

# 2020 Updates, Resources, Useful Links, and Reminders for Congregations & Clergy from the Diocesan Personnel Commission

## Personnel Handbook Template for Congregations

The 2020 updated template is available here: <https://resources.ecww.org/personnel-handbook-template>. If you have questions or would like assistance with developing a personnel handbook for your congregation, contact Canon Dede Moore, [dmoore@ecww.org](mailto:dmoore@ecww.org).

## Diocesan Information

The Cost of Living Adjustment (COLA) to the 2020 parochial clergy salary scale is 2.3%.

- 2020 Clergy salary scale: <https://resources.ecww.org/parochial-clergy-salary-scale>
- 2020 Congregation grades: <https://resources.ecww.org/2020-congregation-grades>
- 2020 Supply Clergy rates: <https://resources.ecww.org/supply-clergy-compensation-rates>
- 2020 Updates, Resources, Useful Links & Reminders: <https://resources.ecww.org/personnel>

## Washington State Paid Family & Medical Leave (PFML)

### Update for Personnel Handbook

<p><b>Family Leave.</b> The mandatory Washington State Paid Family &amp; Medical Leave (PFML) is the family leave benefit program for all eligible lay and clergy employees working for congregations &amp; associated organizations in the Diocese of Olympia. This State mandated program is administered through the Employment Security Department. <b>The premium is paid by the congregation / The employee portion of the premium will be deducted from employee's paycheck.</b> For more information, refer to these links:</p> <p>PFML: <a href="http://www.paidleave.wa.gov">www.paidleave.wa.gov</a></p> <p>PFML How Paid Leave Works: <a href="https://paidleave.wa.gov/find-out-how-paid-leave-works/">https://paidleave.wa.gov/find-out-how-paid-leave-works/</a></p>	<p><b>Required</b></p>
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**Reminder to Congregations:** Additional resources and downloadable posters, checklists and even an employer toolkit are available at the PFML link: [www.paidleave.wa.gov](http://www.paidleave.wa.gov). Continue to calculate and submit premiums for your eligible employees each quarter.

- Website: [www.paidleave.wa.gov](http://www.paidleave.wa.gov)
- Premium calculator: <https://resources.paidleave.wa.gov/premium-calculator>.
- To file report and pay premiums: <https://paidleave.wa.gov/reporting/>.
- Employer Role & Responsibilities: <https://paidleave.wa.gov/employers/>
- How Paid Leave Works: <https://paidleave.wa.gov/find-out-how-paid-leave-works/>

**Short- and Long-term disability**

CPG has changed insurers for both short- and long-term disability coverage for eligible LAY employees. Benefits, particularly for short-term employer paid disability coverage, are fairly inexpensive. Beginning in April, congregations may establish an account with Zurich and enroll eligible employees without the requirement of medical underwriting. You will receive more information from the diocesan office when it becomes available. In the meantime, check the link below for information on providing this benefit to your eligible employees.

Church Pension Group (CPG) Disability: <https://www.cpg.org/active-lay-employees/insurance/disability/overview/>

**Update for Personnel Handbook**

<p><b>Short-term Disability.</b> A short-term disability policy is available to full and part time lay employees working 20 or more hours per week. Coverage is through the Church Pension Group (CPG) and may be either employer paid or at the employee’s own expense.</p>	<p><b>Optional</b></p>
<p><b>Long-term Disability.</b> A long-term disability policy is available to full and part time lay employees working 20 or more hours per week. Coverage is through the Church Pension Group (CPG) and may be either employer paid or at the employee’s own expense.</p>	<p><b>Optional</b></p>

**Inclement Weather**

The Office of the Bishop has updated its inclement weather policy. This is still an optional item in the handbook.

**Update for Personnel Handbook**

<p><b>INCLEMENT WEATHER:</b> 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 &amp; Human Resources.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	<p><b>Optional</b></p> <p><i>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.</i></p>
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| <ul style="list-style-type: none"> <li>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.</li> </ul> |  |
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### Minimum Wage and Overtime Rules

Effective January 1, 2020, **Washington State’s minimum wage** is \$13.50. Workers who are 14 or 15 years old may be paid 85% of the adult minimum wage, or \$11.48 per hour. **Seattle minimum wage** is more complex and depends on several factors including number of employees and provided benefits. It is \$13.50 an hour in wages and at least \$15.75 an hour in minimum compensation for employers with 500 or fewer employees. Minimum compensation is the sum of wages and the employer cost of providing healthcare benefits. Employees can't be paid less than \$13.50 in wages, regardless of the amount of benefits.

- Washington State minimum wage: <https://lni.wa.gov/workers-rights/wages/minimum-wage/>

The Fair Labor Standards Act (FLSA) defines exempt and non-exempt status related to minimum wage and overtime. Effective January 1, 2020, the **salary basis test** requires that **exempt employees** be paid at least \$684 per week, or \$35,568 annually. This is an increase of more than 50% from the current minimum of \$455 per week. There is no proration for part-time employees; part-time employees must also be paid at least \$684 per week to be classified as an exempt employee. If you or one of your employees (lay or clergy) is currently classified as exempt from minimum wage and overtime rules and earns less than \$684/week or \$35,568/annually, please contact Canon Dede Moore, Canon for Networking and Connections, [dmoore@ecww.org](mailto:dmoore@ecww.org), 206-325-4200, to discuss options.

- Website: <https://www.dol.gov/agencies/whd/flsa>
- Exempt Test: [https://www.dol.gov/whd/overtime/fs17a\\_overview.pdf](https://www.dol.gov/whd/overtime/fs17a_overview.pdf)

### Mileage Reimbursement Rates

The Internal Revenue Service has announced the new **standard mileage rates** for 2020. Starting on January 1, 2020, the standard mileage rates for the use of a car, van, pickup, or panel truck will be: 57.5 cents per mile driven for business use, down one half of a cent from the 2019 rate; the volunteer rate remains the same at 14 cents per mile driven in service of charitable organizations.