

Employee Handbook of First UMC Austin:

Note:

This document is understood to have been reviewed by an HR specialist and/or employment lawyer

First United Methodist Church (FUMC)

Employee Handbook

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INTRODUCTION

Welcome to First United Methodist Church! We appreciate you and the gifts and talents you bring to this ministry and we are committed to helping you achieve your highest level of service. We look forward to working with you as a member of our ministry team.

The policies and procedures presented in this document represent the Churches desire to treat all employees fairly and respectfully without regard to race, color, sex, age, national origin, sexual orientation, disability or any other legally protected status. These policies and procedures are a means of fulfilling our mission to Church members, visitors to this congregation, and to the world outside the Church. It is our goal to administer these policies and procedures equitably. These policies are not intended to be construed as a contract and do not replace the “at will” relationship between employee and employer.

It is important that each staff member read, understand, and become familiar with this document and comply with the standards that have been established. Each employee should schedule a visit with his/her supervisor after reading this in order to discuss its contents.

Mission Statement

Members of this congregation take seriously their calling to be in service to the world and to each other. As an employee we are also called to manifest the Church’s calling through our work with this community of faith. The mission statement of First United Methodist Church (FUMC) is as follows:

We are called to make the best use of every resource entrusted to us by God, in order to bring as many people as possible into a lasting, life-changing relationship with God through Christ Jesus.

Your commitment to this mission is integral to your job at First United Methodist Church. Much of the Church’s success in moving toward this vision rests with the employees of First United Methodist Church.

EQUAL EMPLOYMENT OPPORTUNITY POLICIES

Equal Employment Opportunity

FUMC is committed to equal employment opportunity for all qualified persons without regard to race, color, ancestry, national origin, sex, marital status, sexual orientation, physical handicap, medical condition, age or any other legally protected status; however, at its discretion, FUMC may require religious qualifications.

Policy Prohibiting Discrimination and Harassment

The church maintains a strict policy prohibiting harassment of and discrimination against any individual on the basis of that individual's sex (with or without sexual conduct), marital status, sexual orientation, race, color, religion, national origin, age, disability, perceived disability, pregnancy, opposition to prohibited discrimination or harassment, or participation in a complaint process regarding any of the foregoing is strictly prohibited. Verbal or physical conduct directed at anyone in the workplace (including, but not limited to, pastoral staff, employees, vendors, and members) which are offensive or which may be understood by the person to be inappropriate/offensive is strictly prohibited. This policy covers all individuals who enter our workplace. Conduct prohibited by this policy is unacceptable in the workplace and in any work related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Examples of conduct prohibited by this policy include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct prohibited by this policy includes a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. These prohibited behaviors include, but are not limited to: sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature. Further, displaying, storing, or transmitting pornographic or sexually oriented materials using FUMC equipment or facilities is a violation of this policy.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Conduct prohibited by this policy includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, pregnancy, marital status, opposition to prohibited discrimination or harassment, participating in a complaint process regarding any of the foregoing, or any other characteristic protected by law.

Examples of conduct prohibited by this policy includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace.

If you believe you have been subjected to sexual harassment, or to any other form of harassment or discriminatory conduct, we encourage you to tell the person that you find the conduct offensive and want it to stop. If the offensive conduct is repeated, or if you are uncomfortable confronting the offending person for any reason, you should promptly notify your supervisor, or if you prefer, any other member of the Clergy, Program and Supervisory Staff. If these people cannot resolve your problem in a satisfactory manner your complaint should be forwarded to the Chair of the Staff-Parish Relations Committee. Your complaint will be investigated promptly and thoroughly, and corrective action, as appropriate, will be taken. FUMC may suspend employees, either with or without pay, pending any investigation. It is essential that you present your complaint promptly, within 24 hours of the occurrence if possible, giving us a chance to take appropriate remedial action.

An employee making a good-faith complaint of harassment or discrimination will be protected against retaliation or reprisals of any kind. All complaints of harassment/abuse/intimidation will be kept confidential to the extent possible, releasing information only to those with a need or right to know. All FUMC employees must observe the confidentiality requirement as well. All employees who learn about the reported violations of this policy and/or an investigation under the policy must hold all information in strict confidence. Any FUMC employee who shares or releases confidential information in violation of this policy will be subject to disciplinary action, including termination of employment. If it is determined that a FUMC employee is guilty of violation of this policy, appropriate disciplinary action will be taken against the offending employee up to and including termination of employment.

Policy Prohibiting Retaliation

No retaliation will be taken against any employee because he or she reports a problem concerning possible acts of discrimination. Employees can raise concerns and make reports without fear of reprisal.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation must be reported immediately to the employee's Supervisor, Clergy or supervising Staff and will be promptly investigated.

Policy Regarding Accommodation of Individuals with Disabilities

Discrimination against any qualified individual with a disability in violation of the Americans With Disabilities Act (ADA) or any applicable state or local laws prohibiting discrimination in employment against qualified individuals with a disability is prohibited. FUMC provides reasonable accommodations for qualified individuals with a disability as long as those accommodations do not create an undue hardship for FUMC in accordance with these laws or compromise the safety of the employee or others.

Employees who have a need for an accommodation of a physical or mental impairment should make a request for such an accommodation to their Supervisor. On receipt of an accommodation request, the Supervisor and appropriate management will meet with the requesting individual to discuss and identify the

precise limitations resulting from the impairment and the potential accommodations that could be made to overcome those limitations. The Supervisor in conjunction with higher management with a need to know and, if necessary, an outside medical advisor, will determine the feasibility of the requested accommodation, taking into account such factors as the nature of the accommodation, the cost of the accommodation, and its impact on operations. Medical certification by an outside advisor may be required in order to determine the full extent of the limitations resulting from the impairment and/or to assist in determining whether the employee is able to perform the essential functions of the job with or without reasonable accommodations and to assist in determining what reasonable accommodations would allow the employee to perform the essential functions of his or her job.

Anyone found to be engaging in any type of unlawful discrimination or retaliation will be subject to disciplinary action, up to and including termination of employment.

EMPLOYMENT POLICIES

Applicable Laws

FUMC is committed to compliance with all applicable Federal, State and local laws governing the employment relationship. The State of Texas is an “at will employment” state. As such either the employee or the employer may terminate the employee/employer relationship at anytime and without cause.

Employment Categories

All employees are categorized as full-time or part-time and as an exempt or non-exempt. Additionally, you may be categorized as temporary or contract employee.

Full-time employees are those who are scheduled to work at least 30 hours per week.

Part-time employees are those who are scheduled to work less than 30 hours per week.

Part-time employees are not eligible for benefits.

Certain employees are hired on a temporary or contract basis. Temporary and contract employees may be full-time or part-time. Unless required by law, temporary and contract employees are not eligible for benefits.

Exempt/Non-Exempt

Each employee is classified as either “exempt” or “nonexempt”. This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per week. These employees are referred to as “nonexempt” or hourly in this Handbook. This means that they are not exempt from (and therefore should receive) overtime pay for overtime hours worked. Exempt employees are those whose duties and responsibilities allow them to be “exempt” from overtime pay provisions as provided by law.

Weapons Policy

No weapons are allowed in the work place. All employees and visitors are prohibited from bringing, storing, concealing, using, displaying, or carrying weapons of any kind in the FUMC offices. Weapons include, but are not limited to: firearms, handguns, explosive devices and knives designed or intended to be used as weapons to inflict bodily injury. Under certain conditions required by law, federal, state or local law enforcement officers and security personnel are permitted to carry their weapons in certain areas for specific purposes with the knowledge of the Senior Pastor.

Workplace Violence Prevention Policy

FUMC strives to establish and maintain a safe, positive, friendly, wholesome, healthy, pleasant, and alcohol, smoke and drug free environment that is also free of abuse, violence and harassment. It is the duty and responsibility of all employees to see that the above type of working environment is maintained or

is corrected when a need arises. All employees must be treated fairly, honestly, and respectfully in a pleasant, positive, productive environment.

FUMC has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others. Conduct that threatens, intimidates or coerces another employee, a member or a visitor will not be tolerated. All threats of (or actual) violence both direct and indirect, should be reported as soon as possible to the employee's immediate supervisor and/or the Senior Pastor. When reporting a threat of violence, the employee should be as specific and detailed as possible.

FUMC will promptly and thoroughly investigate all reports of (or actual) violence and of suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, FUMC may suspend employees, either with or without pay, pending investigation. Written documentation of workplace violence reports and investigations will be kept on file and the reporting employee will be told the results of the investigation.

Safety

Safety is the responsibility of everyone at FUMC including all employees.

FUMC will provide a safe environment by complying with Federal, State and Local safety regulations. Employees are expected to obey safety rules and to report any unsafe conditions to their Supervisor.

Alcohol, Drugs, and Controlled Substances

The use, sale, transfer, possession, or being "under the influence" of alcohol, drugs, or controlled substances when on duty, on FUMC property, or in FUMC vehicles is prohibited. "Under the influence", for the purpose of this policy, is defined as being impaired, even slightly, in the ability to perform work in a safe or productive manner and/or being in a physical or mental condition which creates a risk to the safety and well being of the affected employee, co-workers, the public, or FUMC property. Violation of this policy may result in disciplinary action including termination.

Employee Files

Personnel files are strictly confidential. Access to personnel files will be limited to the employee's immediate Supervisor and other management personnel with a legitimate business "need to know." Employee personnel records may also be released with the written consent of the employee or as required by law.

When an employee wishes to examine his/her file, the employee must give appropriate notice to view the file and, then, must view the file in the presence of management personnel. Employees may request copies of documents contained in their file. Employees may not remove any materials in their file.

It is important that personal data on all employees be kept up to date. Therefore, each employee is required to report any changes in address or phone numbers to the Church Administrator or Pre-School Director, who maintains all personnel files.

POLICIES AND PROCEDURES

Absences and Tardiness

Regular attendance is an essential requirement of every job. Tardiness and unexcused absences are unacceptable conduct. If any employee is unable to report to work or must be late, his/her supervisor must be notified as soon as possible with an explanation of the circumstance. Failure to properly notify the supervisor or continuous tardiness or unplanned absences may result in discipline including termination.

Dress

Our attire is the first visible expression of our welcoming environment. We leave the selection of clothing to the individual employee as job requirements vary; however, dress must be appropriate for the occasion and clean, neat, and well maintained.

Confidentiality

It is difficult to determine the sensitive nature of information we have and discussions concerning people with whom we interact. Because many of our records are available to the public, we must be especially sensitive about what we put into the record and how we safeguard the records. As a general rule, no personal information about individual(s) should be stored or saved in a place accessible to the general public. Many FUMC records contain sensitive material and should not be left unattended where visitors can view them. Sensitive information must not be discussed except in a private place. If you are unsure about issues of confidentiality, it would be prudent to err on the side of nondisclosure and consult with your supervisor. Improper or negligent disclosure of confidential information is grounds for discipline including termination.

Outside Activities

All employees are prohibited from engaging in outside employment, private business, or other activity during scheduled work hours. For full time employees we assume that the responsibilities and requirements of employment with FUMC supersede your responsibilities to other employers. Please direct any questions or potential conflicts to your supervisor.

Children in the Workplace

Having children in the workplace on a regular basis presents unique challenges for both the employer and the employee. The institutional Church traditionally places family relationships and children in high regard as we try to live faithfully at work and at home. How this goal is achieved and implemented presents a most challenging task. Most organizations do not allow children in the workplace at all and there are some good reasons for that. Perhaps the most important is the effect of children on the productivity of their parent/employee. The vigilance on the part of employees and supervisors to assure that tasks and assignments are carried out efficiently and effectively can become stressful to both parties.

We feel the key to successfully managing children in the workplace is the practice of negotiating reasonable expectations between employees and supervisors. We understand that finding and negotiating expectations and accommodations is time consuming and has the potential of producing hurt feelings if not handled openly and expeditiously. We choose to participate in this kind of risk in order to reap the benefits of productive work from parents. Parents must be sensitive to the needs of the employer as well.

We would prefer that children not be regularly present during the work day. It presents the least amount of problems for supervisors and the on going programs of the Church. However, we understand the problems of caring for children and want to make every reasonable effort to allow employees with children to be productive and contributing members of our staff.

It is our hope that through reasonable negotiation and conflict resolution practices, responsible parents and supervisors can make children in the workplace a positive experience. There are circumstances under which the presence of children is not reasonable. One of those circumstances is the sickness of a child. If a child is unable to attend his or her normal preschool or school program because of illness, it is not reasonable for the child to be here either.

Time Records

Non-exempt employees are required to accurately maintain their timesheets on a daily basis. These reports may be in a manual format prescribed by FUMC or they may be in the form of an electronic logging system. No work shall be performed by employees prior to their recording their time "in" at the start of the work day, during their lunch hour, or after they have recorded their time "out" at the end of the work day.

Working outside of recorded time is strictly prohibited. No one at FUMC has the authority to ask, or encourage, or insinuate that an employee should work additional time. Employees should report any such behavior directly to the Church Administrator.

Timesheets are to be turned in to supervisors for review and signature on regular due dates reflecting hours worked and all leaves. Supervisors may request to review timesheets at any time during the two week period for monitoring purposes. For vacation, paid or unpaid leave, written request forms must be submitted to supervisors for approval. Supervisors will submit approved forms and timesheets into the Church Administrator for each payroll cycle.

At no time will the falsification of time records be tolerated and may result in immediate termination of employment.

Breaks and Meal Periods

Non-exempt employees are authorized to take up to one unpaid hour for a meal during a nine hour day and the equivalent of one 20 minute break (paid) during each four hour period. We will try to work out an appropriate schedule for meals and breaks, but program needs must be accommodated.

Job Description

Employees are generally given a job description before employment. A job description summarizes duties and responsibilities and gives important information about the job. Employees should read and study job descriptions carefully and discuss any questions with the supervisor. Job descriptions will generally be updated at each performance evaluation to reflect changes that have either evolved or have been mutually agreed upon.

The job description will not necessarily describe all the duties an employee will have.

Job Evaluation

Employees will be expected to participate in a performance evaluation after approximately six months of service and approximately every twelve months thereafter. The goal of the evaluation process is to document the effectiveness of an employee in the ministry of First United Methodist Church, identify strengths and weaknesses, and discuss resources and support for improvement. This is an opportunity for open dialogue between employee and supervisor. The evaluation process is also an opportunity to enhance, refine, and update job descriptions. A job description encompasses the relationship of the pastor/staff person to the business goals and Mission Statement of FUMC, the establishment of goals for the specific ministry, and the identification of work load measures and resources needed to accomplish those goals. A satisfactory performance evaluation does not guarantee a salary increase nor does it alter, modify, or amend the "at will" employment relationship between the church and employee.

Termination of Regular Employees

Because of the "at will" nature of our employment relationship, it is impossible to set out specific practices when we as the employer or you as the employee may need to end the employment relationship. For reasons of professional courtesy employees voluntarily terminating employment are requested to give a minimum of two weeks' notice, if possible.

Personal Property

Employees should not bring large sums of money, jewelry, or other valuables to work. FUMC will not be responsible for personal property that is lost, damaged, stolen, or destroyed.

Computer Software

FUMC respects all computer software copyright and complies with the terms of the licenses for the purchased software. FUMC employees may not duplicate any licensed software or related documentation for use either on FUMC premises or elsewhere unless FUMC is expressly licensed to do so by agreement with the licensor. Unauthorized duplication of software may subject employees and/or FUMC to civil and criminal

penalties under the United States Copyright Act. Employees may not give software to any outsiders.

The maintenance and accessibility of data is vital to FUMC's efficient operation. Consequently, all data should be regularly backed up.

Access to FUMC Property

It is important that supervisory staff have access at all times to FUMC property, as well as other records, documents, and files. As a result, supervisory staff has the right to access employee offices, work stations, computers, filing cabinets, desks, and any other FUMC property at the supervisor's discretion, with or without advance notice or consent. Passwords are intended to prevent unauthorized access to data, but will not prevent access by management, and should not be regarded as providing any expectation of privacy with respect to data stored in the computer systems.

Use of Church Telephones

From time to time it may be necessary for employees to make and receive personal calls on FUMC phones. However, these calls should be limited and are to be limited in time and frequency. Employees are expected to use good judgment and common sense when it comes to personal phone calls.

Employee Parking

Employees park at their own risk and FUMC will not be responsible for theft or damage to any vehicles parked on or near FUMC property. Also, FUMC will not be responsible for personal property left in vehicles that is lost, stolen, or destroyed.

Business Expense Reporting

FUMC maintains an accountable business expense reimbursement plan. Employees will be reimbursed for all approved business-related expenses upon submission of accurate and receipted expense reports to the church. Employees shall submit these reports in a timely manner to ensure proper accounting and prompt reimbursement. Any advance money paid must be returned if not supported by acceptable receipts. Business use of personal automobiles will be reimbursed monthly at the current rate authorized by the IRS.

CODE OF ETHICS AND STANDARDS OF CONDUCT

Code of Ethics

The Code of Ethics is a set of moral principles and values that have a profound effect and influence on people's conduct and behaviors as well as their relationships with one another and must be adhered to. High personal standards of integrity, moral character, loyalty and social conduct are all a part of the code and must be demonstrated by employees at all times.

One of our goals as a Church is to create a welcoming, courteous environment for all people who come into contact with FUMC, whether those people are members of this congregation or visitors. Your welcoming, courteous manner is critical to our success in fulfilling our mission. We realize that some days are better than others, but courteous, welcoming behavior is the standard by which we are measured as employees and as a community of faith.

It is the goal of FUMC to be a work place characterized by respect of the needs of both employees and FUMC. We expect the work place to be free from abuse in whatever form that abuse presents itself. FUMC, as the employer, have certain expectations of employees which we feel are reasonable and conducive to a harmonious work place. Employees also have expectations of us as employers. Our goal is to maintain an atmosphere in which both employer and employee expectations can be reviewed and amended safely and productively. In light of this goal we have listed some of the expectations we have as employers.

Standards of Conduct

FUMC strives to maintain high standards of conduct for its employees. Examples of the standards of conduct that are to be exhibited by all employees are listed below.

1. Assigned work/duties should be accomplished conscientiously, cooperatively, effectively and professionally.
2. Confidential matters of the church organization, its members and its employees must be strictly safeguarded.
3. Communication skills must always be at a professional level. In answering requests and questions of or about the church organization a high regard for punctuality and follow-up is required.
4. Work schedules must be adhered to strictly.
5. Personal business, except for family emergencies, should be taken care of after work hours or during break or lunch time.
6. Suspicious or inappropriate behavior/conduct must be reported to your Supervisor.
7. No form of abuse or harassment whether verbal, visual, emotional, sexual, gender-biased, ageist, ethnic or racial will be tolerated. This applies to both overt and covert behaviors and any incidents must be reported to a Supervisor.
8. A positive, loyal attitude toward FUMC and its members and employees must be demonstrated at all times. Remember that we are working for the benefit of the church organization and its members.
9. Prudent care must be taken by employees of all FUMC records, equipment, resources, supplies, materials, furniture, etc.

10. Personnel are prohibited from engaging in immoral conduct; physical assault or fighting; sexual harassment, exploitation or abuse; stealing or any other form of theft, including misappropriation of FUMC funds; and any abuse of alcohol, drugs or gambling.

Compliance

When faced with an ethical or compliance dilemma:

- Consider the facts and how the situation affects FUMC;
- Look at the Standards of Conduct, applicable policies and procedures, laws, regulations and your own values. “What standard applies to this situation?”
- Evaluate your alternatives and decide on the best course of action to take to resolve the situation;
- Ask yourself: Is this the right thing to do? “Do my actions support our Code of Ethics?”
- Respond in a timely manner; and
- To get help with an ethics or compliance concern or to report a potential violation of our Standards of Conduct, contact your Supervisor.

All employees must demonstrate consistently that they can act with absolute integrity in the way they do their work.

DISCIPLINE AND TERMINATION OF EMPLOYMENT

Disciplinary Action

FUMC strives to maintain high standards of conduct for our employees. Employees who do not adhere to such high standards may be subject to disciplinary action up to and including termination. In making a decision as to disciplinary action up to and including termination, FUMC takes into consideration all of the circumstances involved. Examples of conduct that may result in termination or other disciplinary action are listed below.

1. Infraction of written or unwritten policies and procedures
2. Poor work performance
3. Poor attendance or tardiness
4. Business conflicts of interest
5. Changes in business conditions or requirements
6. Abuse, misuse, theft, or the unauthorized possession or removal of FUMC property or the personal property of others
7. Falsifying or making a material omission on FUMC records, reports, or other documents, including payroll, personnel, and employment records
8. Disorderly conduct on FUMC property, including fighting or attempted bodily injury
9. The use of profane, abusive, or threatening language
10. Possession of a weapon; or
11. Conviction in court of any crime which casts a negative image on the Church.

Disciplinary Action may include any of the following actions at any time and in any order.

1. Verbal warning by the immediate Supervisor.
2. Written warning in the form of a memorandum that becomes part of the employee's file written by the immediate Supervisor.
3. Probation which may be accompanied by verbal or written standards of improved performance will be noted in the personnel file and will be done by the immediate Supervisor and endorsed by the Senior Pastor.
4. Suspension with or without pay.
5. Immediate dismissal.

This procedure is not contractual in nature and FUMC reserves the right to discipline or terminate an employee without warning for any reason, even if the action constitutes a first response.

WORK HOURS AND WAGES

Hours

All non-exempt employees are required to keep track of their hours worked and to give their Supervisor a properly documented time sheet on a weekly basis. Exempt employees must report Paid Time Off on appropriate forms every pay period.

The office hours are 7:30 am to 6:00 pm Monday-Thursday. Therefore, non-exempt personnel must be at their desk and ready to work at the start of their adjusted work schedule. Employee schedules are set individually with their supervisors...

Non-exempt employees should not work more than their scheduled hours unless specifically requested to do so by their immediate Supervisor.

Payday

The work week at FUMC begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. Saturday.

Full-time employees will be paid semimonthly. Semimonthly pay periods are from the first through the fifteenth and from the sixteenth through the last day of the month. If the pay period ends on Friday, Saturday, Sunday, or a holiday; checks will be given to the employee on the preceding workday. The schedule of the Church governs the specific payday. Paydays are not adjustable.

Part-time employees will be paid monthly and will receive checks on the last day of each month. If the pay period ends on Friday, Saturday, Sunday, or a holiday, checks will be given to the employee on the preceding workday. The schedule of the Church governs the specific payday. Paydays are not adjustable.

FUMC will not cash paychecks for employees.

Payroll Deductions

Certain payroll deductions are required by law, such as federal income tax and social security taxes. Any other deductions must be authorized by the employee in writing.

Each paycheck stub will itemize amounts that have been withheld. If there are questions about deductions, an employee should talk to the supervisor. FUMC complies with applicable state and federal laws regarding the garnishment and assignment of wages.

Overtime

Hourly (non-exempt) employees will receive time and one half (1½) compensation to be paid for all hours worked over forty (40 hours) in any one workweek. Employees who are exempt from overtime compensation under state and federal laws are paid a fixed salary for all hours worked. Overtime must be approved in advance by the employee's supervisor. An employee's salary/compensation is confidential and should not be discussed with other employees.

BENEFITS

Paid Time Off (PTO)

Paid Time Off (PTO) includes all time away from the office during scheduled work time. PTO includes time away from the office for reasons sometimes referred to as vacation, sick leave, personal leave. All PTO must be used before requesting Medical or unpaid leave. There is no distinction about why you are taking leave; all leave is treated as PTO.

Since this time will be used for both planned and unplanned absences it is important to manage this time in a thoughtful manner, keeping in mind that it will have to be used for both leisure vacation and times when one is sick. Short times off for sickness or doctor appointments are unplanned usually and may cause difficulty for other staff members who will need to cover in your absence. Planned time away for occasions which can be scheduled in advance need to be arranged with your supervisor with as much advanced notice as possible. Vacation time must be approved by the employee's supervisor. Requests for planned PTO should be made as far in advance as possible.

The PTO accrual period will be from January 1 through December 31. Vacation time is provided in order that the employee may have a break from work. The individual employee is responsible for managing their PTO to assure that they do not lose time at the end of the year. Unused PTO will not be carried forward from year to year except for extenuating situations as determined by the Senior Pastor. Unused PTO will not be "cashed out" in the event it is not used.

PTO Accrual Rates

First year: 6 hours per pay period

Second through fourth year: 8 hours per pay period

Over four years: 11 hours per pay period.

For clergy staff, full-time service in an annual conference appointment counts toward this vacation accrual.

Exceptions may be made by the Senior Pastor for clergy staff members at the time of assignment.

Part-time and temporary employees will not accrue PTO

Holidays

The following days are observed as paid holidays for those who have completed the Introductory Period:

New Year's Day
Martin Luther King's Birthday
Monday after Easter
Memorial Day
Independence Day
Labor Day
Thanksgiving Day and the Friday After
Christmas Day

If a paid holiday falls on a Saturday or Sunday, it will be observed on the nearest Friday or Monday as determined by the full staff. Hourly employees required to work on one of the aforementioned holidays will be paid at a time and a half rate. If a holiday falls during a PTO period the day will be counted as holiday time rather than PTO. No additional days will be taken for the holiday . If a holiday falls on an employee's regular day off, the employee will be allowed to take another day off as the holiday, that day must be within the same pay period as the holiday.

From time to time additional days off may be granted; however, only the specific day or days granted can be used as time off.

Bereavement or Funeral Leave

When a death occurs in any employee's immediate family (spouse, children, parents, brothers and sisters, grandparents, grandchildren or the same in-laws) the employee will be eligible for a maximum of three days paid leave to attend a funeral. Employees must notify their direct supervisor and receive approval before leave is taken.

All other bereavement and/or funeral leave should be taken as Paid Time Off (PTO). This time off will be considered by the employee's supervisor on a case-by-case basis. FUMC may require verification of the need for this leave.

Jury Duty

Employees who receive a summons for jury service or are subpoenaed as a witness should notify their supervisor as soon as possible and present the paperwork. While on jury duty, or subpoena leave, employees will receive regular pay. The maximum amount of jury duty or subpoena leave allowed per day is eight hours. Any pay received for jury duty is retained by the employee. Employees are expected to report for work whenever they are not actually serving on the jury.

Personal Leave

Personal leave of absence is by its nature exceptional. It may be granted for the birth or adoption of a child of the employee or spouse, for an illness or disability of an employee or an employee's immediate family, or for other personal reasons. Personal leave is unpaid and may be granted after an employee's PTO balance is exhausted.

Employees who have completed at least one year of continuous service may submit a written request for a personal leave of absence, for up to a maximum of 90 days. Requests for personal leaves for medical reasons 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 an extended personal leave for medical reasons, an employee may be asked to provide medical evidence of disability.

Although FUMC is not able to guarantee reinstatement in all cases, employees on personal leave who return to work immediately following the end of an approved leave will normally be returned to their former job classification if an opening exists. If there is no such opening, they will be considered for a comparable position if one is available.

Earned PTO should always be used first to cover time away. The remainder of the leave will be without pay.

Sabbatical Leave

Two months sabbatical leave at full salary may be considered by the SPRC for full-time Clergy after each seven years employment period. Granting such leave is at the discretion of the SPRC, and would normally be in conjunction with a program of education and/or self-improvement. Applications for sabbatical leave, including a plan of study, must be submitted to the SPRC three months in advance. Applications by associate clergy should be submitted to the SPRC in consultation with the Senior Pastor.

Continuing Education

Clergy, Program, and Supervisory Staff are expected to continue to grow in their knowledge and understanding throughout their careers. This congregation encourages one week annually of continuing education as provided in The Book of Discipline of the United Methodist Church for clergy staff. It is our intent that our entire church staff seek out opportunities for the development of professional knowledge and skills that help them personally as well as fulfill the needs of the congregation. Such opportunities should be coordinated with the proper supervisor.

Military Duty

FUMC complies with applicable state and federal law concerning leaves for military service. Military duty will not be considered PTO.

Insurance

At present, all full-time, regular employees are eligible for individual health care coverage at FUMC after completion of any applicable waiting periods. Employees may elect to cover family members at their own expense. The additional premium required for family coverage will be a salary deduction. The Church also provides Long Term Disability insurance for full-time employees. Employees who waive benefits are **not eligible** for an in lieu of reimbursement.

Worker's Compensation Insurance

All employees are automatically covered by Worker's Compensation Insurance at the time they are hired. The church pays 100% of the premiums for this coverage. It is important that an employee report any work-related injury or illness to the supervisor within 24 hours, regardless of how minor it may be. It is also important to get proper first aid and/or medical attention immediately.

The following notice is required by law for Texas employers who provide worker's compensation insurance:

THE FOLLOWING NOTICE IS REQUIRED BY TEXAS LAW, AND IS APPLICABLE ONLY TO OUR TEXAS EMPLOYEES:

NOTICE TO EMPLOYEES REGARDING WORKERS' COMPENSATION COVERAGE

COVERAGE: First United Methodist Church - Austin has workers' compensation insurance coverage from Church Mutual to protect you in the event of work-related injury or illness. This coverage is effective from July 1, 1997. Any injuries or illnesses which occur on or after that date will be handled by Church Mutual. An employee or a person acting on the employee's behalf must notify the employer of an injury or illness not later than the 30th day after the date on which the injury occurs or the date the employee knew or should have known of an illness, unless the Commission determines that good cause existed for failure to provide timely notice. Your employer is required to provide you with coverage information when you are hired or whenever the employer becomes, or ceases to be, covered by workers' compensation insurance.

You may elect to retain your common law right of action if, no later than five days after beginning employment or within five days after receiving written notice from the employer that the employer has obtained coverage, you notify your employer in writing that you wish to retain your common law right to recover damages for personal injury. If you elect to retain your common law right of action, you cannot obtain workers' compensation income or medical benefits if you are injured.

EMPLOYEE ASSISTANCE: The Commission provides free information about how to file a workers' compensation claim. Commission staff will explain your rights and responsibilities under the Workers' Compensation Act and assist in resolving disputes about a claim. You can obtain this assistance by contacting your local Commission field office or by calling 1-800-252-7031.

SAFETY HOTLINE: The Commission has established a 24-hour toll-free telephone number for reporting unsafe conditions in the workplace that may violate occupational health and safety laws. Employers are prohibited by law from suspending, terminating, or discriminating against any employee because he or she in good faith reports an alleged occupational health or safety violation. Contact the Division of Workers' Health and Safety at 1-800-452-9595.

Tax-Sheltered Annuity

Each permanent full-time staff member will be eligible after one year of service to participate in the tax-sheltered annuity program.

The minimum Employee contribution is 3% of their total income. The maximum contribution an employee may contribute to the Tax Sheltered Annuity program is 20%. That percentage is based on the combined employee and employer contribution. The church will match the employee contribution beginning at three percent of salary on year two and up to six percent at year five, which is the maximum that will be matched. Application forms for the TSA program may be obtained from the Church Administrator.

EMPLOYEE STATEMENT OF ACKNOWLEDGMENT

Our Team Commitment

We, as staff members of FUMC, make this personal commitment to one another:

I will recognize and appreciate your abilities, talents, and gifts and respect you as a coworker.

I will perform my duties responsibly to merit your trust and respect and work with a spirit of cooperation, enthusiasm, and receptiveness.

I will treat you with courtesy and consideration, refrain from favoritism, and encourage harmony among members of the team. I will be open and honest in my communications with you and not abuse your trust and confidence in me.

I will commit myself to excellence in all that I do.

I understand that I am a visible, public relations representative of FUMC, and I will conduct myself accordingly.

I understand that the people of this church are our greatest resource.

I will strive to earn the respect of the people I serve through my customer service oriented actions.

Signed: _____

Date: _____

ACKNOWLEDGEMENT

I have read and completely understand the Company policies as set forth in the FUMC Personnel Policies and Procedures Handbook.

I UNDERSTAND THAT THIS HANDBOOK IS A GENERAL GUIDE AND THAT THE PROVISIONS OF THIS HANDBOOK DO NOT CONSTITUTE AN EMPLOYEE AGREEMENT OR A GUARANTEE TO CONTINUE EMPLOYMENT. I UNDERSTAND THAT MY EMPLOYMENT WITH FUMC. IS "AT-WILL" MEANING EITHER THE EMPLOYEE OR EMPLOYER MAY TERMINATE EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE. I FURTHER UNDERSTAND THAT FUMC RESERVES THE RIGHT TO CHANGE THE PROVISIONS OF THIS MANUAL AT ANY TIME AND THAT NO DIRECTOR, SUPERVISOR, EMPLOYEE, ETC. HAS THE AUTHORITY TO ENTER INTO ANY AGREEMENT ORALLY OR IN WRITING CONTRARY TO THE FOREGOING.

Employee Signature

Employee's Printed Name

Date