



St. Paul's
Episcopal Church

Maumee, Ohio

Personnel Policies

Passed by Vestry – September 20, 2016

Personnel Policies

Purpose:

To set forth current policies and procedures to address:

The rights and responsibilities of St. Paul's as an employer and of its staff as employees.

Issues of compensation and benefits.

Fair and consistent application of guidelines.

Definitions:

Employee: A paid member of St. Paul's staff.

Work Agreements: Work Agreements are required for all employees at time of hire. Benefits for these individuals are covered by their individual work agreements and supersede the stipulations of this policy, unless otherwise noted in the work agreement.

Full-time Employee: An employee who works 1500 hours per year or more.

Part-time Employee: An employee who works fewer than 1500 hours per year.

Non-exempt employee: An employee whose position is subject to overtime rules according to the Wage and Hour provisions of the Fair Labor Standards Act as amended. These positions are "hourly" in terms of compensation. Work performed in excess of the employee's stipulated hours per week must be approved in advance by the rector/supervisor. Non-exempt employees who are required to work in excess of 40 hours a week shall be paid "overtime" at the rate of one and one-half times the normal hourly rate. Vacation, holiday, and other leave shall not be included in the calculation of 40 hours.

Exempt employee: An employee who is exempt from overtime rules according to the Wage and Hour provisions of the Fair Labor Standards Act. These positions are "salaried" in terms of compensation.

Volunteer: A person who is not an employee and works without pay. Such persons are not subject to the provisions of this policy.

Rights and Responsibilities of Employer and Employee:

It is understood that St. Paul's as an employer, and the staff of St. Paul's as its employees, have certain rights and responsibilities. This is an underlying general principle, which emphasizes fairness, consistency, and uniformity in application of all policies and procedures. The employee is in turn expected to serve the employer and its mission with reliability, efficiency, and productivity. Any deviation from this standard on the part of either party will be addressed at the initiation of employer or the employee as circumstances warrant.

Equal Employment Opportunity:

It is the policy of St. Paul's to assure nondiscrimination and equal employment opportunity for the disabled and all persons regardless of race, color, gender, national origin, disability or age. Nondiscrimination and equal employment opportunity on the basis of creed are extended except where bona fide occupational qualifications require that an employee be a communicant of The Episcopal Church or hold beliefs in common with the doctrine of The Episcopal Church. St. Paul's Church Maumee applies this commitment to the recruitment, hiring, promotion, training, compensation, layoffs, termination, and other conditions of employment.

Hiring Authority:

Hiring decisions are made by the rector or the rector's appointed representative(s), subject to budgetary constraints. The Vestry and appropriate committees will be kept informed of all hiring decisions.

Application Process:

All applicants for positions at St. Paul's shall provide a resume and complete an application. These applications shall be screened by the rector and/or designees, and the most qualified applicants will be invited for an interview. This may consist of skills test(s) when appropriate, verification of past or present employment, academic credentials, and references. Selected candidates may be subject to a background investigation, to include credit and criminal records check, and/or physical examination, to include drug toxicity screening.

Selected applicants will be provided with a work agreement, including the terms of employment, job description, designation of supervisor, work schedule, rate of compensation, and personnel policy. The applicant will be required to sign the work agreement and return a copy to the rector or supervisor before reporting to work.

POLICY – CRIMINAL RECORDS CHECKS (Adopted by Vestry on October 27, 2009):

Effective October 28, 2009, all new employees are considered conditional employees until they undergo and pass a criminal records check. The method and manner of conducting the criminal records check shall be determined by St. Paul's, which shall also finance same. Whether or not the conditional employee has "passed" the criminal records check shall be determined by the Rector, after consultation with the Personnel Committee. Should the conditional employee not pass the criminal records check, his or her employment will be immediately terminated. The information generated by the criminal records check shall be considered confidential and shall be made known only to the subject thereof, the Rector, the Rector's designee for hiring purposes, and the Personnel Committee. All documentation relating to the criminal records check shall be kept and maintained accordingly.

Job Descriptions:

A job description will be developed for every paid position and will include the responsibilities the employee is expected to assume and the employee's accountability. Review of the requirements will be an integral part of each employee's annual performance evaluation. Job descriptions are subject to modification at the initiation of the supervisor or the employee, and will be verified and communicated accordingly.

Performance Evaluation:

All employees of St. Paul's will receive a written performance review from their supervisor annually. The purpose of this review is to assess the effectiveness of the employee, according to their job description as well as any mutually identified goals and objectives and to permit formal communication between both parties. The final document is to be signed by both the supervisor and the employee. If they disagree, they sign a statement to that effect.

Personnel Records:

Personnel records will be maintained on all employees and will contain:

- Employment application

- Documentation of work and salary history

- Job performance

- Disciplinary actions

- Worker's Compensation and Disability Claims (filed separately)

Work Agreement

Background investigation data

Personal data necessary for benefits administration, etc.

Performance Evaluations

Acknowledgement of Review of Personnel Policy with employee signature.

These records will be restricted to the Rector or Parish Manager and the employee. Employees have the right to review their records in the presence of the rector or Parish Manager but may not remove any items from their file. Should an employee wish to challenge information contained in their file, s/he must submit a written statement to the Rector or Parish Manager for inclusion in his/her file. Medical and disability information will be maintained separately from employment records in compliance with HIPAA (Health Insurance Portability and Accountability Act) and ADA (Americans with Disabilities Act)

No information contained in employee records will be released to an outside party without a signed release by the employee specifying the party to whom the release is to be made and the nature of the information to be provided. Reference requests pertaining to former employees will be limited to dates of employment and termination. Information released to governmental agencies will be done in compliance with applicable laws and regulations.

Compensation:

Compensation will be based on budgetary guidelines, job requirements, skills, experience and job performance.

Employees will receive their pay every two weeks on the Friday following the completion of the pay period the previous week.

Employee Disclaimer:

These personnel policies are not intended to give or imply in written or oral form any assurance that employment is of a permanent nature. In fact, all employees of St. Paul's are employees at will. All positions are subject to review, change, and possible elimination, depending upon the changing needs of the employer and its needs for personnel. Work Agreements are neither intended nor implied by any of the contents of these policies nor shall be construed in verbal statements pertaining thereto. These personnel policies are subject to change and revision at the discretion of the Rector and the Vestry.

Safe Guarding God's Children - Policies for the Protection of Children and Youth from Abuse:

See attached appendix titled "Policies for the Protection of Children and Youth from Abuse".

BENEFITS

Holidays:

St. Paul's Church will observe the following 7 paid holidays for which full time employees will receive "straight time" pay on a pro-rated basis (Example: A full-time employee will receive one fifth of their regular scheduled hours per week). Part time employees are not entitled to paid holidays.

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

The Friday after Thanksgiving

Christmas Day

If a holiday occurs on a Saturday, it will be observed on the preceding Friday. If a holiday occurs on a Sunday, it will be observed on the following Monday.

All national holidays are scheduled on the day designated according to local custom.

If the normal duties of employees dictate that they work on a scheduled holiday, they will receive 1.5 times their regular pay unless otherwise stipulated by their work agreement.

Employees will not be compensated for holidays during unpaid leaves of absence.

Personal Days:

Full time employees are entitled to six personal days annually or one per two months worked, not to exceed six, to be used at their discretion. These may be taken in half or whole day increments.

Pension:

An employee who works 1,000 hours or more per year is eligible for a pension.

Health Insurance:

A full-time employee is eligible for health insurance.

Vacations:

Full time employees are entitled to annual vacation. This will be granted according to the employee's anniversary date of hire.

After first anniversary date of hire, 2 weeks vacation (maximum of 10 days per year).

After fifth anniversary date of hire, 3 weeks vacation per calendar year (maximum 15 days per year).

After tenth anniversary date of hire, 4 weeks vacation per calendar year (maximum 20 days per year).

Holidays falling within an employee's scheduled vacation will not be charged as vacation, and will be compensated according to the Holiday policy.

Unused vacation time may be "carried over" at the discretion of the Rector/Parish Manager, but may not exceed 40 hours within an anniversary year. The time "carried over" must be used within a period to be agreed upon in writing at the time of the extension.

Accrued vacation may be paid on termination, on a pro-rated basis, but may not exceed vacation time.

Vacations will be scheduled with the Rector or employee's supervisor reasonably in advance of the vacation time requested. Scheduling of vacation time will be done in accordance with the employee's accrued benefits, but also in keeping with the needs of the church as determined by the Rector/supervisor. If a request for vacation at a specific time is not in keeping with the needs of the church as determined, alternative times will be discussed and offered.

Parental/Maternity Leave:

Employees may take up to twelve weeks of unpaid leave upon the birth or adoption of a child.

Leave Without Pay:

There may be circumstances where, for personal reasons, leave must be taken in the absence

of accrued vacation or personal days. Such leave must be taken without pay after all applicable provisions are exhausted. Circumstances warranting such leave may include:

Education

Extended Illness

Provision of care to a family member

Personal matters (marriage, etc.).

Requests for such leave must be submitted in writing and indicate a period of duration. Proof of the need for leave may be warranted, depending upon the length of time requested and the circumstances.

Bereavement Leave:

Employees may take up to five paid workdays to attend to the funeral and personal matters related to the death of a member of their nuclear family (spouse, parent, child, step child or spouse's child by former marriage, or a grandchild).

Employees are entitled to take up to two work days with pay to attend the funeral and personal matters related to the death of member of their immediate family (grandparent, sibling, or spouse's parent or sibling).

Employees are entitled up to one workday with pay to attend the funeral and personal matters related to the death of a member of their extended family (aunt, uncle, cousin, niece, nephew) or to attend the funeral of a close personal friend

Jury Duty:

If an employee is summoned for jury duty or to appear in court for reasons other than criminal action against the employee, or in which s/he are the plaintiff or voluntary witness in a civil action, s/he will be compensated for the time required away from work.

The employee will be expected to return to work for any time in excess of one half day s/he is not required to serve or be in court. St. Paul's may request documentation to verify the time for which s/he are to be compensated.

Military Service:

Leave without pay will be granted for the purpose of fulfilling military duty.

DISCIPLINARY POLICY:

Attendance and Punctuality:

All employees are expected to arrive at their workstations and begin work at their scheduled times. When employees anticipate that they will be late or absent from work, they are expected to notify the rector or supervisor immediately.

Absence is defined as failure to report to work or to remain at work as scheduled. It includes late arrivals as well as early departures or absence for an entire day. Failure to report an absence will result in the lapse being recorded as an unexcused absence and the employee will be subject to discipline as follows:

First unexcused absence: Verbal warning (to be recorded as memorandum in personnel file)

Second unexcused absence: Written warning

Third unexcused absence: 3-day suspension without pay

An employee who fails to call in for three successive days to report an absence will be considered to have voluntarily terminated his/her employment.

Termination:

Progressive Discipline Policy

Any employee conduct that, in the opinion of St. Paul's, interferes with or adversely affects church functioning is sufficient grounds for disciplinary action.

Disciplinary action can range from oral warnings to immediate discharge. The employer's general policy is to take disciplinary steps in the following order:

- oral warning(s);
- written reprimand(s);
- suspension; and
- termination.

However, the employer reserves the right to alter the order described above, to skip disciplinary steps, to eliminate disciplinary steps or to create new and/or additional disciplinary steps.

Employees should remember that their employment is at the mutual consent of themselves and St. Paul's. This policy does not change this fact. The employee or St. Paul's can terminate our employment relationship at will, at any time, with or without cause, and with or without advance notice. As a result, St. Paul's reserves its right to terminate an employment at any time, for any lawful reason. The employee also has the right to end his/her employment at any time.

Sexual Harassment:

Sexual harassment is defined as a pattern of unwelcome sexual advances, requests for sexual favors or physical contact of a sexual nature under any of the following conditions:

When submission to the conduct involves a condition of the individual's employment, stated or implied.

The individual's submission or refusal is used, or may be used, as a basis of an employment decision which affects the individual.

The conduct unreasonably interferes with the individual's job performance or creates a work environment that is intimidating, hostile, or offensive.

St. Paul's Church will follow all applicable laws and abide by the policies of the National Church and the Diocese in these matters. All sexual harassment issues must be reported to the Rector. In the event the Rector is the accused, then the accuser will report it directly to the Bishop.

Drug and Alcohol Use:

Possession, use and sale of alcohol, unauthorized or illegal drugs on the Church premises or while on Church business are prohibited and will constitute grounds for termination.

Any employee under the influence of drugs or alcohol, which impairs judgment, performance or behavior while on the Church premises or while on Church business, will be subject to discipline, including termination.

Each employee is responsible for reporting to the rector/supervisor any use of prescribed drugs or medications, which may affect the employee's judgment, performance, or behavior.

Any employee subject to disciplinary action under this policy may be required to seek treatment and/or rehabilitation as a condition of continuing employment.

The Rector may grant exemptions to this policy for special social events. The intent of the above policy is to define the prohibition of alcohol or illegal drug use during work hours.

Smoking:

St. Paul's Church is a non-smoking environment and all of its employees are expected to comply with this policy. Failure to do so will subject the employee to disciplinary action. Employees must comply with the State of Ohio workplace laws regarding smoking.

Safety and Health:

All employees are responsible for observing safe working practices and to comply with all applicable laws and regulations.

Employee Disputes:

In the event that an employee believes s/he has been subject to unfair treatment and has not been successful in resolving the issue through normal supervisory channels, a Grievance Committee consisting of the Rector, the Senior Warden, and others as appropriate will review the grievance, investigate the circumstances, and render a final and binding decision on the matter.

Disclaimer:

St. Paul's Church retains the right to change, modify, cancel, suspend or interpret any of its personnel policies and practices without advance notice, within its sole discretion and without statement of cause or justification.

No commitment for employment for any specified duration or condition, including "lifetime" employment or discharge for cause, shall be binding on St. Paul's Church unless it is expressly set forth in a written document signed by the employee and the Rector of St. Paul's.

All rates of pay and other forms of compensation are subject to change by the Church without notice, at the Church's sole discretion, and without statement of cause or justification.

In all situations St. Paul's Church will abide by the personnel policies of the Dioceses of Ohio and the Episcopal Church in America as outlined in the canons, and will adhere to all national, state, and local laws.

All employees are required to recognize these rights as conditions of employment by signing the attached form to be placed in employee's personnel file.