

First United Methodist Church of Port Orange Human Resources Policy

Revised May 2010

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Mission

The First United Methodist Church of Port Orange is a private, non-profit Church dedicated to building Disciples of Christ for service through faith, fellowship and love.

Governance (Organizational Responsibility)

The Florida Conference of the United Methodist Church is legally responsible for the establishment and oversight of the human resource policies for First United Methodist Church of Port Orange (the Church). The overall administration of this policy is shared by the Family/Staff Servants Committee (F/SSC) and the Senior Pastor of the Church. The Senior Pastor of the Church is directly responsible for the implementation, day to day administration, maintenance and effectiveness of the Church's human resource policies. The F/SSC and the Senior Pastor are jointly responsible to see that all Staff members understand these policies and are available to counsel Staff on their application

Human Resource Objective

The human resources objective of the Church Staff is to create an environment that fosters spiritual guidance and excellence of Christian service. It will be the practice of the Church Staff to do this through Christian behavioral modeling, affirmation, information and training.

Introduction

It is the human resource policy objective of the Church to give equal opportunity for employment and advancement to its employees and to consistently place, compensate and review all staff personnel in jobs where their talents and abilities can effectively support the mission of the Church. The Church will strive to treat all employees, members and volunteers with dignity and fairness. Affirmative action will be applied to all programs, services and business relationships.

This document provides the human resource policy guidance under which the Supervisors will carry out their duties/responsibilities in the consistent application of personnel administration. It includes guidance on the programs and practices for employment, staffing, compensation, performance review and benefits. These policies are supplemented by more detailed procedures that support each policy area. Procedures, for the most part, are under review and should be considered “work in progress” until formally issued and communicated.

The provisions of this policy apply to all Staff of the Church in the following employee classifications:

Full or Part Time Employees: Full time employees are those in salaried positions requiring at least 30 to 35 hours of work per week to fulfill their expected duties. Part time employees, on the other hand, usually work specified hours that are less than 30 and are paid on an hourly basis. Part time employees are normally not eligible for the benefit provisions set forth in Section 5 of this Policy except holidays.

Exempt Employees: These employees are classified by virtue of the professional, independent or supervisory nature of their work as “exempt” from the provisions of the Federal Wage and Hour Law provisions and are not eligible for overtime. Exempt employees are normally paid on a salary basis.

Non-exempt Employees: Non-exempt employees are covered under the provisions of the Wage and Hour Law and, therefore, are eligible for overtime for all hours worked in excess of 40 hours in a given work week. These employees are normally paid on an hourly basis. In addition to the above, the Church has the unique opportunity to utilize volunteers who work at the various Church ministries. These individuals represent a

valuable workforce that is not compensated by the Church. Certain sections of this Human Resource Policy may apply to the classification of volunteer and will be indicated as necessary.

1. Conditions of Employment

Staff is employed on the basis of ability or assessed potential to meet realistic job requirements of Church. Staff must be willing to accept responsibility for implementing the mission, core values, goals and objectives of the Church as adopted by the Senior Pastor, F/SSC and the Florida Conference of the United Methodist Church.

Employment is with the mutual consent of the Staff member and the Church. Consequently, both the Staff member and the Church have the right to terminate the employment relationship at any time, ‘with or without cause or advance notice’ (Refer to Section 7, Separation of Employment, for further details regarding termination). This employment-at-will relationship will remain in effect throughout employment with the Church and may not be modified by any oral or implied agreement. The Church is committed to full compliance with Federal and State laws governing employment (e.g. EEO, Affirmative Action, Immigration etc.).

2. Staffing

The responsibility for staffing rests with the F/SSC in consultation with the Supervisors. All applicants for full and part time, paid positions at the Church are required to complete a job application prior to employment and provide other supportive materials as requested. Background work and personal references will normally be required and verified before a job offer is made.

An employment letter, coordinated with the Supervisor, and signed by F/SSC and the potential hire constitutes a formal employment agreement. This letter informs the new Staff member of the formal job title and job classification, beginning salary/wage rate for the position, brief description of eligible benefits, the beginning date and the length of a probation period if recommended.

3. Workweek and hours of Work

The normal workweek expected for full time Staff members totals 30 hours or more. For paid part time members, the work week is usually 25 hours or less as specified in the respective job description. Hours of work include time for work planning and preparation, Staff meetings, supervisory conferences, training sessions and any activity where a Staff Member is required to represent the Church. For those Staff members who are specifically employed to work nights, weekends and other irregular hours, all work hours should be noted on the Staff job description and become a condition of employment. The Business

Office is responsible for maintaining accurate time records on each Staff member classified as non exempt. The Senior Pastor, in coordination with the F/SSC may modify work schedules to better suit the needs of the Church or the Staff member.

4. Rewards and Recognition (Compensation)

a. Base Salary/Hourly Compensation

It is the objective of the Church to compensate all Staff members consistently and fairly in line with Federal/State laws/guidelines governing EEO, affirmative action and compensation. The compensation period spans the annual year from January 1 to December 31st. Each Staff member's compensation will be reviewed **at least** once a year (prior to year end) for competitiveness with those similar positions in the local or national labor markets in which it competes for talent. In addition, every Staff member's performance will be reviewed **at least** once a year (prior to year end) and may be used as the basis for a salary/hourly reward depending upon the nature of the individual performance and the Church's financial situation. The Senior Pastor is responsible for the overall performance assessment process and the submission of individual Staff reward requests to the F/SSC by the Supervisors.

b. Overtime Compensation

Under the provisions of the federal Fair Labor Standards Act, **non-exempt** (hourly paid) Staff are eligible for overtime pay at 1 ½ times their regular pay for all hours worked over 40 in a given work week. To be eligible, the Staff member must have prior approval from their Supervisor **prior to** working overtime. No such legal overtime provision exists for exempt Staff. However, exempt Staff members may be eligible for compensatory time off (hour for hour basis) if they work in excess of 40 hours in a given week if approved by their Supervisor. Hours taken as paid vacation, holiday or other leave do not count toward overtime hours.

c. Promotion and Transfer

It is the Church's intent to give qualified Staff preference over others outside when filling job openings within the Church's organizational units. A Staff member's past performance, experience, attitude, qualifications and potential are all important factors which will be considered in making promotion or transfer decisions. All Staff job openings will be communicated in the weekly Staff meeting.

d. Recognition

To retain and motivate a highly competent and loyal Staff, the Supervisors may, from time to time, institute cash and non cash award programs to recognize outstanding individual or team performance that is clearly over and above expected job performance.

5. Benefits

While salary and salary related programs are more visible, benefit programs may be considered of equal or more value to Staff and are intended to promote individual health and well being. The Church intends to fully abide by all state and federal laws governing benefit programs. These programs apply only to full time non appointed Church Staff members that are scheduled to work 30 or more hours per week.

a. Medical Insurance

Staff members are eligible for group medical insurance after his/her probationary period (effective 90 days the first day of the month after employment). He/she may waive the right to such coverage by indicating to their Supervisor, in writing, the desire to do so. Please see UM Medical Insurance Plan (available through the Church Business Office) for more specifics on applicable health care.

b. Holidays

Staff members are eligible for time off with pay for the following holidays:

- New Year's Day
- Good Friday and Easter Monday
- Memorial Day
- Martin Luther King Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Next workday following Thanksgiving Day
- Christmas Day
- Next workday following Christmas Day

When a holiday falls during an employee's vacation, an additional vacation day may be allowed either as an extension of the vacation or at another prescheduled time upon justification by the Supervisor and approved by the Senior Pastor or F/SSC .

c. Paid Personal Days Off (PTO)

The paid Personal Days policy provision consolidates all the traditional situations (sick leave, vacation, emergency leave, medical/dental care, etc.) for taking paid time off from work into an overall number of hours that a Staff member is eligible to take, at his or her discretion, in a given year. New Staff members are eligible to take PTO after his/her probationary period (i.e. 90 days). The total of PTO available and rate of accrual by a Staff member's completion of years of service as follows:

Months of Completed* Service	PTO Hours Granted	Accrual ** Rate
3	88 (11 days)	3.67 hrs per pay period
36	128 (16 days)	5.33 hrs per pay period
120	168 (21 days)	7.00 hrs per pay period
240	208 (26 days)	8.67 hrs per pay period

* based on date of hire

** based on 24 pay periods in a year

PTO is to be taken in 8 hour increments and must be approved in advance by the Supervisor. Supervisors are accountable for coordinating PTO with the Senior Pastor and Church Business Office. Every effort will be made to schedule PTO at the time desired by the Staff member. However, because of the unique and extensive work schedule of the Church around the year end holiday period, Staff members are encouraged **not** to schedule personal days from Thanksgiving through December 25th of a given year.

PTO is in addition to holidays and Staff is allowed to carry over a maximum of 40 hours of PTO from one year to another. Extended time off beyond a Staff member's eligible PTO requires prior approval by the F/SSC and is taken without pay. Staff members who terminate for reasons other than for cause will be reimbursed for PTO time earned but not taken.

d. Family/Maternity Leave

Federal Equal Employment Opportunity guidelines provide that absence due to family/maternity reasons are to be considered and treated as a temporary disability. Full time Staff members with at least 1 year of completed service may take up to 12 weeks of unpaid family/medical leave within a 12 month period and be restored to the same or equivalent position upon their return to the Church. A Staff member will be eligible for this form of leave for any of the following reasons:

- The birth of a child and subsequent care for that child;
- The placement of a child with a member for adoption or foster care;
- To care for a spouse, child or parent with a serious health condition; or
- Because a serious health condition renders the Staff member unable to perform any of the essential functions of their position.

Any accrued vacation or personal time off must be used as the first part of the family/medical leave. This substitution of paid time for unpaid time does not extend the 12 week leave time period.

e. Bereavement Leave

With the submission of evidence of a death in a Staff member's immediate family, the Staff member may be eligible for up to 3 days paid leave in addition to their PTO hours earned. "Immediate family" includes father, mother sister/brother, current Spouse, child, current in-laws, step-parent/child and grandparents. Staff member must have 90 days of continuous service to be eligible for this paid absence. Additional workdays required beyond the 3 days may be taken from accrued PTO with the approval of the Supervisor and Senior Pastor. .

f. National Guard/Military Leave

These types of absences are a matter of current Federal laws in effect and need to be cleared with the Supervisor and Senior Pastor prior to being taken. Staff will be eligible for up to one week per year with pay for National Guard or military reserve duty. A leave of absence for extended military duty beyond one week will be granted without pay or accrual of PTO.

Health insurance for the covered Staff member will remain in effect for a period not to exceed 30 days from the date of activation. At the end of 30 days, the medical coverage for Staff member /family member is expected to be provided by the military.

g. Other Absences

Paid absences due to jury duty or a court subpoena will be given as necessary not to exceed 3 days for each event. PTO may be used beyond the 3 days to perform the remaining time requirements of the event. It is the responsibility of the Staff member to notify the Supervisor prior to absence and to return to work as soon as the duty is completed. Paid time off for District/Conference or local Church events will also be considered as necessary paid time off, but needs to have approval of the Senior Pastor or F/SSC prior to being taken. Staff members are encouraged to set up medical appointments before or after Church working hours whenever possible.

6. Separation of Employment

Employment with the Church is considered "at will" and is based upon continuing mutual consent. Either the Staff member or the Church can terminate employment at any time," with or without cause" or notice in accordance with the policy guidelines that follow:

a. Resignation

Staff members should submit a letter of resignation to their Supervisor and F/SSC Leader at least 2 weeks prior to the day to be worked. Additionally, an absence longer than a week without notice to supervision could be considered a resignation.

b. Termination by the Church

Termination of employment “with cause” may be initiated by the Church in accordance with Florida Conference guidelines that are summarized as follows:

- Unsatisfactory work performance including habitual tardiness, excessive absence or physical inability to perform the job;
- Discharge for cause (violation of policy/work rules, insubordination etc.)
- Elimination of position due to reorganization or downsizing.

Except in the discharge for cause, the Church will give at least 1 month notice of termination. Termination for cause is immediate, without notice, and with complete loss of benefits. A Staff member will be paid salary and PTO only used and accrued through the date of termination. In cases where termination is a result of job elimination, severance pay may be provided if approved by the F/SSC and the Senior Pastor.

c. Separation Interview

Whenever possible, the Senior Pastor and member of the F/SSC will conduct and record an exit interview with the departing Staff member. The documented information should include reason(s) for leaving, departure date and termination pay arrangements. This information is important for unemployment compensation and organizational effectiveness purposes.

8. Related Policy Areas

a. Grievances and Appeals

The Church promotes a fair and objective process for handling and resolving Staff grievances through the normal supervisory channels. If satisfactory resolution cannot be reached through these channels, the Staff grievance will be referred to the F/SSC for analysis and resolution.

b. Attendance and Punctuality

All Staff should report to work on time according to his/her assigned hours of work. If a Staff member is unable to report to work, he/she should notify their respective Supervisor as soon as possible. Excessive absences or tardiness may result in disciplinary action or termination.

c. Confidential/Personnel Records

All information/materials regarding the Church including but not limited to F/SSC, ministry operations, financial information, Staff personnel records, membership, and electronic information are considered confidential. All Supervisors are responsible for the physical safeguard of confidential materials. Staff members who

inappropriately disclose confidential information/materials are subject to disciplinary action that may include termination. The Senior Pastor is ultimately responsible for maintaining systems for the safe keeping of all Church information.

d. Sexual Harassment

The Church affirms the *1996 Book of Resolution, Sexual Abuse within the Ministerial Relationship and Sexual Harassment Within the Church*, which states that sexual harassment within the ministerial relationship and sexual harassment within the Church is incompatible with biblical teachings of hospitality, justice and healing. Sexual and other harassment of one Staff member by another, supervisor or third party is against local Church policy and unlawful under state and federal law. Harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, and physical conduct of a sexual or aggressive nature. Sexual harassment also includes the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender.

Sexual or other harassment of a Staff member interferes with the Church's moral mission and will not be tolerated. All suspected instances of harassment should be reported to Leader of the F/SSC and the Senior Pastor as soon as possible. Violations of this policy may result in disciplinary action up that may include termination for cause. Adverse action will not be taken against a Staff member who, in good faith, reports or participates in the investigation of a violation of this policy.

e. Child/Youth Protection

According to the *2004 Florida Conference Child and Youth Protection Policy*, "a central tenet of the Christian faith is the inherent value and worth of all children, youth and adults. Children/youth are least able to protect themselves in our society and are particularly vulnerable to abuse and neglect".

As such, the Church adopts the Conference's Child/Youth Protection policy, applicable State/Federal laws and will do everything it can to protect the children and youth who participate in the life of the congregation, on and off the Church's premises. Every Staff member and volunteer who works with children/youth is responsible for child/youth protection and is to be provided with a copy of the *2004 Florida Conference Child and Youth Protection Policy*. All Staff, Core Leaders and volunteers will be trained annually by the F/SSC on its specific application to the Church. All Staff and each person currently working with or applying to work with the Church's children and youth are required to pass a criminal background screening.

Should an employee, lay person or volunteer observe any abusive behavior, or have reason to suspect abuse, he/she shall **immediately** report the incident to the age related ministry Director (children's or youth). If this Director is unavailable, the observer should notify the Senior Pastor, Associate Pastor or the Leader of the F/SSC. Phone numbers for these contacts are included as Appendix 8 to the Child and Youth Protection Policy.

Violators of the Child/Youth Protection policy are subject to termination with cause and State/Federal prosecution.