




THE IMPORTANCE OF PERSONNEL HANDBOOKS & WASHINGTON STATE LAWS

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- An open book is shown from a low angle, with its pages fanning out. The background is a soft, blurred gradient of colors, including shades of blue, orange, and white. On the right side, there are several thin, white, parallel lines that appear to be part of a graphic design element.
- ▶ Communication Tool
 - ▶ Congregation Information
 - ▶ Fair treatment
 - ▶ Expectations
 - ▶ Clarity

PERSONNEL HANDBOOKS

- ▶ Summary statements
- ▶ Easy to read
- ▶ No legal verbiage

PERSONNEL HANDBOOKS



Topics to include:

- ▶ Mission statement
- ▶ Background information
- ▶ Contractual disclaimer & at-will employment statement
- ▶ Purpose of the handbook
- ▶ Additional topics

PERSONNEL HANDBOOKS

Legal mandates:

- ▶ Federal & State laws
- ▶ Paid Family & Medical Leave (PFML)
- ▶ Equal Employment Opportunity Statement
- ▶ Americans with Disabilities (ADA)
- ▶ Fair Labor Standards Act (FLSA)

PERSONNEL HANDBOOKS

PERSONNEL HANDBOOK TEMPLATE

This template has been prepared by the diocesan Personnel Commission and the Office of the Bishop. It contains general guidelines and identifies specific sections and policies as "Required" or "Recommended" or "Optional." As employment law is continually changing at the local, state, and federal level, final language in a congregation personnel handbook should be reviewed by either the congregation chancellor (lawyer), or, if a mission, through the Office of the Bishop. Information is not intended as financial, legal, tax, or other professional advice.

If you are starting from scratch and have specific questions, or if you would like further consultation, please contact the Canon for Governance and Human Resources at the Office of the Bishop.

2020 updates are shown in Red Text.

Yellow Highlight

Text to be replaced with local congregation information:

Required

Some form of these sections must be in the Personnel Handbook.

Recommended

Decision/action by the vestry or bishop's committee; some items may have financial implications for the congregation.

Optional

Decision/action by the vestry or bishop's committee.

Personnel Handbook

For employees of Congregation Name

Adopted/Revised Date of Vestry/Bishop's Committee approval

Required

PERSONNEL HANDBOOK TEMPLATE

<p>PAY PERIODS</p> <ol style="list-style-type: none">Salaried Employees Pay days are the Date of each month.Hourly Employees Hours to be paid must be submitted to the Treasurer / Rector / Vicar / Other by the Date of the month to be paid the following regular payday.	<p>Required</p>
<p>BENEFITS, LEAVE TIME, HOLIDAYS</p> <p>Detailed information on benefit programs is available through the Secretary / Administrator / Rector / Vicar.</p> <p>Benefit Programs</p> <p>The Congregation provides a variety of Employee Benefit Programs designed to provide families with basic quality of life coverage. The information provided below serves as a general description of benefit plans offered as well as a guide to understanding related policies and practices. The terms and conditions of the insurance benefit plans are governed at all times by the complete provisions of the insurance contract or agreement under which the Plan is administered. The Congregation reserves its right to modify, amend, or terminate any benefit plan at any time and for any reason.</p>	<p>Required</p>
<p>Medical Insurance. The medical plans are administered by the Episcopal Church Medical Trust (ECMT) as required by the Denominational Health Plan (DHP). Enrollment is through the Office of the Bishop.</p> <p>Employees working 1500 or more hours annually (.75 FTE): Health insurance will be provided.</p> <ol style="list-style-type: none">Level of Coverage: The minimum standard employer contribution is 100% of the base plan for employee and 75% of the base plan for dependents of the employee.Base Plan: The base plan is identified each year by the diocesan Personnel Commission. The Congregation will cover 100% of the premium for any OR the base plan for the eligible employee, and #Percent% (minimum 75%) of the premium for any / the base plan for eligible dependents of the employee. <i>[If "base plan" is the decision of the vestry/bishop's committee, add: The employee may buy up, through a payroll deduction, to a more expensive plan than the base plan, assuming personal responsibility for payment of the difference in premium.]</i>CDHP/HSA Plan: if the employee selects a Client Directed Health Plan (CDHP) the Congregation will contribute the monthly premium difference between the CDHP plan and the designated base plan to the employees' Health Savings Account (HSA). Contributions will be made monthly / quarterly, with the first deposit prior to the beginning of February each year.Parity: Minimums and premium-sharing must be the same for all eligible lay and clergy employees. <p>Part-time employees working 1000-1500 hours annually (.50-.75 FTE): These employees are eligible to participate in coverage through the ECMT. The Congregation will</p>	<p>Required</p>

PERSONNEL HANDBOOK TEMPLATE

Should employee be rehired within 12 months after separating from the Congregation employees' previous employment will be counted towards the eligibility waiting period and any forfeited paid leave will be restored.

INCLEMENT WEATHER: As weather conditions vary considerably in greater Seattle area, it is impossible to know local conditions in every employee's neighborhood. Each employee is expected to use reasonable judgment regarding the driving conditions in his/her area and is expected to never jeopardize personal safety. Diocesan House closure decisions will balance information from several sources including Seattle Public Schools (particularly the administrative offices), the University of Washington, and Seattle University. Official closure of the Diocesan House will be communicated via text message from the Canon for Governance & Human Resources.

- On a day when the Diocesan House is closed, it will be treated like a holiday and employees will be paid with no expectation that the time will be made up.
- All meetings scheduled at the Diocesan House on a day it is closed will also be considered cancelled; it is the responsibility of the staff person hosting the meeting to communicate the closure and cancellation or relocation of the meeting to attendees, and to the Executive Assistant to the Bishop.
- On days when the Diocesan House is open, and an employee judges local conditions to be unsafe, the employee will call his or her immediate supervisor and contact the Executive Assistant to the Bishop at extension 2010, and may either work remotely from home if possible, use a vacation day, make up the time by the end of the next pay period, or take the time without pay.

Holidays. The following holidays are observed on the day publicly observed:
 New Year's Day (January 1); Martin Luther King, Jr., Day (Third Monday in January); Presidents' Day (Third Monday in February); Good Friday; Monday Following Easter Sunday; Memorial Day (Last Monday in May); Independence Day (July 4); Labor Day (first Monday in September); Veteran's Day (November 11); Thanksgiving Day (Fourth Thursday in November); Friday after Thanksgiving; Christmas Eve (December 24); Christmas Day (December 25); New Year's Eve (half day) (December 31); Employee's birthday (to be taken within three months of birthday).

1. Full time employees will receive regular pay for the full period of a holiday.

Optional

This is the policy used by the Office of the Bishop as employees reside in a wide range of cities and neighborhoods, some a fair distance from the diocesan office.

Vestry/Bishop's Committee should discuss if a policy would be useful based on local conditions.

Recommended

This is the list used by the Office of the Bishop.

Things for Vestry (V) / Bishop's Committee (BC) to consider:

1. Establish a point person

PERSONNEL HANDBOOK

Things for Vestry (V) / Bishop's Committee (BC) to consider:

1. Establish a point person

2. Discussion points:

- Do we need a separate committee?
- Could the V/BC act as the Personnel Committee?
- What do we want the committee to do?
- Who can we recruit to the committee?
- Why is it important for us to have a committee?
- What is the relationship between the committee and the V/BC?

PERSONNEL HANDBOOK

Things for Vestry (V) / Bishop's Committee (BC) to consider:

3. What is the role of the V/BC in personnel management?

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Things for Vestry (V) / Bishop's Committee (BC) to consider:

3. What is the role of the V/BC in personnel management?
4. Periodic handbook review

PERSONNEL HANDBOOK

Things for Vestry (V) / Bishop's Committee (BC) to consider:

3. What is the role of the V/BC in personnel management?
4. Periodic handbook review
5. Updates from the Office of the Bishop & Personnel Commission

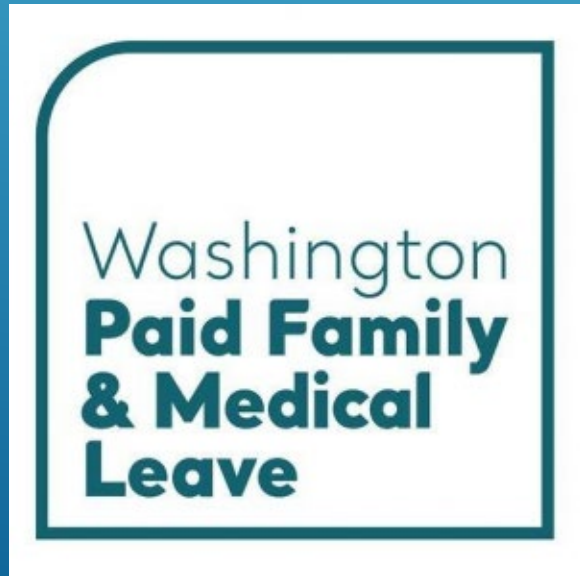
PERSONNEL HANDBOOK

Things for Vestry (V) / Bishop's Committee (BC) to consider:

3. What is the role of the V/BC in personnel management?
4. Periodic handbook review
5. Updates from the Office of the Bishop & Personnel Commission
6. Final language review

PERSONNEL HANDBOOK

- ▶ Provides paid time off.
- ▶ Managed by the State.
- ▶ Employees apply for paid leave directly with the Employment Security Department (ESD).



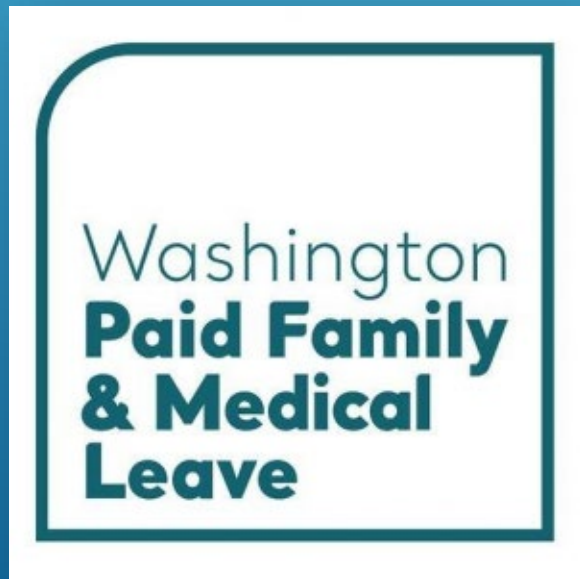
Eligibility:

- 820 hours in Washington during qualifying period
- One job or combined from multiple jobs



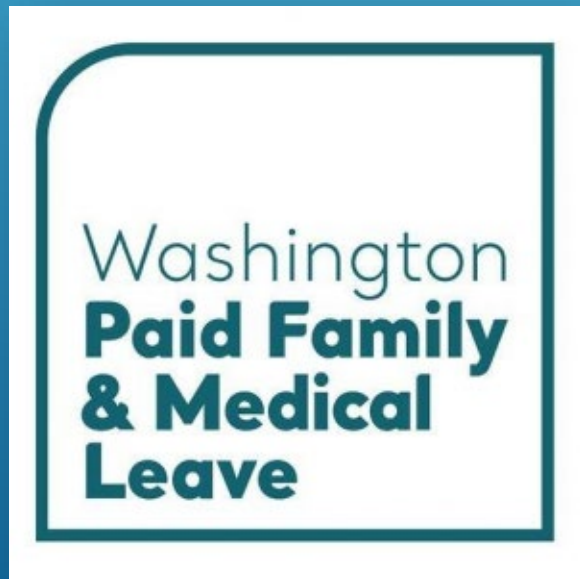
Qualifying event:

- Serious illness or injury of employee
- Serious illness or injury of family member
- New baby or child joining family



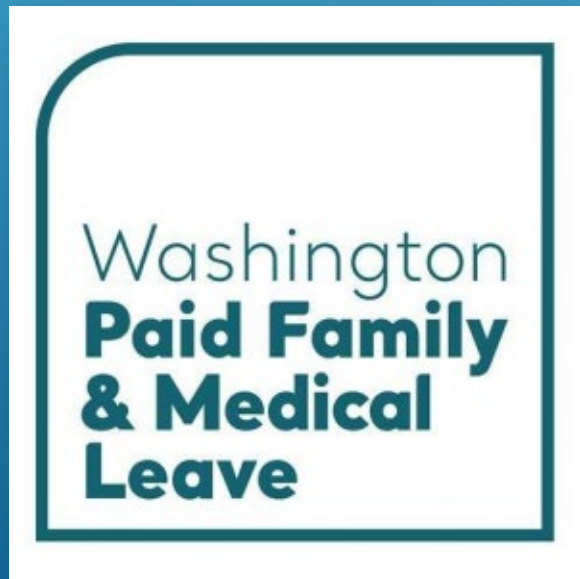
Employer role & responsibilities:

- Notify employees
- Calculate & collect premiums
- Quarterly pay premiums and report hours & wages



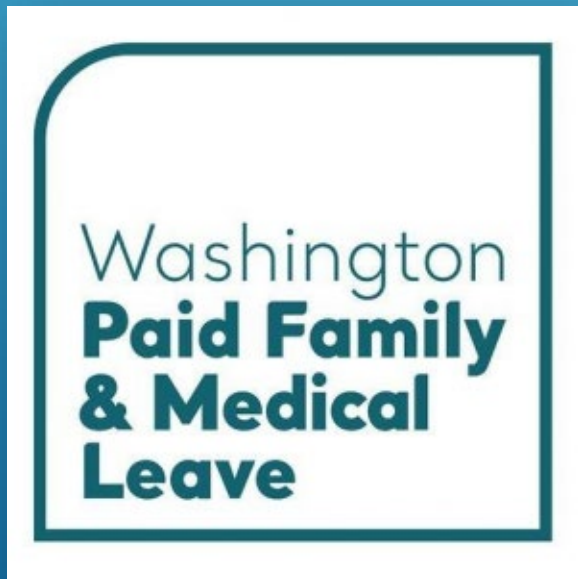
Vestry / Bishop's Committee determine:

- Waiver of employer premiums
- Payment or deduction of employee premium
- Parity between lay and clergy employees



For more information:

<https://paidleave.wa.gov/>



Washington State adopts new salary thresholds



What you need to know.

1. Exemptions for executive, administrative and professional employees.
1. The state salary thresholds for exempt Washington employees increased on January 1, 2021.
2. In addition to meeting the salary requirements, employees must also meet the job duties test in order to be exempt from overtime and other Minimum Wage Act protections.

1. FLSA (Fair Labor Standards Act)
2. WMWA (Washington Minimum Wage Act)
3. Establish minimum standards that may be exceeded but cannot be waived or reduced.



When state laws differ from federal, an employer must comply with the standard most generous to the employee.

January 2021: State salary for overtime exemption is more generous than the FLSA.



1. 2021 salary threshold: \$42,713

- \$821 per week
- \$3,559 per month

2. Exempt or Non-exempt (overtime eligible)

3. Part-time employees

4. Clergy or lay employees



5. LOA language

*Annualized salary \$_____; part-time, overtime eligible (non-exempt).
As a part time salaried employee, employee is paid a salary for all hours worked in a week. Although employee is a salaried employee, employee will need to track hours. A variance in hours from week to week is not compensable for extra hours, nor will any amount be deducted for working less than the hours expected.*

5. Continuing increases through 2028

6. Exemption criteria and check lists

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