

Insert congregation name or LOGO here

INSTRUCTIONS:

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Blue highlight: additional details, remove when completed
Remove the above notes when completed

Applicant name

Address

City, State, Zip

Email

Dear **Employee Name**,

I am pleased **(select one)** that you have accepted **OR** to offer you the position of **Position Title**. This position is classified as **(select one)** Full time / Part time, **(select one)** Exempt / Non-exempt and overtime eligible. You will report to **Name, Position Title**. **[IF PART TIME INSERT: Your regularly scheduled hours will be Amount per week.]**

Your start date will be **Date**.

Compensation

1. Your pay is **(select one or calculate and include both)** \$**AMOUNT** per hour or \$**AMOUNT** per biweekly pay period (equivalent to \$**AMOUNT** on an annualized basis).
2. Consistent with state and federal law, **Congregation Name** complies with all provisions established in the Fair Labor Standards Act (FLSA) and the Washington Minimum Wage Act (WMWA).
3. This position is classified as exempt, meeting both the salary threshold set through the WMWA and the **(select one)** Executive, Administrative, or Learned Professional job duties test established by the FLSA. **OR** This position is classified as non-exempt and overtime eligible as it does not meet the salary threshold set through the WMWA. **If position does not meet the 2022 salary threshold of \$52,744, position is automatically non-exempt and overtime eligible regardless of result of job duties test.**
4. Pay days are **(select one)** monthly **OR** twice monthly, on **dates**.
5. **If part time overtime eligible add one of the following:** As a part time salaried employee, you will be paid a salary for all hours worked in a week. Although the position is salaried, you will be required to track hours and submit a monthly timesheet. A slight variance in hours from week to week, less than **Number** is not compensable for extra hours, nor will any amount be deducted for working up to **Number** less than the hours expected in a week. If, with permission of the supervisor, you work additional hours in a week above your agreed hours, you will be compensated for the hours worked up to 40 hours at the current hourly rate; hours worked over 40 hours will be compensated with an additional 50% of weekly salary for the percentage of time worked. **OR** As a part time hourly employee you will be compensated for approved hours over the agreed hours/week as follows: hours worked above agreed hours/week up to 40 hours at the current hourly rate; hours worked over 40 hours at 1.5 times the hourly rate.

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Benefits (this is a brief outline; full details are in the Personnel Handbook; benefits may be modified at any time at the employers' discretion unless otherwise required by law):

Health care eligibility: Medical insurance must be provided to all employees who work 1500 or more hours annually, or .75 FTE (3/4 time) of actual fulltime hours. Part time employees working between 1000-1500 hours, or .50-.75 FTE may self-fund coverage. An employer is not required to contribute any amount toward medical insurance premiums for part time employees but is encouraged to do so if economically feasible. Dental insurance will be provided for all fulltime employees and dependents at the established minimum standard. Part-time employees working at least 1000 hours annually may self-fund coverage. An employer is not required to contribute any amount toward dental insurance premiums for part time employees but is encouraged to cover the employee's premium if economically feasible; payment of premiums for dependents of part-time employees would be self-funded. Minimums must be the same for all eligible lay and clergy employees. For more details see the diocesan [2022 Health Care Coverage policy](#).

6. Medical (including vision) and dental for eligible employees and dependents effective on date of hire. The current minimum standard employer contribution is 100% of **(select one) the base plan OR any plan** for employee and 75% of the same plan for dependents of employee.
7. Retirement Plan: 5% contribution with additional match up to **Amount**% will be made to a 403(b) plan through Church Pension Group.
8. Vacation: After completion of three months of employment, accrues from date of employment; yearly accrual is **Amount** working days. You may take a half year's accrued vacation upon completion of six months of employment. Vacation may not be taken in advance of being accrued. Amount equal to the yearly accrual may be carried over; any excess beyond this is forfeited. The accrual of vacation and maximum accumulation of vacation leave for eligible part time employees is pro-rated according to the amount of time worked each month.
 - Exempt employees who work 20 hours or more per week are entitled to **Number** weeks' vacation per year. **OR**
 - Non-exempt employees who work 20 hours or more per week, for the first 5 years, earn **Number** of working days per year.
 - You will earn **Hours** of vacation for each full month of service up to the maximum annual allowance.
9. Sick leave: Sick leave accrues from the first day of employment for all regular employees scheduled to work 20 or more hours per week. Accrued sick leave may be taken after 30 calendar days of employment. Full time employees accrue one day of sick leave for each month of employment and may accumulate a maximum of 12 weeks (60 days) sick leave. The accrual of sick leave and maximum accumulation of sick leave for eligible part time employees is pro-rated according to the amount of time worked each month.

Employees working less than 20 hours per week and temporary employees accrue leave

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according to the City of Seattle Paid Sick & Safe ordinance or Washington State Sick Leave law. .

10. **Add if applicable, from congregation Personnel Handbook:** Group Life insurance; Short-term disability; Long-term disability.

Additional Notes

11. Your performance will be reviewed after the first 90 days of employment and periodically thereafter.
12. As a religious organization, **Congregation Name** is exempt from the provisions of the Washington State unemployment laws. Upon leaving employment with **Congregation Name**, you will not qualify to receive unemployment benefits.
13. This position is eligible for Paid Family and Medical Leave by Washington State law (see <https://paidleave.wa.gov/> for more information).
14. Background check: Employment is contingent on successful completion of a background check; to be completed within one week of hire date.
15. Any amendments, with the exception of pay raises, will be made in writing and signed/ or initialed by all parties noted below.
16. Employee must complete the 'Safeguarding God's People' and 'Safeguarding God's Children' training provided by the Diocese of Olympia within the first three months of employment. Training time will be paid.

Neither this document, nor any other written or verbal communication, should be construed as creating a contract for employment or a warranty of benefits for any particular period of time. Your employment will be at-will, which means either you or the congregation may terminate the employment relationship at any time, with or without notice or with or without reason. No other promises or representations have been made concerning your employment.

Please be sure to bring documents showing proper identity and work authorization, such as a passport or valid driver's license and social security card, to work on your first day of employment.

We look forward to hearing from you; meanwhile if you have any questions regarding, please contact me. Enclosed you will find a copy of your job description.

Signatures:

Employee Name

Date:

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Supervisor Name

Date:

Rector/Vicar/Priest in Charge Name

Date: