

MODEL PERSONNEL POLICY FOR CONGREGATIONS

proposed changes to *update Ver 2.0, 6-03-2010*

Approved by Southeastern Synod Council June 03, 2010

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I. INTRODUCTION

The policies described below relate to Professional and Support Staff of the Congregation except where one or the other is specifically designated.

II. PROBATIONARY EMPLOYMENT OF SUPPORT STAFF

When a support staff person is hired, they will be considered probationary for the first 90 days of employment. The purpose of this probationary period is to give both parties the opportunity to evaluate the other in actual work situations.

At the beginning of the probationary period performance objectives and expectations will be established and communicated to the new employee. During this time the employee will have the opportunity to demonstrate the ability to effectively learn and carry out the duties of the employed position.

A performance evaluation based on agreed performance objectives and expectations will be completed by the employee's immediate supervisor at the end of three months and a copy placed in their personnel file.

1. An employee whose performance meets the established expectations of the job will be eligible for benefits as stated in the benefits policy of the congregation.
2. Should an employee fail to meet performance expectations at any time during the probationary period, the employee may be subject to a range of adverse personnel actions up to and including termination.

III. NON-EXEMPT STAFF – Hourly and Salaried

A. STRAIGHT TIME Straight time is hours worked up to and including 40 hours which are paid at the regular rate of pay.

B. OVERTIME

Overtime hours are paid at a rate of one and one-half times the regular rate. Overtime hours are paid to nonexempt employees only and figured to the nearest quarter hour with payment in arrears. Paid vacation, holidays, and travel time are considered time worked in the computation of overtime hours each week. Sick days, personal days or other time off granted by the bishop or the Office Manager for non-work-related purposes (jury duty, marriage, death in the family, etc.) will not be included in computation for overtime. For purposes of determining overtime, the work week is defined to begin on Friday and end on the following Thursday.

IV. ABSENCE

A. DEATH IN FAMILY

1. Up to three days of bereavement leave with pay can be granted. This leave will be taken at the time of the death and can be granted for each occurrence. For exceptional circumstances, additional time may be granted.
2. Bereavement leave is granted only for the death of immediate family: employee's spouse, children, parents (or any person in the status of a parent), grandparents, brother, sister, or grandchildren, and such relatives of the spouse.

B. HOLIDAYS

1. There are 11 paid holidays.
2. Holidays are: New Year's Day, Presidents Day, Martin Luther King Day, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), and Christmas (2 days).
3. PART -TIME SUPPORT STAFF - If an employee is not scheduled to work on a day that the Church Office is closed in observation of a Holiday, then the employee is eligible for 1 floating day to be taken with the approval of the supervisor. This day must be taken within three months of the Holiday.

C. ILLNESS OR MEDICAL DISABILITY

1. An employee is eligible for up to 20 paid days in a 12-month period which neither can be accrued nor carried forward year to year.
2. Additional days may be requested and are subject to the approval of the supervisor on a case by case basis.

D. JURY DUTY OR COURT APPEARANCE UNDER SUBPOENA

1. Absence will be granted for duration of duty.
2. Full pay will be granted, without respect to fee received, for time lost from work while serving as juror or appearing in court pursuant to proper subpoena.
3. Full pay will not be granted when the employee is a plaintiff, defendant, or other party to the court.

E. LEAVE OF ABSENCE

1. All leaves of absence will be approved by the supervisor.
2. A leave of absence may be granted to protect an employee's continuity of service during a temporary absence that is of benefit to the employee, a congregation, the nation, state, or community.
3. A leave of absence will be granted only when the employee is expected to return at termination of leave.
4. A leave of absence will not be granted to seek or try other employment.
5. Paid absences for illness, personal business, death in the family, jury duty, military service, etc. cannot be substituted for a leave of absence except as follows: An employee eligible for a vacation (see VACATIONS) and granted a leave of absence shall have the first portion of the absence designated as vacation period.
6. A leave of absence will seldom be granted for a period longer than one year except for educational and military leaves and contractual agreements within the ELCA.
7. Successive leaves should be limited to not more than 3 one-year terms.
8. Following a leave of absence, It may not be possible (except in contractual agreements or military service) to guarantee re-employment. Every effort will be made to return the employee to the same position.
9. Continuous service will be broken in the event the employee fails to return at termination of leave date.
10. All pay will be suspended during an approved leave of absence.

F. MILITARY LEAVE

1. Based on Federal Law, a two week leave of absence will be granted for the purpose of completing the yearly military encampment for any employee who serves in the active reserves of any military branch of any state or federal government. If a person is called up for active duty for an extended period time, it will be considered a leave of absence. Eligibility for reinstatement after

military duty or training is completed is determined in accordance with federal and state laws.

2. Pay will continue during the two-week required military leave of absence less the amount of pay received from the military for the encampment.

G. PERSONAL BUSINESS

1. Time for personal business, which an employee is unable to take care of outside of regular working hours, will be allowed with pay and may be taken in minimum increments of 'half days up to a maximum of 5 days per 12-month period.
2. Employees will be eligible for personal business absence after one year of service.
3. Any time for personal business absences must be requested in advance.
4. Time taken for personal business absences must be approved by the supervisor.

H. VACATION TIME

1. Full Time Support Staff will be eligible for vacation time as follows:
 1. Hire on or before month/date - 5 days
 2. 1 year but less than 5 years - 10 days
 3. 5 years but less than 7 years - 15 days
 4. 15 years and beyond - 20 days
2. Part Time Support Staff shall receive vacation with pay based on their years of service and their number of hours routinely scheduled to work. (Paid vacation for part-time staff shall be a percentage of the number of hours specified under section H.1 for the applicable years of service. The percentage shall be determined by dividing, by 40, the number of hours a person is routinely scheduled to work per week.)
3. For the purpose of determining vacation eligibility, employees' years of service shall be counted from January 1 of the calendar year in which the employee was hired.
4. Holiday(s) falling within vacations are considered holiday(s) and the vacation period will be extended accordingly.
5. Employees granted a leave of absence because of sickness or accident or who are laid off for lack of work and are eligible for vacation may have the first portion of absence designated as "vacation" with the approval of the supervisor.
6. Vacation time earned has to be taken in the year earned; however, one week may be carried over, but must be taken in the first quarter of the subsequent year.
7. Vacation dates shall be scheduled with the approval of the supervisor.
8. Even though vacations may be taken at any time beginning January 1, vacation for the current year is earned at a rate of 25% each calendar quarter. At an involuntary termination, an employee will receive pay for all earned but unused days. At a voluntary termination, an employee will receive pay for all earned but unused days only if the employee has given 2 weeks prior notice. Vacation used but unearned will be deducted from final pay.
9. There is no provision in this policy for reimbursement of vacation accrued but not taken except as stated in H.6.

I. EDUCATIONAL OPPORTUNITIES

1. Continuing Education provides an opportunity for all congregational employees to develop their present knowledge, acquire new skills, and experience growth for more effective service. Continuing education activity should be related to the employee's job responsibilities.
2. Educational Opportunities are based on the employee's need, the needs of the congregation, and the need to enhance the work of the church.

3. Educational Opportunities for Support Staff are granted at the discretion of the Congregational Council, may not be available each year, and do not accumulate.

V. GUARANTEED FAIR TREATMENT FOR SUPPORT STAFF

An employee who feels that they have been treated unfairly or has a problem that is bothering them has a right and an obligation to make such a problem known. So that there may be consistency in the method of dealing with problems, it is asked that the steps listed below be followed.

- a. Discuss the problem first with the supervisor.
- b. If discussing the problem with the supervisor does not resolve the problem or if the problem is the supervisor, discuss the problem with the Personnel Committee (or its equivalent).
- c. If necessary, the Personnel committee (or its equivalent) will arrange for a hearing before a panel of three members of the committee, not connected with the problem, whose decision will be final.
- d. All forms of sexual harassment are unacceptable and not condoned. If a staff member feels that they have been subjected to sexual harassment, they should immediately report it to their supervisor. If the complaint involves the supervisor, it shall be reported to the Executive Committee.

VI. EQUAL EMPLOYMENT OPPORTUNITY AND GUIDELINES

1. In employment practices of non-rostered persons, this congregation shall not discriminate on the basis of race, color, gender, age, religion, national origin, veteran status, sexual orientation or handicapped status.
2. Rostered Staff positions are to be handled according to the constitution of this congregation and the constitution of the ELCA Southeastern Synod.
3. The Personnel Committee will periodically review the overall equal employment opportunity and affirmative action guidelines and the hiring and selection procedures of the congregation and will report to the Congregation Council on their effectiveness.
4. It is the policy of the congregation to proclaim, in any advertisement for employment, that the congregation is an equal opportunity employer.