenteeism, tardiness, abuse of break/meal privileges
- ~Failure to follow instructions or Church policies and procedures

Employees may also be disciplined, up to and including possible termination, for misconduct. Some examples of misconduct are as follows:

- ~Insubordination
- ~Abuse, misuse, theft, or the unauthorized possession or removal of Church property or the personal property of others
- ~Falsifying or making a material omission on Church records, reports, or other documents, including financial, personnel, and employment records
- ~Divulging confidential Church information to unauthorized persons
- ~Disorderly conduct on Church property
- ~Violation of any law adversely affecting the Church, or conviction in court of any crime which may cause the employee to be regarded as unsuitable for continued employment
- ~Violation of the Church's alcohol, drugs, and controlled substances policy
- ~Physical violence, threats of violence
- ~Mishandling of Church funds, and/or breach of confidentiality

As employment is at-will an employee may be discharged without notice and at any time, for any reason or no reason. Certain actions will result in immediate discharge. Such actions include, but are not limited to *possession of alcohol or illegal drugs on the job*.

HIRING, EVALUATION, and SEPARATION *continued*

Personnel File and Confidentiality

It is important that the Church always have current information about you. Please let us know immediately if you change your name, address, phone number, etc. If for some reason you need to change your name and/or Social Security number, you will be asked to provide original documentation authorizing the change.

Supervisors are expected to ensure that employee records are complete and current, employees are expected to ensure the accuracy of their records, and the Chair of the SPRC administrative assistant is expected to assure their safekeeping.

The employee's personnel file contains information and job-related information about the employee including:

- ~Basic employee information/Resume
- ~Job description
- ~Offer letter
- ~Signed CORI application
- ~Records of participation in training events
- ~Compensation history
- ~Records of disciplinary action
- ~Records of performance reviews, coaching, and mentoring
- ~Employment Summary history
- ~Vacation day tracking

Personnel files are the property of the Church, and access to the information is restricted to the Senior Pastor, supervisory personnel, members of the SPRC who have a legitimate reason to review the file. Employees and former employees may access their personnel files pursuant to applicable laws. The church will not release it, except as required by law, to any external person or agency without the employee's written permission.

COMPENSATION, BENEFITS, and ALLOWANCES *continued*

Health Insurance

The Church will provide for health insurance for the Senior Pastor based on conference standards. Coverage for Health Insurance for Employees working 30 hours or more is subject to annual review and recommendation by SPRC.

Housing Allowance

The Church will provide a parsonage for the Senior Pastor in lieu of a Housing Allowance. SPRC will make the recommendation for Housing Exclusion and will balance salary and other compensation to establish the total compensation package.

Moving Expenses

In accordance with Conference policy, moving expenses for the Senior Pastor will be based on the New England Conference standard procedures and so noted on the appointment sheet signed by the Senior Pastor, Superintendent, and Chair of the SPRC. Other non-appointed staff may be reimbursed for certain moving expenses on a case-by-case basis.

HIRING, EVALUATION, and SEPARATION

Hiring

The responsibility for identifying candidates to fill vacancies on the church staff is assigned to the SPRC. New staff positions may be recommended by SPRC in consultation with the Finance Committee. The Church Council has final approval of new staff positions and the associated budgetary requirements. SPRC is responsible for job posting, reviewing and responding to candidates, selecting qualified candidates for interview, conducting interviews and the final selection process including reference checks and completing offer letters. In the event that a vacancy occurs in the position of an appointed pastor, established procedures of the United Methodist Church covered in the Book of Discipline and local procedures of the New England Conference will be used. With the exception of an appointed pastor, each position is filled under an evaluation period as described below. Employment, is at-will, and either party may end the employment relationship at any time and for any reason or for no reason.

HIRING, EVALUATION, and SEPARATION *continued*

Employment Documentation Forms

- Form I-9: Federal law requires the Church to hire only U.S. Citizens or non-citizens authorized to work in the United States. By law, we must verify the identity and employment eligibility of new employees and file a federal government Form I-9 for each employee. New employees must submit a completed, verified Form I-9 within three (3) working days of their starting date, or they cannot continue to work at the Church.
- W-2 withholding
- Criminal Offender Record Information (CORI) application

Job Descriptions and Employment Summary

Before starting work, each employee should receive a job description that summarizes the job duties and responsibilities and provides important position-related information. You are expected to review your job descriptions carefully and discuss any concerns with your supervisor. The SPRC or its designee, in collaboration with the Senior Pastor or supervisor, will review and update your job description from time to time as deemed necessary and appropriate.

The SPRC or its designee will also work with the Senior Pastor to provide an annual "Employment Summary" to each employee prior to Church conference. The intent of this summary is to provide a re-cap of work hours, benefits, and vacation time based on years of service, etc. for the upcoming year although the employee remains at-will and the years of employment remain subject to the Church's modification at any time and for any reason. The summary will be signed by the employee, Senior Pastor and/or Chair of the SPRC and become part of the Employee's personnel file.

Performance Reviews

Supervisors and employees are encouraged to discuss performance on an informal day-to-day basis. Formal performance reviews are generally conducted on a periodic basis.

HIRING, EVALUATION, and SEPARATION *continued*

**Employment at Will

Employment is with the mutual consent of you and the church. Consequently, both you and the Church have the right to terminate the employment relationship at any time, with or without cause or notice, although SPRC will strive to give at least 30 days' notice as a courtesy and hope our employees will do the same. This Employment at Will relationship will remain in effect throughout your employment with the Church unless it is specifically modified by an express written agreement signed by you and the SPRC of the church. Furthermore, this employment at will relationship may not be modified by any oral or implied agreement.

Contract & Temporary Employees

The Church may hire individuals as contractors from time to time to complete a specific project or perform a service for the Church. These individuals are independent contractors and are not considered Church employees. They must supply their own tools and equipment necessary to perform the required duties, as well as be responsible for their own payroll taxes.

Worker's Compensation

All employees are automatically covered by Workers' Compensation Insurance at the time they are hired. The church pays 100% of the premiums for this coverage.

All incidents/accidents occurring at the workplace shall be reported by the employee involved to the Senior Pastor and Operations Manager immediately. Notification of the accident or details of the incident should occur promptly verbally and in writing to Insurance Carrier, *Fred C. Church Insurance*, if any injury is claimed.

Certificate of Insurance

Persons who are contracted to work for the church, but who are not covered under the Church Worker's Compensation Insurance must present a Certificate of Insurance prior to the start of their contract and prior to the start each fiscal year (July 1) thereafter evidencing that they have comparable coverage. Unless otherwise agreed upon, contractors must carry general liability limits of not less than \$1,000,000, automobile coverage, and workers compensation coverage.