

Employee Handbook

GRACE PRESBYTERIAN CHURCH ARLINGTON, TEXAS

The purpose of this handbook is to provide employees with general information regarding the guidelines that Grace Presbyterian Church attempts to follow. Neither this handbook nor any provision of this handbook is an employment contract or any other type of contract. The guidelines in this handbook supersede and replace all prior published or unpublished policies, guidelines, handbooks, or other publications related to personnel matters.

This handbook, however, cannot anticipate every situation or answer every question about employment. The guidelines set forth in this handbook may not apply in every situation. We must demonstrate flexibility in the administration of guidelines and the Session reserves the right to change or revise these guidelines or other personnel policies and procedures without notice when such action is deemed necessary.

- The Personnel Ministry with the approval of the Session of Grace Presbyterian Church, at its discretion, may change, delete, suspend or discontinue any part or parts of the policies in this Employee Handbook at any time without prior notice as business, employment legislation, and economic conditions dictate.
- Any such action noted above shall apply to existing, as well as to future employees.
- Only through actual time at work do employees accrue eligibility for monetary benefits.
- Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked.
- The Personnel Ministry is responsible for reviewing the employee Handbook and approving the same. Annually, Personnel will submit the Employee Handbook to Session during the 1st Quarter of the year for Final Approval. Personnel makes recommendations to Session, however; no one other than the Session of Grace Presbyterian Church may alter or modify any of the policies in this Employee Handbook. Any alteration or modification of the policies in this Employee Manual must be in writing. The Personnel Committee may make recommendations to Session for approval.
- No statement or promise by a head of staff, staff member, individual church member, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.
- Should any provision in this Employee Manual/Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Manual but only that particular provision.
- This Employee Manual/Handbook replaces (supersedes) any and all other or previous Grace Presbyterian Church policies whether written or oral.

Personnel Policies

GRACE PRESBYTERIAN CHURCH
ARLINGTON, TEXAS

These policies cover all staff members except term contract employees who are governed by the terms of their contracts.

I. Equal Employment Opportunity

Grace Presbyterian Church of Arlington, Texas will recruit, hire, call, train, and promote all persons in all job classifications without regard to race, creed, color, national origin, gender, age, marital status, religious affiliation, except when after careful study religious affiliation is determined to be a bona fide occupational qualification; or physical, mental or medical disability (including non-sighted) unrelated to the ability to engage in job-related activities.

At-Will Employment: Your employment with Grace Presbyterian Church is at-will. This means that neither you nor Grace Presbyterian Church has entered into a contract regarding the duration of your employment. You are free to terminate your employment with Grace Presbyterian Church at any time, with or without reason.

Likewise, Grace Presbyterian Church has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of Grace Presbyterian Church.

No employee of Grace Presbyterian Church can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without written approval from the Session of the Church.

II. Process of Employment

1. A written position description that accurately reflects the job functions will be developed by the Pastor Nominating Ministry/Appointed Nominating Ministry or the Pastor and the Personnel Ministry depending on the position to be filled. All job descriptions must be approved by the Personnel Ministry and the Session and will be reviewed with the candidate prior to hire.
2. Position descriptions will be reviewed in consultation with the new staff member after 12 months or at the time of employee's annual review. All position descriptions must be approved by the Session.
3. If the position is advertised, it shall state that Grace Presbyterian Church of Arlington, Texas, is an equal employment opportunity employer.

4. The equal employment opportunity policy of the church shall be followed in consideration of applicants for interviews and employment.
5. References shall be kept for six months only from the date of employment in order to comply with the legal requirements for equal employment opportunity. They will be destroyed thereafter.
6. Care shall be taken during the interviews to see that the privacy of the individual is protected. All questions shall be job-related.

III. Employment Categories

1. Non-exempt Employees. The Fair Labor Standards Act, passed on June 25, 1938, established the minimum wage and maximum hours and defined the kinds of work “exempt” from the minimum wage and maximum hour requirements. “Non-exempt” under the Act refers to a job for which the employer must pay at least the minimum wage for the position and overtime wages for hours worked in excess of 40 hours per week.
2. Exempt Employees. An “exempt” employee is not paid any overtime for hours worked in excess of the weekly hours for which the person is employed.
3. Full-time Employees. Employees with a normal work schedule exceeding 35 hours per week.
4. Part-time Employees. Employees with a normal work schedule of 35 hours or less per week.

IV. Probation Period

1. The first three months of employment in a non-exempt position constitutes a probation period. Employment may be terminated at any time for cause such as, but not limited to, excessive absences, tardiness, or unsatisfactory work performance. Neither pay in lieu of notice nor severance pay will be given an employee whose employment is terminated during the probation period.
2. During the probation period of employment the employee is entitled to enrollment in a health plan, one paid sick day, paid holidays observed by the church, coverage as provided by the State Workers’ Compensation, and absence for jury duty. If absent for any other reason, the employee will not be paid for that time.

V. Work Week

1. The work week for non-exempt full-time staff is 40 hours. For time over 40 hours, pay is at the rate of one and one half times the regular hourly rate. Exempt employees are not paid overtime wages for hours worked in excess of 40 hours per week.
2. If the normal work week for a non-exempt position is less than 40 hours per week, all hours worked up to 40 hours a week will be paid at the regular hourly rate.

VI. Payroll

1. Salaried employees/staff shall be paid monthly and hourly employees paid twice a month.
2. Each hourly employee is responsible for preparing his or her time record on forms provided by the church and submitting that form to the Head of Staff for review.

VII. Benefits

1. Social Security

All personnel are covered by Social Security. The employee's share of the tax is withheld from the wages of lay staff.

2. Pension

Full-time staff (35 hours per week or more) is enrolled in the Presbyterian Pension and Benefits Plan.

3. Health Insurance

Major Medical protection for full-time employees and dependents is provided to participants in the health insurance program of the Board of Pensions. Other (part-time) staff may elect to participate in the church's local group medical expense program, sharing the cost of premiums (if such exists), subject to Session approval of the total compensation package.

4. Vacation

Full-time exempt employees are entitled to two weeks (including two Sundays) vacation per year.

Full-time non-exempt employees are entitled to ten paid vacation days per year.

Part-time non-exempt employees are entitled to ten paid vacation days per year based on their normal work schedule.

Vacation time as specified above may not be taken before 50 weeks of service from date of employment and will not accumulate after the next anniversary date. A maximum of two vacation weeks may be taken consecutively.

Vacation dates must be approved by the Pastor/Head of Staff with consideration to the church budget year and calendar.

5. Holidays

The following paid holidays will be observed: New Year's Day, the Monday following Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day (if possible) and Christmas Day. Any changes will be recommended to the Session by the Personnel Ministry or Head of Staff as appropriate.

If the holiday occurs on a Sunday it will be observed on the following Monday. If it occurs on Saturday, the holiday will be observed on the Friday before, unless preparation is required for a religious holiday, in which case it will be observed on the following Monday.

6. Workers' Compensation Insurance

All employees shall be covered by the Workers' Compensation Law of the State of Texas.

7. Sick Leave

Full-time employees will receive 5 working days of sick leave each calendar year, cumulative up to 45 days, to be used in case of illness. Sick leave entitlement during the first year of employment will be prorated according to length of employment. At the time of termination of employment (either voluntary or involuntary) an employee shall have no claim for pay in lieu of unused sick leave.

8. Leaves of Absence With Pay

For regular training period in the U.S. Armed Forces (up to two weeks annually).

Jury duty (up to two weeks annually).

In case of death in the immediate family (husband, wife, parent, parent-in-law, child, brother, sister, grandparent) the employee will receive full pay for absence from the day of the death up to and including the day after burial. This leave should not exceed three working days. All arrangements are to be approved by the Pastor/Head of Staff.

Adequate time off for voting where election hours and work schedules cause a hardship on employees.

9. Leaves of Absence Without Pay

Non-probationary employees of Grace Presbyterian Church who perform military service are eligible for leave without pay. Upon return, every effort will be made to place the employee in a position of similar level, status and salary.

10. FSA (Flexible Spending Account) optional participation.

11. Study Leave

Full-time employees are entitled to study leave of one week per year, cumulative up to two weeks. This leave is to be discussed in advance and approved by the Pastor/Head of Staff.

Part-time employees may be granted non-paid education/study leave up to one week per year to be approved by the Pastor/Head of Staff.

VIII. Sexual Misconduct

It is the policy of Grace Presbyterian Church of Arlington, Texas to maintain a workplace free from any form of sexual misconduct or sexual harassment, by an employee, member or friend of the congregation. This policy is based on the Sexual Misconduct Policy authorized in the Book of Order G-3.0106. and adopted by Grace Presbyterian Church Arlington, TX. on December 11, 2012 and as that policy may be amended.

The scope of this policy is not limited to the church building. It includes all contacts in carrying out this congregation's responsibilities and relationships with employees, volunteers, and others.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature will not be tolerated. Any incidents of sexual misconduct or harassment must be reported immediately to the Pastor/Head of Staff, Personnel Ministry Chair, or Clerk of the Session.

IX. Child Protection Policy

All employees are subject to the Grace Presbyterian Church of Arlington, TX Child Protection Policy. This policy addresses the preventable risk of any form of abuse or harassment to children or youth whether physical, mental or sexual by any of the employees of this Church.

X. Grievances

Any problems arising from employment or conditions of employment are to be directed to the person's immediate supervisor, and if not resolved, to the pastor as head of staff. In those cases where the solution to a problem has not been worked out in discussion with the pastor, the employee may appeal to the Personnel Ministry. If the matter is still not resolved, the employee may appeal to the Session in writing.

If the above steps fail to provide an acceptable remedy, the employee may file a written complaint with the appropriate presbytery structure. The appropriate presbytery structure becomes the mediator between the pastor, Session and the employee.

XI. Separation of Employment

1. Voluntary resignation must be in writing and with at least two weeks notice. Accrued vacation time may be paid upon successful completion of the notice period.
2. Dismissal for cause may take place by written notice from the Session. At involuntary termination, no claim for pay in lieu of accrued benefits will be paid.
3. Because of reorganization, retrenchment of program or other circumstances arising out of no fault of the employee, involuntary separation is at the discretion of the Session upon recommendation of the Personnel Ministry. A severance allowance may be granted.
4. For dissolution of a pastoral relationship, see the Form of Government in the Book of Order G-2.09.

XII. Part-time Employees

Part-time employees are those who are employed to work less than the 35 hour week. If they are not temporary and are employed at least 20 hours per week, they are eligible for the following:

1. Holiday pay, if the holiday falls on one of the regularly scheduled working days for the part-time employee.
2. Jury duty pay (up to two weeks leave annually).
3. Salary increases.
4. Regular pay up to 40 hours; time and one half pay over 40 hours in any work week for non-exempt employees.
5. A minimum of ten days paid vacation.
6. Group Health Insurance by election, subject to Session approval.
7. Workers' Compensation.
8. Social Security participation.
9. FSA (Flexible Spending Account) optional participation.

XIII. Benefits for Temporary Employees

Those employed for a short period, usually less than three months, are not paid for holidays, sick leave, or other leave, and do not earn vacation leave for their temporary employment.

XIV. Performance Review

In the second and prior to the end of the fourth quarters of every year, every employee shall have a performance review to develop/assess goals and review performance with the participation of the employee, Pastor/Head of Staff, a member of the appropriate ministry (as appropriate) and a Personnel Ministry representative.

Any employee may, and should, request to meet with the Personnel Ministry when special needs, concerns or problems arise.

XV. Compensation

The Personnel Ministry is responsible for reviewing and recommending all compensation packages to the Session based on performance. The Session must approve all compensation recommendations.