

# PERSONNEL MANUAL



**Approved and Adopted by the  
Staff Parish Relations Committee  
August 6, 2014**

**Effective January 1, 2015  
Supersedes all previous Personnel Manuals**

# Contents

PERSONNEL MANUAL.....	4
1. 0. 0. INTRODUCTION.....	4
1. 1. 0. PURPOSE.....	4
1. 2. 0. OPENING COMMENTS:.....	4
1.3. 0. TERMINOLOGY USED IN THIS MANUAL:.....	4
2. 0. 0. EMPLOYMENT PROCEDURES (NON-CLERGY STAFF).....	5
2. 1. 0. MINISTRY PROGRAM LEADERS:.....	5
2. 2. 0. MINISTRY STAFF:.....	5
2. 3. 0. INTRODUCTORY PERIOD:.....	5
2. 4. 0. CRIMINAL HISTORY CHECK:.....	5
2. 5. 0. EMPLOYEE FILES:.....	6
3. 0. 0. WAGES AND SALARIES.....	6
3. 1. 0. PAY PERIODS:.....	7
3. 2. 0. PAYROLL DEDUCTIONS.....	7
4. 0. 0. BENEFITS.....	7
4. 1. 0. ELIGIBILITY.....	7
4. 2. 0. INSURANCE.....	9
4. 3. 0. HOLIDAYS:.....	10
4. 4. 0. PERSONAL TIME OFF.....	10
4. 5. 0. PENSION.....	11
4. 6. 0. MOVING EXPENSES.....	11
4. 7. 0. ACCOUNTABLE REIMBURSEMENT:.....	12
5. 0. 0. WORK SCHEDULE.....	12
5. 2. 0. OVERTIME:.....	12
5. 3. 0. ABSENCES.....	13
6. 0. 0. WORK PRACTICES.....	15
6. 1. 0. CONDUCT:.....	15
6. 2. 0. DISCIPLINARY PROCESS:.....	18
6. 3. 0. PERFORMANCE EVALUATIONS.....	19
6. 4. 0. GRIEVANCE PROCEDURE:.....	19
6. 5. 0. JOB DESCRIPTIONS:.....	19

6. 6. 0. HEALTH AND SAFETY: .....	20
6. 7. 0. Personnel Records:.....	20
6. 8. 0. ELECTRONICS POLICY.....	20
7. 0. 0. THE END OF THE EMPLOYMENT RELATIONSHIP .....	20
7. 1. 0. TERMINATION: .....	20
7. 2. 0. EXIT INTERVIEW: .....	21
7. 3. 0. CHECKLIST: .....	21
7. 4. 0. RESIGNATION:.....	21
Electronic Systems and Communications Policy.....	22
Sick Leave Pool - Overview (as modified and approved by SPRC 11-07-12).....	23
Employee Donation of Sick Leave .....	23
Recipient Eligibility .....	23
Process/Procedures.....	24

# PERSONNEL MANUAL

## **1.0.0. INTRODUCTION**

**1.1.0. PURPOSE:** First United Methodist Church of Denton exists to carry out the mission statement as found in the current *Book of Discipline*. The purpose of this Personnel Manual is to assist First United Methodist Church in this task.

**1.2.0. OPENING COMMENTS:** This Personnel Manual describes the employment policies of the First United Methodist Church of Denton, Texas (FUMC) and applies to all employees on the FUMC-Denton payroll except as noted. Because of licensing and other state requirements, employees working for Children’s Day Out and FunStop may have additional requirements which are not included here.

This manual is intended to provide a framework from which all personnel matters may be effectively managed and to describe terms and conditions of employment. While the existence of this document testifies to the sometimes businesslike nature of ministry and church administration, its ultimate purpose is to aid the work of ministry by providing opportunities for professional Christian service in a fair and supportive environment. In accordance with this aim, it is the policy of this church to provide equal opportunity for qualified applicants of every race, color, sex, age, national origin, religion, disabilities either physical or mental and physical ability.

The Staff-Parish Relations Committee (SPRC) is responsible for maintaining church personnel policies. The SPRC will review this document annually to ensure its accuracy, relevance and its responsiveness to the church’s needs, but it reserves the right to change or amend this document at any time. Questions regarding interpretation of these policies shall first be referred to the Lead Pastor and/or the Church Business Administrator and then to the SPRC if further clarification is required.

The relationship between the First United Methodist Church and each of its employees is one of mutual consent which the employee and the church are both free to dissolve at any time. In accordance with this Employment-At-Will doctrine, the church does not make employment contracts with its employees and it wishes to make clear the fact that this personnel manual is not such a contract.

## **1.3.0. TERMINOLOGY USED IN THIS MANUAL:**

*FUMC:* The First United Methodist Church of Denton, Texas.

*SPRC:* The Staff-Parish Relations Committee of FUMC.

*Ministry Program Staff:* All clergy who may serve as Ministry Program Leader or Ministry Program Staff Leader; and lay staff who may serve as Ministry Program Leader, Ministry Program Staff Leader, Ministry Program Staff Support or Ministry Program Staff.

*Support Staff:* Lay staff who may serve as a Ministry Support Staff Supervisor or Ministry Support Staff.

*Full-Time Employee:* An employee normally authorized to work 30 or more hours per average work week.

*Part-Time Employee:* An employee normally authorized to work less than 30 hours per average work week.

*Discipline:* *The Book of Discipline* (United Methodist Publishing House: Nashville, TN) contains the laws of the United Methodist Church. The Church's *Discipline* deals at length with the personnel policies governing ordained clergy and diaconal ministers, which are referenced in this manual but not quoted. Copies of the current and previous editions of *The Book of Discipline* are available from the church library.

## **2.0.0. EMPLOYMENT PROCEDURES (NON-CLERGY STAFF)**

**2.1.0. MINISTRY PROGRAM LEADERS:** The Lead Pastor may personally conduct search and screening interviews or request the SPRC Chairperson to appoint a Search Committee which will be responsible for interviews with qualified applicants. The Lead Pastor or the Search Committee will then make recommendations for selection to SPRC. Once a candidate is selected, the Lead Pastor will request the Church Business Administrator to make appropriate background checks. After the completion of background checks the Lead Pastor will make the offer of employment and the Church Business Administrator will then conclude the hiring process.

**2.2.0. MINISTRY STAFF:** Ministry Program Leaders (MPL) are responsible for the selection process for staff within their program. Prior to beginning the search the Ministry Program Leader will confer with the Lead Pastor to determine and approve the appropriate process for the search and with the Church Business Administrator, in communication with SPRC, regarding funding for the position and for posting the vacancy. Once a selection has been made, the Church Business Administrator will perform appropriate background checks. After the completion of background checks the MPL will make the offer of employment and the Church Business Administrator will then conclude the hiring process, having informed SPRC of the final result.

**2.3.0. INTRODUCTORY PERIOD:** The introductory period for new staff members lasts 90 days from the date of hire. This is a time for the new staff member to evaluate FUMC as a workplace and for the supervisor to evaluate the new staff member's performance. For more information, please see Performance Evaluations under section 6.3.0 of this manual.

**2.4.0. CRIMINAL HISTORY CHECK:** All volunteer staff who work closely with children and youth, as well as all paid staff, will have a background check conducted by the private agency selected by FUMC before beginning work. Fees for the background check will be paid by FUMC. These checks are completed to determine whether a person has any criminal, abuse and neglect history, or if his presence is a risk to the health or safety of other staff and church visitors. A person will be allowed to review the results of his/her

background check if the results are disputed.

**2.5.0. EMPLOYEE FILES:** An individual file for each employee will be maintained in the Business Office. The file will include the following completed forms: W4, Salary information, Authorization for Direct Deposit, Background Check, and Employment Application (Accountable Reimbursement Form for all clergy). If the individual is eligible for Health, Life, Long Term Disability and/or Short Term Disability Insurance, then a set of completed enrollment forms as well.

**2.5.1. PERMANENT RECORDS:** Once an individual leaves employment with FUMC, the church will maintain a copy of their employee file as required by federal and state laws.

**2.5.2. I-9s** will be maintained in a separate file during an employees tenure and upon termination will be moved to their permanent file. In addition a copy of the individual's Social Security Card and Driver's License is required or other approved identification outlined on the I-9 Form.

### **3.0.0. WAGES AND SALARIES**

This church's policy is to provide salaries and hourly wages in accordance with the training and responsibilities of each position. Local hourly wage data, as well as salary information available from sources such as the Conference Journal, will be used to maintain fair and competitive pay scales.

Employees should be aware that salaries are considered public knowledge and are made available in the church library.

Clergy are evaluated annually by the SPRC. Lay staff members are evaluated annually by their immediate supervisor using standardized Staff Development forms.

Evaluations are generally performed on an annual basis and provide employees the opportunity to become familiar with their job duties and to understand what their supervisor expects in terms of results. This understanding provides a means for developing each employee's potential and for improving performance. Working together to set goals and objectives fosters improved communication between employees and supervisor.

Cost of living and/or merit raises may be provided when general economic conditions indicate and church finances allow; however, they should not be viewed as a routine part of employment compensation. The SPRC will review Staff Development summaries and staff recommendations as a basis for salary adjustments each year.

Salary information should not be discussed with other employees. Any employee who has questions about pay should contact his/her immediate supervisor.

The church does not lend money or advance wage/salary amounts to its employees.

If an employee owes the church money for any reason at the end of his/her term of employment, that amount will be deducted from the employee's final paycheck.

**3.1.0. PAY PERIODS:** Direct deposits are made on or before 12:01 am on the Wednesday of a payroll week (26 times a year).

**3.1.1. DIRECT DEPOSIT:** All employees will be paid through direct deposit. A voided check along with the a completed "Authorization for Direct Deposit" will be submitted to the Business Office at the time that the employee begins working at the church. If an employee does not have a checking account, the church will assist them with opening an account with the church's bank.

### **3.2.0. PAYROLL DEDUCTIONS**

**3.2.1. Various payroll deductions made each pay period are:**

- a) Federal Income Tax Withholding (as required by law)
- b) Social Security and Medicare Taxes (as required by law)
- c) Employee contribution to the church's pension plan (for eligible employees; see section 4.0.0 for eligibility requirements)
- d) Premium for optional dependent health insurance (as authorized by eligible employees; see Benefits section for eligibility requirements)
- e) Participant contributions to a Flex Plan
- f) Participant contributions to their individual HSA accounts as directed
- g) Furthermore, we perform any other deductions as required by law, including but not limited to, child support and/or IRS garnishments.

## **4.0.0. BENEFITS**

### **4.1.0. ELIGIBILITY**

#### **4.1.1. FULL-TIME, EXEMPT (SALARIED) EMPLOYEES**

- A. Group health insurance
- B. Paid Holidays
- C. Personal Time Off
- D. Flexible Spending Account (FSA)
- E. Pension Plan – see paragraph 4.5.0. of this document for more information
- F. Worker's compensation insurance
- G. Life insurance (\$20,000)
- H. Long term disability insurance (effective after 90 days) – pays 60% of the employee's salary
- I. Employee funded dental insurance if five (5) or more eligible employees sign up

#### **4.1.2. FULL-TIME, NON-EXEMPT (40 HOURS/WEEK) EMPLOYEES:**

- A. Group health insurance
- B. Paid Holidays

- C. Personal Time Off
- D. Flexible Spending Account (FSA)
- E. Pension Plan – see paragraph 4.5.0. of this document for more information
- F. Worker’s compensation insurance
- G. Life insurance (\$20,000)
- H. Long term disability insurance (Effective after 90 days) – pays 60% of the employee’s salary
- I. Employee Funded Dental insurance if five (5) or more eligible employees sign up

**4.1.3. Full-time, non-exempt (30-39 HOURS/WEEK) employees:**

- A. Group health insurance
- B. Paid Holidays
- C. Personal Time Off
- D. Flexible Spending Account (FSA)
- E. Pension Plan – No matching contributions
- F. Worker’s compensation insurance
- G. Long term disability insurance (Effective after 90 days) – pays 60% of the employee’s salary
- H. Employee funded dental insurance if five (5) or more eligible employees sign up

**4.1.4. PART-TIME, HOURLY EMPLOYEES (20-29 HOURS/WEEK):**

- A. Short-term-disability insurance
- B. Pension Plan – No matching contributions.
- C. Flexible Spending Account (FSA)
- D. Worker’s compensation insurance.

**4.1.5. PART-TIME, HOURLY EMPLOYEES ( LESS THAN 20 HOURS/WEEK):**

- A. Worker’s compensation insurance.

**4.1.6. NON-CONTINUOUS EMPLOYMENT:** If a previous employee is rehired by FUMC and was employed by other UMC or agencies while away, credit will be given for total years of previous UMC service. Service must be verified.

**4.1.7. CONTRACT EMPLOYEES:** *(Including, but not limited to soloists, accompanists, retired clergy, etc.)* Eligible for wages only. All contract employees will provide the church with a completed W9, so that a 1099 may be sent to them at the end of the year, if their wages are \$600 or more.

**4.1.8. ADDITIONAL PAID DUTIES:** Any staff who are compensated for additional duties such as weddings, funerals, banquets, or extra work hours will have their additional compensation included on the next payroll check. Any compensation *paid to non-staff* not included in payroll will automatically be recorded and the individual will receive a 1099 at the end of the year.

**4.1.9. FLEXIBLE SPENDING ACCOUNT:** *(Available to any employee working 20 hours or more a week.)* Eligible employees may participate in a church sponsored Flexible Spending Account or FSA through tax exempt salary reductions available for qualified medical expenses or dependent child care. There is an enrollment period of 30 days beginning the first business



day after November 15. Annual contributions are limited to the annual amount allowed by the IRS for that year.

#### **4.1.10. CHILD CARE OPTIONS**

- A. Employees who work an average of 20 or more hours per week may opt to use available church child care and receive a 50% discount. Tuition taken from wages and put into the FSA to reimburse expenses. The maximum that can be deducted in one year is based on IRS regulations.
- B. Employees opting to use other child care options may also select to have their child's tuition taken from their wages and placed in the FSA. Upon providing the church office with a paid receipt for such child care, a reimbursement check will be issued. The maximum that can be deducted in one year is based on IRS regulations.

#### **4.2.0. INSURANCE**

**4.2.1. GROUP HEALTH:** All full time employees (30 or more hours per week) are eligible for health insurance benefits through a PPO/Health Savings Account (HSA) Plan chosen by the church. The premium for the employee's benefit is paid by the church based on the HSA plan. The difference between the PPO and HSA premium is paid by the employee through payroll deduction. The employee must pay for dependent coverage through payroll deduction each pay period, according to the fee schedule established by the insurance carrier. Effective date of coverage begins the first of the month following the first day of employment or when the employee begins working an average of 30+ hours per week. If an employee decides to opt out of the church's insurance plan they must demonstrate proof of insurance through another carrier or plan. Should the employee decide to opt completely out of insurance without proof of coverage then they are liable for any fines incurred by the church. Continuation insurance known as Consolidated Omnibus Budget Reconciliation Act, 1982 (COBRA) is available for former employees to purchase through the plan up to the time allocated by federal mandate.

**4.2.2. WORKER'S COMPENSATION:** As required by law, FUMC maintains Worker's Compensation insurance for all staff. This coverage provides benefits to employees affected by injury or illness related to employment at FUMC, which pays the entire amount of the premium. The timeliness of payments to an injured or ill employee is dependent upon the timeliness of filing a "First Report of Injury" form. When an injury or job related illness occurs, the employee and his/her supervisor must complete a report and give it to the Church Business Administrator within two days of the injury or onset of illness. Benefit entitlements are governed by Texas State law and begin on the first full day of hospitalization or the seventh calendar day of absence due to job-related injury or illness if hospitalization is not required.

**4.2.3. UNEMPLOYMENT INSURANCE:** The church is exempt from mandatory participation in the State and Federal Unemployment Insurance Programs. Therefore, there are no unemployment insurance funds available to former church employees. *All employees will*

sign a form stating that they are aware of the church's exemption. {See Addendum D}

**4.3.0. HOLIDAYS:** FUMC will normally be closed in observance of New Year's Day, Martin Luther King Day, the Monday following Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday and Friday) and Christmas (two days).

Employees eligible for paid holidays may also take one personal holiday scheduled in coordination with their immediate supervisor.

Although church programs sometimes require employees to work on holidays, the church's intent is to give them their established days off whenever possible. When work is required on a holiday or when a holiday falls on Saturday or Sunday, the Church Business Administrator will establish an alternate day of observance.

**4.4.0. PERSONAL TIME OFF (PTO):** PTO is provided to allow employees time away from the stresses and routine of work, to take care of personal business and for illnesses.

**4.4.1. PTO** is allotted according to the following table and with the following conditions:

Length of service	PTO*
1-4 years	3 weeks
5-9 years	4 weeks
10+ years	5 weeks

*\*Based on average work week.*

**4.4.2. CONDITIONS ON TABLE 4. 4. 1.:**

Credit for continuous service with another United Methodist Church will be included in establishing the amount of PTO eligibility. For a new employee not meeting this criteria the SPRC may, at its discretion, grant credit or partial credit for previous service.

PTO will be accrued beginning on January 1 based on the average hours per week worked. For three weeks, the rate is 5.77% time the average hours per week; for four weeks, 7.7%; for five weeks, 9.6%.

New employees with no previous service begin to accrue PTO after 84 days of service or six full pay periods. PTO accrual will begin with the seventh pay period.

The PTO schedule is from January 1 to December 31. A maximum of one week of PTO may be carried forward from one calendar year to the next.

Unused PTO time may not be exchanged for payment except when the employment relationship is terminated by the church or by the employee or the employee retires. In those cases payment is prorated based on the total length of service and year-to-date

service at the time employment ceases.

PTO should be scheduled as far in advance as possible and is subject to approval by immediate supervisor and by the Church Business Administrator for lay employees or the Lead Pastor for clergy staff. Approval is required because PTO must be coordinated with those of other staff members to ensure adequate coverage of church activities.

All employees are encouraged to take at least one week of continuous PTO in any given year rather than sub-dividing all of their PTO into individual days or partial weeks.

#### **4.5.0. PENSION**

Please note that the definition of a full-time employee, *for pension purposes only*, shall be one regularly scheduled to work at least 1872 hours per year. The definition, *for pension purposes only*, for a part-time employee shall be one regularly scheduled to work less than 1872 hours per year.

After six months of full-time employment, exempt and non-exempt employees are eligible to participate in the pension plan sponsored by the General Board of Pensions and Benefits of the United Methodist Church. If the employee makes a pension contribution equal to three percent of salary, the church will contribute nine percent. An eligible employee may contribute less than 3% but will receive no church contribution. *In addition, any full-time employee may participate with their own funds without matching from the beginning of their employment.*

If the employee makes a pension contribution equal to three percent of salary, the church will contribute 4.5% if the employee elects to have an additional 4.5% of compensation added to cash salary.

Clergy and those lay employees who are covered by this plan through employment with another United Methodist Church or agency when hired by FUMC are covered immediately. See the Church Business Administrator for the full details of this plan.

#### **4.6.0. MOVING EXPENSES**

Newly hired Ministry Program Leaders may be reimbursed for actual expenses incurred in connection with the movement of their household possessions. The amount to be reimbursed (if any) will be determined by the Lead Pastor and the SPRC. Reimbursement of moving expenses may be provided when general economic conditions dictate and church finances allow. The amount will not exceed one month's dollar value of the newly hired individual's base salary excluding benefits. Clergy's moving expenses will be covered by the North Texas Annual Conference according to its guidelines.

It will be the employee's responsibility to obtain three estimates and to submit these to the Lead Pastor for approval. Once approval is obtained it will be the newly hired individual's responsibility to contract with the moving company. Moving expenses must

be documented, itemized and submitted to the Church Business Administrator for reimbursement. The church is not liable for damages incurred in the movement of household possessions.

**4.7.0. ACCOUNTABLE REIMBURSEMENT:** An accountable reimbursement plan is available for clergy members in accordance with Internal Revenue Code Section 62(a)(2)(A). All clergy will sign the plan on a yearly basis and it will be included in their personnel file. See Addendum C for details.

### **5.0.0. WORK SCHEDULE**

**5.1.1. OFFICE HOURS:** The church office is open Monday through Thursday, from 8:30 am to 5:00 pm., with the phones being answered from 9:00 am to 5:00pm. On Fridays the church office is open from 8:30 am to 1:00 pm, with phones being answered from 9:00 am to 1:00 pm.

#### **5.1.2. BUILDING HOURS:**

<b>Day(s)</b>	<b>Times</b>
Monday-Thursday	9:00 am - 9:00 pm
Friday	9:00 am – 1:00 p.m
Saturday	8:00 am - 12:00 pm
Sunday	7:00 am - 9:00 pm
Other times	By pre-arrangement and approval

**5.1.3. WORK SCHEDULES:** Working hours will be set by the supervisor within the above building hours at time of employment. Hours are subject to change according to overall need and staffing requirements. Because Ministry Program Staff members are required to work on Sundays and will have diverse responsibilities, they will not be required to set firm office hours. Ministry Program Staff members will, however, be expected to maintain office hours within the guidelines set above under office hours.

Certain work assignments are directly involved with maintaining safe and uninterrupted operation of the FUMC facilities and property. Employees with such assignments may be required as a condition of employment to accept shift work or a flexible work schedule involving “on call” or “standby” in the event of emergency situations.

**5.2.0. OVERTIME:** Non-exempt employees will receive time-and-one-half pay as determined by the Church Business Administrator, for actual work hours of authorized overtime (over 40 hours per week). All requests for overtime must be approved in advance by the Church Administrator. PTO and holiday hours are not included in overtime computation. All overtime must be documented.

### **5.3.0. ABSENCES**

**5.3.1. OFF-SITE:** Employees must provide the Office Manager and their direct supervisor with adequate information as to the hours of expected return when working away from the church, as well as a means of contact in case of emergency (Ministry Program Staff contact by cell phone).

Church business sometimes requires employees to be absent during normal office hours and on occasion personal business may require absence at times other than days-off. If either of the above situations arises during office hours, the employee must ensure that the office is covered by a Program Staff member to handle phone calls and/or receive visitors and tell the Administrative Assistant where the employee will be.

**5.3.2. BEREAVEMENT:** Eligible staff members are entitled to up to three paid days off in the case of the death of an immediate family member. Immediate family member is defined as a spouse, child, parent or sibling. Exceptions are subject to approval by the Lead Pastor or Church Business Administrator.

If death occurs in the immediate family, the employee is responsible for following the same notification and “covering” procedures (see section 5. 4. 1.) described above.

**5.3.3. JURY DUTY:** Employees called for jury duty will be paid at the regular rate for any work time required for this service.

**5.3.4. UNPAID PERSONAL TIME OFF:** Unpaid time off of two weeks or less may be taken by employees, subject to the approval of the employee’s immediate supervisor and the Church Business Administrator.

**5.3.6. LEAVES OF ABSENCE:** Clergy are eligible for leaves as set forth in *The Book of Discipline*. Other eligible employees may request and receive a leave of absence without pay for a period of up to six months. Requests of this nature should be submitted in writing to the SPRC as far in advance as possible. The SPRC alone will approve or disapprove the request. The employee’s request for leave must include the reason(s), circumstance(s) and duration of the desired leave as well as location(s) where the leave will be taken and the date(s) covered. The employee must also sign the leave request. The employee’s supervisor will then submit a recommendation for approval or disapproval to the SPRC, which will notify the supervisor of its final decision.

During Leaves of Absence, employees will be responsible for paying the cost of continuing their employment-related benefits. Upon expiration of the Leave of Absence, the employee may be reinstated in his/her position held at the beginning of leave or in an equivalent position. The employee is responsible for reporting to work at the end of the Leave of Absence. Failure to do so will be considered a voluntary resignation.

**5.3.7. SICK LEAVE:** Clergy will be governed by *The Book of Discipline*. Other eligible employees are *eligible* to use PTO when unable to work due to illness, injury, maternity, hospitalization or confinement of self or of a member of the employee's immediate family. PTO may also be used when receiving a medical, dental or optical examination or treatment. In consideration of UMC's support of preventative health care, employees are not required to use PTO when taking time for a yearly wellness exam.

**5.3.7.1. PTO POOL – see Addendum B**

**5.3.8. DISABILITY LEAVE OF ABSENCE:** Clergy should consult *The Book of Discipline* if necessary. Employee absences due to brief illnesses or other medical disabilities will be charged against PTO.

If an employee is, or expects to be, medically unable to work over an extended period of time (i.e., more than two weeks) because of disability resulting from illness, injury, hospitalization or confinement, or because of the need to care for an immediate family member with such a disability, a Disability Leave of Absence may be sought for a period of up to three months before Long-Term-Disability Insurance becomes available.

Disability Leaves of Absence are unpaid and are treated in the same manner as other Leaves of Absence.

**5.3.9. MATERNITY/PATERNITY LEAVE:** See section 5.3.8., above.

**5.3.10. SABBATICALS AND STUDY LEAVES:** Sabbaticals for clergy are governed by *The Book of Discipline*. Study Leaves are available to senior staff (Church Business Administrator and Director of Worship and Music), beginning January 2 of the year following one consecutive year of employment with FUMC. Employees are eligible for one week's Study Leave per year. Study Leave accrues to a maximum of four weeks, which is also the maximum Study Leave that may be taken at one time. Study Leaves may be combined with PTO time with prior approval of the Lead Pastor and the SPRC.

No more than one eligible person may be away on Study Leave during any one calendar year. Employees requesting Study Leaves must be meeting expectations regarding their current job assignments.

A written request stating the nature, purpose, place and time of proposed study must be submitted to the Lead Pastor six months prior to the time requested. SPRC will have final approval.

Reimbursable expenses of up to \$500 will be provided for each person approved for Study Leave.

Any exceptions the the above guidelines must be approved by the Lead Pastor and the SPRC.

**5.3.11. ADMINISTRATIVE LEAVE:** When a situation arises in which the church program may be jeopardized by an employee remaining on the job, the Lead Pastor (or his/her designee when absent) in consultation with the Chairperson of the Staff-Parish Relations Committee may place that individual on Administrative Leave until the situation can be resolved. *Administrative leave is without pay unless determined otherwise by the Lead Pastor in consultation with the Chairperson of the SPRC.*

## **6.0.0. WORK PRACTICES**

**6.1.0. CONDUCT:** The church respects employees' activities outside of work which are moral, private in nature and which in no way conflict with or reflect adversely upon the church. Every employee is expected to devote time and energy to the church while on the job and not to engage in outside interests which interfere with employment attendance, performance or efficiency, as determined by the church. This extends to the use of the church's facilities, materials and resources.

Employees are not to offer, solicit orders for or sell any product or service to other employees or to church members. The following may be considered as exceptions, upon supervisory approval: fund-raising drives or activities approved by the church *and* sales or solicitation of orders for products or services outside scheduled work hours.

If a conflict of interest situation should develop or employees have doubts concerning church policy, the matter should be brought to the attention of the employee's supervisor.

**6.1.1. PERSONAL APPEARANCE:** Employees are expected to present themselves during working hours in attire that is appropriate to their positions and to the nature of the work they are to perform. Employees having personal contact with visitors and church members should be particularly conscious of maintaining appropriate dress, grooming and hygiene standards. Employees should consult their supervisors when in doubt.

**6.1.2. PERSONAL CALLS AND VISITORS:** The church intends to be supportive of its employees and their families. Should an occasional emergency arise in which an employee must care for a family member at the church during working hours, the employee must obtain permission from his/her supervisor.

Employees should make child-care arrangements for situations such as scheduled school holidays, before and after day care hours, before and after school hours, etc. Employees may use PTO to care for illness of a family member.

**6.1.3. GIFTS AND GRATUITIES:** Employees will not be allowed to solicit, obtain, accept or retain any personal benefit from any supplier, vendor, member or any individual or organization

doing or seeking to do business with FUMC. As used here, personal benefit means a gift, gratuity, favor, service, discount, special treatment or any other form of compensation, including anything of monetary value. The following may serve as exceptions: the purchase of business-meeting meals and consumable gifts offered to an entire work group, when the rejection of the gift would damage the spirit in which the gift was offered. Any doubts as to this policy should be addressed to the employee's supervisor.

**6.1.3. A. LOVE OFFERINGS:** Upon an employees departure or for a significant event (i.e. anniversary of employment) the SPRC may opt to collect a love offering for the employee. All funds received will be dispensed through the church's payroll system and are subject to all state and federal taxes.

**6.1.4. CONFIDENTIALITY:** It is essential for every employee, in whatever position, to respect and maintain strict confidentiality in all matters dealing with church members or personnel. The unauthorized release of confidential information could result in disciplinary action.

#### **6.1.5. CONDUCT REQUIRING DISCIPLINE**

**6.1.5.1 SEXUAL HARASSMENT POLICY:** It is the policy of the First United Methodist Church of Denton to provide a working environment free from all forms of harassment. Specifically, sexual harassment in the workplace is unacceptable behavior and will not be tolerated. Violators of this policy will be subject to disciplinary action which may include immediate termination. Ordained Ministers are governed by the sexual harassment policy described in *The Book of Discipline*. Any sexual contact or sexualized behavior between a pastor and a person with whom he or she has a professional relationship is clergy sexual misconduct.

**6.1.5.2 PROHIBITED BEHAVIOR:** Sexual Harassment occurs when a person makes an unwelcome sexual advance, requests a sexual favor or engages in other undesirable verbal or physical conduct of a sexual nature. Furthermore, sexual harassment exists when such advances, requests or other conduct interferes with an individual's work or creates an offensive, intimidating or hostile work environment. This conduct includes but is not limited to the following:

- A. Physical contact or conduct of any kind, including sexual flirtations, touching, advances or propositions.
- B. Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references and personal references. Other examples include discussion of body parts, P.M.S., periods, feminine hygiene, birth, nursing, personal sexual experiences or history, etc.
- C. Demeaning, insulting, intimidating, or sexually suggestive comments about an individual's dress or clothing.
- D. The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects (e.g. sex toys), pictures, magazines or photographs.



- E. Demeaning, insulting, intimidating or sexually suggestive written, recorded, or electronically transmitted messages, images, or video (such as email, text messaging, Internet materials).

**6.1.5.3 REPORTING IS REQUIRED:** An employee who experiences or observes any violation of this policy at work or away from work is required to report it. An employee who fails to do so may be subject to disciplinary action. All reports must be in writing and will be kept confidential to the best extent possible.

**6.1.5.4 TO WHOM REPORTED:** An employee who has a sexual harassment complaint should immediately report the incident to the SPRC. Complaints must be in writing and detail the offense. It is important to note that if an employee does not report violations no one can act to protect that employee or others from harassment.

**6.1.5.5 NO RETALIATION:** No employee can be sanctioned, punished, or adversely treated because the employee has reported a situation involving possible inappropriate behavior. This policy applies even if the complaint is deemed unfounded after a full investigation.

**6.1.5.6 PROMPT ACTION:** Upon receiving a report, the church will take immediate action to separate those involved, initiate an investigation and if the report is substantiated take remedial action.

1. *All Complaints Investigated:* All complaints will be investigated in a full and fair manner.
2. *Complaints Confidential:* SPRC will treat as confidential (as much as possible) the identity of all complainants, but cannot guarantee the anonymity of a complainant. SPRC will do its best to protect all complainants while at work but cannot control what occurs off premises or after hours.
3. *Complaints Against Clergy:* All complaints involving clergy will be handled through the policy stated by the North Texas Annual Conference.

**6.1.5.7. OTHER PROHIBITED TYPES OF CONDUCT:** Certain undesirable types of conduct, including but not limited to the following, will result in disciplinary action.

1. Destruction, damage, or unauthorized removal of church property or the personal property of others.
2. Inefficient, reckless or careless performance of job responsibilities.
3. Inappropriate access of the internet for personal use.
4. Failure to report a work-related injury or accident.
5. Negligence or actions that result in the injury of an employee, self, church member or visitor. Actions that endanger the health or safety of self or others.
6. Falsification of time sheets.
7. Intentional falsification of records required in the ministry or business of the church.
8. Irregular attendance, tardiness, unexcused absences, abuse of sick leave or overstaying leaves of absence without written permission.

9. Insubordination, including refusing or failing to perform assigned work or failing to follow instructions of authorized personnel. Rude or discourteous conduct.
10. Possessing or being under the influence of non-prescribed drugs. Random drug tests may be conducted.
11. Possessing or being under the influence of alcohol on the job.
12. Gambling on the premises.
13. Sleeping while on duty.
14. Fighting.
15. Making malicious, false or derogatory statements that may damage the integrity or reputation of FUMC, its ministers or its employees.
16. Misrepresentation or withholding facts in gaining employment.
17. Improper use of e-mail, telephones, computers and other equipment.
18. Abuse of breaks and lunch periods.
19. Distributing or posting information that is not in the general interest or beliefs of the church.
20. Use of church vehicles without prior approval, or the unlawful operation of said vehicles.
21. Possession, display or use of explosives, firearms or other dangerous weapons while on duty or on church property.
22. Engaging in work stoppages, slowdowns or walkouts that impede the ministry of the church.
23. Revealing any classified or confidential church or employee information.
24. Discriminatory actions against any person due to race, color, age, sex, sexual orientation, religion, national origin, disabilities either physical or mental, or physical ability.
25. Violation of any policy, rule or procedure established by the church.
26. A Class A or B misdemeanor or felony conviction.

**6.2.0. DISCIPLINARY PROCESS:** Depending on the nature and circumstances of a particular incident, discipline will normally be progressive and bear a reasonable relationship to the violation. An administrative leave may be imposed if the violation is of sufficient concern to health or safety. (See section 5.5.5.)

**6.2.1. VERBAL REPRIMAND:** A verbal statement by the supervisor to an employee, usually pointing out an unsatisfactory element of job performance or behavior. This is intended to be corrective or cautionary. A verbal reprimand identifies the needed area of improvement, sets goals for achieving the appropriate level of improvement and informs the employee of the consequences of failure to improve.

**6.2.2. WRITTEN REPRIMAND:** This is the first level of formal discipline. The employee's supervisor issues a written reprimand to the employee and places a copy in the employee's personnel file. All written reprimands will be signed by the employee. At this time the employee may request a hearing with either his/her supervisor's supervisor or the SPRC to express a grievance with the reprimand.

**6.2.3. DISCHARGE:** Employees should be aware that their employment relationship with First United Methodist Church, Denton is based on the condition of mutual consent, otherwise known as the Employment-At-Will doctrine (see section 1.1.0., above).

### **6.3.0. PERFORMANCE EVALUATIONS**

**6.3.1. NEW EMPLOYEES:** New employees will generally receive an informal evaluation from their immediate supervisor on or near 90 days of employment.

**6.3.2. ONGOING EVALUATIONS:** There will be an annual evaluation process implemented and supervised by the Staff-Parish Relations Committee in the Fall for all clergy. All other employees will be formally evaluated by their immediate supervisor on an annual basis. Any employee may request to meet with SPRC at anytime.

**6.4.0. GRIEVANCE PROCEDURE:** There may be times when an employee has a significant problem with an aspect of the working conditions at FUMC. In those cases, staff members may present a grievance using the following procedures.

**6.4.1. INITIAL DISCUSSION:** This should begin with the employee's immediate supervisor. Employees raising a grievance issue are urged to clearly present the facts of the situation and to avoid broad generalizations or non-specific complaints.

**6.4.2. APPEAL:** If the employee's immediate supervisor is unable to resolve a grievance satisfactorily, the problem should then be presented in writing to the highest-level staff person who is not the employee's immediate supervisor, i.e., either the Church Business Administrator or the Lead Pastor. A written response to the grievance should be returned to the employee within 10 days, unless PTO or other unavoidable interruptions delay the process.

**6.4.3. FINAL APPEAL:** If the employee is still not satisfied that the grievance has been addressed completely, a written appeal may be presented to the SPRC within 30 days for review. At the option of either the employee or the SPRC, the employee may personally present the grievance before the SPRC at a regularly-scheduled meeting. The SPRC will respond in writing to the employee within one week of that meeting. The action of the SPRC is final.

**6.5.0. JOB DESCRIPTIONS:** A written job description for each position will be available. Employees should be familiar with their job descriptions, which are used to aid in staffing, wage and salary administration and training. These also aid employees and supervisors in communicating job responsibilities. Job descriptions can be expected to change over time, as an employee's responsibilities evolve. During periodic employee performance evaluations (see section 6.3.0.), job descriptions will also be evaluated for possible revision by the SPRC.

**6.6.0. HEALTH AND SAFETY:** The health and safety of employees and others on church property are of utmost concern. It is, therefore, the policy of FUMC to strive constantly for the highest possible level of safety in all activities and operations and to carry out our commitment of compliance with all appropriate health and safety standards applicable to our ministries and organization by enlisting the help of all employees to ensure that public areas and work areas are free of hazardous conditions. In addition, employees should be aware of the locations of first aid kits, AEDs and fire extinguishers.

The church will make every effort to provide working conditions that are healthy and safe and employees are expected to be equally conscientious about workplace safety. This includes using proper work methods, reporting potential hazards and eliminating observed hazards when possible. Unsafe conditions in any work or public area should be reported immediately to a supervisor.

If injury does occur on the job, employees must immediately notify their supervisor of the injury. The injured employee's supervisor will then see to necessary medical attention and complete the required reports (see section 4. 2. 2.).

**6.7.0. PERSONNEL RECORDS:** The Church Business Administrator is responsible for insuring the maintenance for personnel records. Personnel records shall include information for administration of employee benefit plans, salary and payroll tax administration, training records, performance appraisals and correspondence.

For security purposes, only the employee, the employee's supervisor, the Church Business Administrator, the Lead Pastor and, as a specific situation deems appropriate, SPRC member(s) are to be granted access to these records. Under no circumstances are these records to be removed from the church premises. If the occasion arises that the personnel records require legal access by someone other those mentioned above, the employee will be notified.

It is the employee's responsibility to report personal data changes such as new address or phone number to the Church Business Administrator. It will be the Church Business Administrator's responsibility to communicate benefit plans information to employees. This includes a face-to-face orientation shortly after employment.

**6.8.0. ELECTRONICS POLICY-** All employees with access to a computer will be required to sign a copy of the **ELECTRONIC SYSTEMS AND COMMUNICATION POLICY**. See Addendum A.

## ***7.0.0. THE END OF THE EMPLOYMENT RELATIONSHIP***

**7.1.0. TERMINATION:** Just as employees may resign from employment at FUMC at any time, employees may also be discharged at any time, under the Employment-At-Will doctrine (see section 1.1.0). Except in cases of misconduct, two weeks' written notice or, at the church's discretion, equivalent pay in lieu of notice may be given to discharged employees.

A staff person under appointment by the Bishop will be governed by *The Book of Discipline*. The following guidelines will be followed when terminating other personnel. Prior to terminating an employee, the Lead Pastor and SPRC Chair will be advised of the decision. In all circumstances, two church representatives must be present to terminate an employee.

**7.1.1. PROGRAM STAFF:** The Lead Pastor and the SPRC will jointly decide on the termination. The Lead Pastor and one member of the SPRC will be present at involuntary terminations.

**7.1.2. SUPPORT STAFF:** The Church Business Administrator and the employee's supervisor will jointly decide on the termination. The Lead Pastor and the SPRC Chair will be notified. The Church Business Administrator and the employee's direct supervisor must be present at involuntary terminations.

**7.2.0. EXIT INTERVIEW:** An exit interview may be conducted by the departing employee's supervisor and an SPRC representative. All church property must be turned-in and checked on the employee's last working day. After reviewing checked-in equipment, arrangements will be made to issue the employee's final paycheck.

**7.3.0. CHECKLIST:** The Church Business Administrator is responsible for developing and maintaining a termination procedure to be followed by each supervisor during the check-out process.

**7.4.0. RESIGNATION:** Should an employee decide to leave the church's employment, the employee's supervisor should be notified as soon as possible. Two weeks' notice is requested.

## ADDENDUM A

### Electronic Systems and Communications Policy

The church provides and encourages the use of electronic forms of communication and information exchange for ministry and business purposes. Employees have access to various forms of electronic media and services including computers, e-mail, telephones, voice mail, fax machines and the Internet. All electronic media and services provided by the church are the property of the church and should be used only for the church's ministry. Employees may not install personal software onto church equipment or copy software from church computers for use on personal computers at home.

Electronic media may not be used for transmitting, retrieving, or storage of any of the following:

1. Communications of a discriminatory or harassing nature;
2. Communications which are derogatory or disparaging to any individual or group;
3. Communications which are obscene or pornographic;
4. Communications which are of a defamatory or threatening nature;
5. Communications for any purpose that is illegal or against church policy.

The church reserves the right to monitor and supervise the use of its property and may review, audit and disclose all messages created, received, or sent via any electronic media without the permission, consent, or knowledge of the employee. Violation of this policy will be subject to discipline, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## **ADDENDUM B**

### **PTO Pool**

This program shall be a donation program whereby accrued PTO may be donated to a pool for sharing with benefits-eligible employees in certain circumstances.

#### ***Employee Donation***

1. The donation of PTO is strictly voluntary and is irrevocable.
2. An employee may donate PTO to a pool for use by eligible recipients
3. The donation of PTO is on an hour-by-hour basis, without regard to the dollar value of the donated or used leave.
4. The minimum number of PTO hours that a benefits-eligible employee may donate is eight (8) hours. All donations will be in increments of whole hours.
5. No employee may donate PTO if, after that donation, his or her PTO balance is less than 80 hours.
6. When the pool reserve drops to less than 120 hours it will be considered depleted. If this occurs, a special enrollment will be held for employees to donate PTO.

#### ***Recipient Eligibility***

Employees may utilize donated PTO when they have exhausted all available accrued PTO. The employee or immediate family member must:

1. Provide certification from a licensed physician of a serious medical condition; or
2. Be in quarantine due to exposure to contagious disease.
3. Requests for PTO pool allocation are limited to 240 hours per incident.

Employees may *not* receive donated PTO in the following circumstances:

1. Any occupationally-related accident or illness which is compensable under Workers' Compensation benefits;
2. Disability incurred in the course of the commission of a felony (including driving while impaired) or assault; or
3. During the period of any disciplinary suspension;
4. While receiving disability insurance/Social Security Income (SSI) benefits;
5. During probationary period (90 days) for new employees; or
6. After the termination of employment.

## ***Process/Procedures***

### *Application Process to Utilize Donated PTO*

An eligible employee may request donated PTO by submitting a written request and the physician's certification form to the Church Business Administrator.

1. The minimum number of hours that a benefits-eligible employee may request is 40 hours.
2. If the employee does not use the entire 40 hours within twelve months, the remainder will revert back to the leave pool.
3. In the event of a chronic illness or injury requiring episodic treatment (dialysis, chemotherapy, radiation therapy, physical therapy), the recipient may use donated leave in non-consecutive increments.
4. No individual employee may receive donated leave in excess of 160 hours (four weeks) during the course of one consecutive 12-month period.

### *Donated Leave Approval*

The Church Business Administrator will review requests for donated leave for eligibility and present the request to SPRC. SPRC has final determination of granting the requested leave.



## **ADDENDUM C**

### **Accountable Reimbursement Account**

Clergy members may have Accountable Reimbursement Accounts based on the following requirements and compliance with the Accountable Reimbursement Policy.

The First United Methodist Church of Denton (“Church”) recognizes that certain expenses of ministry paid by clergy persons are part of the ordinary and necessary costs of ministry in this Church. Accordingly, we hereby establish an accountable reimbursement policy to defray them directly.

The reimbursement account shall be an annual line item in the Church budget. It shall be in addition to the pastor’s annual salary and housing. The following requirements for the policy are binding upon the Church and upon its clergy persons. Accordingly, the Church hereby establishes an accountable reimbursement policy, pursuant to IRS regulations and upon the following terms and conditions:

The clergy person shall be reimbursed from the reimbursement account for his/her ordinary, necessary, and reasonable business expenses incurred in the conduct of the ministry for, and on behalf of, the Church.

The Church Business Administrator must be given an adequate accounting within 60 days after the expense is paid or incurred. Any submissions more than 60 days old are not reimbursable but may be reported as business expenses on the clergy person’s Federal tax return. For purposes of year-end accounting, all qualifying reimbursable expenses for a particular fiscal year must be submitted to the Business Office no later than the last day offices are open prior to Christmas.

The adequate accounting shall include, but not be limited to, a statement of expense, account-book diary or other similar record showing the amount, date, place, business purpose, and business relationship involved.

Such documentation shall include receipts for all items of \$15 or more. Appropriate documents, cash receipts, canceled checks, credit card sales slips, and contemporaneous records (for those non-receipt expenses less than \$15), must be attached to each expense report.

A log of total miles per day and enumeration of their general purpose shall suffice to substantiate automobile mileage, but under no circumstances will commuting mileage between the pastor’s home and Church office be reimbursed. Copies of the documentary evidence and expense report shall be retained by both the clergy person and the Church. The Church Business Administrator shall be responsible for approving the expense and shall exercise his/her discretion regarding the adequacy of the substantiation and the appropriateness of any reimbursement. Questions arising in these areas will be resolved by the SPRC chairperson

subject to the review and approval of the SPRC.

It is the intention of this policy that reimbursements will be paid after the expense has been incurred by the clergy person. However, should circumstances require payment of an advance for any particular anticipated expense, the clergy person must account for the expense as described above and return any excess reimbursement within 120 days after the expense is paid or incurred. Any excess advance must be returned to the Church before any additional advances are provided to the clergy person.

Budgeted amounts not spent must not be paid as a salary bonus or other personal compensation. If such payments are made, the entire amount of the accountable reimbursement policy account will be taxable income to the clergy person. The Church will be required by law to report that amount as part of the clergy person's compensation.

It is understood by the various parties that all elements of this resolution must be carefully followed to prevent the Church from being required by regulation to include all reimbursements as income on the clergy person's Form W-2. The primary responsibility in this regard is on the clergy person to report and adequately account for his or her expenses to the Church Business Administrator.

This policy should be renewed on an annual basis at the Charge Conference establishing clergy compensation. A copy of this policy must also be signed annually by the clergy persons of the Church.

**ADDENDUM D**  
**Church Not Subject to Unemployment Insurance**  
**Acknowledgement**

Congress enacted the Federal Unemployment Tax Act in 1935. The act called for a cooperative federal-state program of benefits to unemployed workers. It is financed by a federal excise tax on wages paid by employers in “covered employment.”

The federal act was amended in 1970 “to exempt service performed in the employ of a church or an organization which is operated primarily for religious purposes and which is operated, supervised, controlled or principally supported by a church.”

Nearly every state unemployment tax law exempts churches by excluding “services performed in the employ of a church” from the definition of employment. That includes the state of Texas.

Because churches are specifically exempted from participation in Federal and State Unemployment Insurance, employees of First United Methodist Church of Denton, Inc., including employees of the CDO, FunStop and Fine Arts Academy, may not be eligible through the Texas Workforce Commission (TWC) for Federal and State unemployment payments in the event that an FUMC-Denton employee is no longer employed. Because of the church exemption, any former employee who files for unemployment may be denied by the TWC.

By signing this document, the FUMC-Denton employee acknowledges receipt of this information.

---

Employee Name Last 4 Digit of Social Security #

---

Address City ST Zip

---

Employee Signature Date

---

For First United Methodist Church of Denton Date

## ACKNOWLEDGEMENT

I acknowledge receipt of this Personnel Manual, that I have read it and that I agree to be bound by the policies as outlined.

If I am an appointed clergy person, I understand that some policies related to lay employees may not apply because Annual Conference policies may be different. In those situations, I understand that Conference policies always take precedence.

---

Employee Name (Please Print)

---

Date

---

Employee Signature