

EMPLOYEE HANDBOOK



Oakwood United Methodist Church

400 NE 56th Street

Pleasant Hill, Iowa 50327

Definitions:

SPPR Staff Pastor Parish Relations Committee

Events Includes activities such as Sunday Services, Wednesday Services, Vacation Bible School or any other essential day(s).

I. Staffing

Equal Opportunity Statement

Oakwood United Methodist Church is committed to recruit, employ, utilize, compensate, and promote its staff in a manner consistent with the commitments of The United Methodist Church to ethnic, racial, and gender inclusiveness. All such decisions will be made without regard to race, color, sex, national origin, age, marital status, or physical limitation. Oakwood will make reasonable accommodation or qualified individuals with known disabilities unless doing so would result in an undue hardship.

Employee Classifications

- 1. Pastoral-Ordained Clergy:** *Full time*, appointed by the Bishop of the Iowa Annual Conference. The Pastor is a salaried employee with benefits prescribed by the Iowa Annual Conference.
- 2. Program and Administrative Staff:** *Either full-time or part-time*, who have responsibility for various ministry and administrative programs. Each is hired by the SPPR in consultation with the Pastor. These are salaried employees who do not receive benefits except for leave.

Salaried, full-time employees work a minimum of 40 hours per week. Specific hours are agreed to by the employee, SPPR Committee and Pastor.

Part-time employees work less than 15-20 hours per week. These hours may vary from week-to-week. Part-time employees are paid a

predetermined salary, do not maintain office hours, and do their work for regular events, such as for Christian Learning Time as well as essential events such as Sunday Services or Vacation Bible School. Specific hours are as agreed to by the employee, SPPR Committee and the Pastor.

Oakwood Staff Positions

- One Youth Director-Part-time
- One Small Group Coordinator-Part-time
- One Connections Coordinator-Part-time
- Two Children’s Directors-Part-Time
- One Administrative Assistant-Full-time
- One Music Director-Part-Time

3. Per Service Employees: Personnel paid a flat fee each time they perform a service or per week or month. These employees are hired by the Pastor in consultation with SPPR Committee.

- Sound booth Technician, per service
- Sunday Musicians-Per service or per month

Nursery- Per month

4. All staff will:

- Be committed to the Christian faith.
- Earn and hold the cooperation and goodwill of the people they serve and their associates.
- Maintain and keep confidence.
- Demonstrate the capacity to learn and improve their abilities.

II. Job Descriptions

- Each full or part-time employee will have a job description. The same job description will apply to individuals doing the same work. All employees will possess the aptitudes, skills and capacities which are required in their respective field of work.

The job descriptions will include:

- A statement of the job's purpose.
- A listing of general duties
- Conditions of employment, which may include hours of work, and times of work. (For example, required to be at church on Sunday.)

Job Descriptions are written by the SPPR Committee and the Pastor and reviewed annually.

III. Pay

The amount of pay received by any employee is determined by SPPR Committee and approved by the Administrative Board excluding staff members who are part of the board. Salary is based on job duties, job performance, or per incidence of work (for example, per worship service). SPPR Committee may change salaries as needed generally based on the church's ability to pay, job duty changes or job performance.

Salaried, full and part-time employees will be paid on the 15th and 30th of each month.

Per service employees' schedule of payment will be determined by SPPR.

If pay day falls on a holiday, checks will be issued in accordance with the payroll company.

IV. Performance Reviews

Every full and part-time employee will receive an annual performance review. Additional reviews during the year may be conducted as appropriate.

Ordained clergy will be evaluated annually by SPPR Committee as recommended by the Iowa Conference policy. All other full and part-time employees will receive an annual review that includes:

- A list of specific duties and job expectations or standards employees must meet. These will be measurable standards when possible. This information is open to the congregation.
- A written review of the year's performance based on the job duties and expectations. This information is confidential.

These performance reviews will be completed by the SPPR Committee in consultation with the Pastor. New employees will receive a list of duties and expectations as well as Oakwood's Handbook immediately upon hire. A new Employee Handbook will be distributed to employees when revisions are made.

V. Voluntary Employment

Employment at Oakwood is voluntary, and at-will. This means that the employee may leave the church's employment in good standing anytime by giving two weeks' notice when appropriate and the church may discharge the employee at any time. The church does not need cause to discharge an employee; the employee serves at-will of the employer.

VI. Benefits

Ordained clergy at Oakwood receive benefits per the Iowa Annual Conference. No other employee receives benefits, except for leaves.

VII. Worker's Compensation Insurance

Oakwood provides workers' compensation insurance at no cost to employees. This program covers injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment. Employees who sustain work related injuries or illness should inform the Pastor immediately.

VIII. Unemployment Insurance

As a religious organization Oakwood United Methodist Church is not required to pay unemployment Insurance.

IX. Types of Leave

Holidays

Full-time and Part-time employees will receive the following paid holidays each year.

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday following
- Christmas Day

If any of these holidays fall on a Sunday, the day the holiday is observed will be a day off. This day must be used by the end of the current year and not to be carried over into the next calendar year.

Personal Time Off (PTO) (Includes both vacation and sick leave)

All leave for full and part-time employees must be approved by the pastor.

Ordained clergy will receive leave in accordance with the Iowa Annual Conference. Clergy leave will be approved by the SPPR Committee.

Full-time staff will receive PTO at the following rate:

- Employed zero through two years-5 days
- Three years through four years-10 days
- Five years through nine years-15 days
- Ten years plus 20 days.

Part-time staff will receive PTO at the following rate:

- Two Wednesdays per year
- Two Sundays per year

Any additional PTO beyond above stated, must be approved at the discretion of the Pastor and SPPR.

PTO days not used annually will be lost without compensation and cannot be accumulated or carried over to the next calendar year.

Per Service Employees receive no PTO.

Other leaves

Maternity/Paternity Leave for birth or adoption of a child.

- Employees may be absent from work for 12 weeks and may use PTO. Any remaining time will be leave without pay.

Bereavement Leave

Employees may be gone 3 days for each occurrence of the death of an immediate family member. Exceptions to this must be approved by the pastor. Immediate family members include parents, siblings, spouse, children, grandparents, grandchildren.

Jury Duty

Once you receive your jury duty summon, inform SPPR or the Pastor as soon as possible.

Compensatory Leave

In some circumstances compensatory leave may be given with approval of the pastor.

A leave of absence will be considered for extraordinary circumstances not detrimental to the ministry of the church. This can be granted only with the approval of the Pastor and the SPPR.

Family and Medical Leave (FMLA)

Oakwood United Methodist Church has fewer than 50 employees and therefore we are not a covered employer under the FMLA and not legally required to provide FMLA leave. However, we recognize the importance of supporting employees during times of personal or family challenges. Employees experiencing serious health conditions or family medical needs are encouraged to discuss with the Pastor and SPPR Committee to explore available leave options. Each request will be handled on a case-by-case basis.

X. Background Check

Employment is contingent upon a background and reference check. In addition, any arrests or convictions must be reported to the pastor or SPPR within 24 hours.

Safe Sanctuaries/Safe Gatherings

Safe Gatherings (on-line abuse prevention training and awareness) is mandated for employees and volunteers.

XI. Attendance

Employees are expected to work all their scheduled hours, including Sunday and Wednesday evening hours, and to report to work on time. If, for any reason, employees cannot report for work as scheduled, they should notify the church office or the pastor.

XII. Oakwood Polices

Smoking Policy

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

Drug-Free Workplace

The unlawful manufacture, distribution, dispensation, possession, or use of an illegal controlled substance on the church premises or while conducting church business is prohibited. This includes the use of illegal drugs and alcohol. Violations of this policy will result in disciplinary action up to and including termination. The church recognizes drug and alcohol dependency as illnesses and a major health 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.

Firearms

Firearms and weapons are prohibited on church property. Violations of this policy will result in disciplinary action up to and including termination.

Hiring of Employee Relatives

Relatives of current employees cannot hold a paid position in the church. Exceptions will be made when approved by SPPC and the Administrative Board.

Issue Resolution

Whenever possible, disputes between employees should be worked out between those employees. If not possible, it should be discussed with the Pastor. If this does not resolve the issues, it will be taken to the Chair of SPPR for resolution. If there is still an issue, the issue should be taken to the entire SPPR Committee. Notes will be taken about these discussions and any steps that will be taken or expectations established.

Harassment

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

An employee may file a harassment complaint based on sexual harassment or discriminatory harassment with the Pastor, within 30 days of the incident or knowing about the incident, who then will complete an investigation as soon as practical. Such complaints may also be filed with the Central District superintendent.

The decision of the Pastor may be appealed to the SPPR within 30 days. SPPR will issue a written statement within 30 days.

If a complaint of misconduct is made directly against the Pastor, immediately contact the SPPR Chairperson within 30 days of the incident.

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 because of his or her complaint.

Minimum Standard of Conduct

Honesty, integrity, loyalty and confidentiality must be observed regarding all relationships, documents, conversations and Church involvement. No harassment, abuse, intimidation, violence or discrimination related to a status protected by law is allowed. Falsifying records, reports, or other documents is prohibited. Conflicts of interest and the appearance of such are to be disclosed and avoided. Employee must act first in the best interest of the Church.

Professional personal appearance and hygiene are essential.

Theft, destruction, defacement or misuse of Church's personal property is prohibited.

Church equipment and supplies are for the Church's work and use only.

Key FOBs are to be used only by the employee to whom they are assigned to. Key FOBs are to be returned to the Church immediately when employee leaves employment of the Church. FOBs may be deactivated at any time without notice.

Comply with all safety and security regulations.

Comply with other policies of the Church as adopted time to time, including but not limited to any Code of Ethics, policy for the protection of children, youth and vulnerable persons, and Sexual Harassment Policy.

All aspects of the Church's computers, technology, communication systems, websites, files and software belong to the Church. E-mail and internet use are not private. Employees must use such only in legal, responsible ways that benefit the Church.

Employee Statement of Acknowledgement

This is to acknowledge that I have received a copy of the Oakwood United Methodist Church employee handbook. I understand it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established in this policy. I further understand that the Church reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that both the Church and I have the right to terminate the employment relationship at any time, with or without cause with two (2) weeks' notice.

Employee's name

Employee's signature

Date
