

2021 Updates, Resources, Useful Links, and Reminders for Congregations & Clergy from the Diocesan Personnel Commission

Personnel Handbook Template for Congregations

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

Diocesan Information

The Cost of Living Adjustment (COLA) to the 2021 parochial clergy salary scale is 0.9%.

- 2021 Clergy salary scale: <https://resources.ecww.org/2021-parochial-clergy-salary-scale>
- 2021 Congregation grades: <https://resources.ecww.org/2021-congregation-grades>
- 2021 Supply Clergy rates: <https://resources.ecww.org/2021-supply-clergy-compensation-rates>
- 2021 Updates, Resources, Useful Links & Reminders: <https://resources.ecww.org/personnel>

Washington State Paid Family & Medical Leave (PFML) - Update

The mandatory Washington State Paid Family & Medical Leave (PFML) went into effect in January 2020 and is the family leave benefit program for all eligible lay and clergy employees working for congregations & associated organizations in the Diocese of Olympia. This State mandated program is administered through the Employment Security Department. The premium has both an employer and employee component. A congregation by vestry/bishop's committee action chooses to either pay the employee premium or deduct the employee portion of the premium from employee's paycheck. For more information, refer to these links:

PFML: www.paidleave.wa.gov

PFML How Paid Leave Works: <https://paidleave.wa.gov/find-out-how-paid-leave-works/>

Minimum Wage and Overtime Rules

New salary thresholds are among the changes to Washington state's overtime rules.

- The changes affect the exemptions for executive, administrative, and professional employees.
- The state salary threshold for exempt Washington employees increased on January 1, 2021, and will continue to increase through 2028.
- In addition to meeting the salary requirements, in order to be exempt from overtime and other protections, employees must also meet the job duties test. *This is a good time to review staff positions to ensure they are appropriately classified as either exempt (from overtime) or non-exempt (overtime eligible).*
- The changes apply to both lay and clergy employees.
- Washington State law is more favorable for employees than federal – so follow state law.
- Overtime for non-exempt employees may be required to be approved in advance by the supervisor, however, overtime hours worked with or without permission must be paid.
- Non-exempt employees (lay or clergy) are required to track hours and submit timesheets.
- It is advised that ALL employees (exempt or non-exempt) submit timesheets. Exempt employees are required to record only used paid time off (vacation, sick leave, etc.).

About the FLSA (Fair Labor Standards Act) and WMWA (Washington Minimum Wage Act)

The Fair Labor Standards Act (FLSA) and Washington Minimum Wage Act (WMWA) establish minimum standards that may be exceeded but cannot be waived or reduced. The FLSA is federal law; the WMWA is state law. When state laws differ from the federal FLSA, an employer must comply with the standard most generous to employees. Since the new, higher state salary threshold for overtime exemption under WMWA will be more generous than the FLSA salary threshold as of January 1, 2021, the WMWA threshold will be applied.

Effective January 1, 2021 under the WMWA, the minimum actual gross salary a position can be paid and still remain overtime exempt will increase from \$684 per week to \$821 per week (\$42,713 per year or \$3,559 per month). As a result, employees whose compensation does not meet the new, higher weekly salary threshold must be changed to overtime eligible. This is particularly true of part-time positions, since the \$821 per week threshold applies regardless of whether a position is part-time or full-time. For example, a professional staff employee with a full-time equivalent salary of \$85,000 who works half time, would have a weekly salary of \$817, below \$821 per week, and would be overtime eligible for any hours worked over 40 hours in a week.

LOA/Hire Letter language: salaried clergy or lay positions – if annualized salary is under the salary threshold of \$42,713 consider adding under Compensation: *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. If, with permission of the supervisor, employee works over 40 hours in a week employee will be compensated for the hours worked over 40 hours with an additional 50% of weekly salary for the percentage of time worked.*

For more information:

- Washington State minimum wage: <https://lni.wa.gov/workers-rights/wages/minimum-wage/>
- Fair Labor Standards Act website: <https://www.dol.gov/agencies/whd/flsa>
- Exempt Test: https://www.dol.gov/whd/overtime/fs17a_overview.pdf

Mileage Reimbursement Rates

The Internal Revenue Service has announced the new **standard mileage rates** for 2021. Starting on January 1, 2021, the standard mileage rates for the use of a car, van, pickup, or panel truck will be: 56 cents per mile driven for business use, down from 57.5 cents in 2020; the volunteer rate remains the same at 14 cents per mile driven in service of charitable organizations.

Employee Assistance Program

The Cigna Employee Assistance Program (EAP) is for the members of the Episcopal Church Medical Trust and their household members. EAP coverage is also available as a stand-alone benefit for employees participating in the ECMT medical plans. From the [EAP webpage](#): We all experience life changes and challenges from time to time. When employees need some extra support, it's reassuring to know that the EAP is always just a click away. These services are all confidential and available at no additional cost. Congregations are encouraged to make this information available to eligible employees. You are also encouraged to share the document [100 Reasons to call the Employee Assistance Program](#) with your employees.