



Personnel Guidelines

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1. INTRODUCTION

Nothing contained in these Personnel Guidelines or in any other materials or information distributed by the Church creates a contract of employment between an employee and the Church. Employment is on an at-will basis. No statements to the contrary, written or oral, made either before or during an individual's employment can change this. No individual supervisor, manager or Church officer can make a contrary agreement, except for the Moderator of the Church and even then, such an agreement must be set forth in a written employment contract with the employee, signed by the Moderator. The policies in this manual are intended for all employees of the Church. The Church reserves the right to revise, change, or terminate policies or procedures at any time, with or without notice.

2. PERSONNEL BOARD

The Personnel Board is the body of the Church assigned overall responsibility for advising the Church Council on personnel matters and carrying out responsibilities delegated to it by the Church Council or the Congregation. Responsibilities of the Board include, among others: making recommendations as required to the Church Council on personnel matters, number of employees, and work to be performed; assisting with performance evaluations; developing salary schedules and budget recommendations; and consulting with the Leadership Staff and Church leadership regarding personnel issues.

3. GENERAL POLICIES

3.1. Equal Employment Opportunity.

The Church is committed to recruiting and hiring qualified employees without regard to race, color, age, sex, sexual orientation, marital status, national origin, disability, citizenship, or veteran status. The policy of non-discrimination governs all aspects of employment, including recruitment, hiring or re-hiring, compensation, benefits, advancement, transfer, and layoff or termination.

3.2. Non-discrimination and Unlawful Harassment.

The Church strives to maintain a workplace that fosters mutual employee respect and promotes harmonious, productive working relationships. The Church believes that discrimination and/or harassment in any form constitutes misconduct that undermines the integrity of the employment relationship. Therefore, the Church prohibits discrimination and/or harassment that is based on race, color, age, sex, sexual orientation, marital status, national origin, disability or citizenship. This policy applies to all employees throughout the Church and all individuals who may have contact with any employee of the Church. Furthermore, the Church will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

Unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a harassing nature will constitute harassment when a person involved feels compelled to submit to that misconduct in order to keep his/her position, to receive appropriate pay, or to benefit from certain employment decisions. If this type of misconduct interferes with an

employee's work or creates an intimidating, hostile, or offensive work environment, it may also be considered harassment.

The Church expects that everyone will act responsibly to establish a pleasant and friendly work environment. However, if an employee feels he/she has been subjected to any other form of harassment and/or discrimination, the employee should firmly and clearly tell the person engaging in the harassing and/or discriminating conduct that it is unwelcome, offensive, and should stop at once. The employee also should report any discrimination and/or harassment to his/her immediate supervisor or a Leadership Staff Team member. That person will take the necessary steps to initiate an investigation of the discrimination and/or harassment claim.

The Church will conduct its investigation in as confidential a manner as possible. A timely resolution of each complaint will be reached and communicated to the employee and the other parties involved. Appropriate corrective action, up to and including termination, will be taken promptly against any employee engaging in discrimination and/or harassment. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited. However, any employee that knowingly makes a false claim of harassment and/or discrimination will be subject to corrective action, up to, and including, termination.

Talking with a supervisor or fellow employee about this conduct without initiating a formal complaint is not an option. If an employee feels that his/her complaint has not been or cannot be properly handled, he/she may forward the complaint to the Leadership Staff Team member or the Moderator of the Church.

3.3. Confidentiality of Information.

All employees are expected to maintain the confidentiality of all Church documents and information of a non-public nature. Under no circumstances shall such documents or information be used for an employee's own purposes, or shown to a third party either inside or outside of the work environment. When in doubt, any information about any individuals shall be considered non-public.

3.4. Reporting Suspected Child Abuse.

All employees of the Church must report any incidents involving known or suspected child abuse or neglect. There are no exceptions to this reporting requirement. Reports must be made immediately to a Leadership Staff Team member. Violation of this policy may result in immediate termination, and may carry other penalties as prescribed by law.

3.5. Conflicts of Interest.

Employees are expected to avoid situations that may lead to actual or apparent conflicts of interest. Employees are expected to report any outside employment or other business or non-business relationships that could lead to such conflicts to the Church Administrator or a Leadership Staff Team member, who will provide information and recommendations to the Personnel Board concerning how to resolve or avoid such conflicts.

3.6. Employment Records.

The Church keeps accurate, up-to-date employment records on all employees to ensure compliance with state and federal regulations, to keep benefits information up-to-date, and to

make certain that important mailings reach all employees. The Church considers the information in employment records to be confidential.

Employees must inform the Church Administrator of any necessary updates to their personnel file such as a change of address, changed telephone numbers, emergency contact, marital status, number of dependents, or military status. In addition to a general personnel file, the Church maintains a separate medical file for each employee. Access to an employee's medical file is extremely limited and based on a need-to-know-only basis.

The Church will only verify dates of employment and job titles to outside agencies inquiring by telephone. No other information will be given out about an employee without written authorization from the employee, except what is required to comply with the law.

All current employees will be permitted to review their personnel files at reasonable times with reasonable notice.

4. EMPLOYEE CATEGORIES

4.1. Categories of Employees

Category I includes those persons who have been ordained by the United Church of Christ or by some other acceptable authority, and who are employed to serve in the capacity of pastor.

Category II includes other employees in positions designated by the Personnel Board as leadership staff positions.

Category III includes program personnel.

Category IV includes other full-time employees.

Category V includes all other part time employees

4.2. Written Position Descriptions.

Position descriptions are intended to summarize the usual and customary responsibilities associated with each position, but are not all-inclusive and do not constitute contracts for employment.

5. HIRING AND REVIEW

5.1. Position Authorization and Hiring Procedure.

No employment position shall be advertised or filled without prior written authorization of the Leadership Staff Team and approval of the Personnel Board. Applicants for employment shall complete an employment application approved by the Personnel Board. Applicants may be asked to complete a pre-employment test as a condition to employment. New employees must also complete an I-9 Form and provide proof of their identity and their ability to work in this country. If a new employee is unable to provide the necessary documentation within three working days

from the date of hire, he/she must provide proof that he/she has applied for the required documents. If this is not provided, the employee will be terminated.

5.1.1. Category I Employees.

The position of Pastor shall be filled, as necessary, in accordance with the Church bylaws.

5.1.2. Category II Employees.

Positions in this category shall be filled as follows. A search committee of the Church, which includes a Pastor as a member, shall be appointed by the Church Council. The committee will recommend a candidate to the Church Council for approval.

5.1.3. Category III Employees.

Positions will be filled following a search conducted by the appropriate board or committee and the supervising member of the Leadership Team. The board or committee will recommend a candidate to the Personnel Board and the Church Council for approval.

5.1.4. Category IV, V, and All Other Employees.

The Leadership Team, after consultation with the appropriate supervisory employees, will hire a candidate and inform the Personnel Board. The Personnel Board will inform the Church Council.

5.2. Employment Agreements.

Each new employee shall be provided a statement of the terms and condition of their employment with the Church. Each employee shall also receive a copy of the Personnel Guidelines.

5.3. Initial Period of Employment.

There is no initial period of employment for Category I employees. The initial period of employment for Category II employees shall be 6 months. The initial period of employment for all other employees shall be three months. During the initial period applicable to each position, an employee may be released without the accrual of any benefits. The Personnel Board will consult with the Church Administrator at the end of the initial period of employment, to confirm that the probationary period has been completed satisfactorily.

Once this initial period is satisfactorily completed, all benefits associated with the new employee's position (e.g., sick leave and vacation) then go into effect, with such benefits accruing from the date of hire. The employment agreement between the Church and Category II employees employed by the church will govern a probationary period, if any, and benefits.

5.4. Reviews and Raises.

The Personnel Board shall make an annual review of all salaries and present a personnel budget request to the appropriate body. Salary increases, if any, after being adequately provided for in the budget, shall begin on January 1st of each year.

5.4.1. Employee Reviews, Generally.

All new employees should receive a brief review from the Church Administrator or supervisor from the Leadership Team, upon completion of their first three months, at which time the employee may review the benefits package for which the employee qualifies, if applicable. If this initial period was not completed successfully, the Leadership Team, in their sole discretion, may offer the option of another three month probationary period, following which the new employee will be reviewed again.

All employees should receive an annual review from their respective supervisor. This review should include a written evaluation, to be placed in the employee's personnel file, and an oral evaluation of the employee's performance. Results of a review may be passed on to the Personnel Board at the request of the Board.

5.4.2. Review of Category I and II Employees.

A written and oral performance review of Category I and II employees will be conducted annually by a committee that includes members of the Personnel Board. Reviews should include an employee self-evaluation as well as evaluations by other staff members and selected members of the Church who have been in a position to observe the work of the employee. The evaluation will include the employee's efforts to implement the key strategies communicated to the employee by the Church Council. The results of the reviews will be in writing, and will be discussed with the Leadership Staff and Personnel Board.

5.4.3. Review Letters of Call

The Personnel Board shall review the letter of call for each pastor every five years coinciding with the pastor's return from sabbatical. A new letter of call with proposed revisions, if any, shall be forwarded to the Church Council for action.

5.4.4. Staffing "Suitability" Review.

Every five (5) years when the Church Council has established priorities for the implementation of key strategies and the long term vision for the next five years, the Personnel Board shall assess whether the level of staffing is sufficient and the staff is configured and has the requisite skills, gifts and commitment to accomplish the tasks necessary to accomplish the priorities set. A report of the Board's conclusions and recommendations, if any, will be forwarded to the Church Council.

6. EMPLOYMENT TENURE, PERSONAL CONDUCT, CORRECTIVE ACTION

6.1. Employment Tenure and Termination.

The employment term of the Clergy (Category I) shall be at-will and subject to termination by majority vote of the congregation at a meeting called for that purpose. Termination shall be effective 60 days from notice of the congregation vote unless agreed otherwise.

The employment term of the Leadership Staff (Category II) shall be at will and subject to

termination by majority vote of the Church Council.

The employment term of Category III employees shall be at-will and subject to termination by majority vote of the board or committee responsible for hiring such employee in accordance with section 3.6.4.

The employment term of Category IV, V and all other employees shall be at-will and subject to termination by the Church Administrator or Leadership Team.

6.2. Personal Conduct.

The Church expects all employees to observe certain standards of behavior while at work and at Church-sponsored events. These standards are not intended to restrict employees but to ensure a consistent application of the policies and procedures for all employees. These standards include, but are not limited to the following:

- ◆ Maintaining satisfactory attendance and punctuality;
- ◆ Maintaining satisfactory job performance;
- ◆ Carrying out assigned duties and following reasonable instructions or requests from supervisors and/or management;
- ◆ Not possessing weapons on the premises;
- ◆ Refraining from any manner or form of discrimination and/or harassment;
- ◆ Using Church property or that of another employee in an appropriate manner;
- ◆ Reporting to work fit for duty and not under the influence of alcohol and/or drugs and refraining from using, selling, or possessing illegal drugs on Church premises or while on Church business. While working, employees should only possess and take drugs that are medically authorized, approved, and determined by the employee, the employee's physician, and the Church not to impair job performance or cause a safety hazard. Employees are responsible for notifying their supervisors that they are taking prescription medication if it would affect their performance on the job;
- ◆ Disclosing or using confidential Church information only with proper authorization;
- ◆ Not falsifying any work, personnel or other Church records; and
- ◆ Not accepting full-time employment elsewhere while you are still employed full-time by the Church;
- ◆ Not disclosing interests or activities that may conflict with those of the Church; and
- ◆ Not disclosing or compensation received for activities conducted outside the Church.

Failure to observe the above standards could lead to corrective action up to, and including, termination.

6.3. Corrective Action.

When it becomes necessary to address an employee's actions in the workplace, the Church may follow a Corrective Action Process. Depending upon the nature and seriousness of the employee's actions, corrective action may begin at any step of the Corrective Action Process. The purpose of the process is to ensure that employees are informed of what behavior needs to be corrected, the measures the employee must take to correct unacceptable behavior, and give the employee adequate opportunity to correct the situation.

6.3.1. Step One: Conference

The employee's immediate supervisor will meet with the employee and inform him/her of the specific behavior that is unacceptable. The supervisor will clearly identify the behavior and set a time by which the situation must be rectified. A written record of this conversation will be placed in the employee's personnel file.

6.3.2. Step Two: Written Notice

The employee's immediate supervisor will provide the employee with written notice of the specific behavior that is unacceptable and the consequences of failure to correct it. These consequences may include any action, including termination of employment.

6.3.3. Step Three: Termination

An employee who does not correct his/her behavior as warned and/or notified will be terminated. If six months has elapsed since the employee received corrective action, the Corrective Action Process may begin again at Step One (Conference). In cases involving more serious problems or violations of Church policy, the process may be accelerated. All documentation may be considered to establish an overall conduct record.

On rare occasions, an employee may be terminated for a single occurrence of behavior or violation of policy without having been previously warned. Such action may be justified because the offense is severe enough to make a warning unnecessary and any employee would normally know that such behavior is unacceptable. In these rare cases, supervisors should suspend the employee pending a complete investigation of the situation before terminating the employee.

In cases where the supervisor feels an employee should be terminated immediately, the supervisor should:

1. Advise the employee that he/she is immediately suspended;
2. Request the employee immediately leave the premises;
3. Inform the Leadership Staff of the circumstances with a recommendation for termination; and
4. Meet with the employee to advise him/her of their employment status.

Suspension may take place at any time during the Corrective Action Process. A supervisor may, with the approval of the Leadership Staff, place an individual on

suspension without pay for no longer than five working days. Employees may be placed on suspension when they commit serious acts, but not so severe as to warrant immediate termination.

7. COMPENSATION

7.1. Establishment of Salaries and Allowances.

Salaries and allowances shall be established by the Personnel Board, subject to review by the Council. In establishing salaries, the Personnel Board shall give consideration to performance, training, experience, ability, amount of supervision required, tenure, responsibilities, cost of living, and budgetary constraints.

7.2. Allowances

7.3. Housing Allowances.

A portion of the compensation for ordained employees is set aside for purposes of a housing allowance that includes the cost of housing and related utilities. The amount of this allowance will be recorded in the minutes of the Church Council annually.

7.3.1. Honoraria.

The pastors will not accept honoraria for pastoral services performed for members of the Church or their immediate families. Persons served may, if they wish, contribute to the pastors' discretionary fund. The pastors may accept honoraria for funerals and memorial services for non-members. For weddings performed for non-members, a set fee will be charged and may be kept by the pastor.

7.3.2. Business Expenses.

Business expenses of Church employees, including car expenses, shall be reimbursed as consistent with the Church budget, subject to approval of the Leadership Staff Team or the Church Administrator. Advance approval is required for major expenses.

7.3.3. Moving Expenses.

Moving expenses will be paid by the Church only upon recommendation of the Personnel Board and approval by the Church Council.

8. MISCELLANEOUS

8.1. Work Schedules and Payday

8.1.1. Work Week.

Employee's hours will be set by the Church Administrator, Leadership Team, or Personnel Board. Designated office personnel serving on Sunday morning will be given an equal number of hours off during the following week with no accumulation of time off.

8.1.2. Payday.

Wages and salaries shall be paid at or near the end of each month.

8.2. Overtime and Compensatory Time

Overtime and compensatory time reporting requires written permission from a Leadership Staff member or the Church Administrator.

8.3. Miscellaneous

8.3.1. Inclement Weather.

If the Church is officially closed, employees who were regularly scheduled to work that day will receive their regular pay for the day(s) taken off, provided that the Leadership Staff or Church Administrator officially declares that the Church is closed. During such closures, regularly scheduled employees should access Church email and voice mail and make such responses as may be required.

8.3.2. Severance Pay.

Severance pay may be granted to an employee upon resignation if the Personnel Board so recommends and the Church Council approves.

Pastoral Coverage.

It is expected that Category I employees (pastoral staff) will arrange their schedules and time off so that at least one of the pastors of the Church or a designated substitute is on call at all times during the year. No later than March of each year, pastoral staff shall provide to the Personnel Board a projection of their planned leave time for the coming year. Changes must be brought to the Personnel Board at the earliest opportunity.

8.3.3. Church Services.

Any employee who is not a member of the church may obtain the services of the church, such as for weddings and funerals, on the same terms as if he or she were a member.

9. EMPLOYEE BENEFITS

9.1. Health Care Benefits

Health care insurance is provided to all employees who are employed 0.6 of full time (24 hours per week) or more. If an employee elects not to receive this benefit (e.g., due to personal choice, alternative coverage through other employment, or spousal benefits), he or she will not receive any alternative benefits. If any employee later desires health care benefits, coverage will be provided within 30 days, subject to any requirements of the offered programs. Any new hires will be offered participation only in the appropriate group policy.

9.1.1. Disability Insurance.

Disability Insurance is provided to all employees who are employed 0.6 of full time (24 hours/week) or more.

9.2 Holidays.

All staff, with the exception of temporary employees, will have time off with pay on the following holidays: New Years Day, Martin Luther King Day, President's Day, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following, and Christmas Day and the day following. In the event a holiday falls on a Sunday, the offices will be closed the following Monday. If a holiday falls on a Saturday, the offices will be closed on the preceding Friday. If a holiday falls on the day off or during the vacation period of any staff member (except for part time or temporary employees), arrangements may be made with the Church Administrator for another duty day off.

9.3 Unpaid Personal Leave of Absence.

There may be the rare occasion when an employee is faced with an emergency or special circumstance and needs to take an unpaid personal leave of absence. The employee's supervisor, in conjunction with Leadership Staff, may grant a personal leave of absence without pay. Each request for a leave of absence will be evaluated on an individual basis, taking into consideration length of service, work record, staffing needs, and reason and length of the leave. To qualify for a personal leave of absence, the employee must be classified as a full-time employee and must have completed at least three months of full-time service at the time of the request.

Employees may apply for a personal leave of absence by written request to their supervisor at least two weeks prior to the start date of the leave requested, describing the nature of the leave, the dates the employee expects to be away from work, and the date the employee intends to return. If the leave is emergency in nature, the two-week requirement may be waived.

Generally, a personal leave of absence shall not exceed two (2) calendar weeks. A longer personal leave of absence may be granted only under extreme circumstances. Failure to report back to work on the first day after expiration of the leave of absence will be considered a voluntary termination of employment.

Employees, who are granted personal leaves of absence, are expected to exhaust any paid time off they have accrued before their leave status changes from paid to unpaid. Unless required by applicable law, employees will not accrue additional paid time off while on an unpaid leave of absence.

If an employee is granted and takes a personal leave of absence, his/her other benefits may be affected. The Church cannot guarantee employees their original position or an equivalent position will be available when they return.

9.4 Employee Disability and Family Medical Leave

The Church's employee disability and family medical leave policy is available to employees as set forth below in 9.4.1 and 9.4.2. Employees may be entitled to leave for the following reasons:

1. Employee Disability Leave:
 - a. For a serious health condition or illness that makes the employee temporarily unable to perform the functions of his/her position.

- b. For a disability that makes the employee temporarily unable to perform the functions of his/her position.
 - c. To provide reasonable accommodation as may be required by law.
2. Family Medical Leave:
- a. For the birth of a child of the employee or to care for such child within the first 12 months after birth.
 - b. For the placement of a child with the employee for adoption or foster care within the first 12 months of placement.
 - c. In order to care for an immediate family member - child, step-child, parent, step-parent or spouse - who has a serious health condition.

9.4.1 Employee Disability Leave

Employee disability leave is allowed for a serious health condition or disability that makes the employee unable to perform the functions of his/her position. If eligible for disability leave, an employee may be able to take up to 12 weeks of unpaid leave during the calendar year.

When requesting disability leave, the employee must provide the Church with as much advance notice as is reasonably possible. Medical certification will be required for all disability leave requests. The Church, at its expense, may require an examination by a second health care provider if the Church has a reasonable question regarding the medical certification provided by the employee. Failure to provide the requested medical certification in a timely manner may result in denial of the leave until it is provided.

Employees returning from disability leave must provide a medical release statement signed by his/her treating physician including any return to work conditions and/or any needed accommodations. Qualifying disability leave will not be counted as an absence under the Church's attendance policy.

The Church will maintain health care benefits for the employee while on disability leave, but the employee is responsible for paying the normal monthly contribution(s). If the employee elects not to return to work at the end of the leave period, the employee will be required to reimburse the Church for the cost of premiums paid for maintaining coverage during the leave period. Sick leave and vacation time cease to accrue during the unpaid portion of the leave.

Employees must use any accumulated sick, vacation time, or personal time to the extent available during this leave period. Employees who are covered by church-provided disability insurance coverage may be entitled to benefits during their disability leave. Please refer to that policy for further details. Absences in excess of these accumulated days will be treated as leave without pay. Upon return from leave, the employee will be restored to his/her original or an equivalent position. If an employee fails to return at the end of disability leave, the employee will be considered to have voluntarily resigned his/her position with the Church.

It may be medically necessary for some employees to use intermittent disability leave. The Church will work with employees to arrange reduced work schedules or leaves of absence in order to care for their own serious medical condition.

If an employee requests an extension of leave beyond the 12-week period because of his/her own serious medical condition, the employee must submit medical certification of a continued serious health condition in advance of the request. The Church will review such requests on a case-by-case basis in order to determine whether it can reasonably accommodate such a request. Reinstatement is not guaranteed when granted extended leave and will depend upon the business needs of the Church.

9.4.2 Family Medical Leave

Family medical leave is allowed for employees with at least 12 months of service and who work at least .6 FTE (Full Time Equivalent). An employee is not eligible for a paid family medical leave if they have had one within the last 12 months. If the employee and his/her spouse both work for the Church, both are eligible for family medical leave.

Employees may be entitled to leave for the following reasons:

- a. For the birth of a child of the employee or to care for such child within the first 12 months after the birth.
- b. For the placement of a child with the employee for adoption or foster care within the first 12 months of placement.
- c. In order to care for an immediate family member - child, step-child, parent, step-parent or spouse who has a serious health condition.

The employee may receive up to 12 weeks of family medical leave. Eligible employees will receive 6 weeks of paid family leave for the birth of a child or placement of a child for adoption or fostering and up to 6 weeks of paid family leave for the care of an immediate family member. In addition, the staff person may use up to another 6 weeks of accrued vacation and/or sick leave. If the staff person does not have accrued vacation or sick time, they may request unpaid leave. Family medical leave does not accrue and unused leave is not payable upon termination. Leave due to birth, adoption or foster care of a child must be completed within the 12-month period beginning on the date of the birth or placement of the child. It may not be taken intermittently.

When requesting family medical leave, the employee must provide the Church with as much advance notice as is reasonably possible. Medical certification will be required for all family medical leave requests. Failure to provide the requested medical certification in a timely manner may result in denial of the leave until it is provided. Qualifying family medical leave will not be counted as an absence under the Church's attendance policy.

The Church will maintain health care benefits for the employee while on family medical leave. Sick and vacation time do not accrue while on unpaid leave.

Upon return from leave, the employee will be restored to his/her original or an equivalent position, unless there is no longer a Church need for that position and no equivalent position matching the employee's work skills and experience exists.

If the employee fails to return at the end of the family medical leave, the employee will be considered to have voluntarily resigned his/her position with the Church.

The employee may request leave without pay beyond the family medical leave period by submitting a request for leave without pay, four weeks in advance of the end of the family leave. The Church will review such a request on a case-by-case basis in order to determine whether it can reasonably accommodate such a request. Reinstatement is not guaranteed when granted leave without pay and will depend upon the business needs of the Church.

9.5 Sick Leave

9.5.1 Computation of Sick Leave.

All employees, except for part time employees, who have completed their initial period of employment (described above) shall accrue sick leave at the rate of one (1) work day for each full month of service with the Church. Eligible part time employees shall accrue sick leave on a prorata basis, based on the hours worked.

An employee who satisfactorily completes the initial period of employment shall receive accrued sick leave from the date of hire. No sick leave is accrued by employees who terminate employment prior to completion of the initial period.

9.5.2 Use of Sick Leave.

Accrued sick leave is intended to be used for bona fide medical needs of the employee or the employee's immediate family members, including but not limited to acute illnesses and short- or long-term disabilities. Employees who intend to take sick leave should notify the Church Administrator prior to their usual time of reporting for work. Misuse of sick leave for purposes of supplementing vacation or "personal" days is strongly discouraged, and if repeatedly or grossly misused, may serve as a basis for employee sanctions. Any employee missing three or more consecutive days of work may be required to provide a written note from his or her physician.

9.5.3 Accrual and Carry-forward of Sick Leave.

Staff are permitted and encouraged to accrue and carry-forward from year-to-year their unused sick leave in any given year, for use in the event of a future illness or disability, subject to the provisions of this section. An employee may carry forward accrued-but-unused sick leave in any given year, provided, however, that the maximum amount of sick leave that may be carried forward to any subsequent year is forty (40) work days for a full time employee, and a prorated amount for part time employees. Carryover is based on date of hire.

9.5.4 Disposition of Sick Leave Upon Termination.

Sick leave is intended as a benefit for use solely during an employee's term of employment. Terminating employees shall not receive compensation for accrued-but-unused sick leave.

9.5.5 Absence Record

The Church Administrator shall keep a record of absences of all employees and the reasons for each absence.

9.6 Continuing Education

9.6.1 General.

Continuing education time shall be available to Category I and Category II employees. Funds for such study will be available, if at all, according to the annual budget allocation. For full time Category I and II employees, there shall be up to ten work days of study leave (including not more than one Sunday) available following each year of employment, subject to modification for good cause when approved by the Personnel Board. Study leave assumes the return of the staff member to full time employment for at least six months and is not a benefit earned by those anticipating resignation or release. Eligible staff may carry forward allocated, but unused study funds for a one year period in an amount not to exceed \$500. Any such unused but accumulated funds will be maintained in a special fund for that purpose. Those funds not used as allocated within this year period, will revert to the general fund of the Church, as will any study funds not used at the time any staff member's employment terminates.

9.6.2 Procedure.

The Personnel Board shall submit a recommended amount for Continuing Education each year for inclusion in the annual Church budget.

9.6.3 Non-Category I and II.

For employees not otherwise eligible, continuing education opportunities such as local seminars will be considered upon request and as funds are available.

9.7 Sabbaticals

Upon completion of each five-year period of continuous employment, Category I employees shall be granted up to three months of sabbatical leave at full salary for continuing, effective service to the church through renewal and extended educational and enrichment opportunities. An employee taking a sabbatical is expected to return to the church for a period of not less than one year following the sabbatical leave. An employee leaving within a year after completion of a sabbatical must repay the Church an amount equal to one-half of the salary paid during the sabbatical period.

A proposal for a sabbatical should be submitted to the Personnel Board no less than 6 months prior to the intended sabbatical period, so that the appropriate Boards and the Personnel Board may plan for substitute leadership. The proposal should indicate the

intended duration of the sabbatical and outline in reasonable detail the program that the staff member intends to undertake during the sabbatical. Such an outline may include varied kinds of enrichment opportunities related to the responsibilities and professional growth of the staff member, such as courses of study, visitation/observation of other churches or related institutions, retreats, travel, or other opportunities.

Accumulated continuing education funds may be added to any continuing education funds available during the sabbatical year for the extra travel and study expenses associated with extended leave. Any such funds not used during the sabbatical year shall be returned to the general fund. In addition, income from the Stixrud Endowment may be used to help meet the cost of leadership staff sabbaticals with the approval of the Leadership Staff.

9.8 Paid Vacations

9.8.1 Vacation Benefits by Employee Category

Category I and II. Category I and II employees shall be granted a vacation of 25 work days in each calendar year, to include no fewer than three Sundays and no more than five Sundays. Vacation time during the first year of employment will be set forth in the employment agreement.

Category III and IV. Full Time Category III and IV employees who have been employed for at least six months in any one year shall have a vacation of five working days. Employees of at least one year shall be granted a vacation period of 10 working days (15 days for the position of Office Coordinator). One additional working day of vacation shall be added thereafter for each additional calendar year of service up to a total of 15 working days. After 15 or more years of service, an employee shall be entitled to 20 working days of vacation.

Category III and V. Part-time Category III and V employees whose regular schedule is 20 or more hours per week will receive paid vacation prorated on the basis of Category IV (other full-time employees).

9.8.2 Vacation Procedures.

Time excused from duty for vacation purposes shall be without reduction of pay. An employee working less than full time is entitled to pro-rated vacation time based on his/her regular work schedule. Vacation periods shall be arranged with the Church Administrator who will seek to arrange the vacation schedule so it will not hamper the work of the Church and yet meet personal needs. Preferably, vacation should be taken during summer months and not during the program year.

9.8.3 Proration.

If employment is terminated before an earned vacation is taken, the employee is entitled to pro rata vacation pay provided the employee has been on the staff for one year or more.

9.8.4 Vacation Carried Forward.

No more than 10 workdays of vacation leave may be carried forward to any subsequent year. Carryover is based on date of hire.

9.9 Military Reserve Leave.

The Church will abide by all the provisions of the Uniformed Services Employment and Re-Employment Act (USERRA) and will grant military leave to all eligible full-time and part-time employees. Military leave may be granted to full-time and part-time employees for a period of four (4) years plus a one-year voluntary extension of active duty (5 years total), if this is at the request and for the convenience of the United States Government.

As with any leave of absence, employees must provide advance notice to their supervisor of their intent to take military leave and must provide appropriate documentation.

An employee's salary will not continue during military leave unless required by law. However, employees may request to use any vacation or personal leave time accrued during military leave. Benefit coverage will continue for 31 days as long as employees pay their normal portion of the cost of benefits. For leaves lasting longer than 31 days, employees will be eligible to continue health benefits under COBRA and will be required to pay 102% of the total cost of their health benefits if they wish to continue benefits.

Upon return from military leave, employees will be reinstated with the same seniority, pay, status, and benefit rights that they would have had if they had worked continuously. Employees must apply for employment within ninety (90) days of discharge from the military. Employees who fail to report for work within the prescribed time after completion of military service will be considered to have voluntarily terminated their employment.

If employees are reservists in any branch of the Armed Forces or members of the National Guard, they will be granted time off for military training. Such time off will not be considered vacation time [or PTO]. However, employees may elect to have their reserve duty period be considered as vacation time [or PTO] to the extent they have such time available.

9.10 Jury Duty/Witness Service.

Full-time, part-time, or temporary employees called to serve on a jury or to testify as a voluntary witness at the request of the Church (by subpoena or otherwise) will be paid for the day or days in which the court requires attendance. If employees are subpoenaed to appear in court as witnesses, but not at the request of the Church, they will be excused from work in order to comply with the subpoena but will not be paid for the time.

Employees must present any summons to their supervisor on the first working day after receiving the notice. If an employee is not required to serve on a day he/she is normally scheduled to work

or if the employee is excused before serving three hours of jury duty, he/she is expected to report to work.

Compensation for jury duty or witness service on behalf the Church will be the difference between the employee's straight time base rate of pay and any compensation received for jury duty or witness service. Compensation for witness service will only be paid if the employee is summoned for witness service by the Church.

Copies of the vouchers received from the court showing compensation (excluding mileage) and dates served should be submitted to the employee's supervisor. The supervisor will forward these copies to the Leadership Staff.

9.11 Retirement

9.11.1 Category I.

The Church shall contribute an amount equal to 14 per cent of salary to the UCC Annuity Fund for Pastors on behalf of each Category I employee.

9.11.2 Other Employees.

The church shall contribute an amount equal to 14 per cent of salary to the UCC Retirement Fund for Lay Workers on behalf of employees who are employed more than 20 hours a week (not to include overtime calculations). Employees must have worked at least one year prior to participating in the retirement program.

Employees who regularly work 20 hours or more per week (not including overtime), but who do not otherwise qualify for participation in the program, may participate in the program on a self-pay basis.

9.11.3 Benefits.

All benefits under 9.10.1 and 9.10.2 shall be in accordance with the terms of Annuity Fund for Pastors or the Retirement Fund for Lay Workers.

9.11.4 Social Security for Ordained Employees.

In the case of ordained employees for whom Social Security is not deducted, an allowance equivalent to the amount which would otherwise be paid by the employer will be a part of the employee's compensation.

10. HEALTH AND SAFETY

All employees of the Church are responsible for knowing and following the current policies and procedures for first aid and emergencies, including the location of all first aid supplies, and their individual roles and responsibilities in an emergency situation. The Church Administrator shall ensure that employees receive appropriate training and comply with applicable government regulations related to this section.

This is to certify that I have received a copy of the Personnel Guidelines.

Employee Signature

Date

This is to certify that I have received a copy of the Personnel Guidelines.

Employee Signature

Date

Printed Name