

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.

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

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Recommended

Page numbers noted refer to this template. A table of contents is recommended for final congregation handbook developed.

<p>INTRODUCTION</p> <p>This Personnel Handbook (“Handbook”) is designed to provide employees with information and guidelines regarding employment with Congregation Name and is not to be considered as an employment contract. The policies, practices and benefits described in the Handbook do not constitute a promise of specific treatment in specific situations and may be altered, added or withdrawn at any time, with or without notice or explanation. Employment is considered to be “employment at will” for both the employer and the employee. This means that the employer reserves the right to terminate the employment of any employee at any time, with or without reason, or, with or without notice. It also means that any employee is free to resign at any time, with or without reason, or, with or without notice. No representative of the Congregation, other than the Rector / Vicar and/or Vestry / Bishop’s Committee, in writing, has any authority to enter into any agreement contrary to the above.</p>	<p>Required</p>
<p>HIRING PRACTICES</p> <hr/> <p>GENERAL PROCEDURES</p> <p>Job openings will be advertised in appropriate congregation, diocesan, and secular publications.</p> <ol style="list-style-type: none"> 1. Position announcements will include current job description summary and minimum required qualifications. 2. Positions will be held open for a reasonable length of time after being advertised and/or until a suitable pool of candidates has been gathered. 3. A completed employment history will be submitted giving information on previous employment, education, and references and this information will be verified through inquiry of previous employers, teachers, and educational institutions. 4. Employees must have a satisfactory Background Check performed through the congregation via [Identify source, if known (Parish)] OR the Office of the Bishop (Mission). Subsequent to a job offer, information to complete a background check will be provided to the new employee. 5. In order to comply with the Americans with Disabilities Act (ADA) every reasonable effort will be made to accommodate qualified individuals with disabilities. Medical examinations and inquiries regarding health and physical disability may be made only subsequent to a job offer for the purpose of determining whether an individual is able to perform the essential functions of a position, with or without reasonable accommodation, and if accommodations are needed. The ADA prohibits discrimination because of disability. 	<p>Required</p> <p><i>Edit to local conditions</i></p>
<ol style="list-style-type: none"> 6. If practicable and possible, congregations should not hire members of the congregation. 	<p>Recommended</p>
<p>INTERVIEW PROCEDURES</p> <ol style="list-style-type: none"> 1. Applicants chosen for an interview will be notified of an appointment time, date, and place of interview. 2. Candidates not selected for interview will be notified in a timely manner. 3. Applicants will be interviewed using consistent procedures and questions to assure objectivity. 	<p>Required</p>

PRINCIPLES OF EMPLOYMENT

Required

GENERAL

- 1. The policies and procedures in this Handbook apply to persons employed directly by **Congregation Name**, hereinafter referred to as the “Congregation.”
- 2. The Congregation is committed to fair and equitable employment conditions and to abiding by applicable state, local and federal laws as they relate to employment conditions and opportunities as they pertain to nonprofits.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Congregation implements an Equal Employment Opportunity Policy by accomplishing the following:*

- 1. Providing a non-discriminatory workplace for its employees regarding race, color, gender, marital or military status, sexual orientation, political ideology, age, national origin, disability, gender identity, genetic information, or any other status protected by local, state or federal law.
- 2. Providing access and information regarding opportunities for advancement and administering personnel policies and procedures on an equitable basis.
- 3. With regard to applicants or employees with disabilities, the Congregation offers what the law refers to as “reasonable accommodation” to enable a person to perform his or her job.

*PLEASE NOTE: It is understood that applicable church laws regarding bona fide occupational qualifications for some positions may supersede these guidelines.

JOB DESCRIPTIONS

- 1. Job descriptions are required for every employment position. Evaluation of existing job descriptions may occur for new positions, new employees, or when an employee receives a position change.
- 2. Using the job description as a guideline, the actual work and employment expectations will be thoroughly discussed between the new employee and his/her supervisor to minimize later confusion and misunderstanding.

WORKING HOURS

- 1. A normal fulltime work week consists of # hours, i.e., # of days and days per week. Meals and rest periods shall be taken in accordance with WAC 296-126-092. The daily schedule will be determined by the **Rector / Vicar** and the employee in order to provide the employee flexibility to optimally organize their day.
- 2. A normal part-time work week will be determined by the **Rector / Vicar** and the employee to provide the employee flexibility to optimally organize their day.

NEW EMPLOYEE ORIENTATION

To ensure that the employee’s first days go as smoothly as possible, in addition to following the procedures outlined in any new employee guidelines, the immediate supervisor will review the new job responsibilities, answer any questions the employee might have, give assistance necessary to get started, and introduce the new employee to other staff members. Other trainings and in-services, including renewals, as required by the Congregation or the Bishop may be offered. These could include multicultural, harassment, or diversity training, or Safeguarding God’s Children/Safeguarding God’s People Training.

Required

<p>PERFORMANCE APPRAISALS</p> <p>New employees, including those in new positions, will be formally evaluated after the first 90 days (three months) and again after 180 days (6 months) on the new job (this does not apply to temporary employees). Following the (6) month evaluation, employees are evaluated annually, based on hire date.</p>	<p>Required</p> <p><i>A more formal performance appraisal process is recommended for larger congregations.</i></p>
<p>COMPENSATION & BENEFITS</p> <hr/> <p>EMPLOYEE CLASSIFICATIONS</p> <p>Consistent with federal standards, established in the Fair Labor Standards Act (FLSA), each employee shall be classified into one of the categories listed below.</p> <ol style="list-style-type: none"> 1. Exempt: Employees designated as exempt from both minimum wage and overtime pay according to guidelines in the FLSA, Section 13(a)(1) and 13(a)(17). Employees hired in exempt positions are regularly paid a predetermined amount of salary each pay period. 2. Non-Exempt: Employees designated as non-exempt from overtime and compensatory time rules and to whom such rules apply. Non-exempt employees who have obtained written permission from the Rector / Vicar will receive overtime pay as outlined in this Handbook. <p>Employees will also be classified as regular or temporary and fulltime or part time.</p> <ol style="list-style-type: none"> 1. Regular Fulltime Employees Employees hired to work at least # (normally 35-40) hours per week. These employees are entitled to the full range of benefits outlined in this Handbook. 2. Part Time <ol style="list-style-type: none"> a. Employees hired to work equal to or more than 50% of fulltime hours per week are entitled to benefits on a pro-rated basis as described in this Handbook. b. Employees hired to work less than 50% of fulltime hours per week are generally not entitled to benefits, unless otherwise provided by law. 3. Temporary <ol style="list-style-type: none"> a. Temporary employees are hired to work for a specific period of time and less than six months in duration. They shall sign an employment agreement stipulating the complete terms of employment including duration, compensation, hours, place of work, job or project description and supervisor's identity. Temporary employees are generally not entitled to benefits, unless otherwise provided by law. b. Contract or Retainer: Persons hired to accomplish specific task(s) for a set fee are not entitled to benefits, unless otherwise provided by law. The contract or retainer agreement stipulates tasks assigned, payment arrangements, and the duration of contract. Ordinarily this agreement may be subject to termination or renewal, with notice, by mutual agreement of both parties. 	<p>Required</p>

<p>COMPENSATION DETERMINATION</p> <p>1. Regular Employees</p> <p>a. The salary of the Rector / Vicar is determined by the Vestry / Bishop's Committee, based on the published diocesan clergy salary scale, and in consultation with the Canon to the Ordinary.</p> <p>b. The salaries of all other employees of the Congregation are determined by the Rector / Vicar and/or Vestry / Bishop's Committee. Additional clergy are subject to the clergy salary scale.</p> <p>c. Each employee will be advised annually as to salary determinations.</p> <p>2. Temporary Employees The compensation of temporary employees shall be determined by the Rector / Vicar.</p> <p>3. Salary Adjustments Depending on availability of funds, salary adjustments may be considered annually by the Rector / Vicar based on performance, salary history, cost of living increase (as adopted by the most recent convention), or significant changes in duties and responsibilities.</p>	<p>Required</p> <p><i>Congregations must adhere to state and/or local minimum wage requirements.</i></p> <p>Recommended</p> <p><i>All congregations are encouraged to pay a living wage for the geographic area in which it is located</i></p>
<p>OVERTIME/COMPENSATORY TIME</p> <p>Consistent with state and federal law, the Congregation complies with overtime and compensatory time provisions listed below:</p> <p>1. Non-Exempt Employees <i>(This refers to employees who are "not exempt" from the overtime provisions established in the Fair Labor Standards Act (FLSA). These are positions that do not meet the salary threshold and/or the executive, administrative or professional exemption tests, as specified in the FLSA.)</i></p> <p>a. In ordinary circumstances, an employee who works more than eight hours in one day will take time off on the remaining day(s) of the same week, making the week's number of hours the expected number of hours to be worked.</p> <p>b. Non-exempt employees, with <u>advance written</u> permission from the Rector / Vicar, who work overtime will receive overtime pay according to the following schedule:</p> <p>i. Over 40 hours within any work week (Monday-Sunday), one and one-half times the current hourly wage or compensatory time within the same pay period at the employee's choice.</p> <p>ii. For purposes of calculation of overtime, sick leave, vacation, personal or holiday hours are not considered hours worked.</p> <p>2. Exempt Employees <i>(This refers to employees who meet the salary threshold AND the executive, administrative or professional exemption test and are therefore not covered by the overtime provisions established in the FLSA.)</i></p> <p>a. Exempt employees are not eligible for overtime pay.</p> <p>b. In recognition of the long hours exempt employees may be required to work at times, they may be permitted time off with no reduction in earnings with prior approval from the Rector / Vicar.</p>	<p>Required</p>

<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><u>Employees working 1500 or more hours annually (.75 FTE):</u> Health insurance will be provided.</p> <ol style="list-style-type: none"> Level of Coverage: The current 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><u>Part-time employees working 1000-1500 hours annually (.50-.75 FTE):</u> These employees are eligible to participate in coverage through the ECMT. The Congregation will contribute #Percent % of the premiums for eligible part-time employees and #Percent % of the premiums for dependents of eligible part-time employees OR An eligible employee may self-fund coverage; the Congregation is not required to contribute any</p>	<p>Required</p>

<p>amount toward premiums for part time employees or the employee's dependents.</p> <p><u>Opting out:</u> The ECMT allows eligible employees to opt out of the mandated DHP coverage in a few specific instances: the employee receives insurance through their spouse; employee has coverage through the military; employee is covered by Medicare insurance. The Congregation will not reimburse employees for medical insurance obtained outside the DHP. The Congregation will not reimburse nor provide duplicate coverage for eligible employees who obtain health insurance through a spouse, the military, or Medicare.</p>	
<p>Dental Insurance. The Congregation will pay 100% of the premium for employee and dependents for fulltime employees. In the case of part-time employees, the employee's premium will be paid by the Congregation. Payment of premiums for dependents of part-time employees is subject to negotiation; premiums for dependents may be covered at the employee's expense. Parity related to minimums and premium sharing must be the same for all eligible lay and clergy employees.</p>	Required
<p>Life Insurance. A \$40,000 life insurance policy is provided to each full and part time lay employee working 20 or more hours per week. Premiums are fully paid by the Congregation. Coverage begins on the date of employment subject to proof of insurability.</p>	Optional
<p>Short-term Disability. 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 is at the employee's own expense.</p>	Optional
<p>Long-term Disability. The Church Life Insurance Corporation offers a long-term disability plan that is available to all employees at their own expense. Information about this plan is available from the Church Pension Fund.</p>	Optional
<p>Retirement Plans. The Congregation contributes to the Episcopal Church Pension Fund 18% of salary for all clergy employees. A five percent (5%) contribution to a 403(b) plan is made for eligible lay employees working a minimum of 1000 hours per year, as of the date of employment, with an additional #Percent (up to 4%) % contribution available on a matching basis. Lay employees may make their own contributions to the plan as of the first month of employment. Information on the choice of plans available may be obtained from the Secretary / Administrator / Rector / Vicar.</p>	Required
<p>Workers' Compensation. The Congregation participates in the State of Washington Industrial Insurance Fund. Any on-the-job injury or accident, regardless of physical injury, however minor, must be reported to the Rector / Vicar as soon as reasonable. The benefits under the state program at the time of the incident will be in effect.</p>	Required
<p>Unemployment Insurance. The Congregation is exempt from the provisions of the Washington State unemployment laws. OR The Congregation provides a self-funded salary or wage continuation benefit to employees who become unemployed through no fault of their own.</p>	Required <i>Contact the Office of the Bishop for self-funded plan adopted in 1996, if desired.</i>

Required

Vacation Leave. Vacation time is provided for employee rest and recreation. The length of eligible service is calculated on the basis of a “benefit year,” i.e., the 12-month period beginning with the date of employment OR with January 1 of each year.

Vacation leaves must be approved in advance by the Rector / Vicar.

1. Regular Employees

- a. Regular employees who have completed three months of employment accrue vacation from date of employment.
- b. Employees may take a half year’s accrued vacation upon completion of six months of employment.
- c. Vacation may not be taken in advance of being accrued, except in special circumstances approved by the Rector / Vicar.
- d. Except as provided in provision #8 (below), vacation time will not be redeemed for cash. Vacation time is for time off only.
- e. Holidays falling within an employee’s scheduled vacation will not be charged as vacation.
- f. Should an employee become ill for at least three consecutive days during a scheduled vacation period, the working days of illness may be charged as sick leave. Presentation of a doctor’s certificate may be required.
- g. No more than the vacation entitlement attributable to a period of one year at the employee’s current accrual level may be carried forward as accumulated vacation.
- h. Upon termination of employment by the Congregation, employees will be paid for unused vacation time that has been earned through the last day of work, except in cases of involuntary termination resulting from misconduct.
- i. The accrual of vacation leave for eligible part-time employees is pro-rated according to the amount of time worked each month.

2. Exempt Employees

Exempt employees who work 20 hours or more per week are entitled to #number weeks’ vacation per year.

3. Non-exempt Employees

Non-exempt employees who work 20 hours or more per week are entitled to the following:

- a. First 5 years – #number working days
- b. After 5 years – #number working days
- c. After 7 years – #number working days

Sick Leave. Accumulated sick leave is a benefit intended to cover bona fide cases of accident or illness and should not be treated as vacation or compensatory time off.

1. Regular Employees

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.

- a. 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.
- b. 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.
- c. Sick leave may be used in the following situations:
 - If the employee is ill, injured or temporarily disabled and physically unable to perform his or her work; or
 - If the employee's spouse, partner, child, parent, parent-in-law, grandparent or other close relative or individual is ill, injured or temporarily disabled, and the employee's presence is necessary; or
 - Doctor or dental appointments (non-exempt employees only); or
 - When the office is closed by order of a public official or any health-related reason; or
 - To care for a child due to a school or daycare closure ordered by a public official to limit exposure to hazardous materials; or
 - Reasons related to domestic violence, sexual assault or stalking.
- d. Sick leave taken is charged against accruals by the hour for non-exempt employees. Sick leave is charged against accruals by the day for exempt employees for any day that sick leave exceeds four hours.
- e. Holidays falling within an absence for illness will not be charged against sick leave.
- f. Unused accrued sick leave benefits are forfeited upon termination.

2. Employees under 20 hours per week / Temporary Employees

Employees working less than 20 hours per week and temporary employees accrue leave according to the City of Seattle Paid Sick & Safe ordinance or Washington State Sick Leave law. Sick leave accrues from the first day of employment; accrued sick leave may be taken after 90 calendar days of employment.

- a. The Congregation provides paid sick leave benefits for periods of temporary absences. **Non exempt / All** employees accrue one hour of sick leave for every 40 hours of work beginning on their date of employment. Sick leave may be taken in increments of **number [smallest increment consistent with your payroll system]**.
- b. Accrued leave may be used after 90 days of employment. Written requests for time off must be submitted to **Rector / Vicar** at least 10 days in advance for planned or foreseeable absences, or as soon as practicable for unforeseen situations.
- c. Sick leave benefits may be used (1) to take leave for employees' own health condition or to care for a family member with a health condition, (2) to take leave if an employee is a victim of domestic violence, sexual assault, or stalking; or employee has a family member who is a victim of domestic violence, sexual

Required

Employees working under 20 hours per week & temporary employees are required to be covered under the Washington State Sick Leave Law (or local versions, such as in Seattle) [see 3b]

Employees working 20 or more hours per week may accrue at the higher rate noted in 3a; at a minimum they also must receive sick leave as stipulated in the laws noted.

<p>assault or stalking, (3) to take leave when the company is closed by order of a public official or any health-related reason, or to care for a child due to a school or daycare closure for such reason.</p> <ol style="list-style-type: none"> 1) Family member is defined as child, parent, spouse, registered domestic partner, grandparent or grandchild, and sibling. 2) Employee may be required to provide verification for absences beyond three consecutive days. 3) The amount of sick leave available is recorded each payday on pay stub OR name of other electronic record keeping system. Sick leave is paid at the employee’s normal hourly compensation rate. 4) Unused sick leave benefits may be carried over each year, up to 40 hours. 5) Unused sick leave benefits are forfeited upon termination of employment. 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. 	
<p>INCLEMENT WEATHER: As weather conditions vary considerably in the 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 the employee’s local area and is expected to never jeopardize personal safety. On those occasions when the Seattle Public Schools are closed, the Diocesan House is closed. 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. On days when the Diocesan House is open, and an employee judges local conditions to be unsafe, the employee will call employee’s 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.</p>	<p style="text-align: center;">Optional</p> <p style="text-align: center;"><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.</i></p> <p style="text-align: center;"><i>Vestry/Bishop’s Committee should discuss if a policy would be useful based on local conditions.</i></p>
<p>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).</p> <ol style="list-style-type: none"> 1. Full time employees will receive regular pay for the full period of a holiday. 2. Part time employees working 20 or more hours per week will receive proportionate pay for the portion of any holiday on which they normally would be scheduled to work. 3. In the event that an employee’s position requires working on a holiday, the 	<p style="text-align: center;">Recommended</p> <p style="text-align: center;"><i>This is the list used by the Office of the Bishop.</i></p>

<p>employee will be eligible for a holiday on another day. In advance of the holiday, the employee will submit a request to the Rector / Vicar requesting an alternate day.</p>	
<p>Bereavement Leave. All regular employees working 20 hours or more per week are eligible for Bereavement Leave.</p> <ol style="list-style-type: none"> 1. In the case of the death of a member of the employee’s immediate family (parent, sister, brother, spouse, child, legally adopted child, step-relative, grandparent, grandchild, mother/father-in-law, or other individual of extreme personal significance), up to a maximum of five working days. 2. In the case of the death of a close relative (aunt, uncle, niece, nephew, cousin, sister/brother-in-law), or fiancé(e)), up to one day to attend a funeral with no overnight travel or up to three days to attend a funeral requiring overnight travel. 3. If the employee wishes additional time other than authorized above, the employee may request personal leave without pay (subject to stipulations in Leave Without Pay (below)) or may elect to use accrued unused vacation. 	<p>Recommended</p>
<p>Jury Duty. Regular employees working 20 hours or more per week are eligible for paid time off for Jury Duty.</p> <ol style="list-style-type: none"> 1. Employees called for jury duty will be excused from work for the purpose of meeting jury duty obligations. 2. Normal pay will be provided during the period of jury duty. 3. On those days when continued presence on the jury is not required, the employee will then report to work. 	<p>Recommended</p>
<p>Family Leave. Eligible clergy and lay employees of the Diocese of Olympia are entitled to up to 12 weeks of leave during a 12-month period to care for a newborn or newly-adopted child; to care for a spouse, domestic partner, child or parent with a serious health condition; or for the employee’s own serious health condition when they are unable to perform the functions of the job.</p> <ol style="list-style-type: none"> 1. Parental Leave: Eligible clergy and lay employees are entitled to six (6) weeks of paid leave to care for a newborn or newly-adopted child. Compensation during paid leave will continue at the same rate and hours as agreed in the letter of agreement/hire letter. Employees may choose to extend this time with up to six (6) additional weeks of unpaid leave (during which they may use accrued paid leave benefits, e.g., vacation and/or sick leave). Requests for Parental Leave must be made at least 30 days in advance, if possible, and must be scheduled to take place within one year of the date of birth or adoption. Parental Leave must be taken as one consecutive leave period and may not be taken on an intermittent or reduced schedule basis, unless authorized by the employer. 2. Pregnancy Disability Leave will be granted to an employee who is the birthing mother of a child, upon receipt of a physician’s certification stating that they are unable to work due to pregnancy. Up to six (6) weeks of the leave will be paid; all remaining leave will be unpaid. Compensation during paid leave will continue at the same rate and hours as agreed in the letter of agreement/hire agreement. During unpaid leave, an employee may choose to use accrued paid leave benefits, e.g., vacation and/or sick leave. If employee is eligible for and has in place short-term disability, employee will be asked to file a short-term disability claim and amounts 	<p>Required</p> <p><i>In 2020 this will be superseded by the new Washington State Paid Family Medical Leave Law (PFML). This section will be updated during 2019 when details are available from the state.</i></p>

<p>received will reimburse the employer during the paid portion of this leave. Parental Leave generally begins after Pregnancy Disability Leave ends.</p> <p>3. Medical Leave: Eligible clergy and lay employees are entitled to up to 12 weeks of unpaid leave for family medical emergencies:</p> <ul style="list-style-type: none"> • To recover from or seek treatment for a serious health condition of the employee. • To care for a family member (spouse, domestic partner, child or parent) with a serious health condition. • To care for a child (under the age of 18 or an adult child substantially limited by a physical or mental impairment) who suffers from an illness or injury that does not qualify as a serious health condition, but that requires home care. <p>Requests for Medical Leave must be made at least 14 days in advance, if possible. All due consideration will be given to requests for leave which cannot be made 14 days in advance. Medical certifications may be required to both begin and end employee medical leave. Medical Leave for a serious health condition may be taken on an intermittent or reduced schedule when medically necessary. If an employee’s leave is related to a medical condition which has rendered the employee unable to perform the job, a “fitness for duty” certification from the healthcare provider will be required to return to work.</p> <p>4. Eligibility</p> <ul style="list-style-type: none"> • All regular employees who have been employed by the Congregation for at least one (1) year are eligible for Family Leave. • All genders are equally eligible to receive Family Leave. <p>5. For all Family Leaves</p> <ul style="list-style-type: none"> • The 12-month period for determining leave entitlement is calculated from the first day leave is taken looking forward 12-months. • Health insurance benefits will continue during the entire leave at the same level and conditions as if the employee were continuing to work. Employees remain responsible for any premium amounts normally contributed toward their health care coverage, including dependent coverage. • Paid time off (vacation and/or sick leave) will continue to accrue during the paid portion of a leave at the same level as if the employee were continuing to work; accrual will not continue during unpaid portions of family leave. • Sabbatical leave may not be taken in any year in which four (4) weeks or more of Family Leave is taken. • The employer portion of pension contributions will not be made during unpaid leave; employees may make arrangements to continue employee contributions. • Employees on leave are expected to keep the employer posted regarding expected return date. • An employee on leave will return to the same job or one of like status and pay unless the position was eliminated due to reorganization or a reduction in force or other reason unrelated to the leave. 	
<p>Military Leave: Leave with pay, not to exceed 21 days, will be granted for the purpose of fulfilling annual military training or any other required active military duty requirements in accordance with applicable law and the following provisions. NOTE:</p>	<p>Required</p>

<p>Federal law permits up to 5 (or 6, if government required) years of military leave of absence with return to work rights.</p> <ol style="list-style-type: none"> 1. All regular employees scheduled to work 20 or more hours per week will be paid the differential, if any, between their normal diocesan pay and military pay for a period up to ten days each calendar year. Leave in excess of ten days, or where the military pay exceeds normal diocesan pay, will be treated as leave without pay. Employees may elect to use vacation leave during their military absence. 2. Military leave for employees scheduled to work less than 20 hours per week will be treated as leave without pay. 3. For more information regarding military leave under the Uniformed Services Employment and Reemployment Rights Act (USERRA), please see the notice at: http://www.dol.gov/vets/programs/userra/USERRA_Federal.pdf. <p>Military Spouse Leave. Employees who work 20 or more hours a week and are married to military personnel deployed or on leave from deployment may take up to 15 days of unpaid leave per deployment.</p>	
<p>Domestic Violence Leave. Employees who find themselves or a family member a victim of domestic or sexual violence or stalking may be eligible to take reasonable unpaid leave to seek medical help, legal or law-enforcement assistance, counseling, safety planning and other assistance. When applicable, leave for this reason will be coordinated with Family leave. Employees who feel they qualify should see the Rector / Vicar for additional information.</p>	<p>Required</p>
<p>Leave without Pay: Employees will be granted a leave of absence that is required by federal, state, or local law. In situations not covered by the Family Leave Policy, or other law or leave policies noted above, the Rector / Vicar may approve requests for leave without pay. Specific terms of the leave must be submitted in usual circumstances at least 60 days in advance. This period may be waived in emergencies. The Rector / Vicar's response generally will be within 30 days of non-emergency requests and in the case of emergency requests as soon as practical.</p> <ol style="list-style-type: none"> 1. Regular employees working 20 hours or more per week are eligible to request leave without pay. 2. The employee may continue coverage with the diocesan health, dental and life insurance plans at employees' expense. Premiums must be paid one month in advance. 3. Service time will be unbroken for the purpose of calculating future benefits. 4. No vacation entitlements or sick leave will accrue during the leave period. 5. The employee is required to apply all accrued paid leave benefits, e.g., vacation, sick leave, while initially on leave under this policy, and before such time off is designated as unpaid. 6. Upon completion of the employee's leave, employee generally will be restored to the same position or a position with equivalent status and pay unless the position is eliminated due to reorganization or a reduction in force or other reason unrelated to the leave. 7. The length of leave granted, in most instances, is determined by length of service. <ul style="list-style-type: none"> Under five years: No leave except in the case of medical or family emergencies 	<p>Required</p>

<p>Five to ten years: More than 10 years:</p>	<p>Up to 12 months At the discretion of the Rector / Vicar</p>	
<p>MISCELLANEOUS WORK-RELATED INFORMATION</p> <hr/> <p><u>CHILD/ADULT ABUSE PROTECTION</u></p> <p>In the interest of lessening the possibility of assigning a person, paid or volunteer, with an inappropriate background to a position which will or may result in unsupervised access to children less than sixteen years of age or developmentally disabled persons, supplementary application procedures will be followed. These procedures include the following:</p> <ol style="list-style-type: none"> 1. Application to the [Parish: Identify source, if known OR Washington State Patrol. Mission: Identify source, if known OR Office of the Bishop.] for certain background information on the applicant. It is unlawful to further distribute the record obtained through these procedures or to use the record for any purpose other than initial employment. 2. Lay employees who work directly with children or youth must complete a background check through Intellicorp, which must include a criminal background. 3. Volunteers who work directly with children, youth or vulnerable adults must complete a background check; contact the diocesan Faith Formation Office to make arrangements. 4. Employees and volunteers working in the area of finances (treasurers and other finance persons) are required to also complete criminal AND financial background checks through Intellicorp. 5. All employees who work directly with children, youth or vulnerable adults are required to complete diocesan training courses as required by the bishop, currently Safeguarding God’s People and Safeguarding God’s Children, every five years. 6. Background checks are valid for five years. 		<p>Required</p> <p><i>Related to #2:</i></p> <p><i>Congregations in grades ABC should set up an account with Intellicorp.</i></p> <p><i>Congregations in grades DE may use the diocesan account by contacting the Office of the Bishop.</i></p>
<p><u>CONTRACTS & AGREEMENTS</u></p> <p>Missions</p> <p>ALL contracts and agreements must be reviewed by the diocesan Chancellor and signed by the diocesan Treasurer. This includes, but is not limited to, use agreements, copier contracts, purchase agreements, and loan documents.</p> <p>Parishes</p> <p>Contracts and agreements should be reviewed by the congregation’s Church Attorney and signed by the Rector.</p>		<p>Required</p> <p><i>Include the appropriate paragraph.</i></p>
<p><u>HARASSMENT</u></p> <p>It is the policy of the Congregation to maintain a work environment free from all forms of harassment and to insist that all employees be treated with dignity, respect, and courtesy. Any harassing or discriminatory comments or conduct relating to a person’s race, color, religion, sex, age, marital or military status, sexual orientation, gender identity, genetic information, disability, national origin, or on any other basis protected by federal, state, or local law, are prohibited and unacceptable.</p> <p>This policy specifically extends to comments or conduct of a sexual nature, where such behavior tends to threaten or offend a co-employee. Any behavior toward any</p>		<p>Required</p>

<p>employee by a manager, supervisor, or co-employee which constitutes unwelcome sexual advances, requests for sexual favors, or the display of derogatory posters, cartoons, or drawings and other verbal or physical conduct of a sexual nature may be prohibited harassment under this policy when:</p> <ol style="list-style-type: none"> 1. Submission to such conduct is made a condition of an individual's employment. 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual. 3. Such conduct has the purpose or effect of interfering with an individual's work performance or creating an unfriendly or offensive work environment. <p>If you believe that you have been the object of harassment, report the incident to the Rector / Vicar. If the Rector / Vicar is the cause of the problem, or if the Rector / Vicar seems unwilling to resolve the issue, contact the Senior Warden. Complaints will be promptly and adequately investigated. Retaliation against any employee who makes a complaint or who provides information about possible violations of this policy is prohibited. Any individual who feels that he or she has been retaliated against for bringing forward a complaint or participating in an investigation should promptly notify the Rector / Vicar. If at any time, the Rector / Vicar or Senior Warden feels that the congregation is unable to facilitate this process they may contact the Canon to the Ordinary at the Office of the Bishop.</p>	
<p><u>OPEN DOOR POLICY</u></p> <p>To ensure effective working relations, it is important that any workplace misunderstandings or conflicts are resolved before serious problems develop. Employees are encouraged to share their concerns, seek information, provide input, and resolve problems/issues through their immediate supervisor and, as appropriate, consult with the Rector / Vicar and/or Senior Warden. These persons are expected to listen to employee concerns, to encourage their input, and to work towards solutions to their problems/issues.</p>	<p>Recommended</p>
<p><u>DISPUTE RESOLUTION</u></p> <p>It is important that congregation leadership is aware of any condition that may hinder a comfortable working environment, or cause problems for employees on the job. Such conditions cannot be corrected unless they are made known to the congregation leadership. A Dispute Resolution procedure is a formal means of communication to resolve problems or conflicts that may arise, which employees are unable to resolve under the Open Door Policy (above) with their supervisor or within the standard communication lines within a supervisory relationship. All information disclosed in the process is held in strictest confidence and is only disclosed on a need to know basis in order to investigate and resolve the matter. Notes:</p> <ul style="list-style-type: none"> • The employee may have a representative present at any step in the Dispute Resolution process, provided that any other party involved is notified two (2) working days prior to the intended meeting, and that the identity of the representative is provided. Once notified, any other party involved may also seek to have a representative present. • No retaliation will be taken against any employee because they report a problem in good faith. • If employee does not obtain a satisfactory resolution at Step 1, or it becomes 	<p>Required</p>

<p>necessary to start at a higher step because of the particular problem, it is employees' privilege to request further review at higher steps.</p> <ul style="list-style-type: none"> • If at any time during the process, the employee desires assistance in the process, the employee may contact the Rector / Vicar. <p>Procedure</p> <ol style="list-style-type: none"> 1. Within five (5) working days of the incident or situation giving rise to the problem, employee should discuss the problem with the immediate supervisor. Suggestions will be treated in a business-like manner. Employee's supervisor will investigate the concerns and respond within five (5) working days unless additional time is required under the circumstances. 2. If the problem is not resolved, or if the problem involves the immediate supervisor, employee may arrange an appointment to meet with the Rector / Vicar. A written (or email) request for such a meeting should be made within five (5) working days after employee has received a response from Step 1, or after an incident requiring employee to start at Step 2. The request should include details of the problem and response from the immediate supervisor. The immediate supervisor will also prepare a summary of communications with the employee and deliver it to the Rector / Vicar. Except in unusual circumstances, the Rector / Vicar will schedule the appointment within fifteen (15) working days of the request. 3. If, in the determination of the Rector / Vicar, an additional meeting is required, she/he may invite whomever he/she thinks needs to participate in the discussions. 4. The Rector / Vicar will consider all input and render a decision in writing within fifteen (15) working days unless additional time is required under the circumstances. 5. If the situation regards the Rector / Vicar, the employee should work with the Senior Warden. <p>If at any time, the employee, Rector / Vicar, or Senior Warden feels that additional assistance is required they may utilize diocesan resources by contacting the Canon to the Ordinary in the Office of the Bishop.</p>	
<p><u>DRUG & ALCOHOL-FREE WORKPLACE</u></p> <p>The Congregation believes in and is committed to providing a safe work environment that is free from the harmful effects of substance abuse. Our policy encourages the rehabilitation of individuals who abuse alcohol, and/or substances illegal pursuant to state or federal law, including marijuana. Although medical, and limited, private recreational use of marijuana is legal in Washington State, the substance is still unlawful under federal law, and employers have a responsibility to maintain a safe working environment. Therefore, employees who are impaired at work due to the use of drugs or alcohol will be disciplined, up to and including being terminated.</p> <ol style="list-style-type: none"> 1. The unlawful possession, sale, storage, distribution, manufacture or use of substances illegal or controlled pursuant to state or federal law, and the unauthorized use of alcohol on Congregation premises or while on congregation business is forbidden. 2. The legal use of prescribed drugs is permitted on the job only if it does not impair the ability to perform the essential functions of the job effectively and safely. 3. Moderate use of alcohol at Congregation and/or diocesan events is not prohibited by this policy. Employees who leave such functions under the influence of alcohol 	<p>Required</p>

<p>are expected to obtain a ride rather than drive themselves. Marijuana use at congregation and/or diocesan events is not permitted.</p>	
<p><u>ACCESS TO PERSONNEL FILES</u></p> <p>The Congregation maintains a personnel file on each employee. The personnel file includes such information as the employee’s job application, resume, records of training, documentation of performance appraisals and salary history, and other employment records.</p> <ol style="list-style-type: none"> 1. Personnel files are the property of the Congregation, and access to the information they contain is restricted. Although the Congregation is required to comply with valid court orders, discovery requests, and government requests, generally, only supervisors and leadership personnel of the Congregation who have a legitimate reason to review information in a file are allowed to do so. 2. Employees who wish to review their own file should contact the Name or Role of person to contact. With reasonable advance notice, employees may review their own files, annually, in presence of an individual appointed by the Rector / Vicar to maintain the files. Employees cannot remove or copy any items from the file. 3. An employee must be provided a copy of all adverse material placed in the personnel file at the time the material is included in the file. Upon the employee's request, the employee must be provided with a copy of any information in the employee's personnel file. 	<p>Required</p>
<p><u>PERSONNEL DATA CHANGES</u></p> <p>It is the responsibility of each employee to promptly notify the Congregation of any changes in employee mailing addresses, telephone numbers, number and names of dependents, and individual(s) to be contacted in the event of an emergency, educational accomplishments, and other such status reports that should be accurate and current at all times.</p>	<p>Required</p>
<p><u>TRAVEL AND REIMBURSEMENT OF EXPENSES</u></p> <p>The requirements for reimbursement of travel and reimbursement of expenses are:</p> <ol style="list-style-type: none"> 1. The expense must have a legitimate business connection, which is detailed with date and business purpose. 2. Adequate accounting must be submitted within 60 days after the expense is incurred – adequate accounting includes receipt, date, place, and business purpose of the cost. Actual mileage claims for reimbursement must include purpose of trip, origin and destination as well as number of miles. 3. The policy of the Congregation is not to make travel advances; but any such advance, if made and not expensed, is required to be refunded to the Congregation within 60 days. <p>Travel and Entertainment Policy for Employees & Volunteers:</p> <ol style="list-style-type: none"> 1. Local Meals Tax Court ruled in 1977 that meal expenses incurred during normal business hours with coworkers are eligible to be reimbursed only in rare circumstances. The Court ruled that only an occasional lunch or dinner meeting to discuss the business of the organization is eligible for reimbursement. <ol style="list-style-type: none"> a. The Congregation approves reimbursement for coworkers on the following 	<p>Recommended</p> <p><i>Add local information from the GSA for the local area.</i></p>

occasions – birthday, Christmas, and one appreciation lunch per year. All other occasions require prior approval from the **Rector / Vicar**.

- b. Meals with a volunteer will be reimbursed once a year in appreciation for their time as well as in connection with a workshop or other organized activity.
- c. Local meals will be reimbursed up to the following amounts (based on US General Services Administration (GSA) information for **Seattle**) and may be revised yearly.

Breakfast \$17.00 Lunch \$18.00 Dinner \$34.00

This meal reimbursement rate is only meant for the purpose of expenses incurred while traveling on congregation business, not meals that are for the purpose of entertaining or thanking volunteers, donors etc.

2. Travel Expenses

- a. All out of town travel and conference registration fees must be approved by the **Rector / Vicar** in advance. Transportation, registration, lodging and meals are subject to the GSA Per Diem rates and will be reimbursed upon presentation of receipts and business purpose. Personal expenses such as in-room movies and dry cleaning will not be reimbursed. Alcohol will not be reimbursed unless part of dinner and the total bill does not exceed the allowance.
- b. If an advance is received, proper accounting of the advance must be made within 60 days of receipt and any amount not accounted for must be returned.
- c. Every effort should be made to submit all receipts for advances and reimbursement claims before Christmas and all expenses requests must be submitted by December 31st each year to be paid from that year's budget.

3. Travel and Conferences

All out of town travel and all conference attendance and fees must be preapproved by the **Rector / Vicar**. The per diem rate when out of town is to be determined by the GSA (General Services Administration) [Domestic Per Diem Rates](#) for the city in which the business or conference takes place; partial days' maximum reimbursement is 75% of a full day.

4. Volunteers

Reimbursement is authorized for reasonable and necessary expenses incurred by authorized volunteers in carrying out the business of the Congregation as may be assigned. Mileage, airfare, taxis, ferry fares, shuttles, public carriers, tolls, parking fees, meals, lodging, or miscellaneous are all illustrative of reasonable and necessary expenses. All volunteers shall be reimbursed for mileage at the rate per mile authorized by the IRS driven in service of charitable organizations. Reimbursements shall be paid upon presentation of receipts and signed authorization of the **Rector / Vicar**.

5. Annual Review of Expenses

Each year the Treasurer will review all reimbursement vouchers.

ELECTRONIC COMMUNICATIONS

Access to Congregation electronic communications systems is provided in conjunction with the congregation's business and staff job responsibilities. Staff use of these systems, including but not limited to email and the Internet is subject to these policies and procedures. Congregation communications systems may also be made available to individuals who are not staff (e.g. consultants, vendors, committee members, volunteers, etc.). Use of these systems by such persons is also subject to these policies and procedures.

1. Email Policies and Procedures

Email is fast and convenient and, when properly used, supports the business and pastoral activities of the Congregation. Misuse of email, however, can have serious legal consequences potentially putting the Congregation and/or its staff at risk. Misuse, intended or not, creates liabilities that are an area of genuine concern to those responsible for the maintenance of the congregation's legal integrity. It is, therefore, the intent of the Congregation to minimize such liabilities by providing staff with the following policies.

Policies

- a. Email communications should be job-related, to the point and professional in tone. Exercise sound judgment and common sense when distributing email messages. Use extreme caution to ensure that the correct email address is used for the intended recipient(s). Personal use is discouraged but is allowed on an occasional and limited basis. *See Personal Use below.*
- b. All communications and information transmitted, received, or stored in congregation computer systems belongs to the Congregation and may be monitored. Please be aware that staff should have no expectation of privacy. Do not treat email as confidential or private.
- c. Email shall **NOT** be used for transmission of information that promotes or transacts any of the following:
 - 1) Unauthorized use of a user ID to send, receive or read email.
 - 2) Unauthorized use of congregation email by non-congregation personnel.
 - 3) Unauthorized alteration of email.
 - 4) Discrimination on the basis of race, creed, color, gender, religion, age, disability or sexual orientation or gender identity.
 - 5) Sexual harassment.
 - 6) Copyright infringement.
 - 7) Email may be forwarded to a more appropriate recipient with an explanation both to the new recipient and to the sender. Sending to a large group is discouraged without authorization of the sender.
 - 8) Unauthorized access to confidential or restricted information or breaching congregation confidentiality.
 - 9) Participation or intervention in any political campaign on behalf of or in opposition to any candidate for public office.
 - 10) Conducting personal business.
 - 11) Personal positions or agenda not associated with one's position as an employee of the Congregation.

Recommended

- d. Any unlawful or inappropriate activity.
- e. The email system is the property of the Congregation. Employees using the congregation email system must adhere to this policy and its accompanying procedures. **NOTE:** These policies and procedures apply to all email systems made available by the Congregation including but not limited to desktop and laptop computers and all wireless mobile devices such as cell phones, Smart phone, tablets, iPads, etc.
- f. The following disclaimer should be included on all Congregation email:
**Disclaimer: This message is intended for the sole use of the individual and entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended addressee, nor authorized to receive for the intended addressee, you are hereby notified that you may not use, copy, disclose or distribute to anyone the message or any information contained in the message. If you have received this message in error, please immediately advise the sender by reply email and delete the message. Thank you very much.*

Personal Use

Though personal use of congregation computer systems – including email and the Internet – is discouraged, the Congregation recognizes that an occasion might arise when it is necessary for an employee to use or access these systems for personal reasons. Therefore, such personal use will be allowed on an occasional and limited basis subject to the criteria listed below:

- 1. Use is brief and occurs infrequently.
- 2. Use does not interfere with the performance of the employee’s official duties.
- 3. Use does not interfere with or disrupt the work of other employees.
- 4. Use does not compromise the security or integrity of computer systems.
- 5. Use does not violate any of the other provisions of the Congregation email and Internet policy.

2. Internet Policies and Procedures

Having access to the information and resources available on the Internet enhances our ability to do our jobs and provide services to our communicants. However, while most Internet use serves legitimate business and professional purposes, the potential for abuse exists. Such abuse infringes on staff productivity and may also create legal risks and liabilities. It is, therefore, the intent of the Congregation to minimize such liabilities by providing staff with a policy governing Internet use.

- a. Internet searches should be job-related and support business or professional activities. Staff shall not “browse the web” on diocesan time, create personal web pages, or otherwise use diocesan facilities to access the Internet for any inappropriate or illegal activity or for reasons unrelated to congregation business and staff job responsibilities except as noted under Personal Use above.
- b. Internet use may be monitored. *Please be aware that staff should have no expectation of privacy. Do not treat Internet use as confidential or private.*

SOCIAL MEDIA GUIDELINES & BEST PRACTICES

Social media can be defined as: *Tools that allow the sharing of information and creation of communities through online networks of people.*¹ Among the most well-known social media applications are Facebook (social networking), Twitter (micro-blogging), YouTube (video sharing), LinkedIn (professional networking) and Instagram (image sharing). However, these are only a few of the better known among a myriad of web sites, blogs, wikis, etc. The many possibilities presented by social media come with a few risks attached – and identifying, addressing and managing these risks is the purpose of this policy.

Best Practices:

1. Project a positive and professional image: Posts on social media sites should project a positive image by being professional in tone and in good taste.
2. Be respectful: Always be fair and courteous to fellow employees, volunteers, and others who work on behalf of the Congregation.
3. Acknowledge who you are: If you are representing the Congregation when posting on a social media platform, acknowledge this. If you are not representing the Congregation, (on your own blog, web site, etc.) acknowledge this as well and make it clear that the views being expressed are your own with a disclaimer. **Sample Disclaimer:** *"The views expressed on this (blog, Web site, etc.) are mine alone and do not necessarily reflect the views of the Congregation."*
4. Maintain interactive transparency – interactions with minors (anyone under the age of 18):
 - a. **Do not submit or respond to ‘friend’ requests to or from minors from personal profiles.** Adult employees or volunteers who want to connect via a social networking website with minors as part of their job responsibilities will set up a public social network page for the program which minors may join and through which staff, volunteers and youth may communicate. Minors requesting to “friend” an adult employee can then be invited to communicate through this public page to which at least two other adult employees will have full access. Social networking pages for minors will be open to parents of all minors involved.
 - b. Any material on any site (whether affiliated with the congregation or not) that raises suspicion that a child has been or will be abused/neglected/exploited should be immediately reported to the appropriate congregation and civil authorities. If the material is on a congregation-affiliated site, that material will be documented and then removed from the site after consultation with the appropriate authorities.
5. Protect confidential and private information: Do not post any confidential, private, or restricted information.
6. Respect copyright and fair use: When posting, be mindful of the copyright and intellectual property rights of others and of the congregation. NOTE: For copyright law go to: <http://www.lawsitesblog.com/2009/10/social-media-copyright-quiz.html>
7. Terms of Service: Obey the Terms of Service of any social media platform employed.
8. Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched.

Recommended

<p>9. In addition to those practices stated above, use of Social Media on behalf of the Congregation shall NOT be used for transmission of information that promotes or transacts any of the following:</p> <ol style="list-style-type: none"> a. Discrimination on the basis of race, creed, color, gender, religion, age, disability, sexual orientation or gender identity. b. Sexual harassment. c. Participation or intervention in any political campaign on behalf of or in opposition to any candidate for public office. d. Personal positions or agenda not associated with one’s position as an employee of the congregation. e. Any unlawful or inappropriate activity. 	
<p><u>TELECOMMUTING / TELEWORK</u> Telecommuting (also known as Telework) is an arrangement where an employee works from home or from another location away from the normal workplace. The following apply to this arrangement:</p> <ol style="list-style-type: none"> 1. Approval of requests rests with the Rector / Vicar. 2. All / Only exempt employees are eligible for telework arrangements. 3. Not all positions are appropriate for telework; telework is not appropriate for every individual. 4. Telework is not a substitute for childcare. 5. Monday through Friday, 10 am-2 pm are established as Core/Crossover Work Hours when all employees regularly scheduled to work on these days will be available either in the office or by phone/email/video. 6. All employees are expected to be present in person for monthly staff meetings, annual retreats, and training events. 7. There are two general types of telework arrangements: <ol style="list-style-type: none"> a. Regular telework in which a maximum of 40% of an employees’ work time may be completed by telework. b. Occasional telework approved on a case-by-case basis and not regularly scheduled, which may be used when an employee has a personal need at home, such as meeting a service technician; has a temporary workplace disruption, such as office remodeling or inclement weather; or needs to devote concentrated effort to a project. 	<p>Optional</p>
<p><u>EMPLOYMENT OF RELATIVES</u> Family members may not have supervisory responsibility for another family member or be employed in positions where a family relationship would create a conflict of interest, appearance of conflict of interest, appearance of improper influence or favor, confidentiality, or audit problem. This includes the placement of volunteers in high-level, long-term volunteer positions. The term family member is defined as mother, father, wife, husband, partner, child, grandchild, sister, brother, grandparent, stepmother, stepfather, stepchild, in-law, aunt, uncle, or cousin. This policy will also apply to those individuals between whom a “significant other” relationship exists.</p>	<p>Required</p>

<p><u>RETIREMENT</u></p> <ol style="list-style-type: none"> 1. Normal retirement age for employees is 65. Early retirement may be taken at age 59½. Employees who retire before they are eligible for Medicare are responsible for payment of health insurance premiums. 2. Clergy retirement benefits are provided through a defined benefit plan through the Church Pension Fund. 3. The lay employees’ pension plan is a deferred contribution plan. Retirement benefits are provided by the contributions made to the 403(b) plan. <ol style="list-style-type: none"> a. The plan has two parts: 1) a congregation contribution of 5%, and 2) a voluntary personal contribution, of which a portion, currently %, is matched by the Congregation. b. Voluntary contributions are made from employee’s pre-tax income, so that income taxes are deferred on the contribution until the monies are withdrawn. c. Employees become eligible to participate in this plan as of date of employment. d. Information on the choice of plans available may be obtained from the Name or Office. 	<p>Required</p>
<p><u>TERMINATION</u></p> <p>Employment is considered to be “employment at will” for both the employer and the employee. This means that the employer reserves the right to terminate the employment of any employee at any time, with or without reason, or, with or without notice. It also means that any employee is free to resign at any time, with or without reason, or, with or without notice. No representative of the Congregation, other than the Rector / Vicar, in writing, has any authority to enter into any agreement contrary to the above. Termination may be either voluntary or involuntary. Examples of involuntary termination include:</p> <ol style="list-style-type: none"> 1. Layoff: Layoffs occur as a result of a reduction in budget, change in structure or changes in needs. Generally, employees will be given at least 20 working days’ notice if they are being laid off. Reasonable time off with pay during normal work hours may be taken to conduct a job search. In situations where a selection needs to be made between individuals occupying substantially similar positions, the decision will be made based on job performance. 2. Employee Conduct: The following is a nonexclusive list of actions which are considered grounds for termination: <ol style="list-style-type: none"> a. Incompetence, inability or uncorrected inefficiency in performance of job. b. Discovery of misrepresentation of a fact during hiring process. c. Use of alcohol or drugs affecting work performance or violation of the Drug & Alcohol Free Workplace policy. d. Sexual, physical or verbal harassment during the performance of congregation and/or diocesan business. e. Abuse of sick leave. f. Refusal to carry out assigned directions within job duties. g. Conviction of a felony. 3. The following disciplinary schedule will generally be followed before termination. The Congregation, however, reserves the right to deviate from these procedures on a case by case basis. <ol style="list-style-type: none"> a. Oral warning to communicate expectations from supervisor. 	<p>Required</p>

b. Written warning.

This policy and process does not change the at will employment relationship that exists between the Congregation and its employees. In case of discharge for cause, two weeks' notice of termination or two weeks' severance pay will normally be given unless the grounds for discharge are serious misconduct warranting immediate dismissal.

Congregation Name

Acknowledgement

Required

This is to acknowledge that I have received a copy of the Personnel Handbook of the Congregation Name.

I realize that I am responsible for reading this document and will maintain it with any changes, additions or deletions which may from time to time be distributed by the congregation.

I acknowledge this Handbook sets forth current policies and does not constitute an employment contract.

_____ Employee Signature

_____ Date

_____ Employee Printed Name