



**SAINT MARK
UNITED METHODIST CHURCH
PERSONNEL MANUAL**

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SECTION 1000. INTRODUCTION

Section 1001. Welcome to Saint Mark

We are happy that you have chosen to become a member of the Saint Mark United Methodist Church family. Saint Mark has a long and proud history of ministry to this community and most importantly to the work of the Kingdom of God. Our ministry is felt by men, women, and children throughout the world. Without the continued loyal and dedicated service of its staff, Saint Mark could not fulfill its calling. Your commitment to your ministry in this congregation will make a difference in many lives.

Section 1002. You Are an Important Part of the Family

St. Paul, in his letters to the early Christian fellowship, emphasized the importance of recognizing and using the variety of gifts and talents God has given people to do His work. “Now there are different kinds of spiritual gifts, but the same spirit gives them. There are different ways of serving, but the same Lord is served. Working in all sorts of different ways and different people, it is the same God who is working in all of them.” (I Corinthians 12: 4-6)

The very fact that you are employed here means that your position is of value. Each position is important in making the organization function. Your talents are needed and respected. Your duties are important and should be performed effectively, efficiently, and spiritually so that the “body” – the organization as a whole – will function well. As a part of the Body of Christ, we share a common mission and pray that the Holy Spirit will enable us to share together in accomplishing that mission in the Spirit of Christ.

Section 1003. Saint Mark Personnel Manual

The Book of Discipline of the United Methodist Church states that the Staff-Parish Relations Committee (SPRC) shall recommend to the Church Council written policies and procedures for staff personnel who are not subject to the appointment by the bishop.

This Manual describes the personnel policies and procedures of Saint Mark United Methodist Church (“Saint Mark”), your employer. The Manual is to inform you of our policies only and is not a contract of employment, either expressed or implied. It is important that each staff member and minister be familiar with, and adheres to, the policies and procedures set out herein. This Manual **does not** represent the policies and procedures for the K.I.D.S. and Kindergarten programs as they have their own handbooks.

The SPRC of Saint Mark, subject to approval by the Church Council, reserves the right to change these benefits, policies, practices and procedures, according to the needs of the church and its employees. When changes occur, you will be notified, in writing, as soon as possible. The Manual will be amended from time to time to reflect changes and updates. Each change will be dated and the current official copy will be maintained in the church office.

SECTION 2000. SELECTION AND PLACEMENT

Section 2001. Equal Employment Opportunity

Saint Mark provides equal employment opportunities (EEO) to all employees and applicants for employment in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, transfer, leaves of absence, compensation, and training.

Section 2002. Procedures and Expectations for Employment

- A. It is the sole responsibility of the SPRC, acting upon behalf of the Church Council, to hire capable and competent employees for employment positions. In fulfillment of this responsibility, the SPRC seeks to hire the best person who:
1. Shares a common commitment to the Mission of Saint Mark;
 2. Best fits the qualifications of the position and the needs of Saint Mark;
 3. Possesses the highest ethical standards;
 4. Is honest with self and others;
 5. Is loyal to the best interest of Saint Mark and to the people it serves;
 6. Is committed to the concept of team work;
 7. Is efficient and reliable;
 8. Is courteous to the feelings and opinions of others;
 9. Can maintain the confidentiality of Saint Mark's business; and,
 10. Successfully passes pre-employment background checks including a criminal background investigation and verification of personal and employment references.
- B. Open positions may be filled from within Saint Mark. Employees will be considered for promotion and advancement on the basis of their qualifications, ability and performance.
- C. When it is necessary, outside recruitment will be undertaken in order to fill open positions with the best qualified candidates.

SECTION 2000.

SELECTION AND PLACEMENT

Section 2003. 90 – Day Probationary Period

After employment begins, the new employee will be in a probationary status for the first ninety (90) days, unless otherwise indicated. During this time, the employee will learn more about Saint Mark, their job responsibilities, and Saint Mark's policies and procedures. Also, Saint Mark will have the opportunity to learn about the employee, and whether the employee has been assigned to a job to which they are best suited and satisfied.

It must be understood that at any time during the probationary period an employee or Saint Mark can terminate the employment relationship.

Section 2004. Period of Employment – Indefinite Term/At-Will Employment

All employees, with the exception of those appointed by the bishop, are employed for an indefinite term. Alabama is an at-will employment state that defines an employment relationship in which the employee or Saint Mark can terminate the relationship at any time, with or without cause.

Section 2005. Employment of Relatives

Normally, because of the possibility that actual or potential conflicts of interest may arise when relatives are employed, Saint Mark does not permit the employment of relatives (spouse, children, parents, step-parents, grandparents or siblings) of any church staff employees. Exceptions may be considered by the SPRC.

Section 2006. Employment of Minors

The employment of minors by Saint Mark will follow any and all Safe Sanctuary, federal and state guidelines.

Section 2007. References

The SPRC will check an applicant's past employment history and personal references. If an applicant falsifies an application, he/she will not be considered for employment. Also, if it is learned that a current employee falsified an application, he/she will be considered for termination.

Section 2008. Nametag Identification

Soon after employment, an employee will be given a nametag. This badge should be worn if your job duties put you in contact with visitors or non-members. Wearing a nametag is a courtesy to visitors or non-members as it helps them identify people affiliated with Saint Mark that they can contact for information or questions. If a nametag is lost, please report the loss to the Church Secretary. An employee must return the nametag upon leaving Saint Mark employment.

Section 2009. Employee Classifications

Full-time Salaried: An employee who regularly works thirty (30) to forty (40) hours or more each week. The employee may be exempt or non-exempt. This employee is eligible for full participation in benefit programs.

Section 2009. Employee Classifications (continued)

Full-time Hourly: An employee who regularly works thirty (30) to forty (40) hours each week and is paid for the hours worked. The employee is non-exempt. This employee is eligible for full participation in benefit programs.

Part-time Salaried: An employee in an established position with a regular schedule of less than thirty (30) hours of work per week. The employee may be exempt or non-exempt. A Part-time salaried employee is eligible for all benefit programs.

Part-time Hourly: An employee in an established position with a variable schedule of less than thirty (30) hours of work per week and is paid for the hours worked. The employee is non-exempt. A Part-time hourly employee is not eligible for all benefit programs, but is eligible for worker's compensation benefits.

Temporary: Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. Temporary employees have a defined employment period that includes a beginning employment date and an ending employment date. They are limited to 1000 regular hours per fiscal year. Participation in benefit programs is limited to eligibility for worker's compensation benefits.

Section 2010. Employee Categories

A non-exempt employee is one whose position, by virtue of the type of work performed, is not exempt from the hours of work and overtime provisions of the Fair Labor Standards Act (FLSA).

An exempt employee is one whose position is exempt from FLSA provisions and does not receive monetary compensation for overtime.

A regular employee is one who has completed their probationary period, whether Full-Time, Full-Time Reduced Hours, Part-Time, exempt or non-exempt.

Section 2011. Americans with Disabilities Amendments Act (ADA)

The Americans with Disabilities Amendments Act prohibits employers from discriminating against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensations, training or other terms, conditions and privileges of employment.

It also provides, when needed, reasonable accommodations to employees who request the same to perform their job at Saint Mark. Saint Mark will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of their job unless doing so causes a direct threat to these individuals or the rest in the workplace or would cause an undue hardship.

If you believe you may need a reasonable accommodation please contact your supervisor so Saint Mark can work with you in finding a reasonable accommodation, if possible.

SECTION 3000.

TRAINING AND DEVELOPMENT

Section 3001. Job Descriptions

Each employment position within Saint Mark has a job description which provides for an outline of the following job elements:

1. Purpose of position;
2. Essential duties and responsibilities;
3. Educational requirements; and,
4. Experience requirements.

It is the purpose of the job description to establish an expected level of execution and accomplishment for each of the above elements. It is the intent of the SPRC to review each job description periodically, in order to keep it current with the day-to-day work activities that the position is required to perform. Each staff member should receive a copy of their job description at the time of hire as well as an updated job description after any changes have been made and approved by the SPRC.

Section 3002. Career Development

Continuing education is encouraged. An employee should check with the SPRC Chair to determine if eligible for such benefits and the rate of reimbursement. Professional Organization fees will be considered on a case by case basis.

Section 3003. Assessment of Progress

It is important for an employee to know how they are doing in their job as evaluated by their supervisor and others directly related to the employee's work. Regular feedback is critical to continued improvement and excellent performance.

Staff members are to work with their supervisor and report progress on achieving their objectives and goals on a regular basis. Each employee is to review the duties/responsibilities from their job description and "assess accomplishment" as well as progress against annual goals. Where budget accountability is involved, the employee should assess expenses to budget at least quarterly.

The Assessment of Progress, after review by the supervisor, should be sent to the SPRC Chair. Deadlines for assessments will be given annually to staff.

Section 3004. Employee Evaluation

A. Staff Reviews

1. A progress review is intended to provide a periodic means of appraising job execution and accomplishments for each employee.

All written evaluations will be based on an employee's overall execution and accomplishments in relation to job responsibilities as well as the job description. It will also take into account the employee's conduct and demeanor as well as other criteria discussed in the Section 2002. Procedures and Expectations for Employment.

In addition to regular evaluations described above, special written evaluations may be conducted by an employee's supervisor at any time to advise the employee of the existence of job performance and/or disciplinary problems.

SECTION 3000. TRAINING AND DEVELOPMENT

Section 3004. Employee Evaluation (continued)

2. Scheduled Review Dates

- a. Probationary Period of Employment – The initial employee evaluation will occur approximately two weeks before the end of the 90-Day Probationary Period and will cover the staff person’s performance during the period. The completed 90 – Day Evaluation form will be sent to the Senior Minister for inclusion in the employee’s personnel file.

If the performance is satisfactory, the probationary period will end, although the staff person will continue to be an “at will” employee. No implied contract shall result from an employee satisfying the probationary period. If performance is not satisfactory, the probationary period may be extended or the staff person may be released.

- b. Annual Review – By October 31 of each year, every staff person will be evaluated utilizing the current Employee Annual Appraisal form. The SPRC (or designate) will review all appraisals prior to the appraisals being placed in each employee’s personnel file.

B. Clergy Reviews

1. Appointed Clergy Reviews - Ministers appointed to Saint Mark by the bishop will develop their annual goals, the means to achieve and measure these goals, and submit them to the SPRC for approval. An annual review will be conducted by the SPRC in conjunction with the annual requirements of the District Superintendent for appointed clergy.
2. Non-Appointed Clergy Reviews – Ministers employed by Saint Mark who are not appointed by the bishop will have their reviews conducted by the Senior Minister.

Section 4000.

BENEFITS AND SERVICES

Section 4001. Paid Holidays.

By October 31 of each year, the office staff and Senior Minister should agree upon the holiday schedule for the coming year based on the needs of the church and submit the requested holiday schedule to SPRC for final approval. Once approved, the yearly holiday schedule will be sent to all staff members by the Church Secretary. A copy of the holiday schedule will be retained in the church office as well.

Section 4002. Vacation

A. Staff

Saint Mark recognizes the importance of time off. Where possible, this time should be scheduled in advance and coordinated with the employee's supervisor.

Full-time exempt and non-exempt and part-time salaried employees are eligible for vacation as follows:

- Probation Period (1st 90 days): 0
- 6 months of service: 1 work week
- 1-4 years of service: 2 work weeks
- 5-9 years of service: 3 work weeks
- 10 years of service and above: 4 work weeks

Vacation time cannot be taken in increments smaller than 1/2 day.

Time credited on January 1 of any year, but not used during that year, will be forfeited as of December 31 of the year credited, and does not carry over into the next calendar year. Any credited time is forfeited and will not be paid in an employee's final paycheck regardless of whether the termination is voluntary or involuntary.

B. Clergy

Clergy appointed to Saint Mark by the bishop have their vacation defined by the North Alabama Conference and documented in the North Alabama Journal.

Section 4003. Sick Days

Each full-time salaried, full-time hourly and part-time salaried employee shall receive one (1) work day of paid sick leave for each month of service until maximum of 30 work days have been accumulated. Employees already in service at the time of this policy adoption will begin with paid sick days based on their years of service, up to the 30-work day maximum. Sick leave can carry over from one year to the next.

You may take sick leave for your own illness or bodily injury not incurred on the job, to care for a sick spouse, child, grandchild, parent, grandparent, parent-in-law, sibling, daughter-in-law, son-in-law, or a person to whom a strong personal tie exists; or for the death of one of those persons. Sick days may not be used as vacation.

Section 4004. Jury Duty/Witness Duty Leave

A salaried employee who is summoned to jury duty will continue to receive their pay during jury duty and is also permitted to retain the allowance received from the Court for such services. All salaried employees are allowed paid time off if summoned to appear in Court as a witness. To qualify for jury or witness duty leave an employee must submit to their supervisor a copy of the summons as soon as it is received.

Section 4005. Leave of Absences**A. Medical Leave:**

- 1) Unpaid Medical Leave of Absence (including maternity/paternity) may be requested by full-time employees. If an employee expects to be absent for more than five (5) consecutive work days as a result of an illness, injury, pregnancy or disability, a written request must be submitted for medical leave to their Supervisor as far in advance of the anticipated leave date as practicable. If the absence is due to an emergency, the employee or a member of the employee's immediate family must inform their Supervisor as soon as possible. This should be followed up with a written request, normally submitted within three (3) days of the beginning of a leave and accompanied by appropriate medical certification from the employee's physician, indicating the employee is unable to work and the projected date of the employee being able to return to work.

If the leave request is granted, the employee is required to provide Saint Mark with additional physician's statements at least once every thirty (30) days attesting to the employee's continued condition and inability to work. Maximum days allowed will be a reasonable time discussed with the employee in conjunction with Saint Mark's needs.

Before being permitted to return from medical leave, an employee is required to present Saint Mark with a letter from their physician indicating that employee is capable of returning work and performing the essential functions of his/her position, with or without reasonable accommodation.

Unless applicable federal, state or local law requires otherwise, reinstatement cannot be guaranteed to any employee returning from medical leave. Employees will be notified by their Supervisor / SPRC regarding any such right to reinstatement prior to the commencement of an employee's leave. Saint Mark endeavors, however, to place employees returning from their leave in their former position or positions comparable in status and pay, subject to budgetary restrictions, the need to fill vacancies, and the ability to find qualified temporary replacement.

2. Pregnancy Leave of Absence: If an employee seeks to take leave due the birth or adoption of a child, and desires to be paid for the leave, he or she must use any accrued sick and vacation days. The maximum amount of leave provided is 30 work days, unless special circumstances arise.

Section 4005. Leave of Absences (continued)**B. Military Leave**

1. Policy: Saint Mark will comply with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and applicable Alabama laws pertaining to military leave. As the laws change, or as interpretations of the laws change, military leave benefits for Saint Mark employees may change accordingly. No attempt is made in this policy to cover all possible situations and circumstances that may arise when an employee is ordered to active duty. Therefore, as military leave situations arise, employees should consult with their supervisor for current and complete details regarding their military leave rights as a Saint Mark employee and should make sure the Church Financial Manager is contacted regarding any benefits issues.
2. Eligibility: In accordance with USERRA and Alabama Code § 31-12-2 (2002), Saint Mark's employees who perform service in the uniformed services (as defined by USERRA) are entitled to a military leave of absence from their employment, subject to the limitations and restrictions set forth in federal and state laws. Upon receiving an assignment for military service, employees should promptly provide notice to their supervisor prior to going on military duty, unless precluded by military necessity.
3. Compensation: Except as provided below, eligible Saint Mark employees who perform service in the uniformed services (as defined by USERRA) will be placed on unpaid military status for all days that they are engaged in such military service. Affected employees are not required to use annual leave in lieu of paid or unpaid military leave, however, they may elect to use accrued annual leave at their discretion.
 - a. Compensation for 168 working hours per calendar year for federal military leave. Saint Mark employees eligible for Military Leave of Absence who are active members of the Alabama National Guard or of any other reserve component of the Armed Forces of the United States will receive, pursuant to Alabama Code § 31-2-13 (1995), up to 168 hours of paid military leave per calendar year for performance of military duty. This military duty includes drills, annual training, or military schools. It is not necessary for employees who are still on military leave to return to work for Saint Mark in order to receive 168 hours of paid military leave for the calendar year subsequent to being placed on military leave. Once the 168 hours of paid military leave is exhausted, an employee may use other leave available, such as accrued annual leave.

Section 4005. Leave of Absences (continued)**B. Military Leave (continued)**

- b. Compensation for 168 hours at any one time called to active service by the Governor. In addition to the 168 hours per calendar year mentioned in Section (a) above, if these particular employees are called into active service of the state of Alabama by the Governor (typically in times of natural disaster), they will receive, pursuant to Alabama Code § 31-2-13 (1995) an additional 168 hours of paid military leave at any one time while called by the Governor to duty in the active service of the state.
 - c. Salary differential for employees activated during war on terrorism. If the military base pay of an employee called into active service for the war on terrorism is less than the salary he or she would have continued to receive if not called to active service, he or she may receive a salary differential (pursuant to Alabama Code § 31-12-2 (2002)) that is equal to the difference between the lower active military base pay and the higher public salary.
 4. Health Insurance: Per USERRA, Saint Mark will at a minimum, maintain health benefits and other benefits for the first 30 days of military leave as if the employee was actively employed. Employees on military leave of absence will be entitled to participate in any rights and benefits not based on seniority that are available to employees on non-military leaves of absence. Consequently, for the first 12 weeks of an approved military leave, upon request from the employee, Saint Mark will continue health benefits and other benefits as if the employee was actively employed. After the initial 12-week period, employees on military leave may continue their benefits, similar to COBRA, for a period up to 18 months. The employee must pay his or her portion of any benefit(s) premiums in order to keep benefits active. If the employee does not return to work at the end of the military leave, the employee may be required to reimburse Saint Mark for the cost of benefits premiums paid by Saint Mark for maintaining applicable coverage.

Any Saint Mark employee called into active service in any armed forces of the United States during the war on terrorism, which commenced in September 2001, and who receives a salary differential under Alabama Code § 31-12-5 (2002), to continue with his/her individual family coverage under Saint Mark's health insurance plan for the duration of the time he or she receives the salary differential. Premiums for family coverage shall be the amount in effect at the time for an active employee with family coverage.

Section 4005. Leave of Absences (continued)

C. Personal Leave: Unpaid personal leave of absence for a period of up to thirty (30) days may be requested by full-time employees who have completed three months of continuous service. An employee must request personal leave in writing at least two weeks prior to the time such a leave is to commence. If the personal leave request is necessitated by an emergency, the employee or a member of the employee's immediate family must notify their Supervisor as soon as possible. This should be followed up with a written explanation of the nature of the leave and the expected length of absence. In such emergency situations, the written explanation must normally be submitted within three (3) days of the beginning of the leave.

Personal leave may be granted for justifiable reasons (e.g., child care or to care for an ill family member) at Saint Mark's sole discretion, provided the leave does not seriously disrupt operations. Personal leaves are not granted until all accrued unused vacation and sick days have been exhausted.

Reinstatement cannot be guaranteed to employees returning from personal leaves. However, Saint Mark endeavors to place employees returning from personal leave in their former position or positions comparable in status and pay, subject to budgetary restrictions, the need to fill vacancies, and the ability to find qualified temporary replacements.

Section 4006. Overtime Pay

- A. Exempt employees work in occupations defined as executive, administrative, professional, outside sales or special occupations as defined in the Fair Labor Standards Act. They are paid according to their duties and responsibilities and are expected to work the number of hours their job requires. They do not normally receive overtime pay.
- B. Non-exempt employees work in occupations which do not fall within exempt categories and must be paid time and one-half their regular hourly rate for time worked over forty (40) hours in the regular work week. The regular work week begins on Sundays and ends on Saturdays.

Overtime work may be required from time to time in an emergency or as dictated by the nature of the work. When overtime is scheduled, employees are expected to work the scheduled time. Overtime pay may not be scheduled unless it is approved in advance from the employee's supervisor.

An employee who is scheduled to work on a paid holiday will be given pay for the day plus holiday pay (at the regular rate).

In computing overtime, only actual hours worked will be counted. Accordingly, the following will not be credited as hours worked for computing overtime: paid time off (PTO), personal time off, holidays, jury duty, bereavement leave and the like.

Section 4000.

BENEFITS AND SERVICES

Section 4007. Regular Pay Procedures

All employees are normally paid by check or direct deposit either monthly or bi-monthly (only 24 pay periods per year). All employees are encouraged to use Direct Deposit.

All required federal, state, and local deductions will be withdrawn automatically from the employee's paycheck. Employees should review their pay stub for errors and report any discrepancies immediately to the Church Financial Manager.

In the event a paycheck is lost or stolen, please notify the Church Financial Manager. If an employee has a habitual loss of paychecks, then the employee will be responsible for any expense associated with issuing a replacement check.

Section 4008. Salaries and Wages

- A. Saint Mark depends on charitable contributions to meet its expenses. The wage and salary budget must reflect the realities of Saint Mark's financial structure.

- B. SPRC has the responsibility to propose the salary structure, determine individual salaries, review all salaries, and make such recommendations to the Church Council in consultation with the Committee on Finance. This policy applies to the salaries of all full-time and part-time staff persons.

Salary compensation levels shall be made, though not exclusively, using the following criteria:

- Current financial condition of the Church;
- Performance of the employee;
- Current pay in other churches for similar work;
- Current pay outside the churches for similar work;
- Job responsibility;
- Training and education;
- Cost of living; and
- Amount of time worked.

Section 4009. Social Security (FICA) Withholding Tax and Other Taxes

A. Social Security

All lay employees are covered by the Federal Old Age and Survivors Act to provide protection offered by Social Security. Social Security tax is paid half by the employee and half by Saint Mark. The percentage of salary deduction and the maximum amount of salary subject to taxation will vary depending upon federal legislation.

Clergy pay the total cost of Social Security coverage as "self-employed" persons for Social Security purposes. Employees are urged to check the accuracy of their account with the Federal Social Security Administration at least once every three years.

Section 4009. Social Security (FICA) Withholding Tax and Other Taxes (continued)

B. Other Taxes

All employees are required to file a withholding allowance certificate (W-4 and A-3 forms) with the Church Financial Manager. Federal, state and local income taxes will be withheld from wages at a rate corresponding to the number of allowances claimed. If an employee wishes to change the number of withholdings, he or she must complete a new form, available from the Church Financial Manager.

Saint Mark complies with all federal, state and local employment laws, as required for a religious institution.

Section 5001. Hours of Work and Office Hours

What is work time? All time spent performing activities which are job-related is potentially "work time." This includes the your regular "on the clock" work time, plus "off the clock" time spent performing job-related activities. Hours where an employee is not working do not count as work time, even if the employee is paid for them. For example, leave time (paid time off such as vacation, holiday, and sick time) and meal time are not considered as work time. In addition to leave time and meal periods, other potential "time not worked" may include some travel time, and sleep time.

Definitions from the Department of Labor related to hours of work as it applies to non-exempt employees:

- The ***workweek*** ordinarily includes all time during which an employee is necessarily required to be on the employer's premises, on duty or at a prescribed work place.
- "***Workday***", in general, means the period between the time on any particular day when such employee commences his/her "principal activity" and the time on that day at which he/she ceases such principal activity or activities. The workday may therefore be longer than the employee's scheduled shift, hours, tour of duty, or production line time.
- ***On-Call Time:*** An employee who is required to remain on call on the employer's premises is working while "on call." An employee who is required to remain on call at home, or who is allowed to leave a message where he/she can be reached, is not working (in most cases) while on call. Additional constraints on the employee's freedom could require this time to be compensated.
- ***Rest and Meal Periods:*** Rest periods of short duration, usually 20 minutes or less, are common in industry (and promote the efficiency of the employee) and are customarily paid for as working time. These short periods must be counted as hours worked. Unauthorized extensions of authorized work breaks need not be counted as hours worked when the employer has expressly and unambiguously communicated to the employee that the authorized break may only last for a specific length of time, that any extension of the break is contrary to the employer's rules, and any extension of the break will be punished. Bona fide meal periods (typically 30 minutes or more) generally need not be compensated as work time. The employee must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if he/she is required to perform any duties, whether active or inactive, while eating.
- ***Sleeping time and other activities:*** An employee who is required to be on duty for less than 24 hours is working even though he/she is permitted to sleep or engage in other personal activities when not busy. An employee required to be on duty for 24 hours or more may agree with the employer to exclude from hours worked bona fide regularly scheduled sleeping periods of not more than 8 hours, provided adequate sleeping facilities are furnished by the employer and the employee can usually enjoy an uninterrupted night's sleep. No reduction is permitted unless at least 5 hours of sleep is taken.
- ***Lectures, Meetings and Training Programs:*** Attendance at lectures, meetings, training programs and similar activities need not be counted as working time only if four criteria are met, namely: it is outside normal hours, it is voluntary, not job related, and no other work is concurrently performed.
- ***Travel Time:*** The principles which apply in determining whether time spent in travel is compensable time depends upon the kind of travel involved.

- ***Home to Work Travel:*** An employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is not work time.
- ***Home to Work on a Special One Day Assignment in Another City:*** An employee who regularly works at a fixed location in one city is given a special one-day assignment in another city and returns home the same day. The time spent in traveling to and returning from the other city is work time, except that the employer may deduct/not count that time the employee would normally spend commuting to the regular work site.
- ***Travel That is All in a Day's Work:*** Time spent by an employee in travel as part of their principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.
- ***Travel Away from Home Community:*** Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across the employee's workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. As an enforcement policy, the DOL will not consider as work time that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

A weekly timesheet for non-exempt workers is required. The timesheet must include specific information such as full name, pay period, hours worked and overtime hours, etc. There is no particular form and there is no requirement for the employee to “clock-in and clock-out”. Timesheets can be kept on an exception basis for employees on a fixed schedule that seldom varies. The “exception” timesheet should show the daily schedule and weekly hours and merely indicate the employee followed the schedule, or record the actual number of hours worked if varies from the schedule.

The normal office hours for Saint Mark are Monday – Friday from 9:00 A.M. – 5:30 P.M. For compensation purposes, the weekly pay period shall begin on Sundays and end on Saturdays.

Depending on the nature of ministry, staff personnel may work on a daily schedule which varies from the office hours. Such a schedule must be approved by the employee’s supervisor.

Some staff persons whose work require them to be in and out of the office, must take the responsibility to inform the Church Secretary of their departure, the destination(s) and anticipated time of return.

In addition to normal work hours, salaried program and ministerial staff will be expected to attend various meetings and perform other special duties during extra-hour periods. Custodial staff will work on a schedule arranged, as necessary, to provide required services sufficient to cover Saint Mark programs.

Section 5002. Absenteeism and Tardiness

Saint Mark expects all employees to assume diligent responsibility for their attendance and promptness in accomplishing their job duties. This includes all events and activities at Saint Mark that require your personal attendance and attention, submitting reports, meeting with members of the congregation or potential new members, etc. If you cannot meet the schedule for these commitments, notify the person expecting you or your supervisor to re-schedule or provide your service through alternate means.

Section 5003. Appearance and Demeanor

Discretion in the style of dress and behavior is essential to the operations of Saint Mark. Employees are required to dress in appropriate attire and to behave in a professional, business-like manner. Employees are expected to use good judgment in their choice of work clothes and must conduct themselves in a manner that best represents the Christian beliefs of Saint Mark.

Section 5004. Change of Address

Each employee is obligated to notify Saint Mark of a change in his/her address and/or phone number. This new information should be given to the employee's supervisor and to the Church Financial Manager.

Section 5005. Confidentiality of Information

It is the policy of Saint Mark to insure that the operations, activities, business affairs, and congregational information are kept strictly confidential. Employees found to be violating the confidentiality policy are subject to immediate disciplinary action up to, and including, termination.

Section 5006. Conflict of Interest.

Employment by Saint Mark carries with it a responsibility to be constantly aware of the importance of good ethical conduct. Employees must refrain from taking part, or exercising influence, in any transaction in which their own interest may conflict with the best interest of the Saint Mark. Saint Mark recognizes and respects the individual employee's right to engage in activities outside his/her employ which in no way conflict with or reflect poorly on Saint Mark. Saint Mark reserves the right, however, to determine when an employee's activities represent a conflict with the Saint Mark's interest and to take whatever action is necessary to resolve the situation.

Section 5007. Electronic and Telephonic Communication Systems

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of Saint Mark and as such are to be used solely for job-related purposes. Saint Mark reserves the right to monitor its e-mail system in order to ensure that it is being used for appropriate purposes. Employees do not have a personal right to privacy in any matter created, received or sent from the Saint Mark e-mail. The use of any software and business equipment, including, but not limited to facsimiles, telecopiers, computers, and copy machines for personal purposes should not be abused.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with Saint Mark's mission, authorized representatives of Saint Mark may monitor the use of such equipment from time to time.

Saint Mark's current policy and guidelines on the use of e-mail in conducting business is:

- All employees should be sensitive to the fact that e-mail can create a permanent written record. Therefore, no text should be included in an e-mail message that would not be included in any other written communication.
- No hard copies of documents "not for distribution" or "internal use only" or "confidential" may be distributed via e-mail.
- Any questions about a specific item to be e-mailed should be directed to the Supervisor. (Use of Email Policy).

Employees are responsible for Saint Mark property used off campus. Saint Mark's electronic/telephonic property cannot be used for outside personal business.

As a condition of employment and continued employment, employees are required to sign an E-mail and voice-mail acknowledgement form.

Section 5008. Firearms

An employee is not allowed to bring a weapon into any church buildings or structures.

Section 5009. Use of Illegal Substances

As a part of the mission of Saint Mark, it is our policy to employ drug-free employees. For this reason, employees will be subject to random drug testing and no employee shall use intoxicating or illegal substances either while on duty or on Saint Mark's premises. Employees shall not report for work while under the influence of intoxicating substances, nor allow themselves to be relieved by a fellow employee who, to their knowledge, is under the influence of intoxicating or illegal substances. Any employee who reports to work in such a condition shall be subject to immediate termination. This policy does not apply to prescribed medications that do not affect an employee's ability to perform their job.

Section 5010. Personnel Files

Saint Mark maintains personnel files on each employee. These files contain documentation regarding all aspects of the employee's employment such as performance reviews, and disciplinary warning notices. The employee may review their personnel file on reasonable notice. If the employee is interested in reviewing their file, arrangements should be made with the Senior Minister. An employee's personnel file remains, at all times, the property of Saint Mark.

To insure the employee's personnel file is up-to-date at all times, please notify the Supervisor of any changes in the employee's name, telephone number, home address, marital status, number of dependents, and the individual to notify in case of emergency.

Section 5011. Policy Review and Revisions

All established personnel policies should be reviewed annually by the Senior Minister and the SPRC, including consideration of any recommendation submitted by any employee. The SPRC, in conjunction with the Senior Minister, should assume major responsibility for review and revision of the policies to make certain the policies are up-to-date, operative, and in compliance with all federal, state, and local laws.

Section 5012. Anti-Harassment Policy**A. POLICY:**

Title VII of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, sex, color, age, religion and national origin. The Americans with Disabilities Amendment Act (“ADAAA”) prohibits discrimination against persons with a disability, history of disability or perceived disability as defined by the Act. Harassment based on these protected categories is prohibited. This policy focuses on sexual harassment. It is Saint Mark United Methodist Church’s policy to promote a workplace free from sexual harassment. Each individual has the right to work in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. At Saint Mark United Methodist Church, sexual harassment, whether verbal, physical or environmental, is unacceptable and will not be tolerated.

B. DEFINITION:

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtation, advances or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual’s body, sexual prowess or sexual deficiencies; leering; whistling; touching; pinching; suggestive insulting, or obscene comments or gestures of a sexual nature; and display in the work place of sexually-suggestive objects or pictures.

C. GUIDELINES:

- This policy covers all employees of Saint Mark United Methodist Church. Saint Mark United Methodist Church will not tolerate, condone, or allow sexual harassment, whether engaged in by fellow employees, supervisors, managers, or by outside clients or other non-employees who conduct business with Saint Mark United Methodist Church. Saint Mark United Methodist Church encourages reporting of all incidents of sexual harassment regardless of who the offender may be.

Section 5012. Anti-Harassment Policy (continued)**C. Guidelines (continued)**

- All supervisory personnel within the agency are responsible for eliminating any and all forms of sexual harassment of which they are aware. Any management personnel who is made aware of sexual harassment and fails to take corrective action pursuant to this policy will be subject to discipline up to, and including, termination.
- While Saint Mark United Methodist Church encourages individuals, who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, Saint Mark United Methodist Church also recognizes that disparities in power and status between an alleged harasser and a target may make such a confrontation impossible. In the event that such informal, direct communication between individuals is either ineffective or impossible, the employee should follow the procedure outlined below. Saint Mark United Methodist Church will not in any way retaliate against an individual who makes a report of sexual harassment, nor will Saint Mark United Methodist Church permit any supervisor, officer, or employee to do so. Retaliation is a serious violation of this sexual harassment policy and should be reported immediately.

D. PROCEDURES

- 1) A report of an alleged violation of this policy should be made immediately to the Senior Pastor or SPRC Chairperson, or in the case of Preschool Teachers and aides they may also report any incident to the Director of the Preschool Program. (Anti-Harassment Policy)
- 2) Every person accused of harassment is given the benefit of the doubt until the investigation is complete. An investigation of the alleged harassment will be handled in a confidential manner so as to protect the privacy of the persons involved. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances. In pursuing the investigation, the Senior Pastor and/or SPRC Chairperson will seek to take the wishes of the complainant into consideration, but will thoroughly investigate the matter as appropriate under the circumstances. The alleged offender will be made aware of the report and will be given an opportunity to respond and present witnesses. The Senior Pastor and/or SPRC Chairperson will keep the complainant informed of the status of the investigation. Upon completion of the investigation of a sexual harassment complaint, the Senior Pastor and/or SPRC Chairperson will recommend to the Staff Parish Relations Committee or representative the appropriate action to be taken. If it is concluded that harassment occurred, the harasser will be subject to appropriate disciplinary action, as described below. The complainant will be informed of the disciplinary action taken.
- 3) In the event the harassment cannot be substantiated, this finding will be communicated to the complainant in an appropriately sensitive manner. The

complainant is always free to provide additional relevant evidence which may be investigated.

- 4) Employment conditions of the complainant and witnesses will in no way be adversely affected through use of this procedure, subject to paragraph 6, below.
- 5) Individuals found to have engaged in misconduct constituting sexual harassment will be disciplined up to, and including termination. Appropriate sanctions may also include written reprimand, suspension, and other measures.
- 6) If an investigation results in a finding that the complainant falsely accused another of sexual harassment knowingly or in a malicious manner, the complainant will be subject to appropriate sanctions, including the possibility of termination.
- 7) In the event that any sexual harassment complaint is filed against a Pastor of Saint Mark United Methodist Church, the complaint should be reported to the District Superintendent or Bishop of the North Alabama Conference.
- 8) The Senior Pastor, Supervisor, Staff Parish Relations Committee Chairperson, and representatives, shall keep confidential the identities of all parties involved, pending completion of the investigation.

Each employee must sign the Anti-Sexual Harassment Policy as a condition of employment.

Section 5013. Smoking

Based on the United Methodist Church's "historic tradition of high standards of personal discipline and social responsibility" and the recommendation of "total abstinence from the use of tobacco," Saint Mark is a "non-smoking" facility. All persons, including employees, are not to smoke on Saint Mark premises.

Section 5014. Inclement Weather Days

In the event of bad weather, an employee shall contact his/her supervisor by phone to determine whether or not he/she should report to work.

Section 5015. Travel Allowance

Certain positions within Saint Mark are given, at the discretion of the Church Council, travel allowances. An employee should check with the Chair of SPRC and the Senior Minister to determine eligibility for such benefit and the rate of reimbursement.

Section 6000. DISCIPLINARY AND COMPLAINT RESOLUTION PROCEDURES

Section 6001. Disciplinary Procedure

It is hoped that there will never be a disciplinary problem. It is impossible to anticipate all problems that could evolve during the employment relationship and the proper method of solving such problems. However, in general, when a disciplinary problem does occur, Saint Mark will attempt to resolve the problem in the following manner:

Unless it is a serious offense, an employee will generally first be given a verbal counseling regarding the disciplinary problem by their supervisor. If the problem continues, the employee will then be given a written warning, and then potential suspension or termination. It is hoped that by following this procedure of progressive discipline, the small problems can be resolved early rather than developing into a larger problem later.

If the disciplinary problem is of a serious nature the employee may be immediately suspended or terminated. The Senior Pastor shall report to the SPRC the offense(s) committed. The SPRC will then make the determination on the appropriate discipline to be administered. Should the employee want to discuss the discipline administered by the SPRC, the employee will be allowed to present his/her grievance at the next regularly scheduled SPRC meeting. At the sole discretion of the Chair of the SPRC, a special meeting may be called for the purposes of hearing the grievances of the employee who was suspended or terminated.

Prohibited conduct includes, but is not limited to, being dishonest, committing a fraudulent act, or breach of trust and violating any Saint Mark rule, policy, or procedure.

Section 6002. Complaint Resolution Procedure

Misunderstandings or conflicts can arise in any church. To insure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, should a situation persist that the employee believes is detrimental to the employee or to Saint Mark, the employee should immediately discuss the matter with their immediate supervisor. If the employee believes that their supervisor or Senior Minister has not resolved the situation to the employee's satisfaction, the employee should feel free to discuss the matter with the Chair of the SPRC.

Saint Mark believes strongly in communications between all employees. If a person's conduct is causing the employee a problem, find a time to speak directly with that person. Interchurch conflict is minimized if the employee discusses the conflict with the person who can solve it rather than engage in disruptive gossip.

Section 7000. LEAVING SAINT MARK

Section 7001. Types of Separation

A. Voluntary Separation occurs when the termination is initiated by the employee.

Examples of Voluntary Separation are:

1. Resignation – Employees desiring to leave their employment relationship with Saint Mark should provide at least two weeks written notice. A written letter of resignation should be given to the employee's supervisor stating the date of the resignation.
2. Retirement – Employees planning to retire should provide Saint Mark with a minimum of two months' notice to allow ample time for the processing of appropriate forms.

B. Involuntary Separation occurs when the termination of employment is initiated by Saint Mark. Examples of involuntary separation are lay off due to reduction in work force or termination for disciplinary causes.

C. Permanent and Total Disability – An employee who becomes permanently disabled and cannot perform the essential functions of the job with or without reasonable accommodation will be considered retired.

Section 7002. The Separation Interview

All persons who leave Saint Mark will be scheduled for a Separation Interview with a representative of the SPRC. At the interview the employee will be given needed information pertaining to such matters as the termination or continuation of benefits, final wage payment, unemployment compensation if applicable, and for resigning employees, an opportunity to comment on their reasons for leaving Saint Mark.



Saint Mark United Methodist Church Employee Verification of Personnel Manual

I have had the opportunity to take this Manual home overnight to review. I understand that I must abide by the policies and have had an opportunity to ask questions.

Name of Employee (Please Print)

Employee's Signature

Date

Name of Management Witness (Please print) (Senior Pastor or Supervisor)

Management's Signature (Senior Pastor or Supervisor)

Date

Name of SPRC Chair (Please print)

Signature of SPRC Chair

Date

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