

# Personnel Policies of Berkeley UMC

Note:

This document is NOT understood to have been reviewed by an HR specialist and/or employment lawyer

## **PERSONNEL POLICIES**

The Personnel Policies of Berkeley United Methodist Church are adopted by the Staff-Parish Relations Committee (SPRC). Personnel Policies were reviewed and updated on January 20, 2009. Separate policies on sexual harassment or misconduct are maintained in accordance with the United Methodist Church's guidelines.

### **SECTION 1. PERSONS COVERED**

1. These policies apply to all staff members of Berkeley United Methodist Church. Categories of staff members are as follows:
  - a. Salaried, full-time (30 hours or more per week):
    - (1) Senior Pastor
    - (2) Administrative Assistant
  - b. Salaried, part-time (less than 30 hours per week):
    - (1) Associate Pastor
    - (2) Music Director
    - (3) Organist
    - (4) Accompanist
    - (5) Youth Director/Pastoral Intern
  - c. Hourly:
    - (1) Senior Nursery Attendant
    - (2) Nursery Attendants
2. There may be occasions when other persons will be employed under contract or agreement with the SPRC.
3. Childcare Center
  - a. Staff members of the Childcare Center are staff members of the church but are governed by personnel policies adopted by the Childcare Management Committee (CCMC).
  - b. CCMC will provide a copy of the performance evaluation of the director to the Senior Pastor at least annually. The copy is confidential and for review only by the Pastor. However, in the event that CCMC recommends hiring or the termination of the director, the full SPRC and Senior Pastor will reach the appropriate decision together. The Senior Pastor will report the completions of each written evaluation to the SPRC.

- c. SPRC will approve the recommendations of CCMC on hiring and firing of the director. The director will have sole responsibility for hiring and firing of all other members of the Center staff. The director will be responsible for ensuring personnel actions taken to comply with these policies and applicable state regulations.

## **SECTION 2. JOB DESCRIPTIONS**

1. Each staff member will have a written job description.
2. The SPRC will review and certify job descriptions at least annually.
3. Paperwork shall be on file for taxes, emergency information, etc.

## **SECTION 3. OFFICE HOURS**

Office hours are 9:00 a.m. – 3:00 p.m. Monday through Friday. Hours may be adjusted with approval of the Senior Pastor.

## **SECTION 4. WORK WEEK AND WORK DAY DEFINED**

1. A work week is defined as Monday through the following Sunday.
2. A work day is defined as a day when a staff member must be physically present at Berkeley United Methodist Church.
  - a. Each staff member has unique work requirements which determine when the staff member must be physically present at Berkeley United Methodist Church.
  - b. Work requirements are specified in each staff member's job description.
  - c. A vacation week is defined as all of the days in one week that an employee is normally scheduled to work.

## **SECTION 5. ATTENDANCE**

1. A salaried staff member who will be late to work or will be absent from work without prior approval must notify the Senior Pastor as soon as possible.
2. Nursery attendants who will be late to work or will be absent from work without prior approval must notify the Nursery Coordinator or the Senior Pastor as soon as possible.

## **SECTION 6. COMPENSATION**

1. Salaries and benefits are established by recommendation of the SPRC and approval of the Charge Conference for clergy and the Administrative Council for other staff members.

2. Salaries and benefits are reviewed and certified by the SPRC at least annually. A salary schedule will be kept on file in the church office.
3. Pay periods end on the 15<sup>th</sup> and the last day of each month. Staff members may choose to be paid at the end of each pay period or once per month.
4. Payroll deductions are authorized for:
  - a. Federal income tax.
  - b. Social Security and Medicare.
  - c. Health insurance premiums.
  - d. Other items required for clergy.

## **SECTION 7. INSURANCE**

1. All staff members are covered by Worker's Compensation.
2. Staff members working in excess of 30 hours a work week are eligible to participate in group health insurance through the church. For the Senior Pastor, personal premiums not covered by the Conference will be paid by the church.
3. Staff members working less than 30 hours a work week are not eligible to participate in group medical insurance through the church. A staff member may request a salary deduction or reduction for payment of health insurance premiums to a designated insurance company.

## **SECTION 8. LEAVE**

1. Leave for the Senior Pastor. Section 13 covers special leave provisions for the Senior Pastor.
2. Approval of Leave. Any leave other than sick leave must be approved in advance by the Senior Pastor.
3. Annual Leave. Salaried staff members (other than the Senior Pastor) accrue annual leave at the rate of one work week (see Section 4) for each six months worked. Annual leave may not be carried forward beyond the anniversary of employment. Leave is available on the first day of the six month period in which it will be earned.
4. Compensatory Leave. A staff member may be authorized compensatory time off when required by the Senior Pastor to work in excess of the number of hours identified as the maximum for the position in the staff member's job description. Compensatory leave may not be carried forward beyond the anniversary of employment.
5. Sick Leave. Salaried staff members accrue sick leave at the rate of one work day per month. Sick leave may be taken because of illness or injury of the staff member or a member of the

staff member's immediate family. Sick leave may also be taken when pregnancy prevents the staff member's performance of duties. Not more than two work weeks of sick leave may be carried forward beyond the anniversary of employment.

6. Extended Sick Leave. Under special circumstances, the SPRC, in consultation with the Finance Committee, may grant staff members extended sick leave with pay.
7. Maternity/Paternity Leave. A staff member is entitled to an absence of up to six work weeks from the date of birth or arrival of a child into the home for purposes of adoption, and other situations prescribed in the Family Medical Leave Act. After sick leave, compensatory leave, and annual leave are exhausted, leave without pay will be granted as necessary to allow for the full leave entitlement.
8. Emergency Leave. A staff member may be granted emergency leave with approval by the Senior Pastor.
9. Leave Without Pay. A staff member may be granted leave without pay with approval by the Senior Pastor after consultation with the SPRC.
10. Holiday Leave. Leave with pay is authorized for the holidays listed below, but only if the holiday falls on a regular work day.
  - a. New Year's Day
  - b. Martin Luther King, Jr.'s Birthday
  - c. Memorial Day
  - d. Independence Day
  - e. Labor Day
  - f. Thanksgiving Day and the day after Thanksgiving
  - g. Christmas Day and an additional day before or after Christmas
11. Jury Leave. A staff member is entitled to leave with pay for jury duty.
12. Payment for Accrued Leave. A staff member who leaves employment is entitled to be paid only for accrued annual leave.

## **SECTION 9. JOB RELATIONS**

1. The Senior Pastor is supervised by the SPRC.
2. The Associate Pastor and other staff members are supervised by the Senior Pastor.

3. Nursery Attendants are supervised by the Nursery Coordinator and the Senior Pastor.
4. Personnel Folders. The Senior Pastor will maintain a personnel folder for each staff member. Information in the personnel folder will be confidential. The folder will be safeguarded and will not be kept in the common files.
5. Staff meetings.
  - a. Staff meetings are called by the Senior Pastor. The Senior Pastor will arrange meeting times to cause the least disruption to a majority of the staff members.
  - b. Staff meetings build teamwork, enhance communications, and give a sense of purpose to the staff. Because staff meetings are so important, all staff members are expected to attend.
6. An employee may request a meeting with SPRC to discuss concerns or questions.

## **SECTION 10. MINISTRY EVALUATION**

1. Each staff member is a part of the ministry of the church and will receive periodic evaluation of ministry performance. Evaluation will consist of at least the following:
  - a. Evaluation Plan.
    - (1) An evaluation plan is developed by the Senior Pastor and the staff member. The staff member will have input in development of the plan.
    - (2) The plan should be consistent with the Berkeley United Methodist Church Mission Statement and current church goals.
    - (3) Where possible, the elements of the plan should have objective standards for performance. There should be no more than five performance elements for an evaluation period.
  - b. Evaluation conferences between the Senior Pastor and the staff member should be held at least annually. To the extent possible, an SPRC member may be present.
  - c. At least once each year, the Senior Pastor shall prepare a summary of a ministry evaluation of each staff member and retain that summary in the personnel files.
  - d. The normal evaluation period is one year, beginning in January. New staff members may have a shorter initial evaluation period, depending on the starting date of employment.
2. The Senior Pastor's ministry performance will be evaluated by the SPRC. All other staff members' ministry performance will be evaluated by the Senior Pastor.

3. The Senior Pastor will advise the SPRC regarding periodic evaluation conferences and evaluations at the end of the evaluation period.

## **SECTION 11. DISCIPLINE AND DISCHARGE**

1. Progressive Discipline. Staff members can expect to be treated in a fair and equitable manner. In most cases ministry evaluation and good communications will recognize and correct problems. However, less than satisfactory performance or misbehavior may require discipline. Progressive steps for staff member discipline are given below.
  - a. Oral Warning. This is a private and confidential meeting between the Senior Pastor and the staff member which covers the following:
    - (1) A clear description of the problem and what has occurred.
    - (2) Agreement on a remedy.
    - (3) A date for the remedy to be achieved.
    - (4) The Senior Pastor will prepare a brief memo of what has occurred.
  - b. Written Warning. This is a private and confidential meeting between the Senior Pastor and the staff member which covers the following:
    - (1) A clear written description of the problem and what has occurred, including how the oral remedy was not met.
    - (2) A statement of remedy including a date for the remedy to be achieved.
    - (3) A statement of the exact consequences of failure to meet the remedy.
    - (4) Signature of the Senior Pastor. Signature of the staff member indicating understanding. The staff member may make a written comment if desired.
  - c. Final Warning. This is a private and confidential meeting between the Senior Pastor and the staff member which covers the following:
    - (1) A clear written description of the problem and what has occurred including how the oral and written remedies were not met.
    - (2) A statement describing the consequences, which may be discharge from employment.
2. Immediate Discharge. Certain actions, because of their seriousness, would be grounds for immediate discharge without recourse to the progressive discipline steps given above. These

actions include but are not limited to: crime, immorality, disobedience to the Order and Discipline of the United Methodist Church, and dissemination of doctrines contrary to the established standards of doctrine of the Church.

3. The SPRC must be informed of discipline matters which result in written warnings or more. The Senior Pastor may request the cooperation or presence of a member or members of the SPRC in implementing disciplinary or discharge procedures.
4. After taking the disciplinary steps given in the Progressive Discipline above, the Senior Pastor must consult with the SPRC prior to discharge from employment.
5. The Senior Pastor may request and the SPRC may grant up to two weeks' severance pay for a staff member who has been discharged.
6. Provisions for the Senior Pastor. Any discipline or discharge action relating to the Senior Pastor will follow guidelines found in the Order of Discipline of the United Methodist Church.

## **SECTION 12. GRIEVANCES**

1. Any staff member may request a meeting with the SPRC to present a grievance. The staff member should contact the SPRC Chairperson to schedule a meeting time.
2. Staff member is entitled to be accompanied by a person of their choosing. Advocate may speak on behalf of staff member.

## **SECTION 13. SPECIAL PROVISIONS FOR THE SENIOR PASTOR**

1. Office hours and days off for the Senior Pastor are subject to agreement between the Senior Pastor and the SPRC.
2. The Senior Pastor is entitled to:
  - a. One weekday and Saturday off per week.
  - b. Four weeks annual leave per year not to include more than four Sundays without approval by the SPRC.
  - c. Sick leave and extended sick leave.
  - d. Leave and funding for continuing education.
3. The Senior Pastor will schedule annual leave and continuing education leave with the SPRC or the SPRC Chairperson if approval by the full committee is not practical. The Senior Pastor will notify the SPRC Chairperson when more than three days of sick leave are needed

or when sick leave is needed for Sunday. Under special circumstances, the SPRC may grant the Senior Pastor extended sick leave with pay.

4. The SPRC may authorize on a case-by-case basis the Senior Pastor to be absent for one or more worship services while participating in other religious activities such as Walk to Emmaus.
5. The United Methodist Discipline for Elders and the Southwest Texas Conference Policies shall be followed for all ordained and consecrated clergy, even if different from these policies.

#### **SECTION 14. PERSONNEL POLICY CHANGES**

Personnel policies may be changed at the discretion of the SPRC.