

**POLICIES AND PROCEDURES FOR PERSONNEL OF THE
FIRST UNITED METHODIST CHURCH, TRENTON, TN****Adopted 2005****PURPOSE**

This Personnel Policies and Procedures Handbook applies to all employees and is intended to provide guidance and information about the church's personnel policies, procedures, and rules of conduct along with each employee's job description.

Since it is impossible to predict every situation that may arise in the work place, the church Administrative Board reserves the right to modify, supplement, rescind, or revise any policy or provision from time to time, with reasonable notice to employees, as it deems necessary or appropriate.

The minister of the Trenton First United Methodist Church has responsibility for administering personnel policies which have been approved by the Administrative Board upon recommendation of the Staff-Parish Relations Committee (SPRC). Whenever situations arise which are not explicitly covered by written policies, the minister will consult with the chairperson of the SPRC in order to reach a decision. This Personnel Policies and Procedures Handbook will be reviewed by the SPRC annually. Changes and amendments may be approved by the Administrative Board at any time.

If there is a conflict between the provisions and policies in this handbook and those set forth in THE DISCIPLINE OF THE UNITED METHODIST CHURCH, the terms of THE DISCIPLINE shall prevail.

BASIC EMPLOYEE INFORMATION**EMPLOYMENT POLICIES****Applications/Resumes and Hiring Policies**

The SPRC, upon the availability of a staff position, will choose the most appropriate method for obtaining applications or submitting resumes. Routinely, notification of staff position openings will be reported to the congregation and any applicants sought through the most appropriate means for the position available. Candidates whose applications/resumes appear the most promising will be interviewed by the SPRC or an appointed sub-committee thereof. The SPRC will submit all personnel recommendations to the administrative board for final approval.

Probationary Period

All employees begin with a ninety (90) day probationary period, as of the first day of employment (date of the first day should be noted in the personnel file). This period is designed for both employee and employer to get to know each other, during which time the employee or employer may elect to discontinue the relationship without cause.

At the end of the nine (90) day period, the employee will be evaluated by the SPRC, who will immediately notify the employee and church treasurer with a written directive of the committee's decision. A satisfactory evaluation constitutes successful completion of the probationary period.

At the end of the 90-day probation period, and with the consent of the SPRC, the employee is considered for a part-time or full-time (permanent) position. Each position has its specified hours of work, duties, salary, holidays, vacation, and sick leave days (if the position is so granted) as stated in each position's job description.

Performance Evaluation Procedure

Following an employee's probationary evaluation, the employee will be evaluated by the SPRC on an annual basis. The SPRC will conduct annual evaluations of all church staff. The purpose of these evaluations is to assist employees in their personal and professional development and to enhance the overall effectiveness of the church's mission and ministry.

An annual evaluation of the ministerial staff will be conducted according to the method set forth by The Memphis Annual Conference.

For unsatisfactory performance, the employee will be placed on a probationary period of time set by the SPRC. The employee may receive a verbal warning prior to the probationary period but must receive a written citation from the SPRC of their decision concerning the cause of probationary period, the amount of probationary time, and the evaluation in order to be reinstated. A copy of all documents will be placed in personnel files. If the employee's work shows no signs of improvement in the allotted time decided upon by the SPRC, immediate termination may occur.

COMPENSATION AND BENEFITS

Salary

Salaries for all full-time positions are recommended annually by the SPRC. Salary levels, caps, increases or decreases must be approved by the Administrative Board before becoming official.

Hourly rates for part-time employees will be set by the SPRC and must be approved by the Administrative Board.

When changes occur to any employee compensation, those involved (employee and church treasurer) will be notified, in writing, by the secretary of the administrative board.

Pay periods are made at the middle and end of each month (bimonthly) with deductions of Social Security and Federal Income Taxes. The church pays Workman's Compensation. All payments are handled by the church treasurer. Any questions pertaining to such should be directed to the church treasurer.

Wage and Salary Review

All wages and salaries will be reviewed annually by the SPRC for consideration of merit increases. This review does not imply an automatic increase. Recommendations on wages and salaries will be forwarded to the Finance Committee and then the Administrative Board for final approval.

Vacation and Official Holidays

PASTOR

As a member of The Memphis Annual Conference and appointed to an individual church, the pastor's vacation and holidays will be addressed as currently stated in The United Methodist Book of Discipline and The Memphis Annual Conference Journal.

2004 Journal recommends the following:

Day Off: one designated day off per week;

Vacation Time: for 1-9 years Conference service 2 weeks
for 10-19 years Conference service 3 weeks
for 20+ years Conference service 4 weeks

Serving the Annual Conference should not be counted as vacation or time off.

Spiritual Growth and Renewal: retreats, professional reading, times of reflection.

Bible study, prayer time apart, etc., are not to be seen as vacation time or continuing education time. One week each year is recommended and at least one month during one of the years of each quadrennium.

Continuing Education: The bishop and cabinet expect ministers to pursue continuing education and experiences and events; these also do not count as vacation time or time off.

All extended leaves will follow guidelines of the current Book of Discipline as negotiated with the district superintendent.

Holidays: as set by the SPRC and minister as part of the written job description.

Refer to the minister's job description for other information.

PART-TIME EMPLOYEES

Vacations and Official Holidays

Refer to each part-time employee's job description for this information, noting these conditions differ according to the position.

In order to insure proper functioning of the church's business and its many activities, no employee shall be granted paid vacation time during the seasonal and Holy Days (Advent, Christmas, Easter, and Thanksgiving).

Vacation days (see job descriptions) must be taken during the calendar year in which they are allotted and not carried over to the coming year(s).

To receive compensation and insure proper functioning of the office, all employees will contact the church secretary each year, as early as possible and no less than two (2) weeks prior to the requested time, to sign a written vacation request(s), which shall include date of request, date(s) requested, number of days requested, and the signature of the employee. Requests will be granted on first come, first served basis.

An acknowledgement of the request should be made by the pastor or the SPRC chair or liaison with two (2) or three (3) working days by signaturing and dating the employee request sheet, then returning it to the church secretary for notifying the employee.

Upon returning to the job, the employee should signature and date the combined request and confirmation verification sheet granted and color code the dates on the employee's yearly calendar to correspond with the verification sheet. Both the request sheet and the calendar should be kept up to date by the employee and on file for viewing by the employee or employers at any time.

Sick Leave

Sick leave may be granted when an employee is unable to work because of illness or non-work-related injury. Sick leave days may not be taken for vacation or non-medical personal business. Sick leave may also be used for doctor or dentist appointments or to address the needs of an immediate family member. Immediate family members include spouse, child, and parents. When used as such, sick days may be taken in one-half (1/2) increments. Sick leave days may be allowed to accumulate to a total of seven (7) days.

To receive compensation and insure proper functioning, all employees are encouraged to notify the church office as soon as possible, preferably no later than 8:30 a.m. on the day of each absence, but earlier if possible. The office will then record the absence for correct verification.

Upon return, the employee should sign to verify the date(s) and number of absences plus color code the employee's calendar so as to coincide with verification of sick leave. Both the absentee-signed papers of verification and calendars will be kept on file for viewing by the employee or the church employers at any time.

Personal extenuating circumstances may result in interference with church/job activities. At this time, a leave of absence (not to exceed 7 days) may be considered for approval by the SPRC and minister. The committee and minister will be responsible for a replacement.

Employees who take three (3) or more consecutive sick leave days may be asked to provide medical verification of illness or injury at any time.

Refer to each employee's job description, noting these conditions differ according to the position.

Bereavement Leave

An employee may be granted an approved absence of up to three (3) days, with pay, upon the death of an immediate family member (husband, wife, father, mother, sister, brother, child, mother-in-law, son-in-law, daughter-in-law, grandparents, or grandchild).

Employees who require more than three (3) days away from work may request earned vacation leave.

To receive compensation and insure proper functioning of the office, all employees are encouraged to notify the church office as soon as possible, which may require a personal home call to the minister or church secretary. Contact the liaison only if the first two cannot be reached.

The church secretary will record the absence on the correct form.

Jury Duty

To receive compensation and insure proper functioning of the office, the church should be notified as soon as possible.

Employees who are called to serve on jury duty or witness will be paid the difference between their regular pay and all monies paid to them by the court.

Upon completion of jury duty, a Verification of Attendance must be presented to the church secretary. At this time, the employee should submit the court amount and the difference between his or her regular pay on the same paper to be filled out to verify the absence(s). A copy will be sent to the church treasurer for restitution. Such papers will be kept on file for the employee and employers to view at all times.

Employees who are excused from jury duty for the day, or are excused early, should report to work, when it is practical to do so.

Maternity Leave

Up to six (6) weeks will be granted a female employee for maternity leave. To receive compensation and insure proper functioning of the office, notification of maternity leave should be made with the church office as soon as possible. In case of an emergency, please have someone notify the church secretary, the minister, liaison, or another employee of the church who will in turn notify the office.

The church secretary will record the absence on a Maternity Verification sheet. Upon return of the employee, the designated papers will be signed and filed.

SPRC and minister will be responsible for all needed replacements.

Continuing Education

Where it can be demonstrated the church will benefit from an employee's participation in an educational program or professional organization, the related expense may be paid by the church. Requests for payment of expenses related to education or professional organizations must be filed by the employee for advance approval the SPRC. This matter is usually taken under consideration each fall before Charge Conference during the SPRC's recommendations to the finance committee concerning employee salaries and benefits.

Web-Site

Each employee should use the web-site as much and as often as possible. The church's web-site manager will be responsible for informing the employees as to needs, availability, and how they should use and update the web-site, which can help the personnel while serving the membership of the church. Help can be made available to any staff member or anyone who is authorized to use and update the web-site.

Verification Sheets/Calendars

In order to avoid confusion or misunderstandings, these sheets of verification and calendars are to bring about a better means of communications and accountability practices. These will be made available by the secretary upon request of the employee. They are to be filled out and filed with the secretary for viewing at any time by the employer or employee..

Personnel Files

All full-time and part-time employees will have on file in the church office personnel records that should be kept up to date by the SPRC, minister, employee, and the church secretary, using the prescribed methods of this document, along with other papers or pertinent employee information.

Upon resignation or dismissal, an employee's personnel file will be kept by the church secretary.

Refer to secretary's job description for further information.

PERSONAL APPEARANCE-CONDUCT-DRESS

Overall appearance and attitude reflects not only on the individual employee, but also on the church. At all times, employees are expected to conduct themselves in a professional manner, to exercise good judgment, and to act in the best interests of the church.

HARASSMENT

The United Methodist Church has a strong policy against harassment on the basis of race, color, religion, gender, national origin, age, or disability. All employees should avoid any action or conduct that might be viewed as workplace harassment. Approval of, participation in, or acquiescence in conduct constituting workplace harassment will be considered a violation of this policy.

There will be no retaliation for reporting any harassment. The church minister, chair of SPRC, and chair of administrative board will handle harassment complaints with as much confidentiality as possible by following The Memphis Annual Conference guidelines.

Any employee believing they are being, or have been harassed in any way, or have witnessed harassment, should immediately report the facts of the incident(s), in writing, to one of the three (3) above-mentioned officials of the church. There will be an immediate investigation to determine all the facts. Based upon the totality of the circumstances, a decision will be made as to whether the alleged conduct constitutes unlawful workplace harassment.

If the church determines that workplace harassment has occurred, appropriate disciplinary action will be taken. Said action may include appropriate remedies, up to and including termination of employment.

SAFE SANCTUARY POLICIES/SEXUAL MISCONDUCT

While supportive of The Memphis Annual Conference Child/Youth Abuse Prevention & Protection "Safe Sanctuaries" Policy (adopted June 1998, and Revised), our congregation uses that Policy as a suggested general guideline while striving for the goal of developing and implementing a program with careful regard for our local church personnel and financial resources.

INJURIES/ACCIDENTS

Any employee serving designated work time for the church should report injury or accident to the office immediately.

An appropriate form(s) will be completed and filed with the church secretary, who will determine if further action is required (refer to secretary job description). A copy of all transactions concerning each report should be filed in the church office and the employee's personnel file.

DISCIPLINE PROCEDURES AND TERMINATION

Voluntary Termination

A voluntary termination is a termination initiated by the employee. It is requested but not required that ten (10) days' written be given in the event of voluntary termination. If proper notice is given, the employee will be paid for any unused vacation leave. However, if the employee fails to give proper advance notice, any earned, unused vacation leave will be forfeited. SPRC and minister are the deciding group responsible for any and all action taken in such matters.

An employee's failure to report to work for two consecutive work days, or absent notification to the church office, may be considered as a voluntary termination without notice. SPRC and minister are the deciding group responsible for any and all action taken in such matters.

Involuntary Termination

An employee may be terminated if it is deemed in the best interest of the church by the minister and chair of the SPRC. If these two people are not in agreement, the matter will go before the SPRC for a final decision. In cases of flagrant misconduct, the minister and chair of SPRC reserve the right to summarily terminate that employee. Should there be a difference of opinion between the minister and chair of SPRC, the matter will go before the SPRC for a final decision.

Any employee involuntarily dismissed will be paid for earned, unused vacation leave.

A brief, descriptive account of any termination, be it voluntary or involuntary, will be completed by the minister and the chair of the SPRC. All documents including the accounts submitted by the employee will be filed in the church office and employee's permanent personnel file.