

**PERSONNEL POLICIES AND
PROCEDURES MANUAL
FOR
GRINNELL UNITED
METHODIST CHURCH**

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WELCOME!

Welcome to the Grinnell United Methodist Church! We consider you to be a gift from God and look forward to working with you as a member of our ministry team. We appreciate you and the gifts and talents you bring to this ministry and are committed to helping you achieve your highest level of service for the Lord in this ministry.

It should be always understood that undergirding the policies and procedures is the recognition that all staff members will work together with a sense of mutual respect, helpfulness, cooperation and communication. In the words of Bruce Powers, editor of *Church Administration Handbook*: “Church Administration is ministry, not methods. It’s people, not paperwork. It’s human processes, not inhumane policies. It’s management, not manipulation.”

INTRODUCTORY STATEMENT

This Personnel Policies and Procedures Manual of the Grinnell United Methodist Church applies to all employees of the Grinnell United Methodist Church except those appointed by the Iowa United Methodist Conference to this church. This handbook is intended to provide guidelines and summary information about the congregation's personnel policies, procedures, benefits, and rules of conduct. This handbook is intended as a guide and is not intended to create a contract, express or implied. These policies do not in any way guarantee employment for a specified time for any employee. Your employment with the Grinnell United Methodist Church is at will and can be severed by either party at any time, with or without cause.

It is important that you read, understand, and become familiar with the handbook and comply with the standards that have been established. Please talk with your supervisor if you have any questions or need additional information. ANY section that uses the word “supervisor” implies “Senior Pastor” unless otherwise stated or unless a person is specifically assigned as a supervisor by the Senior Pastor.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, the Staff-Parish Relations Committee and the Administrative Council reserve the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate.

Persons under appointment of the United Methodist Church are encouraged to follow the procedures set forth in this manual. If there is a conflict between the provisions, benefits and policies in this employee handbook and those set forth in the terms of the *Book of Discipline of the United Methodist Church* and the *Rules of Order of the Iowa United Methodist Church*, the *Book of Discipline* and the *Rules of Order* shall prevail.

EMPLOYMENT

CHILD AND YOUTH SAFETY SCREENING

All staff members must comply with the requirements set out by the Child and Youth Safety Committee. In addition, any requirements for employment prescribed by the Child and Youth Safety Committee shall be incorporated into the hiring process.

Any staff member who is arrested for, charged with, or convicted of an offense designated by the Child and Youth Safety Policy shall report that arrest, charge or conviction to the Senior Pastor or the Chair of Staff-Parish Relations Committee within 72 hours of the offense.

EMPLOYMENT AT WILL

With the exception of those under appointment by the Conference, employment is with the mutual consent of the employee and the church. Consequently, both the employee and the church have the right to terminate the employment relationship with or without cause. This “employment at will” relationship may not be modified by any oral or implied agreement.

Each employee (other than clergy according to Conference policy and the Book of Discipline) shall be on probation for at least three months after beginning work with the church. Pursuant to policies set by the Staff-Parish Relations Committee, the supervisor shall meet with the employee before the end of the three month probationary period and provide a written review of the employee’s performance. In consultation with the Staff-Parish Relations Committee, the supervisor may notify the employee that the probationary period has been satisfactorily completed; or that probationary period will be extended beyond three months when the employee’s supervisor and the Staff-Parish Relations Committee deem such extension to be appropriate.

Unless otherwise covered in the manual, upon successful completion of the probation period, the employee will become eligible for all benefits available to that employee’s position.

Length of continuous service means the time worked from the first day of employment to the current date of employment, exclusive of any unpaid leave in excess of 30 continuous calendar days.

EQUAL EMPLOYMENT OPPORTUNITY

The church is committed to equal employment opportunity for all qualified persons, without regard to race, color, political affiliation, ancestry, national origin, religion, sex, veteran, stated sexual preference, marital status, physical disability, mental disability, medical condition, or age, to the extent required by law. Employees and applicants are asked to voluntarily identify themselves as disabled. A preference for United Methodists will be given when it is related to the purposes of the church.

All employees are expected to show respect and sensitivity toward all other employees and pastors to demonstrate a commitment to the church's equal employment opportunity objectives. Anyone who observes a violation of this policy should report it immediately to the Senior Pastor or to the Chairperson of the Staff-Parish Relations Committee.

The Equal Employment Policy applies to all matters of employment, placement, training, layoffs, rates of pay and other forms of compensation, benefits and facility of current employees and other conditions of employment.

Applications for employment will be made to the Senior Pastor. Personnel files will be maintained by the Senior Pastor.

Applications will be kept on file for six (6) months.

All applicants will be notified of an interview and/or vacancy filled.

Recommendation for employment will be made by the Senior Pastor in consultation with the Staff-Parish Relations Committee.

All personnel files will be held confidential.

Applicants will be responsible for furnishing complete, relevant and up-to-date information.

All applicants will receive a copy of the Grinnell United Methodist Church Personnel Policies and Procedures Manual upon employment.

Violation of this policy may result in disciplinary action, including immediate termination.

IMMIGRATION REFORM AND CONTROL ACT OF 1986

The church is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

As a condition of employment, each employee will be required to provide documentation verifying identity and legal authority to work in the United States.

EMPLOYMENT OF RELATIVES OR CHURCH MEMBERS

Relatives of employees or church members will receive the same consideration as any other applicant for a job opening and will not be accorded preferential treatment in employment matters.

EMPLOYEE CLASSIFICATION

The church classifies employees as follows:

“Full-time” employees work an average of at least 30 hours during each work week.

“Part-time” employees work an average of less than 30 hours during each work week.

“Temporary” employees are employed to complete specific projects or are employed for a given maximum length of time.

PERSONNEL RECORDS

The church maintains personnel records regarding such employees. In order to ensure that records are current, employees shall report any change in name, address, phone number, marital status, or any other pertinent information, to the Senior Pastor. The Senior Pastor may require written verification of a change in social security number or name change.

Personnel actions are handled in a manner that respects privacy and confidentiality to the extent provided by law. Every employee must respect the rights of co-workers.

Personnel files are located in the Senior Pastor’s office. The only persons authorized to have access to personnel files are the Senior Pastor and the Staff-Parish Relations Committee. An employee is permitted to review that employee’s own file in a controlled environment that will guarantee confidentiality. Any employee wishing to review his or her personnel file should contact the Senior Pastor or Staff -Parish Relations Committee Chairperson to arrange for a convenient time. Any staff member or church member who has access to individual personnel information shall not disclose such information with other employees except those persons who have valid authority in the matter. Failure to comply with confidentiality requirements can result in discipline of an employee, including immediate termination. The Staff-Parish Relations Committee can provide written authorization for other persons to have access to personnel records.

JOB DESCRIPTIONS

The Staff-Parish Relations Committee will provide and maintain up to date job descriptions for all positions.

PERFORMANCE APPRAISALS

The performance appraisal allows the employee and supervisor time to discuss constructive methods to maximize performance, to provide growth and development opportunities, and to increase job satisfaction.

The Staff-Parish Relations Committee has the responsibility to provide an appraisal form (appendix 3 and 4) and to set out the required steps in the performance appraisal process.

Performance appraisals will be conducted at least once a year according to procedures set by the Staff-Parish Relations Committee. Committee appraisals will be filed in the employee's personnel file. Each employee is entitled to comment on his or her appraisal: such comments should be submitted in writing to the Staff-Parish Relations Committee Chairperson. Any comments made will be attached to the summary appraisal form.

Records of disciplinary actions and other relevant documents are retained in the employee's personnel file.

The performance appraisal process should include at least an annual review of the employee's job description.

A satisfactory performance appraisal does not guarantee a salary increase, nor does it alter, modify or amend the at-will employment relationship between the employee and the church.

SEPARATION FROM EMPLOYMENT

INTRODUCTION:

Staff who leave the church whether voluntarily or involuntarily will be treated fairly and equitably with a minimum of interruption to the church's activities and programs. No staff shall be dismissed without full knowledge and consideration of the facts and equity of the situation by the Staff-Parish Relations Committee.

All employees of the church serve at the pleasure of the church, and employment may be terminated by the church at any time.

Termination of employment may or may not result in eligibility for unemployment compensation benefits. For information, call the Job Service of Iowa.

An employee leaving employment with the church is encouraged to have an exit interview with the Senior Pastor and/or the Chairperson (or designee) of the Staff-Parish Relations Committee.

A layoff is a termination of employment that results from changing business conditions or changing church needs, which necessitate a reduction in staff.

TYPES OF SEPARATIONS

1. **Resignation:**
 - A. This occurs when the employee voluntarily resigns.
 - B. This can be for any reason as decided by the employee.
2. **Dismissal:**
 - A. This occurs when the employee loses employment involuntarily.
 - B. This action taken by the Staff-Parish Relations Committee in consultation with the Senior Pastor because of: (1) misconduct, (2) failure to maintain appropriate performance standards, (3) continued absence from work without notice, and (4) through no fault or delinquency of his/her own is unsuited for or incapable of performing the assigned work and no change in assignment is available.
3. **Total and permanent disability terminations:**
 - A. This occurs when staff are unable to perform their duties due to a physical or mental disability.
 - B. This must be determined on the basis of qualified medical opinion and no reasonable accommodation in job content or facility can be made.
4. **Death of an employee.**
5. **Layoff** is termination of employment that results from changing business conditions or changing church needs, which necessitate a reduction in staff.
6. **Other terminations** include those that are neither voluntary nor involuntary, such as, end of temporary assignment or financial emergency.

PROCEDURE FOR SEPARATIONS:

1. **Resignation:** Employees are expected to give at least ten (10) working days notice before the effective date to his/her supervisor. A letter of resignation must be submitted. The letter must give the last working day he/she will be on the job.

2. **Dismissal:** The church has certain rights and responsibilities in providing services in an efficient manner and disciplinary action against employees will be taken for just cause.

The goals of progressive discipline are to correct behaviors, provide support, and produce efficient operations rather than merely punish wrongdoers. Disciplinary action or measures shall ordinarily be invoked in the order listed and written documentation made in the personnel file.

1. *Oral reprimand or warning.*
2. *Written reprimand or warning.*
3. *Suspension with loss of pay.*
4. *Termination of employment.*

Serious violations of policy must be dealt with by any of the above disciplinary measures on the first offense.

Any employee who is dismissed for just cause will be given a written notification setting forth the specific date of termination.

3. **Permanent and Total and Disability:** An employee who is unable to perform his/her duties because of physical or mental disability will be put on medical leave of absence. If, after a maximum of six (6) months, the staff person is unable to return to work, the Staff-Parish Relations Committee may initiate separation procedures.

4. **Death:** Upon an employee's death, the Senior Pastor should immediately be notified the date, the cause of death (if known), and the person to be contacted for insurance purposes, if applicable. The date of separation is the date of death.

5. **Other:** The Senior Pastor may terminate employees whose temporary part-time assignments have ended without Staff-Parish Relations Committee prior approval. Terminations resulting from reduction in force must be reviewed in advance by the Staff-Parish Relations Committee. Staff who are terminated due to a reduction of force or completion of a project are eligible for rehire. Rehire is not guaranteed and the church reserves the right to refuse re-employment based on the qualifications needed for the job, the work history of the employee, and the qualifications of the other applicants.

SEPARATION NOTICE: The employee will receive a written separation notice from the Senior Pastor and the Staff-Parish Relations Committee Chairperson to affect any separation from employment. The separation notice shall be given to the employee as soon as possible, preferably five days prior to the date of separation. A copy will be maintained in the employee's personnel file.

EXIT INTERVIEW: An exit interview should be held with the employee by the Senior Pastor and the Chair of the Staff-Parish Relations Committee to ensure that due process has occurred for all staff; that the staff person's obligations to the church have been satisfied; to explain benefits or compensation available or due the staff person ; to clarify the reasons for separation; and to collect data for purposes of improving selection, placement, training, and development needs.

PAY PROCEDURES: Depending on the staff person's wishes, the final pay check will be mailed or may be picked up by the employee on the first regular payday following the date of resignation or dismissal.

1. Final checks will contain pay for:
 - A. Time worked through date of separation
 - B. Earned vacation days not used
 - C. Reimbursable expenses, if any (i.e., milage)
2. Deductions will be made from the final checks for amounts due the church, such as personal long distance telephone calls.
3. Accumulated sick leave is not payable upon separation.

WAGE AND SALARY REVIEWS

Employees will be eligible for an annual salary review. The Staff-Parish Relations Committee and the Finance Committee make recommendations to the Administrative Council about a proposed wage and salary for all employees.

PAYDAY

Each month is divided into two pay periods. Employees are generally paid on the 15th and the 30th day of the month. If either or both paydays in a month fall on a Saturday or Sunday, then the employee's check will be given to them on the preceding Friday.

The church is not able to cash paychecks for employees.

PAYROLL DEDUCTIONS

The church complies with the various payroll deductions required by law, such as federal income tax, state income tax, social security taxes and Medicare taxes. The church also complies with applicable state and federal laws regarding the garnishment and assignment of wages. Any other deductions not required by law must be authorized in writing by the employee.

Each paycheck stub will itemize amounts that have been withheld, so this information may be kept for tax purposes. Questions about deductions may be directed to the Church Treasurer.

PROMOTION OR TRANSFER

While opportunities for promotion or transfer are limited, generally the church will give qualified employees a preference over others when filling job openings within the church and will consider an employee's past performance, experience, ability, qualification, and potential.

WORK HOURS AND ATTENDANCE

Regular office hours will be 8:30 to 3:30, Monday-Thursday.

Variations in the hours for work may be made based on requirements of the job description or on required assignments, projects or tasks necessary to carry out the ministry of the church.

Lunch and Rest Periods: For refreshment and to maximize work efficiency, getting away from your work is necessary. The amount of time for the lunch period is one (1) hour. A break of fifteen (15) minutes in the afternoon is also allowed.

ATTENDANCE, TARDINESS AND ABSENCE

Every employee is expected to work all his or her scheduled hours, to report for work on time, and to work to the end of the work period. Absences, for any reason, that are not approved by the Senior Pastor can be grounds for discipline.

If, for any reason, you cannot report for work on time, telephone the Church or Senior Pastor as far in advance of your starting time as possible. State why you will be absent and how long you expect to remain absent or late.

Absent for two (2) consecutive work days without notification is considered job abandonment and may be seen as having resigned his/her position. Absence without approval from the Senior Pastor is considered unexcused and will be subject to loss of pay, a note in your personnel file and grounds for discipline and possibly immediate termination.

CHANGE OF EMPLOYEE STATUS

Notify the church at once whenever there is a change in your:

- Name
- Address
- Telephone Number
- Person to notify in case of emergency, accident, or illness
- Marital status
- Number of dependents

BENEFITS

PAID LEAVE

The following leaves will be paid to each eligible employee providing the specific criteria are met below, any exceptions will be approved by the Senior Pastor:

1. Vacation:

Vacation for clergy is not governed by this manual.

All vacation time accrual is based on the length of continuous service with the Grinnell United Methodist Church. Employees will accrue one day for each year of employment plus the original ten days granted upon completion of the 90 day probation period after employment begins. Maximum vacation accrual is 20 days. (8/8/2021) Employees may take paid vacation after completing one year of continuous service. Earned and used vacation days will be documented on each paycheck stub.

Full time employees are the only ones that will earn vacation time.
Part-time and temporary staff do not accrue vacation time.

Vacation request forms should be used to request and approve vacation time (see appendix - "Leave Request Form"). If a written request for vacation time is not submitted to the Senior Pastor before the absence, the absence may be deemed leave without pay.

Employees are encouraged to use all vacation time during the 12 month period after it is earned. Pay will not be given in lieu of unused vacation, unless the employee resigns or is terminated/dismissed. If the employee resigns or is terminated/dismissed, the earned vacation for that year is based on the prorated rate for the months worked for that year. For example, if the employee resigns in June, the amount of earned vacation is 6 1/2 of the accrued vacation for that year.

The church may require that vacation time be taken before leave without pay except for military leave.

Vacation days may be carried over to the following year when approved by the Senior Pastor.

Upon resignation of employment with proper advanced notice and having completed one or more years of service, employees will be paid for earned vacation through their last work day, for any unused vacation time based on prorated vacation time for the year. (For example, if any employee worked 6 months of that year, then 6/12 (or 1/2) of that year's vacation will be paid). Employees who resign without giving proper notice or who are discharged for cause, shall not be entitled to earned vacation pay.

2. HOLIDAY PAY:

The following will be observed holidays:

New Year's Day	January 1st
Memorial Day	4th Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Thanksgiving Day & Friday following	4th Thursday & Friday in November
Christmas Eve (1/2 day)	When Christmas is on Tuesday-Friday
Christmas Day	December 25th

When a holiday falls on a Saturday, the office will be closed on the Friday immediately before that Saturday. When it falls on a Sunday, the office will be closed on a Monday immediately following that Sunday.

In addition to the holidays specified above, each eligible employee will be granted one (1) paid "Grace Day" each year. The scheduling of a "Grace Day" must be done with the approval of the Senior Pastor. This "Grace Day" cannot be accumulated from year to year. Earned and used "Grace Days" will be documented on the paycheck stub. Forms to request the "Grace Day" will be provided by the church (see appendix - "Leave Request Form") and must be approved by the Senior Pastor.

The following general provisions apply to holiday pay:

- Holidays will be observed on the calendar day designated by the Senior Pastor.
- To be eligible for holiday pay, employees must work or be on approved paid leave on their last scheduled workday before the holiday and their first scheduled workday after the holiday.
- Employees who are required to work on a holiday are entitled to take another day off with the approval of the Senior Pastor. Employees who are required to work on a holiday and do not report to work, do not receive holiday pay.
- If a holiday falls during an employee's approved vacation period, the employee will receive holiday pay, and will not be charged for a vacation day on the day the holiday is observed.
- Employees on an unpaid leave of absence for any reason are not eligible for holiday pay on holidays that are observed during the period they are on unpaid leave.

3. PAID SICK LEAVE:

Employees who have successfully completed the probationary period are eligible to use paid sick leave. Paid sick leave may be used for personal and family illness. (8/8/2021)

Forms to request approved paid sick leave will be provided by the church (see appendix- "Leave Request Form"). Paid sick leave must be approved by the Senior Pastor before sick pay is authorized. Paid sick leave benefits may not be paid by the church until the proper form has been filled out and turned into the Senior Pastor.

Paid sick leave is accrued based on a full-time status at the rate of twelve (12) working days per year, i.e. one (1) working day per month. Part-time and temporary employees do not accrue paid sick leave benefits. Earned and used sick leave will be documented on each paycheck stub.

Paid sick leave benefits may be accumulated up to a maximum of forty (40) working days. Employees who accumulate the maximum benefit allowed will not earn additional paid sick leave benefits until their accumulated total has been reduced below the maximum.

For part time employees, the number of days earned will be calculated based on the number of hours in a normal 40 hour week. Example: if the part time employee works 30 hours a week, they would earn .75 day (30/40) per month. (8/8/2021)

Paid sick leave is not accrued while on leave without pay. Holidays falling within a period of paid sick leave are not charged against leave. Upon termination of employment, paid sick leave expires and no reimbursement is made to the employee.

Unused sick leave benefits may not be used for personal time off or as additional vacation.

An employee on paid sick leave is expected to call in every day of illness unless the Senior Pastor is aware of a lengthy period of sick leave such as hospitalization, pregnancy, etc. Employees who receive paid sick leave benefits may be asked to provide medical verification of illness or disability.

4. MATERNITY, PATERNITY & ADOPTION LEAVE:

Consistent with the Family and Medical Leave Act of 1993 (FMLA), we provide leaves of absence to eligible employees. To be eligible, you must have worked at least twelve (12) months and at least 1,250 hours during the twelve (12) months before taking leave. You may take FMLA leave to care for your child after the child's birth or adoption.

A full-time staff member may receive up to 2 weeks (10 working days) of paid maternity, paternity, adoption or foster care leave. Part-time staff are eligible for the equivalent of up to 2 weeks (10 working days) of unpaid maternity, paternity or adoption leave. Unused sick days, vacation days, and personal days may be taken with pay to cover this leave. After these days are used, an employee may take unpaid days not to exceed a total of two months (paid and unpaid) without jeopardy of losing the position.

If both husband and wife are employed by the church, they may not take maternity, paternity, adoption leaves simultaneously.

The employee is expected to discuss with the Senior Pastor the anticipated date of birth or date of receiving the newly adopted child and the anticipated length of leave.

The Senior Pastor should be notified of the employee's actual absence as soon as possible.

Disposition of cases of maternity, paternity, adoption leave lasting over 2 months will be at the discretion of the Staff-Parish Relations Committee.

Forms to request maternity leave will be provided by the Church (see appendix- "Leave Request Form").

5. FOSTER CARE LEAVE

A full-time staff member may receive up to 2 weeks (10 working days) of paid foster care leave. Part-time staff are eligible for the equivalent of up to 2 weeks (10 working days) of unpaid foster care leave. Unused sick days, vacation days, and personal days may be taken with pay to cover this leave. After these days are used, an employee may take unpaid days not to exceed a total of two months (paid and unpaid) without jeopardy of losing the position.

If both husband and wife are employed by the church, they may not take foster care leaves simultaneously.

The employee is expected to discuss with the Senior Pastor the anticipated date of receiving the newly foster care child and the anticipated length of leave.

The Senior Pastor should be notified of the employee's actual absence as soon as possible.

Disposition of cases of multiple foster care leaves in the same year or leave lasting over 2 months will be at the discretion of the Staff-Parish Relations Committee.

Forms to request foster care leave will be provided by the Church (see appendix- "Leave Request Form").

6. COMPASSIONATE LEAVE:

An employee becomes eligible to use compassionate leave upon completion of probation. Compassionate leave is allowed for the temporary emergency care of ill or injured members of an employee's immediate family or in the event of death.

Forms to request approved compassionate leave will be provided by the church (see appendix-“Leave Request Form”). Compassionate leave must be approved by the Senior Pastor before compassionate leave is authorized. Compassionate leave benefits may not be paid by the church until the proper form has been filled out and turned into the Senior Pastor.

Time allowed for paid compassionate leave is as follows:

- Up to three days for each occurrence of the death of a member or members of the immediate family of the employee.
- Up to five days per calendar year for the emergency temporary care of ill or injured member or members of an employee’s immediate family.

Immediate family is defined as and is limited to the employee’s spouse, children, foster or step-children, parents, foster or step-parents, grandparents, grandchildren, brothers, sisters, foster or step-brothers and sisters, brothers- and sisters-in-law, sons- or daughters-in-law, grandparent-in-law, niece or nephew.

The total amount paid compassionate leave allowed shall not exceed forty hours per calendar year. Compassionate leave for deaths is not deducted from accrued paid sick leave.

Compassionate leave for illnesses is deducted from accrued paid sick leave, but can be given as leave without pay.

FMLA (Family and Medical LEave Act of 1993, US Department of Labor, Employment Standards Administration, Wage and Hour Division, Washington, DC) does not apply to the Grinnell United Methodist Church by Federal Law, since the law applies only to employers with 50 or more employees.

Exceptions to the above policy must be approved by the Senior Pastor.

7. JURY DUTY:

Employees who are called to serve on jury duty will be paid the difference between their regular pay and all moneys paid to them by the court, excluding expense reimbursement provided by the court.

Upon notification of jury duty, at a time that would unreasonably interfere with normal business operations, the church may request that jury duty be rescheduled for a later date that would be more convenient for the church.

Forms to request jury duty pay are provided by the Church (see appendix-“Leave Request Form”).

8. INCLEMENT WEATHER:

The Senior Pastor (or designee) may close the church during inclement weather and direct employees to go or remain at home. Employees who are directed to leave work or to remain at home during inclement weather will be paid for their regularly scheduled hours.

9. MEDICAL LEAVE:

A medical leave is a leave of absence for an employee's non-occupational illness or disability, other than pregnancy, childbirth, adoption or a related medical condition.

Employees who have completed probation and have used all of their paid sick leave, may submit a written request for a medical leave of absence without pay, for the length of any disability up to a maximum of 30 working days.

FMLA (Family and MEDical LEave Act of 1993, US Department of Labor, Employment Standards Administration, Wage and Hour Division, Washington, DC) does not apply to the Grinnell United Methodist Church by Federal Law, since the law applies only to employers with 50 or more employees.

Requests for medical leave will normally be granted to eligible employees who present a practitioner's written statement that certifies the need for the leave and estimates the length of the time the employee will be unable to work due to the disability. At any time during a medical leave of absence, an employee may be asked to provide medical evidence of a disability. Requests for any additional medical leave should be submitted to the Senior Pastor for approval, in writing, before the medical leave expires.

Forms to request medical leave are provided by the Church (see appendix-"Leave Request Form").

10. CONTINUING EDUCATION:

Leave for educational, professional and personal enrichment shall be at the discretion of the Staff-Parish Relations Committee with consideration to the purpose of the request, timing of the absence and the annual budget. The Senior Pastor will be asked to make recommendations for such leave to the Staff-Parish Relations Committee.

Written requests for continuing education must be submitted, whenever possible, at least three months in advance and are subject to approval by the Senior Pastor and the Staff-Parish Relations Committee.

Employees will be paid for regular hours worked while attending an educational program, training event, or conference provided the employee has received prior approval. Forms for requesting reimbursement for continued education leave are provided by the Church (see appendix-"Leave Request Form").

UNPAID LEAVE

The following general provisions apply to unpaid leaves of absence, unless this manual states otherwise:

- Employees must submit a request for unpaid leave, in advance, in writing, and be approved by the Senior Pastor and the Staff-Parish Relations COmmittee. (See Appendix 2)
- Employees who falsify the reason for a leave of absence may be subject to disciplinary action, including immediate termination.
- Employees on leave of absence must communicate with the Senior Pastor on a regular basis, at least once each week, regarding their status and anticipated return to work date.
- Employees will not accrue length of continuous service for the portion of a leave of absence in excess of thirty (30) calendar days.
- Failure to return to work on the first work day following the expiration of an approved leave of absence may be considered a voluntary termination.
- A request for an extension of leave of absence must be made in writing prior to the expiration date of the original leave.
- Employees on leave of absence will be subject to lay off on the same basis as employees who are actively at work.

The following leaves will not be paid, unless otherwise agreed upon by the Senior Pastor and the Staff-Parish Relations Committee:

1. PERSONAL LEAVE:

Personal leave of absence for a compelling personal reason that is not medically related.

Upon successful completion of the probationary period, employees may submit a written request for personal leave of absence, without pay, for any length of time up to a maximum of two weeks. Written requests must state the reason for the personal leave, as well as the beginning and ending dates.

FMLA (Family and MEDical LEave Act of 1993, US Department of Labor, Employment Standards Administration, Wage and Hour Division, Washington, DC) does not apply to the Grinnell United Methodist Church by Federal Law, since the law applies only to employers with 50 or more employees.

Requests for personal leaves may be granted at the discretion of the Senior Pastor or the Staff-Parish Relations COmmittee, based on the facts and circumstances surrounding each individual request.

2. MEDICAL LEAVE:

A medical leave is a leave of absence for an employee's non-occupational related illness or disability.

Employees who have completed probation and have used all of their paid sick leave and accrued vacation time, may submit a written request for a medical leave of absence,

without pay, for the length of any disability up to a maximum of thirty (30) working days.

FMLA (Family and MEDical LEave Act of 1993, US Department of Labor, Employment Standards Administration, Wage and Hour Division, Washington, DC) does not apply to the Grinnell United Methodist Church by Federal Law, since the law applies only to employers with 50 or more employees.

Requests for medical leaves will normally be granted to eligible employees who present a physician's written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work due to the disability. AT any time during a medical leave of absence, an employee may be asked to provide medical evidence of disability. Requests for any additional medical leave should be submitted to the Senior Pastor for approval, in writing, before the medical leave expires.

3. STUDY LEAVE:

Written requests for unpaid study leave must be submitted at least six months in advance and are subject to approval by the Senior Pastor and the Staff-Parish Relations Committee.

4. MILITARY LEAVE:

The church complies with applicable state and federal law concerning leaves for military service.

INSURANCE

1. GROUP INSURANCE PLANS:

Full-time employees who work a minimum of thirty (30) hours per week shall be eligible to participate in the group health insurance plan. If the employee chooses to participate, the cost of the premium for a single person will be provided by the church. If the

employee chooses not to participate the employee will not be compensated in kind for the premium for a single person. Exceptions to this policy may be approved by the Senior Pastor and the Staff-Parish Relations Committee.

2. WORKERS' COMPENSATION INSURANCE

The church complies with applicable state and federal law for work-related illness or injury. Absences by work-related illness or injury will be reviewed on an individual basis by the Senior Pastor and the Staff-Parish Relations Committee.

All employees are automatically covered by Workers' Compensation Insurance at the time they are hired. The church pays 100% of the premium for this coverage. The following benefits are provided to employees who sustain a work-related illness or injury:

- Partial wage replacement for periods of disability.
- Medical care, including medicine, hospital, physician, x-rays, crutches, etc.;
- Rehabilitation services, if necessary.

It is also important to get proper first aid and/or medical attention immediately. ANY injury or illness should be reported to the Senior Pastor as soon as it happens, regardless of how minor it may be. Within 48 hours, a written report should be filed with the Senior Pastor. Forms can be obtained from the church office. (See appendix-"Workers' Compensation-First Request of Injury or Illness").

RETIREMENT PLAN

If an employee meets the requirements, the employee may be eligible to participate in the United Methodist Lay employees Cumulative Pension and Benefit Fund (CPBF) through the General Board of Pension and Benefits of the United Methodist Church. Specific provisions are documented in the CPBF adoption agreement of the Grinnell United Methodist Church. If an employee meets the requirements and chooses to participate, the employee is required to

contribute 3% of his/her “compensation” to the Fund. In addition to the CHurch’s contributions made to the employees’ account, the employees’ account is credited with interest earned on the money. An employee makes voluntary contributions to the fund in addition to the required 3% required by the CPBF adoption agreement up to the max required by law. “Compensation” is defined in the adoption agreement. If the employee elects not to make the required contributions or the employee stops making the required contributions, the Grinnell United Methodist Church will suspend its contributions to the employee’s CPBF account until the employee contributes as required by the adoption agreement.

You are always 100% vested in contributions made by you and the CHurch, which means you are entitled to 100% of the contributions in your account. However, you may not withdraw any of the contributions prior to the earlier of:

- ❖ Your retirement
- ❖ Your termination of employment, or
- ❖ Your 60th birthday.

If the employee chooses not to participate in the CPBF as noted above, the church has the option to contribute up to 6% of the employees’ “compensation” as defined by the CPBF adoption agreement to a retirement plan of the employee’s choice. This option must be requested by the employee to the STaff-Parish Relations Committee and must be recommended by the Staff-Parish Relations Committee and the FInance Committee to the Administrative Council and must be approved by the Administrative Council. If approved, additional voluntary contributions may be made by the employee to the employees’ plan.

OTHER BENEFITS

1. SPECIAL EDUCATIONAL ASSISTANCE AND PROFESSIONAL MEMBERSHIPS:

Where it can be demonstrated that the church will benefit from an employee's participation in an educational program or professional program or professional organization(s), such a request must be submitted for approval, in writing, in advance, to the Staff-Parish Relations Committee and the Finance Committee. Documentation of expenses should be submitted to the Staff-Parish Relations Committee and the Finance Committee. Any membership renewal will be reviewed annually by both the Staff-Parish Relations Committee and the Finance Committee.

2. PUBLIC SERVICE:

An employee seeking public office may take a leave of absence without pay up to thirty (30) days prior to the date of any election for that office and continuing until a candidate has been selected for that office.

An employee shall not engage in any political activity, including solicitation of funds for clients or party, during working hours. No political activity shall be conducted on church property or with the use of any church equipment or supplies by any staff member.

WORK RULES AND PERFORMANCE

INTRODUCTION:

Grinnell United Methodist Church expects that all employees will behave in a responsible manner. Employees are subject to corrective action for inappropriate conduct or violation of church policies. Corrective action consistent with the seriousness of the violation or problem shall be taken.

It is not possible to provide a complete list of every work rule or performance standard. As a result, the following are presented only as examples. Employees are responsible for understanding and following these standards and work rules. Employees who do not comply with these work rules and standards may be subject to disciplinary action including immediate termination.

JOB PERFORMANCE:

- Employees shall perform work that meets church standards, in both quality and quantity as outlined in his/her job description. Failure to meet acceptable standards will result in disciplinary action.
- Employees shall demonstrate the ability and willingness to work with others. Discourteous, unprofessional, or uncooperative behavior will not be tolerated.
- Excessive absenteeism or tardiness can result in disciplinary action, including termination.
- Failure to follow instructions or church policies and procedures can result in disciplinary action, including termination.

MISCONDUCT:

Misconduct of an employee may result in disciplinary action, including termination. Example of misconduct include:

- Disobedience, defiance or resistance to local church policies and procedures.
- Abuse, misuse, theft, or the unauthorized possession or removal of church property or the personal property of others.
- Falsifying or making a material omission on church records, reports, or other documents, such as payroll and personnel records.
- Knowingly divulging confidential church information to unauthorized persons.
- Assaultive or abusive behavior toward others on church property.

- Violation of, or conviction for, a criminal law that reflects on the employee's veracity or moral turpitude.
- Violation of the church's alcohol, drug, and controlled substance policy.

DRUG FREE WORKPLACE:

Employees are a valuable resource to the church. The use of an illegal drug or abuse of a controlled substance or use of alcohol or any tobacco product in the workplace is detrimental to both the employee and the church.

Employees have a right to work in a drug-free environment and to work with persons free from the effects of drugs, alcohol and tobacco. Their use in the workforce interferes with and reduces operational efficiency. Employees are expected and required to report to work with an appropriate healthy mental and physical condition for work. It is the church's intent and obligation to provide a drug-free environment.

The unlawful manufacture, distribution, dissension, or use of controlled substances on the church premises or while conducting church business is absolutely prohibited. Violations of this policy will result in disciplinary action, including termination, and may have legal consequences.

The church recognizes drug and alcohol dependency as illnesses and a major health problem. The church also recognizes drug and alcohol abuse as a potential health, safety and security problem. Employees needing help in dealing with such problems are encouraged to seek proper assistance. Conscientious efforts to seek such help will not jeopardize an employee's job.

Employees are required to report any conviction under criminal drug statute for violations occurring on the church premises or off the church premises while conducting church business. A report of a conviction must be made to the Senior Pastor or Staff-Relations Committee Chairperson within one (1) working day after the conviction.

Compliance with the terms and reporting requirements of this policy is required as a condition of employment for all employees.

Employees acknowledge upon receiving this manual that they have read the drug-free work-place policy at that time that he or she will abide by its terms during the employee's employment.

SEXUAL HARASSMENT:

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment is illegal when submission to or rejection of such conduct is used as a term or condition of employment or is used as a basis for employment decision. Sexual harassment, which has the purpose of effect of substantially interfering with an employee's work performance or which creates an intimidating , hostile, or offensive work environment, is also illegal.

Examples of unwelcome conduct which may constitute sexual harassment include:

- Requesting or offering sexual favors in return for job benefits;
- Cornering, patting, pinching, or brushing up against a person's body in a manner that is sexual in nature;
- Open speculation or inquiries about a person's sex life;
- Jokes, remarks, or innuendoes that are sexual in nature about a person or such comments about women and men in general which result in an intimidating, hostile, or offensive work environment;
- Displaying sexually explicit material in the workplace;
- Exposing an area of the body in a sexually explicit way.

OTHER TYPES OF HARASSMENT:

Harassment of persons on the basis of their race, color, age, physical or mental disability, medical condition, ancestry, national origin, sex, sexual orientation, sexual preference, marital status, political affiliation, religion, or creed is a violation of law. The church will not tolerate such unlawful discrimination in the workplace.

The following behaviors regarding these classes are some examples of unlawful discrimination harassment:

- Abusing the dignity of a person through insulting or degrading remarks or conduct;
- Threats or demands, or suggestions that an employee's work status is contingent upon the employee's toleration of such behavior;
- Subjecting a person to demeaning and/or degrading activities in order to gain coworker acceptance, e.g., hazing;
- Disciplining or terminating an employee because of worker incompatibility which is caused by prohibited discrimination, e.g., prejudiced or biased behavior.

PROCEDURE FOR FILING COMPLAINTS FOR SEXUAL OR OTHER TYPES OF HARASSMENT:

It is the church's responsibility to make a reasonable effort to prevent all forms of unlawful discrimination from occurring and to take immediate and appropriate corrective action when harassment is brought to their attention. The church affirms the right, in accord with this policy, to discipline any employee who engages in harassment. Also, the church may act on any failure to respond to an employee's complaints or personal observations of harassment.

An employee may file a complaint of harassment against a pastor or diaconal minister by following conference procedures. The sexual harassment complaint may be made in writing to any pastor or diaconal minister in any United Methodist Church, or the Chairperson of the Grinnell United Methodist Church's Staff-Parish Relations Committee, or to the District Superintendent.

An employee may file a harassment complaint in writing against anyone other than a pastor or diaconal minister, by contacting the Senior Pastor or the Chairperson of the Staff-Parish Relations Committee, who shall complete a full investigation as soon as possible, but in no event more than seven calendar days after the filing of the harassment complaint. The investigation and the decision of the Senior Pastor or the Chairperson of the Staff-Parish Relations Committee must be made, in writing, to the entire Staff-Parish Relations Committee.

The employee may appeal the decision of the Staff-Parish Relations Committee, in writing, to the Administrative Council, which shall make its decision within twenty-one (21) calendar days of the receipt of the appeal.

The employee may appeal the decision of the Administrative Council, in writing, to the District Superintendent.

An employee also may file a complaint with the Iowa Civil Rights Commission for violations within its jurisdiction. Persons may request confidential treatment to the extent provided by law.

Any employee who files a complaint will not be discriminated against as a result of his or her complaint.

PROCEDURE FOR FILING COMPLAINTS FOR A GENERAL GRIEVANCE:

A grievance is any cause for employee dissatisfaction with employee working conditions. The grievance procedure is available to all employees and may be used when informal dispute resolution has been unsuccessful or unacceptable. The following steps should be followed:

- The employee should make a complaint in writing to the Senior Pastor within five (5) working days of the incidence of the alleged grievance or complaint. The employee should clearly state that he/she is initiating the grievance process. The Senior Pastor shall convey the resolution to the employee within ten (10) working days and document the investigation and the decision in the employees' personnel file.

If the complaint is with the Senior Pastor, then the grievance should be made to the Chairperson of the Staff-Parish Relations Committee.

- If the employee is dissatisfied with the resolution of the grievance with the Senior Pastor, the employee may file an appeal within five (5) working days, in writing, to the Chairperson of the Staff-Parish Relations Committee, which shall consider the appeal with the Staff-Parish Relations Committee within thirty (30) calendar days. Within five

(5) working days of making a decision on the appeal, the Staff-Parish Relations Committee shall convey the decision of the committee, in writing, to the employee.

- If the employee is dissatisfied with the resolution of the Staff-Parish Relations Committee, the employee may file an appeal within five (5) working days of the Staff-Parish Relations Committee's decision. The appeal must be given in writing to the Administrative Council, which shall consider the appeal at its next scheduled meeting. Within five (5) working days of considering the appeal, the Administrative Council shall convey the decision, in writing, to the employee. The decision of the Administrative Council shall be final.

An employee will only be paid for time spent in grievance meetings held during his or her regularly scheduled work hours. If an employee does not conform to the time limits specified in the grievance procedure, the case will be disposed of according to the last decision given. If the Senior Pastor or the Staff-Parish Relations Committee fails to conform to the time limits specified in a particular step of the grievance procedure, the employee may proceed to the next step of grievance procedure.

GENERAL INFORMATION

PERSONAL APPEARANCE:

During regular office hours all employees are expected to be dressed in neat, clean and professional attire and appropriate to their job responsibilities.

USE OF CHURCH TELEPHONES AND OFFICE EQUIPMENT:

From time to time employees may have personal business to conduct during the regular work day. These items should be kept on an absolute minimum to assure that they do not disrupt or interfere with an employee's work. The employee shall reimburse the church for any personal long distance telephone calls billed to the church telephones and shall reimburse the church for any personal printing or copying costs or use of equipment that is done using church equipment.

EMPLOYEE PARKING:

Because the church insurance policy does not cover personal property, the church will not be responsible for theft or damage to any vehicles parked on or near church property. Also, the church will not be responsible for personal property left in vehicles that is either lost, damaged, stolen, or destroyed.

SMOKING POLICY:

Grinnell United Methodist Church is a smoke-free workplace. Smoking is prohibited in all areas of the church and on the church property.

WORK RELATED INJURY OR ILLNESS:

Church employees are covered by the federal and state Occupational Safety and Health Acts. The church makes every effort to provide safe working conditions for employees and to maintain space and equipment in a safe condition. If an accident, injury or illness occurs, the employee should notify his or her supervisor immediately of the situation. A first report of injury (see appendix - "Workers' Compensation - First Report of Injury or Illness") must be completed and given to the Senior Pastor within 24 hours. All related medical bills should also be given to the Senior Pastor.

NON-WORK RELATED INJURY OR ILLNESS:

Employees with chronic non-work related injury or illness health problems should advise the Senior Pastor (and if applicable, other employees) of emergency steps to be taken if they become ill at the church.

If an employee becomes ill at the church and hospital care is indicated, he or she will be transported by ambulance to Grinnell Regional Medical Center unless another hospital preference is given.

Emergency Phone Numbers:

Fire Department: 911
Police: 911
Ambulance: 911

APPENDIX

1. "Procedure for Additions/Deletions/Review of Manual"
2. "Employee State of Acknowledgement Form"
3. "Leave Request Form"
4. "Probationary Employee Performance Appraisal Form"
5. "Employee Annual Performance Appraisal Form"

- 6. "Employee Work Injury Report Form"
- 7. "Vacation" Worksheet
- 8. "Sick Leave" Worksheet

Grinnell United Methodist Church

LEAVE REQUEST FORM

Employee Name: _____ Date Requested: _____

Please place an "X" in the appropriate box of the type of leave requested. A separate form must be used for each type of leave.

Continuing Education		Military Leave	
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Compassionate Leave		Paternity Leave	
“Grace Day”		Personal Leave	
Jury Duty		Sick Leave	
Maternity Leave		Study Leave	
Medical Leave (paid)		Vacation	
Medical Leave (unpaid)		Other (please specify below)	

I request approval for the leave noted above.

Number of days requested _____ . Dates (from) _____ (to) _____

Employee Signature _____ Date _____

_____ Approved _____ Unapproved (Reason _____)

Senior Pastor Signature _____ Date _____

(Original to be kept in the employee's personnel file).

Grinnell United Methodist Church

PROBATIONARY EMPLOYEE PERFORMANCE APPRAISAL

Name of Employee: _____

Position: _____

Date Employment Began: _____ Date of Review: _____

Date of Review Period: From _____ To _____

1. How well is the employee doing the job he/she is expected to do? (accuracy, thoroughness, quantity and quality of work, ability to correct problems, fulfilling job requirements, etc.)

2. Does the employee have adequate knowledge and skills to do the job satisfactorily? If not, what is needed and how/when this must be accomplished?

3. Does the employee understand and observe church policies and rules? (attendance, attire, use of equipment, etc.)

4. Recommendations: Extend probationary period for _____ months and re-evaluate at that time.
 Probationary period ends. Re-evaluate _____ months.

Note to Employee: If you choose to do so, you may respond to your probationary performance appraisal in writing, using the space below or on a separate sheet of paper. Please submit your written comments to the Chairperson of the Staff-Parish Relations Committee within three working days of your meeting regarding this review. Thank you.

Staff-Parish Committee Chairperson: _____ Date: _____

Senior Pastor: _____ Date: _____

Employee Signature: _____ Date: _____

Grinnell United Methodist Church

EMPLOYEE ANNUAL PERFORMANCE APPRAISAL

Name of Employee: _____

Position: _____

Date Employment Began: _____ Date of Review: _____

Date of Review Period: From _____ To _____

4. What are the areas of improvement or goals for this next year? (Be specific).

5. Recommendations
- Approved for continued employment.
 - Approved but needs to work on areas outlined on this form.
Re-evaluate _____ months.
 - Dismissal effective _____
 - Other _____
-

Note to Employee: If you choose to do so, you may respond to your probationary performance appraisal in writing, using the space below or on a separate sheet of paper. Please submit your written comments to the Chairperson of the Staff-Parish Relations Committee within three working days of your meeting regarding this review. Thank you.

Staff-Parish Committee Chairperson: _____ Date: _____

Senior Pastor: _____ Date: _____

Employee Signature: _____ Date: _____