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**Employee Handbook**

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## **1.0 WELCOME TO LITTLE RIVER UNITED CHURCH OF CHRIST (LRUCC)**

On behalf of everyone on staff, welcome! LRUCC is delighted to have you on the team. The policies and procedures outlined here are what LRUCC stands for and how the LRUCC staff works together. If any questions are not answered in this manual, refer to your supervisor.

### **1.1 History of LRUCC**

Little River United Church of Christ was founded in 1955 in part as a Christian witness in the struggle for racial integration. That same work led us in 2001 to become an ONA (Open and Affirming) church, open to and affirming of LGBTQ (Lesbian, Gay, Bisexual, Transgender and Questioning) people, including full access to the rites of ordination and marriage.

Today we build on our heritage, proclaiming God's radically inclusive love to our congregation, neighborhood, and world by nurturing individual and congregational spirituality, serving our community, and advocating for all God's creatures and creation.

The United Church of Christ (UCC) traces its roots in America to the Pilgrims and the Congregational church, joining later with churches in the western frontier and German heritage. Carrying forward strong traditions of education, social welfare, and commitment to liberty of conscience inherent in the Gospel, the United Church of Christ welcomes people of diverse personal and religious backgrounds in our common pursuit of the Christian life.

### **1.2 LRUCC's Mission Statement**

We gather as the Little River United Church of Christ to experience and express the love of God in Jesus Christ. As a community of faith, we:

- a. Develop our relationship with God through worship, prayer, education, and fellowship,
- b. Care for and nurture individuals, the community, and the wider world,
- c. Recognize, accept, and celebrate the diversity of all God's people,
- d. Build on our church's history and traditions while adapting to the needs of our time and place

### **1.3 Statement of Ethics**

LRUCC is committed to making the workplace environment welcoming and comfortable for all staff. All employees are expected to show respect and sensitivity toward all other employees and to demonstrate a commitment to the church equal opportunity objectives.

Every employee:

- a. agrees with LRUCC's Mission Statement and is committed to LRUCC's mission, vision, values and purposes.
- b. maintains confidentiality.
- c. does not use member lists for personal gain or support in any manner while employed or after employment ends.
- d. supports other staff, church leaders, church members and the Pastor(s).
- e. is expected to conduct themselves in accordance with Safe Church Policy when working with children and youth.
- f. shows respect and sensitivity toward all employees, church members and visitors.
- g. demonstrates a commitment to the church's equal opportunity objectives.

It is the responsibility of every LRUCC employee to comply with this statement of ethics. Employees who ignore or do not comply may be subject to disciplinary action, up to and including possible termination.

## **2.0 EMPLOYMENT CONDITIONS**

### **2.1 Equal Employment Opportunity**

As a religious institution, LRUCC reserves the right to prefer applicants based on religion as permitted by federal, state, and local law. The church also may impose conduct requirements as necessary and appropriate for a Christian organization.

In so saying, LRUCC affirms its moral and legal commitment to support and implement a program of equal opportunity which does not discriminate against any employee or applicant based on any category protected by Virginia or federal law, including but not limited to, race, color, national origin, ethnicity, gender, gender identity, age, disability, marital status, sexual orientation or religion, except where there is a bona fide occupational requirement. LRUCC acts in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC).

### **2.2 Disability and Reasonable Accommodation Policy**

It is LRUCC's policy to comply with all federal and state laws concerning the employment of persons with disabilities as required by the Americans with Disabilities Act (ADA) and other applicable laws and regulations. LRUCC does not discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment.

LRUCC will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to LRUCC. Any questions or requests for accommodation should be made to the employee's supervisor.

### **2.3 At-Will Employment**

All employees of the church are employed "at-will" (except those with written contracts to the contrary), and the church expressly reserves the right to terminate any employee "at-will," with or without cause or notice, at its sole discretion. Likewise, "at-will" employees also may terminate their employment relationship with the church at any time, with or without cause or notice. No offer of employment and no statement or representation in this handbook or in any other publication or made by any church employee should be construed as a promise or guarantee of permanent employment. Furthermore, no provision in this or any other employment policy statement changes the terms of this "at-will" policy.

### **2.4 Immigration Reform and Control Act of 1986**

LRUCC is committed to employing only United States citizens and those others who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with LRUCC within the past one year, or if their previous I-9 is no longer retained or valid.

## 2.5 Employment of Minors

Any prospective employee younger than age 16 is required to provide a valid work permit prior to commencement of employment. State and federal regulations restrict the types of jobs that may be performed and the number of hours per day or week a minor can work while school is in or out of session.

## 2.6 Employment of Relatives

The policy of the church is that a relative of a person currently employed may be hired if the relative will neither be in a reporting relationship with each other and if the relative will not have the ability to affect the other's terms or conditions of employment. Once employed, related employees will not be transferred or promoted into a reporting chain where a relative may be a direct supervisor. In addition, the church may require a related employee to transfer or resign if there is a conflict of interest or supervising problem that cannot be resolved. For the purposes of this policy, a relative is defined to include parents, grandparents, spouses, life partners, children, stepchildren, siblings (including step), fathers- and mothers-in-law, brothers- and sisters-in-law, and stepparents.

## 2.7 Background Check

Background checks are conducted to promote a safe work environment and to protect the church's most important assets: the people of the church and those people who serve with others. All prospective paid employees will undergo a background check, which will include inquiries of references, criminal history verification by a third-party vendor, review of relevant federal and state registries of convicted sex offenders and child abuse findings. This shall include, but may not be limited to, the Federal sex offender registry and child abuse registries for every state in which the applicant currently lives or has lived in the past five years.

An offer of employment is contingent upon the following:

- a. The candidate's signing of the background check authorization form. The church reserves the right to modify and revise the authorization form as needed.
- b. A determination by the hiring board or committee that the candidate's criminal history does not preclude him/her from employment with LRUCC.
- c. If there is any doubt about hiring an individual, then the issue would be referred to HR Committee for resolution.

All paid employees will undergo a background check every 5 years which will include criminal history verification by a third-party vendor, review of relevant federal and state registries of convicted sex offenders. If a background check reports a past offense, then the following steps will be taken:

- a. When a background check indicates an individual is a sex offender or otherwise abusive, this should immediately be brought to the attention of the Senior Pastor or to the Moderator if the Senior Pastor is not available.
- b. Others to be notified the same day, if possible, include the Safe Community Committee chairperson and the Human Resources Committee including the moderator team.
- c. The Pastors, the Safe Community Committee, and the Moderator should meet immediately to determine a strategy and set it in motion. Appropriate pastoral care will be offered to the individual and the individual's family and close friends.
- d. A meeting with the person in question should be held as soon as possible in order to discuss his/her future participation in the life of Little River United Church of Christ. Assuming s/he had not disclosed this information to a Pastor previously, several possible courses of action may be taken, including requiring the individual to avoid all contact at church with children and youth (or

the appropriate group fitting the past offense). If the person in question refuses to meet or we cannot reach a mutual understanding at the meeting, a final course of action might include banning the person in question from church property and church functions.

- e. Additional reporting may be required, including an informational letter to the congregation.

In addition, if the church knows or has reason to believe that an employee has a criminal conviction that was not previously disclosed, that individual also will be requested to consent to further background checks as described above, or the church may terminate the employee.

## **2.8 Position Descriptions**

Employees will be given a position description prior to their official hire date of employment. A position description summarizes employee duties and responsibilities and gives important information about a new job. Please read and study the position description carefully and discuss it with the supervisor if there are any questions. The church reserves the right to revise or assign more responsibilities as needed and update job descriptions from time to time, as it deems necessary and appropriate. Any revision made to a job description will be reviewed with the employee and their supervisor before revisions are finalized.

## **2.9 Introductory Period**

All new employees and all present employees transferred or promoted to a new job are to be monitored and evaluated for an initial introductory period on the job for at least three months. Supervisors will meet with the employee at the end of three calendar months and review the job description and the performance of the employee. After satisfactory completion of the introductory evaluation, such employees will be evaluated no less than on an annual basis, excluding the childcare providers who will be evaluated every two years.

## **3.0 EMPLOYMENT CLASSIFICATIONS**

### **3.1 Exempt Salaried Employees**

Exempt salaried employees are those who are exempt from the Fair Labor Standards Act (FLSA) regulations regarding overtime payment. Exempt salaried employees are paid a salary for a normal work schedule, typically 35 hours or more per week, and/or as necessary to accomplish job responsibilities. This includes employees who are ordained or, if not ordained, such as the music staff. The staff are required by the nature of their position to perform ministerial duties in the function of their jobs and may be required to perform administrative and supervisory duties.

### **3.2 Non-Exempt Hourly Employees**

Hourly employees will be paid based on an hourly rate. If hours exceed the normal 40-hour workweek, employees will be paid an overtime rate per Fair Labor Standards Act (FLSA). In general, "hours worked" includes all time an employee must be on duty, required to be on the employer's premises, or required at any other prescribed place of work. Over time hours must be approved by supervisor before the hours are worked by the employee. Any exceptions will need to be agreed upon in writing with the employee and immediate supervisor.

Full time non-exempt employees work at least 35 hours per week. Part time employees work 20 hours or more per week. For definition of part time employment, the job description defines the number of hours to be worked per week. If that number is not worked, the employee is still credited with that number of hours worked for the purposes of Paid Time Off (PTO).

### **3.3 Temporary Employees**

Employees in this category are placed on the payroll and are designated to work a finite period of time, typically no more than one year and usually have a specific work schedule, either on a full time or part time basis. Temporary employees are entitled to paid Holidays but not to PTO and other benefits.

### **3.4. Independent Contractors**

Independent Contractors are not employees of LRUCC but are persons or entities with whom LRUCC has, by written agreement, a client/contractor relationship – LRUCC being the client. Depending on the circumstances, the contracting firm typically provides certain types of services to more than one client at a time. The individuals performing work contracted by LRUCC are not placed on the payroll but instead are invoiced to LRUCC for services provided at an agreed-upon rate. The Independent Contractor may be an individual or a contracting service. Independent Contractors are not entitled to PTO, Holidays or other benefits.

## **4.0 CHARACTER AND CONDUCT**

### **4.1 Conduct**

All employees are engaged in ministry through their work at Little River. This ministry requires the following conduct:

1. Be adequately prepared and educated for the ministry in which one serves.
2. Understand the ways in which use, or misuse of authority may affect others.
3. Nurture safety within ministerial relationships by:
  - a. Being attentive to self-care and education,
  - b. Using restorative justice practices and the Safe Community process for handling a conflict, regardless of who is involved within the LRUCC community.
  - c. Maintaining appropriate boundaries.
  - d. Referring those in need to supportive and helpful resources.

### **4.2 Confidentiality**

Employment at LRUCC constitutes an agreement to never disclose information that is sensitive or personal in nature, which may or may not be included in the list below. Confidential information includes, but is not limited to, the following:

- a. member lists.
- b. financial information, including giving.
- c. passwords and security codes.
- d. pending projects and proposals.
- e. personal information about members or attendees received through counseling or private conversations.

Employees of the church must be willing and able to keep confidential personal information shared with them by the people of the church. Sharing this information with anyone except a supervisor or Pastor(s) is unacceptable. Information designated as confidential is to be discussed with no one outside LRUCC and only discussed on a “need-to-know” basis.

An exception would be that any life-threatening information or a concern about another person's safety shared with the employee should be conveyed to a supervisor as quickly as possible for appropriate ministry to take place.

Conversations that take place within staff meetings are to be considered confidential. If you are in doubt about what can be shared, ask your supervisor.

Employees authorized to have access to confidential information may be required to sign special nondisclosure agreements and must treat the information as proprietary LRUC property for which they are personally responsible. Employees are prohibited from attempting to obtain confidential information for which they have not received access authorization.

If an employee improperly uses or discloses confidential church information, that employee will be subject to disciplinary action, up to and including termination of employment and legal action.

### **4.3 Attendance**

If, for any reason, an employee is unable to report to work, he or she is expected to call or text their supervisor to report their absence. The supervisor will communicate their preferred procedure on reporting absences when they are unavailable.

In the event of a predictable all-day absence (PTO, conferences, etc.), employees are expected to advise their supervisor and turn in the leave authorization request form prior to the absence.

### **4.4 Personal Appearance**

Dress in relation to the people the employee interacts with—sometimes this will dictate professional dress, sometimes casual. On days that a wedding, funeral or other formal event is taking place on campus, all employees should wear appropriate attire.

Any articles of clothing with inappropriate language or graphics suggestive of alcohol, drugs, smoking, or political statements are prohibited.

### **4.5 Drug and Alcohol Use**

LRUC is a drug-free, healthy, and safe workplace. Employees are required to come to work in a mental and physical condition that will allow them to perform their job satisfactorily. That means no employee can use, possess, distribute, sell or be under the influence of alcohol or illegal drugs while on the church campus. The employee can use legally prescribed drugs on the job if the drug does not impair their ability to do a safe and effective job without endangering themselves or others.

Violation will be grounds for dismissal. Questions about this policy can be raised with the supervisor or Pastor(s) without fear of punishment.

### **4.6 Smoke Free Environment**

LRUC is a smoke free environment. As such, there is no smoking within the building. Nor is there any smoking on the grounds.

### **4.6 Computer Use**

Employees are seen by LRUC members and outside parties as a representative of the church.

If an employee is issued hardware and software to accomplish their job, it remains the property of LRUCC. LRUCC reserves the right to monitor computer usage and find and read any data the employee writes, sends or receives; however, this is only done if there is a good reason for it.

Personal websites, Facebook pages, Twitter feeds, and/or blogs are a reflection on the church, whether the church is specifically discussed or referenced. Please bear in mind that although the employee may view their site as a personal project, many readers will assume the employee is speaking on behalf of the church. If the employee would not be comfortable with the supervisor, co-workers or the Pastor(s) reading the content of the social media postings they should not be used. See details on Social Media Policy in section 4.13.

LRUCC expects the following policies to be adhered to when using LRUCC computers, email, etc.:

- a. LRUCC time and resources are not to be used for personal gain.
- b. Copyright and software license agreements must be followed. Do not copy any LRUCC software.
- c. Do not engage in any illegal activities.
- d. Do not share passwords with anyone unless authorized.
- e. LRUCC is legally required to show internet surfing information to law enforcement or other parties if required. Employees must make their surfing is appropriate, ethical, and legal.
- f. Computer confidentiality must be maintained unless required to share as part of the job.
- g. Computers are not to be used in ways that are disruptive, offensive to others or harmful to morale.
- h. Sexually explicit, pornographic, or obscene images, messages or cartoons are not to be viewed or downloaded.
- i. Racial/ethnic/cultural discriminatory images, messages or cartoons will not be tolerated.

The following are examples of prohibited activities that violate LRUCC's computer policy:

- a. Sending or posting confidential material, outside of the organization.
- b. Jeopardizing the security of LRUCC's electronic communications systems.
- c. Engaging in unauthorized transactions that may incur a cost to LRUCC or initiate unwanted internet services and transmissions.
- d. Refusing to cooperate with a security investigation.
- e. Using the internet for unauthorized political causes or activities.
- f. Sending or posting chain letters, solicitations or advertisements not related to the activities of LRUCC.
- g. Sending or posting discriminatory, harassing, slanderous or threatening messages or images.
- h. Sending or posting messages that disparage another organization's products or services.
- i. Sending anonymous email messages.

## **4.7 Conflict of Interest**

LRUCC is diligent and careful in their consideration of transactions or arrangements that might benefit the private interest of a LRUCC employee team member and/or a member of their family. If the employee has a direct or indirect (through business, investments, family, etc.) interest with any outreach or functions within the church (financial or other gifts compensation), they have a responsibility to disclose that information to their supervisor. After consultation with the employee, the supervisor and Pastor(s), will determine next steps depending on whether or not the circumstance under review would give rise to a conflict of interest. Failure to disclose the existence and nature of the employee's financial and material

interest of any proposed transaction or arrangement puts the employment, the church, and the third party in jeopardy.

#### **4.8 Children in the Workplace**

At LRUCC, we strive to create a child friendly environment. The church honors family and the time they have together. During an emergency, there may be times when it is necessary to bring children to work. In these situations, simply contact the supervisor to get permission. LRUCC needs to ensure that the child is safe and that the ministry of LRUCC will continue.

If the child is enrolled at Annandale Co-Op Preschool, it is expected that they remain in their designated areas during these programs.

#### **4.9 Sexual Harassment**

LRUCC believes that every employee should be able to work in an environment free from any form of unlawful discrimination. Sexual harassment is constituted as discrimination and is prohibited by state and federal laws; therefore, it is the position of LRUCC that sexual harassment will not be tolerated. It is a violation of LRUCC policy for any supervisor or employee—male or female—to engage in sexual harassment as defined below. Such conduct will result in disciplinary action up to and including dismissal.

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as follows:

- 1) Quid Pro Quo: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute quid pro quo when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, and/or (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual.
- 2) Hostile Environment: One in which unwelcome sexual advances, requests for sexual favors and verbal or other conduct of a physical nature occur and when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Some examples of sexual harassment include but are not limited to:

- 1) Unwanted sexual advances of a physical, visual, or verbal nature.
  - a) Visual conduct such as leering, making sexual gestures or displaying sexually suggestive objects, pictures, cartoons, or posters.
  - b) Verbal or written abuse such as: derogatory comments, epithets, slurs, sexually explicit jokes, comments about an employee's body or dress, obscene letters, notes or invitations.
  - c) Physical conduct such as touching, assault, impeding or blocking movement.
- 2) Offering employment benefits in exchange for sexual favors.
- 3) Making threatening reprisals after a negative response to sexual advances.
- 4) Retaliation for reporting harassment or threatening to report harassment.

#### **4.10 Anti-discrimination and Other Forms of Harassment**

In addition to sexual discrimination, any other form of discrimination is not permitted at LRUCC. This includes but is not limited to: intimidation based on race, color, national origin, religion, sex (gender), sexual orientation, age, economic status, physical or mental disability, genetic information

No forms of bullying are accepted at LRUCC.

#### **4.11 Reporting Harassment**

Any employee who believes he/she has experienced such conduct by anyone, including a supervisor, co-worker or by persons doing business with or for LRUCC is encouraged to tell the offender that such conduct is unwelcome and unacceptable. If the offensive behavior does not stop, or if the employee is uncomfortable confronting the offender, the employee must immediately report such conduct to their supervisor/Pastor(s)/Moderator/Safe Church Committee Chair (if applicable).

LRUCC prohibits retaliation against any employee who complains of harassment or who participates in an investigation. All aspects of the complaint-handling procedure will be handled discreetly. However, it may be necessary to include others on a need-to-know basis.

All incidents of prohibited harassment that are reported will be investigated. The supervisor, or Pastor(s) will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. If an allegation is made toward the supervisor or any Pastor, outside legal counsel will investigate. The investigation will be completed as soon as it is practical. After a determination regarding the reported harassment is made, the results will be communicated to the employee who complained and to the accused harasser. If a complaint of prohibited harassment is substantiated, appropriate corrective action, up to and including discharge, will be taken. Appropriate action also will be taken to correct the effects of the harassment and to deter any future harassment.

#### **4.12 Workplace Violence**

Workplace violence can be defined as actions or words that endanger or harm another employee or result in employees having a reasonable belief that they are in danger. Such actions include:

- a. injuring another person physically.
- b. behavior that creates a reasonable fear of injury in another.
- c. intentionally damaging property.
- d. threatening to injure an individual or damage property.
- e. verbal and non-verbal threatening, bullying, or intimidating in person, through electronic communication or by phone.
- f. committing injurious acts motivated by or related to domestic violence or sexual harassment.
- g. retaliating against any employee who, in good faith, reports a violation of this policy.
- h. behavior that subjects another individual to extreme emotional distress.

#### **4.13 What to Do When Confronted with an Immediate Threat**

- Take immediate actions to ensure safety.
- Call 911 immediately.

The Human Resource Committee and Pastor(s) will manage reports of workplace violence in a manner that protects the safety and anonymity of anyone who comes forward. Acts of violence and retaliation will be subject to disciplinary action, up to and including termination, based on the situation. Acts of violence occurring outside the workplace also may be grounds for disciplinary action, up to and including dismissal. In these situations, the church must demonstrate that the violent conduct committed has an adverse impact on the employee's ability to perform his or her assigned duties and responsibilities or that it undermines the effectiveness of the church's ministry.

#### **4.11 Safe Community Policy**

All LRUCC employees are required to sign our Safe Community Policy acknowledging that they understand and will comply with the policy. Anyone working with people under the age of 18 will be required to take Safe Community training. Safe Community training is required every two years.

## 4.12 Media and Public Inquiries

All media inquiries and other public inquiries of a general nature (references, employment verification, etc.) should be referred to the Pastor(s). Inquiries seeking information concerning current or former employees or church attendees/members should likewise be referred to the Pastor(s).

## 4.13 Social Media Policy

Social media can be a fun and rewarding way to share life and opinions with family, friends, and brothers and sisters in Christ around the world; however, use of social media also presents certain risks and carries with it certain responsibilities. To assist the employee in making responsible decisions about their use of social media, LRUCC has established guidelines for appropriate use. See also section 4.6 Computer Usage.

In the rapidly expanding world of electronic communication, *social media* can mean many things. It includes all means of communicating or posting information or content of any sort on the internet, including to their own or someone else's web log or blog, journal, diary, personal website, social networking or affinity website, web bulletin board or chat room, whether associated or affiliated with LRUCC, as well as any other form of electronic communication. Ultimately, the employee is solely responsible for what is posted online. Before creating online content, consider some of the risks and rewards that are involved.

### Be Respectful

Always be fair and courteous to everyone. Employees must keep in mind that they are more likely to resolve work-related complaints by speaking directly with their co-workers than by posting complaints to a social media outlet. Posting complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating is not appropriate. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

### Be Honest and Accurate

Make sure that posts are always honest and accurate when posting information or news, and if mistakes are made, corrections should be made quickly. Be open about any previous posts that may have been altered. Remember that the internet archives almost everything. Therefore, even deleted postings can be searched. Never post any information or rumors that are known to be false about LRUCC.

### Post Only Appropriate and Respectful Content

- Employees should not create a link from a blog, website, or other social networking site to the LRUCC website without identifying themselves as an LRUCC employee.
- Employees should never represent themselves as a spokesperson for LRUCC. If LRUCC is the subject of the content being created, it should be made clear that expressed views do not represent those of LRUCC leaders or other employees. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of LRUCC."

### Using Social Media at Work

Refrain from using social media while on work time or on equipment that LRUCC provides unless it is work-related and with verbal authorization by the employee's supervisor. Do not use LRUCC email addresses to register on social networks, blogs or other online tools utilized for personal use.

### Retaliation is Prohibited

LRUCC prohibits taking negative action against any employee for reporting a possible deviation from this social media policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

### For More Information

If the employee has any questions or need further guidance, please contact a supervisor, or Pastor(s).

## 5.0 COMPENSATION

### 5.1 Pay Periods

Employees will be paid every two (2) weeks. When the payday falls on authorized holidays, payment may occur on the nearest business workday as determined by the Finance team. Employees should review their paychecks for accuracy. If there is a mistake or an item is not understood, please report it to the supervisor and/or Finance Team. It is the responsibility of the employee to record daily hours worked and submit completed timesheet to their supervisor for approval by close of business on the Friday at the end of the two-week pay period. Adjustments to work hours must be done within the two-week pay period. Hours of work cannot be saved or banked from one pay period to another. Any exceptions initiated by the employee will need to be made in writing by the employee and approved by their direct supervisor and relative board/committee. Exceptions will be made for unexpected emergencies or unexpected events.

### 5.2 Payroll Deductions

Payroll deductions are made each pay period to comply with state and federal law, such as federal income tax, Medicare, and Social Security taxes. Employees must authorize any other deductions in writing. Each paycheck stub will itemize amounts that have been withheld.

Employees will be provided with a Wage and Tax Statement (W-2) by January 31 of the year following each year of employment as required by federal and state laws. If there are any questions about the W-2 form, please forward those to the Finance Team. Employees can change the number of withholding elections at any time by completing a new W-4 form. Employees can obtain a new form or submit a completed form to the Finance Team. The church does not pay FICA taxes for those Pastor(s) who are considered self-employed for purposes of Social Security coverage. However, these deductions can be withheld from their payroll per instruction of their signed W-4.

### 5.3 Garnishment of Wages

The church will comply with all legally authorized orders to garnish wages for the requested amount and time.

### 5.4 Direct Deposit

To save time and effort, employees may have their pay directly deposited into a bank of their choice and receive an itemized statement of wages provided that we, the employer, are given authorization. Please see the Finance Team for enrollment, changes, or withdrawal from the program.

### 5.6 Work Hours

The church business office is open Monday through Friday, 9:30 a.m. until 3:30 p.m. Part-time and full-time employee work hours are set based on job description needs. These hours are coordinated by the employee's supervisor and/or Pastor(s).

## **5.7 Overtime**

Overtime is to be avoided under normal circumstances. However, from time to time, non-exempt and exempt employees may be asked to work beyond their normally scheduled hours or on a regularly scheduled day off. The LRUCC workweek shall begin on Saturday at 12:01 a.m. and end Friday at midnight. Any non-exempt employee who works more than 40 hours during one workweek shall be compensated for overtime. Overtime is paid at the rate of one and one-half (1.5) times their regular rate of pay, in accordance with state and federal law. All overtime hours must be pre-approved by your supervisor and/or Pastor(s). PTO, holiday or leave of absence do not constitute hours worked for the purposes of computing overtime.

## **5.8 Work During Ministry Activities Involving Overnight Hours**

On occasion, ministry activities involving adults only, may involve overnight hours. When this occurs, the employee, whether part-time or full-time, will be compensated only for those hours that are worked. Activities such as travel time, sleeping and eating are not considered work-related and, therefore, will not be compensated. Compensation or comp time to be received by an employee will be agreed upon in writing by the supervisor and the employee prior to extra hours worked. If an employee does not qualify for time and a half for overtime, then the employee is entitled to comp time.

Ministry activities involving youth, may involve overnight hours. When this occurs, the employee, whether part-time or full-time staff, may volunteer to participate in the activity with the supervisor's approval. Travel expenses for employees will be covered.

When the employee's job description includes working with youth, such as ministerial staff, then they will be paid for their normal hours and are entitled to comp time.

Compensation or comp time to be received by an employee will be agreed upon in writing by the supervisor and the employee prior to the event.

## **5.9 Compensatory Time (Exempt Employees)**

Due to the nature of LRUCC's ministry, it is common for exempt salaried employees who are not eligible for overtime pay to work more than their regular weekly work hours. In these cases, salaried full-time employees may be granted compensatory time. Compensatory time is awarded to employees not eligible for overtime pay to give them time to refresh themselves. Each employee's supervisor is responsible for determining whether compensatory time is appropriate and, if so, the amount of time that will be given and when it will be taken. For the Pastors requesting comp time, approval will be given by the Moderator with input from the Board of Trustees. Compensatory time is not an attempt to provide eligible employees time off on an hour-per-hour basis. It is generally understood that these "seasons of intense ministry" are exceptions to the normal working schedule at the church rather than the rule.

## **5.10 Transfers and Promotions**

When an employee moves from one position within the staff structure to another through transfer or promotion, the employee's compensation may be adjusted commensurate with the position. Should an employee work in more than one department of the church, the benefit accruals of the LRUCC Employee Handbook will apply.

## **5.11 Compensation Advances**

All employees are encouraged to be good stewards of their finances and to administer them according to sound budgetary principles. Therefore, pay advances will not be given to employees including Ministerial staff.

## **5.12 Bonuses**

At the end of the year, if the finances of LRUCC allow, LRUCC may elect to give bonuses to employees. To be considered employees must have worked six months or more with the church.

## **6.0 SALARY ADMINISTRATION**

The salary administration program at LRUCC strives to achieve consistent pay practices, comply with federal and state laws, and offer appropriate salaries to our employees. For Pastors, LRUCC complies with Central Atlantic Conference Clergy Compensation Guidelines.

Compensation for each position is determined by several factors, including the essential duties and responsibilities of the job, the level of skills and experience of the individual, educational qualifications, and salary survey data. LRUCC periodically reviews its salary administration program and restructures it as necessary. Merit-based pay adjustments may be awarded in conjunction with superior employee performance documented by the performance evaluation process.

Employees should bring their pay-related questions or concerns to the attention of their supervisor, and/or Pastor(s).

## **7.0 EMPLOYEES LEAVING LRUCC**

### **7.1 Resignation**

Should an employee desire to leave the employment of LRUCC, a written notice of resignation is requested a minimum of two weeks in advance for a mutually agreed upon time of departure between LRUCC and the employee. The determination of the final date to report to work will be made by the employee, the supervisor, and/or the Pastor(s). Length of notice for pastoral staff are outlined in their call agreement and comport with church by-laws.

### **7.2 Termination**

The decision to terminate an employee ultimately rests with the direct committee the employee was reporting to and/or Pastor(s) and supervisor. Severance pay, if any, for personnel who have been terminated will be determined on an individual basis.

### **7.3 Procedures for Employees Leaving**

All employees, upon leaving the employment of LRUCC, must return all property and materials that belong to the church, including keys, computer equipment, security codes, files, and credit cards, to their supervisor or Pastor(s) as well as sign the Exit Checklist. The employee's email account will terminate on the last day of employment.

Personnel will be paid for their pro-rated number of PTO hours earned, but unused, through their date of departure. Any employee with a negative PTO balance will have that amount (the number of hours times hourly wage) withheld from their final check.

As a reminder, member lists are not to be used for personal gain or support in any manner after employment ends.

All employees leaving LRUCC should have an exit interview with their supervisor and/or the Pastor(s). A member of the Personnel Committee may be invited to attend this exit interview.

## **8.0 TIME OFF**

Paid Time off is a benefit offered to full time employees and to part time employees who work 20 or more hours on average per week. PTO is calculated by the hours per week an employee is required to work based on their job description and/or hire agreement. Ministerial staff are offered time off in their official call. Music staff are offered time off based on their contracts.

For part time employees, for time off, the number of hours recorded on the time sheet should be the employee's normally worked number of hours. For example, if an employee works 20 hours per week, then they should record 4 hours on their time sheet for time off.

## **8.1 Holidays**

Employees who work 20 hours or more in a week are offered the following LRUCC paid holidays. The compensation is based on the average number of hours worked.

- a. New Year's Day
- b. Martin Luther King Jr. Day
- c. President's Day
- d. Easter Monday
- e. Memorial Day
- f. Juneteenth
- g. Independence Day
- h. Labor Day
- i. Thanksgiving
- j. Friday after Thanksgiving (in lieu of Veteran's Day)
- k. Christmas Day
- l. 2 floating holidays as scheduled by the employee with supervisory approval

*Note: If a holiday falls on a Saturday, the office will be closed the Friday before. If a holiday falls on a Sunday, the office will be closed on the Monday after.*

## **8.2 Salaried Employees Working on a Paid Employee Holiday**

Salaried (exempt) employees who are engaged in the running of worship services on one of the specified paid employee holidays are offered a paid day off as a floating holiday scheduled with the supervisor. When entering hours in the church payroll system, code as Holiday, notating floating holiday in the notes section.

## **8.3 Hourly Employee Working on a Paid Employee Holiday**

Hourly (non-exempt) employees who are required (because of ministry programming) to work on one of the specified paid employee holidays when offices are closed will be entitled to their regular hourly rate of pay for the hours that are worked. In addition, they will be offered a paid day off as a floating holiday to be schedule with the supervisor. When entering hours in the church payroll system, code as Holiday, notating floating holiday in the notes section.

### 8.4 Holiday on a Day Normally Taken as a Day Off

If an employee paid holiday falls on a normal day off, such as a Friday or Monday, as part of their normal work routine and a holiday falls on that day, then the employee may take a floating holiday at some other time provided that they schedule that leave with their supervisor. Time off will be entered into the church payroll system as Holiday, notating in the notes section which floating holiday is being used.

*Note: After considering the needs and best interests of the church, the Pastor(s) and/or Moderators may, at his/her discretion, grant employees additional paid time off at appropriate times, for example, the day after a holiday (Christmas, New Years, 4<sup>th</sup> of July).*

### 8.5 Paid Time Off (PTO) Leave

PTO, earned by employees, covers both annual leave and sick leave.

Hours Per week	Per Day Hours	Hours of PTO per year with 1 – 4 years of service (3 weeks)	Hours of PTO per year with 5 – 10 years of (4 Weeks)	Hours of PTO per year for 10+ years of service (5 weeks)
30	6	90	120	150
25	5	75	100	125
20	4	60	80	100

PTO is calculated by the hours per week an employee is required to work based on their job description and/or hire agreement. PTO is earned and credited daily. PTO calculations for new employees will begin on the first day the employee begins work. Length of services increases in PTO are implemented January 1<sup>st</sup> of the year in which the employee will complete his or her 5<sup>th</sup> or 10<sup>th</sup> year of service. PTO balances for all positions are tracked by the Finance Team in the church timekeeping and payroll system.

Except for emergencies or illness, an Employee Leave Request form must be submitted in writing a minimum of 10 days in advance and authorized by the supervisor at least one week in advance of the requested time off. The completed form is given by the supervisor to the Finance Team for record keeping and the Personnel files.

A new employee member may not take PTO earlier than 90 days after the first day of employment. However, in unusual circumstances, the supervisor may grant a waiver of this policy.

Employees are not permitted to use PTO before they have earned it. If a need arises for time off before an employee has accumulated enough PTO for that time off, he/she should consider using leave without pay or have a signed written agreement of approval with the employee and supervisor to use PTO before accrued.

To avoid accumulating excessive PTO, only 5 days of PTO may be carried over into the next year and must be used before March 31<sup>st</sup> of the new year. Any remaining PTO over 5 days will be lost unless approved by the employee’s supervisor to be extended due to heavy work schedules.

PTO may be taken in half-hour increments.

Employees leaving the employ of the church will be paid a lump sum for any accrued unused PTO. For any employee with a negative PTO balance their final check will reflect the balance.

When a holiday falls during scheduled PTO, it is not charged against the PTO balance.

With the approval of his or her supervisor, an employee may shift their normal work hours around to cover short absences for such matters as dental or medical appointments without charging PTO.

## **8.6 Inclement Weather Closings**

The LRUCC church office will follow Northern Virginia Community College's Annandale Campus delays and closures.

Church programming that takes place after 5 p.m. Monday through Friday will follow Northern Virginia Community College's Annandale Campus delays and closures. The Pastor(s) with input from the sexton reserve the right to make exceptions, depending on weather realities. For example, if the campus is closed in the morning but the sun is shining brightly, and roads are clear in the afternoon, church programming may continue as planned.

In case of inclement weather, unscheduled leave may be taken by the Employees. Employees should work with their supervisors to determine if working from home is an option.

For inclement weather on Sunday, a discussion will be held between the Pastor(s), the sexton, the Chair of the Board of Trustees (or designee) and the Chair of the Board of Deacons (or designee) to determine if the worship service should be cancelled. Appropriate notice will be sent via the Church Alerts system.

## **9.0 LEAVES OF ABSENCE**

### **9.1 General**

With approval from the supervisor and the Pastor(s) the employee can take leave without pay to continue employee benefits. Any employee on leave of absence must make prior arrangements for the direct payment of their share of the benefit costs. The church continues to pay its share of the benefit cost for up to 60 days after which time the Trustees would have the option to extend the benefits, if they see fit. To be eligible for leave, an employee must have been employed at least 12 (twelve) months.

Any requests for leave must be submitted on an Employee Leave Request form.

### **9.2 Long Term**

A long-term leave of absence is more than 60 days. The church cannot guarantee any employee on a leave of absence the same position upon expiration of leave. In order to return from a long term medical leave of absence, a doctor's approval must be received.

### **9.3 Parental Leave**

LRUCC will provide ten (10) weeks of paid parental leave for the adoption of a child or delivery of a newborn. An employee can use any remaining leave (PTO) in conjunction with this leave. If the employee desires to take additional time off without pay, they must submit the Employee Leave Request form to their supervisor and the Pastor(s). This leave will be approved at the discretion of the supervisor and Pastor(s).

### **9.4 Bereavement**

Employees can receive paid time off because of the death of a family member. The employee is allowed up to a one-week absence at their normal rate of pay for necessary bereavement arrangements and/or attendance to funeral/memorial service for death in the immediate family (grandparent, parent, child, sibling, spouse and respective in-laws). Employees who earn PTO may use that time to attend funerals of other family members not mentioned above or close friends.

## **9.5 Jury Duty**

LRUCC encourages employees to fulfill their civic responsibilities in the case of a jury summons. An employee who has been called to appear at court for jury duty will be reimbursed for the difference of their pay as a juror and their regular pay for any hours the employee was scheduled to work for LRUCC, excluding any overtime hours. Employees shall present their jury paycheck stub or voucher at the completion of jury duty to receive payment for the difference. Subject to the terms, conditions, and limitations of the applicable plans, the employee will continue to receive health insurance benefits for the full period of jury duty leave.

## **9.6 Sabbatical**

The ministerial staff is granted a sabbatical every 5 years as part of their call. The details of the sabbatical are defined in their specific call agreement.

## **9.7 Military Leave**

LRUCC will grant a military leave of absence if the employee is absent from work because they are serving in the U.S. Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). The employee must give their supervisor notice of upcoming military service, unless military necessity prevents advance notice, or it is otherwise impossible or unreasonable.

Employees will not be paid for military leave. However, the employee may use any available accrued paid time off to help pay for the leave.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

If the employee is on military leave for up to 30 days, they must return to work on the first regularly scheduled work period after their service ends (allowing for reasonable travel time and 8 hours of rest per USERRA). If the employee is on military leave for more than 30 days, they must apply for reinstatement in accordance with USERRA and applicable state laws.

When returning from military leave (depending on the length of your military service in accordance with USERRA), the employee will be placed either in the position they would have attained had they stayed continuously employed or in a comparable position. To determine benefits that are based on length of service, the employee will be treated as if they had been continuously employed.

## **9.8 Reporting of Accidents/Injuries and Worker's Compensation**

Any accident or injury occurring on any LRUCC property or while at LRUCC functions or activities must be reported regardless of how minor the accident or injury might seem. Employees are responsible for completing an Employee Accident/Injury Report and submitting it to the Pastor(s) and Human Resources Committee within 24 hours of the accident or injury.

LRUCC provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to legal requirements, workers' compensation insurance will determine and provide benefits as appropriate.

Employees returning to work from an absence due to a work-related injury must report to the Board of Trustees/Pastor(s) with a doctor's clearance prior to returning to work.

## 9.9 Family and Medical Leave Act (FMLA)

LRUCC shall grant up to twelve (12) weeks of family and medical leave during a “rolling” twelve (12) month period to eligible employees, in accordance with the Family and Medical Leave Act (FMLA) of 1993. FMLA is an unpaid job protected leave of absence. However, an employee must first use accrued PTO hours before FMLA time will be granted. An employee may choose to also substitute accrued PTO hours for all or part of any unpaid FMLA. Eligible employees must be employed by LRUCC at least twelve (12) months (but this period need not be consecutive) and must have worked at least 1,250 hours of service during the twelve (12) month period immediately before the date when the leave would begin. FMLA is not legally binding for employers with less than 50 employees. However, LRUCC voluntarily seeks to comply with FMLA whenever possible. The following link contains details for FMLA: <https://www.dol.gov/general/topic/benefits-leave/fmla>

In order to qualify as FMLA leave under this policy, the employee must be taking the leave for one of the following reasons:

- 1) The birth of a child and in order to care for that child.
- 2) The placement of a child for adoption or foster care.
- 3) To care for a spouse, child, or parent (not in-laws) with a serious health condition.
- 4) The serious health condition of the employee.
- 5) Caring for military dependents that are injured or become sick in the line of duty.

Notes:

- a) Must conclude within twelve (12) months after the birth or placement.
- b) A serious health condition means a condition that involves inpatient care or continuing treatment by a health care provider. Employees requesting leave for their own or an eligible family member’s serious health condition will be required to provide sufficient medical certification from the employee’s or family member’s health care provider. Medical certification must be provided thirty (30) days in advance of the request for leave when possible. LRUCC may require, at its discretion, periodic recertification. Questions of interpretation under this policy will be resolved by reference to the FMLA and regulations issued by the United States Department of Labor. Employee’s rights under this policy shall in no case be less than those afforded by FMLA.

## 10.0 INSURANCE BENEFITS

### 10.1 Medical

Employees that are full time as defined under the Affordable Care Act (ACA) as an average of 30 hours per week or at least 130 hours per month using a 12-month measurement or look-back period are eligible to participate in a group health insurance program through LRUCC. For employee choosing to participate, LRUCC pays an agreed upon percentage of the medical benefits. This percentage and the insurance carrier used by the church are reviewed annually and may be changed as determined in the best interest of the church. This will be communicated yearly at the time of renewal. Specific details of the group medical insurance are too many to cover here, but the employee can get all the information from the supervisor, Pastor(s), or Finance Team.

A full-time employee may add their spouse or other dependent family members to the group health insurance plan. However, the employee may have to incur the additional amount of premium to cover family members. Annual enrollment is November of each year at which time employees may change benefits without a qualifying life event. A qualifying event means a “special enrollee” is allowed to enroll or change his or her existing plan option in the plan after: a loss of eligibility for group health coverage,

individual health insurance coverage, CHIP (Child Health Insurance Program) or Medicaid; becoming eligible for state premium assistance, Medicaid or CHIP subsidies; and the acquisition of a new spouse or dependent by marriage, birth, adoption or placement for adoption. The employee must notify the Finance Team as soon as possible if the employee has a qualifying event.

## 10.2 HIPAA

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) limits exclusions for preexisting conditions, prohibits discrimination against employees and their dependents based on their health status, guarantees renewability and availability of health coverage to certain employers and individuals, and protects many workers who lose health coverage by providing better access to individual health insurance. Detailed information about preexisting conditions and health insurance plans can be found at the following link:

[https://www.cms.gov/regulations-and-guidance/health-insurance-reform/healthinsreformforconsume/downloads/hipaa\\_helpful\\_tips\\_rev\\_1.pdf](https://www.cms.gov/regulations-and-guidance/health-insurance-reform/healthinsreformforconsume/downloads/hipaa_helpful_tips_rev_1.pdf)

The special enrollment rights apply without regard to the dates on which an individual would otherwise be able to enroll under the plan. Special enrollment periods apply to you and/or your dependent(s) if you have a new dependent as a result of marriage, birth, adoption or the placement for adoption (qualifying event). Under these rules, a group health plan is required to provide the opportunity for special enrollment for these individuals should they make the request within 30 days of the date the qualifying event occurred.

If the employee declines enrollment under LRUCC's plan for them or their dependents (including a spouse) and states in writing that they and/or their dependents have coverage under another group health plan or health insurance coverage as the reason for declining to enroll they may also have special enrollment rights. Special enrollment rights may apply to the employee and/or their dependents in the event that the employee and/or their dependents are no longer eligible for other coverage.

The plan may offer an Annual Open Enrollment giving the employee the opportunity to enroll them self and/or their dependents if they have previously declined/waived coverage.

## 10.3 COBRA

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) helps employees and their dependents continue their health insurance even if they are no longer eligible under LRUCC's health plan. More guidelines for COBRA can be found at the following link:

<https://www.dol.gov/sites/dolgov/files/legacy-files/ebsa/about-ebsa/our-activities/resource-center/publications/an-employees-guide-to-health-benefits-under-cobra.pdf>

There are strict rules about when an employee can use COBRA. COBRA lets an eligible employee and dependents choose to continue their health insurance when a "qualifying event" happens. Qualifying events include events such as the employee's resignation, termination, leave of absence, shorter work hours, divorce, legal separation or death. Another qualifying event is when a dependent child stops being eligible for coverage under the employee's health insurance.

If the employee continues their insurance under COBRA, they will pay the full cost of the insurance at LRUCC's group rates plus an administration fee. If the employee is enrolled in the health insurance plan, and the employee is either leaving their position or is leaving the LRUCC's insurance plan, they will receive a written notice describing their COBRA rights. The COBRA notice should be read carefully because it contains important information about employee rights and what to do if the employee needs COBRA.

## **10.4 Unemployment Compensation**

As a 501(c)(3) organization, LRUCC is exempt under the Federal Unemployment Tax Act and therefore is not obligated to pay into the Virginia State Unemployment Compensation System. We do not participate, and therefore, any employee who is terminated will not receive unemployment compensation.

## **11.0 PERSONNEL FILES**

Personnel files are the property of LRUCC and are confidential. An employee wishing to view their personnel file will be permitted to do so by appointment. The following will be kept in a personnel file:

- a. Employment application form
- b. Letter of Employment
- c. Form I-9 UCIS (United States Citizenship and Immigration Services form to verify employment eligibility)
- d. Job Description(s)
- e. All Evaluations (signed)
- f. Disciplinary actions (if applicable)

Copies of the following information will be retained by the Finance Team as needed to perform their duties.

- a. All W-2 forms
- b. All W-4 forms
- c. All state withholding forms
- d. Dates of employment
- e. Leave forms

It is important that the church always have current information about each employee. Employees are responsible for notifying the Finance Team of any changes of name, address, phone number, marital status, etc. If an employee changes their name or social security number, they need to provide original documentation authorizing the change. Employee status change forms are available from the Finance Team.

## **12.0 PERFORMANCE REVIEWS**

### **12.1 Clergy (Senior Pastor and all other Called Ministers) Performance Reviews**

The evaluation process for the Senior Pastor and all other ministers called to serve at LRUCC will be governed by their Call Agreements and additional evaluations may be called for as needed by the Human Resources Committee.

### **12.2 Lay Employees (Non-Clergy) Performance Reviews**

Performance reviews are conducted by the Senior Pastor and the chair of the supervising board or committee. A Performance Review includes a written assessment of an employee's performance based on the position description. Evaluations shall be made at the following times:

- 1) The end of the ninety (90) day period for new employees.
- 2) Annually for the first three years of employment and then every other year.
- 3) During the first quarter of the year and are to be completed by the end of March.

If necessary, a supervisor and/or supervising board or committee may request an off-cycle evaluation to address issues.

The purposes of the performance assessment are to:

- 1) provide the employee specific feedback on the quality of his/her job performance.
- 2) provide an opportunity for the employee to participate in the review of his/her performance.
- 3) provide an opportunity for the employee and/or supervisor to record the employee's special skills, talents, and accomplishments.
- 4) identify areas in which the employee needs to improve and provide a written plan for improvement.
- 5) strengthen supervisory/employee relations.
- 6) serve as a guide for the supervisor in identifying and planning further employee training needs.

The evaluation process is as follows:

- 1) Staff members will complete a self-evaluation (Appendix D) based on their position description. Included in this self-evaluation is the identification of any goals the staff person would like to address in the coming year.
- 2) The self- assessment is then shared with the supervisor to inform the performance evaluation. The supervisor will review the employee's self-evaluation.
- 3) The supervisor of the employee will solicit input from the lay leadership who work most directly with each staff person prior to the review, including Council, Board and Committee members.
- 4) The supervisor will meet with the employee to review the written performance evaluation (Appendix E).
- 5) If the in-person review is anticipated to be contentious, then a member of the Human Resources Committee may be invited to attend the review.
- 6) The expanded evaluation will constitute the agenda for the review meeting, although other topics may be addressed. Goals for the upcoming year will be discussed.

During the private conference between the supervisor and the employee, the evaluation will be discussed in detail. This discussion enables the supervisor and the employee to have a mutual understanding of the content of the employee's position description as well as the relative importance of each area of accountability.

Following the discussion with the supervisor, the employee will be asked to sign and date the evaluation, indicating that it has been read and discussed with the supervisor, not necessarily that the employee agrees with the content . If the employee disagrees with the evaluation, they have the right to write a rebuttal to be included in their Personnel File. The rebuttal may lead to further discussions with the Committee and/or Board responsible for the employee. The HR Committee will help resolve the situation as applicable.

Following the conference, if the supervisor is not the Senior Pastor, the supervisor will submit the signed evaluation to the Senior Pastor for review and signature. Employee evaluations will be distributed as follows:

- Original: to Confidential Personnel Files.
- Copy: to the employee.

### **13.0 DISCIPLINARY STEPS AND DISCHARGE**

It is important that disciplinary actions are prompt, consistent, and impartial. The major purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future.

Although employment is based on mutual consent, both the employee and LRUCC have the right to terminate employment at will, with or without cause or advance notice. LRUCC uses progressive discipline at LRUCC's discretion. Any of the following progressive disciplinary steps may be taken:

- a. Verbal warning
- b. Written warning
- c. Probation
- d. Termination

LRUCC tries to utilize progressive discipline where appropriate before terminating an employee. There are certain infractions, however, listed below which are considered to be so disruptive of operations that progressive discipline may not be feasible.

LRUCC may consider the following offenses, committed on church grounds or when representing LRUCC at a church sponsored event, basis for disciplinary action up to and including termination:

- a. Being absent from work three (3) consecutive days without notice to, and authorization from, LRUCC
- b. Chronic tardiness
- c. Falsifying records of LRUCC
- d. Insubordination (includes refusal to perform assigned work)
- e. Harassment and/or discrimination of others
- f. Unauthorized release of sensitive information
- g. Flagrant or deliberate violation of safety procedures or practices
- h. Use of profane, abusive, or threatening language
- i. Unauthorized use or willful or wanton neglect of Church facilities or property
- j. Malicious mischief, including defacing, damaging or destroying Church property
- k. Theft
- l. Possession or use of alcohol while on Church property (Employees may be asked to serve alcohol as part of LRUCC related-events; such activity shall not be in violation of this paragraph.)
- m. Possession or use of illegal drugs on or off Church property
- n. Carrying a weapon on Church property
- o. Tampering with/or steering contracts for personal gain
- p. Fighting or attempting bodily harm to another individual while on Church property

The above is not intended to be all inclusive. There may be other offenses which are not noted that may call for comparable action if committed.

The nature and severity of the offense and history of any prior offenses, if any, will govern the type and amount of discipline given. Nothing within this policy should be taken as limiting LRUCC's right to terminate an employee at any time for any reason.

### **14.0 COMPLAINT PROCEDURE**

Any employee has the right to raise personnel complaints when an issue is unable to be resolved between the individuals involved. When such complaints cannot be resolved on an informal basis between both

parties, LRUCC has an established procedure through which complaints are given a fair and an impartial hearing. All complaints will be considered confidential. All complaints submitted must identify the employee making the complaint.

If an employee is unable to resolve their complaint informally, the employee should direct their complaint in writing to the HR Committee. The HR Committee will investigate the complaint. If necessary, the HR Committee will have the ability to seek outside assistance to manage the investigation of the complaint. The HR Committee will notify the complainant that a review is being conducted. This group will respond to or render a response to the employee's complaint within 72 hours or as soon as possible thereafter.

LRUCC will not retaliate against any employee who makes a complaint. Any attempt at retaliation will be subject to appropriate disciplinary action, up to and including discharge.

## **15.0 BUDGET AND FINANCES**

The congregation approves a budget each year as presented by the Board of Trustees and the Church Council, for the general operations of the church. This budget serves as a guideline for all LRUCC expenditures. In addition to the budget, the church has specific procedures that assist staff in the stewardship of the church resources that have been entrusted to us.

### **15.1 Spending Authorization**

Each budget section is assigned to a person or board or committee for authorization. Though this person may elect to delegate spending authorization to others, it is still their responsibility for signing vouchers and overseeing and reporting on the budget items assigned. The Finance Team should be notified of the spending authorization.

Boards or Committees should identify one or more people authorized to sign vouchers for that organization. The person identified as the Spending Authorized entity should be named annually, in writing to the Finance Team.

### **15.2 Credit Cards**

LRUCC credit cards may be issued to employees. They are intended for LRUCC ministry and event-related approved expenses in addition to supplies, equipment and other non-recurring expenses not related to one particular event. All receipts are to be turned in monthly. If an employee incurs an instance of 5 or more missing receipts, detailed receipts are not provided, and/or the credit card form is turned in late, your credit card may be deactivated for 6 months. Employees may be required, on a case-by-case basis, to personally reimburse the church for expenses not substantiated with a receipt.

### **15.3 Spending Controls**

Non-recurring budgeted expenses up to \$250 should be approved by the authorized staff person. Non-recurring budgeted expenses over \$250 must be approved by the authorized staff person/ or Pastor(s) or the Committee or Board with direct report. Fixed, repetitive, or nondiscretionary expenses such as salaries, rent, utilities, apportionments, insurance, etc., can be approved once at the beginning of the year for automatic payment during the year once the authorized staff person/or Pastors or the Committee or Board with direct report.

Non-budgeted or over-budget expenses require additional authorization from the Church Council. Major over-budget expenses may need to be approved by the Congregation before being spent.

## **15.4 Employee Reimbursements**

Occasionally it may be necessary for an employee to use their personal funds to pay for something and be reimbursed by the church, for example using their personal auto for church business. Employees would be entitled to be reimbursed at a mileage rate as determined by the Internal Revenue Service. The request for reimbursement for mileage, parking, or other business-related expenses needs to be submitted on a voucher within 30 days and approved by the supervisor or designated official. Employees may not approve reimbursements to themselves.

## **15.5 Meal Reimbursements**

There will be rare occasions when an employee submits a receipt for a meal reimbursement because they were on travel and out of the area on church business or were involved in an official church meeting at a restaurant (e.g., applicant interview). In compliance with IRS regulations, employees should notate the business purpose and the meeting participants. At no time will LRUCC reimburse for alcoholic beverages. Meal reimbursement guidelines include up to: \$10 for breakfast, \$15 for lunch and \$20 for dinner. LRUCC requires the employee to provide a “detailed” receipt supporting their meal reimbursement. Failure to provide a detailed receipt can result in an employee reimbursing LRUCC if charged to their employee credit card or in the possibility of no reimbursement.

## **15.6 Capital Outlay**

All additions to property, plant and equipment should be properly authorized through the capital budgeting process. Expenditures for capitalized assets having a service life in excess of five years or more and a purchase price of \$200 or more should be capitalized (become fixed assets) and be properly tagged and noted in the fixed asset records. All expenditures not meeting these criteria are subject to the “expense approval” guidelines in this manual.

Items that have been approved in the budget as a capital disbursement will be purchased as cash flow permits, so it will be necessary to receive final authorization before placing an order. If you are purchasing items already approved in the capital outlay budget, complete a voucher, and use the appropriate asset general ledger account. Supervisors/Pastors/Board of Trustees must authorize all capital expenditures.

## **15.7 Offerings, Registration Fees and Sales**

There will be occasions when handling of monies from offerings, registration fees, or sales will be necessary as a part of the employee’s ministry function and is acceptable. If an employee receives an offering for the church, they should always put the offering into the Church Office safe as soon as possible. There should always have a second, non-related person involved in the counting of money and document dual control as evidenced by the initials of both counters.

## **16.0 THE LAST WORD**

LRUCC is truly thrilled to have you as part of this team. You were hired because we believe that God will use you to help improve our team and the ministry of Little River UCC. Remember that we are here to support your efforts, and help you grow and develop within your position. Please let us know if you have questions about any policies in this handbook or issues related to your employment at Little River UCC.

We are praying that God will bless your ministry at Little River!

## 17.0 ACKNOWLEDGMENT

I have received and read the Little River United Church of Christ Employee Handbook. I realize there may be authorized changes to the information, policies, and benefits in the handbook from time to time. If I have further questions, I understand that I should ask my supervisor or Pastor(s)/ /Board of Trustees/Moderators.

I also understand and agree that this handbook is not a contract or legal document. I became an employee at Little River United Church of Christ voluntarily and understand there is no specified length to my employment. My employment is "at will," which means I can quit at any time, with or without advance notice. It also means that my employment can be terminated at any time, with or without cause or advance notice.

I know what I signed up for when I was hired here, and I voluntarily agree to serve on this staff team based on the guidelines included in this handbook.

**EMPLOYEE'S NAME (printed):** \_\_\_\_\_

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

---

**SUPERVISOR'S NAME (printed):** \_\_\_\_\_

**SUPERVISOR'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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**APPENDIX A: SAMPLE EMPLOYEE INFORMATION FORM**



**EMPLOYEE Information Form**

Full Name (First, Middle, Last): \_\_\_\_\_

Home Street Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Preferred Number \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Home E-Mail: \_\_\_\_\_

In Case of Emergency, notify: \_\_\_\_\_

Address: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_

Home, cell, work

Relationship to You: \_\_\_\_\_

## APPENDIX B: SAMPLE EMPLOYEE ACCIDENT/INJURY REPORT



### EMPLOYEE Accident/Injury Report

Full Name (First, Middle, Last): \_\_\_\_\_

Home Street Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Preferred Number \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Date of Injury: \_\_\_\_\_ Workmen's Compensation to be filed? Y N

Date Workmen's Compensation Form submitted: \_\_\_\_\_

Describe how injury occurred:

Part of body injured:

**APPENDIX C: SAMPLE EMPLOYEE LEAVE REQUEST FORM**



**EMPLOYEE LEAVE REQUEST FORM (PTO OR OTHER)**

EMPLOYEE NAME: \_\_\_\_\_

DATE(S) OF LEAVE REQUESTED: \_\_\_\_\_

TYPE OF LEAVE: PTO \_\_\_\_ Leave without Pay \_\_\_\_ FMLA: \_\_\_\_

OTHER: (Please Specify) \_\_\_\_\_

TOTAL HOURS OF LEAVE REQUESTED: \_\_\_\_\_

SUPERVISOR SIGNATURE/APPROVAL: \_\_\_\_\_

## APPENDIX D: SELF-ASSESSMENT

EMPLOYEE NAME:

JOB TITLE:

SUPERVISING BOARD/COMMITTEE(S):

<p><b>1. Review your position description.</b></p> <p>a. Does this document accurately describe what you do? What might need to be updated?</p>	
<p><b>2. Describe your successes in your professional experience at LRUCC.</b></p> <p>a. What is going well? What are your strengths?</p>	
<p><b>3. Identify at least one goal for yourself in your work at LRUCC.</b></p> <p>a. What is at least one goal that you have for yourself this year?</p> <p>b. Any areas in which you want to grow? How might the church help you with this?</p>	
<p><b>4. Describe any challenges that you are experiencing in your work.</b></p> <p>a. What challenges are you experiencing? How might the church help with this challenge?</p>	
<p><b>5. What recommendations do you have for LRUCC?</b></p>	

## APPENDIX E: PERFORMANCE EVALUATION

EMPLOYEE NAME:

JOB TITLE:

SUPERVISING BOARD/COMMITTEE(S):

NAME OF PERSON COMPLETING EVALUATION:

<p><b>1. Review fulfillment of main job responsibilities based on position description.</b></p> <p>a. Provide the employee specific feedback on the quality of his/her job performance.</p>	
<p><b>2. Review strengths and areas for improvement.</b></p> <p>a. Provide an opportunity for the employee and/or supervisor to record the employee's special skills, talents, and accomplishments.</p> <p>b. Identify areas in which the employee needs to improve and provide a written plan for improvement.</p>	
<p>3. Identify how LRUCC will address any challenges and document any changes needed.</p>	

## APPENDIX F: GLOSSARY

<b>Term</b>	<b>Definition</b>
<b>ADA</b>	Americans with Disabilities Act
<b>Church Council</b>	
<b>COBRA</b>	
<b>EEOC</b>	
<b>Finance Team</b>	
<b>Floating Holiday</b>	A day off to be taken by an employee when their regular workday falls on a holiday. The day off is to be scheduled with the supervisor.
<b>HIPPA</b>	
<b>IRS</b>	
<b>LGBTQ</b>	Lesbian, Gay, Bisexual, Transgendered and Questioning people
<b>LRUCC</b>	Little River United Church of Christ
<b>Moderator</b>	
<b>Open and Affirming (ONA)</b>	Welcoming and affirming of LGBTQ community. This includes full participation in the life and ministry of the church as well as full access to the rights of ordination and marriage.
<b>PTO</b>	Paid Time Off. The total vacation and sick leave an employee is eligible for during the year.
<b>UCC</b>	United Church of Christ
<b>UCC Annuity Fund</b>	
<b>USCIS</b>	United States Citizenship and Immigration Services
<b>USERRA</b>	Uniformed Services Employment and Reemployment Rights Act

## APPENDIX E: REVISION HISTORY

Date	Version	Description
April 8, 2015		Original Version
November 11, 2015		Amended
January 13, 2021	2.0	Completely revised version