

Personal Policies and Procedures of
Lake Travis First UMC:

Note:

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

**Personnel Policies and Procedures
of
The Lake Travis United Methodist Church**



Prepared by: Staff-Parish Relations Committee
Approved by the Church Council on April 24, 2008
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PERSONNEL POLICIES AND PROCEDURES
of
Lake Travis United Methodist Church

We welcome each staff member to Lake Travis 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. We are committed to helping you achieve your highest level of service.

Introduction

The intent of Lake Travis United Methodist Church (LTUMC) is to provide fair and equitable personnel policies and guidelines for its clergy and staff. It is important that each staff member read, understand and comply with the standards that have been established. These policies are to be administered without regard to race, color, gender, age national origin or disability.

Mission Statement (Approved by the Administrative Council, April 19, 2001)

As the body of Christ, we are called to make disciples for Jesus Christ.

Our Team Commitment

As staff members of Lake Travis United Methodist Church, we make this personal commitment to one another:

To recognize and appreciate your abilities, talents and gifts and respect you as a co-worker.

To perform our duties responsibly to merit your trust and respect.

To work with a spirit of cooperation, enthusiasm, and receptiveness.

To treat you with courtesy and consideration, refrain from favoritism, and encourage harmony among members of the team.

To be open and honest in our communications with you and not abuse your trust and confidence in us.

To commit ourselves to excellence in all that we do.

To understand that we are a visible, public relations representative of LTUMC, and we will conduct ourselves accordingly.

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

To strive to earn the respect of the people we serve through our service- oriented actions.

1. General Policies

1.1 The basic policies regarding personnel of the United Methodist Church are set out in current *The Book of Discipline*. Policies and procedures described in this document supplement and amplify those covered in *The Book of Discipline* and are designed to cover the personnel administration of this church. These policies apply to all employees of Lake Travis United Methodist Church (LTUMC).

1.2 Any conflict between these policies and procedures and *The Book of Discipline* must be recommended by the Staff-Parish Relations Committee to the Church Council for resolution.

1.3 These personnel policies and procedures are to be reviewed annually and updated as necessary to maintain consistency with the United Methodist Church.

1.4 All personnel of Lake Travis United Methodist Church (LTUMC) will be provided copy of this document along with revisions as they become available.

1.5 Any personnel policy or procedural situation not covered herein may be resolved by the Senior Pastor and the Staff-Parish Relations Committee. If a policy change is required the Staff-Parish Relations Committee will submit the revised policy to the Church Council for approval.

2. Employment

2.1 Employment is with the mutual consent of the employee and LTUMC. Consequently, both the employee and LTUMC have the right to terminate the employment relationship at any time. This employment at will relationship may not be modified by any oral or implied agreement

2.2 LTUMC is committed to equal employment opportunities for all qualified persons without regard to race, color, ancestry, national origin, sex, marital status, physical handicap, medical consideration, or age, to the extent required by law. At its discretion, LTUMC may require religious qualifications.

2.3 LTUMC is committed to compliance with 'The Fair Labor Standards Act', as amended; "The Federal Immigration Reform and Control Act of 1986; "The Americans With Disabilities Act of 1990"; and "The Civil Rights Act of 1991". In those instances where the laws do not specifically apply, LTUMC is committed to the spirit and intent of these laws.

3. Employee Classifications

3.1 Definitions:

3.1.1 Full Time: Employment with a work schedule that usually requires the employee to work at least 40 hours per week. This can either be regular or temporary employment.

3.1.2 Part-Time: Employment with a work schedule that usually requires the employee to work less than 40 hours per week. This can either be regular or temporary employment.

3.1.3 Regular: Work in positions that are expected to continue for at least one year.

3.1.4 Temporary: - one who performs work under the control and direction of an employer for a short, fixed term or day-to-day, week-to-week, or month-to-month, generally on a specific project. No benefits are accrued in this position.

3.1.5 Exempt employees: are those who are exempt from certain wage and hour laws, i.e. overtime pay; usually applies to administrative, executive, or professional employees who receive an annual salary, in equal payments weekly, bi-weekly, or at some other specified time interval. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week. Job titles do not determine exempt status. Additional details are defined by the US Department of Labor.

3.1.6 Non-exempt employees: receive hourly wages; they are subject to wage and hour laws, i.e. overtime pay; usually applies to non-professional employees.

3.2 Groupings

3.2.1 Ordained Clergy Staff: Ordained clergy

3.2.2 Program Staff: Diaconal ministers, program directors and church administrators

3.2.3 Support Staff: All other full-time, regular staff

3.2.4 Part-Time Staff: All part-time regular employees

3.2.4 Temporary Staff: All temporary employees

4. Hiring

4.1 Ordained Clergy – Our Bishop will appoint our ordained clergy pursuant to the appointment provisions of *The Book of Discipline*.

4.2 Staff Members – Persons considered for either Full-Time or Part-Time or Temporary employees are to be interviewed, evaluated and recommended by the Senior Pastor with the consultation of the Staff-Relations Committee. Both the Senior Pastor and the Staff Parish Relations Committee may appoint a Search Committee to search, interview and recommend persons for key positions within the church. The Senior Pastor and Staff Parish Relations Committee may delegate the authority to hire certain staff members to a designated supervisor.

4.3 Job Description - All staff positions will have documented Job Descriptions that will include roles and responsibilities, educational and personal qualifications, skill requirements, and work schedule requirements. The Senior Pastor and appropriate supervisor are responsible for the initial preparation and review of each Job Description. The Staff-Parish Relations Committee is responsible for the review and approval each Job Description submitted by the Senior Pastor.

5. Supervision

5.1 General Supervision - Each employee except the Senior Pastor shall be supervised by a member of the clergy. The Senior Pastor may designate a staff member as the employee's direct supervisor.

5.2 Senior Pastor - The Senior Pastor shall be charged with the general supervision and direction of all LTUMC employees.

5.3 Associate Pastor(s) - The Associate Pastor may have general supervision of one or more Staff personnel and work under the direct guidance of the Senior Pastor.

5.4 Working Hours - The Senior Pastor shall establish & publish the normal working hours, Monday through Friday including the lunch period. These hours should generally be the same as the church business hours. Part-time staff hours are set by the needs of the position by either the Senior Pastor or supervisor.

6. Compensation

6.1 General - Compensation shall be established at the time of adoption of the annual budget pursuant to The Book of Discipline by the Church Council. Compensation may be amended by the budget amendment process.

6.2 Pay Periods - Semimonthly pay periods are used at LTUMC. The first pay period is from the first through the fifteenth and the second is from the sixteenth through the last day of the month. If the period ends on Saturday, Sunday or holiday, checks will be given to the employee on the preceding workday. Each pay check covers the designated pay period less deductions.

6.3 Mandatory Payroll Deductions - Certain payroll deductions are required by law. These include Federal Income Tax Withholding, Social Security and FICA. Each paycheck stub will itemize all required amounts that have been withheld. If there are questions about deductions, an employee should talk with their immediate supervisor.

6.4. Optional Payroll Deductions – The Personal Investment Plan is available for payroll deductions of lay employees only. See Section 7.13 for details.

6.5 Overtime - Overtime must be approved in advance by the Senior Pastor or immediate supervisor. LTUMC's policy is to use Compensatory Time Off rather than Overtime payments see Paragraph 7.3. If overtime hours are approved, employees who work overtime will receive pay at one-and-one-half of their hourly rate, computed on their weekly hours rate. Some employees may be exempt from the overtime provisions of state and federal law due to their job classification.

7. Benefits

7.1 Vacations - Vacation time is provided in order that the employee may have a break from work and refresh themselves. Vacations will be arranged with as little disruption to the work schedule as possible. Vacation time for Staff must be approved by the employee's supervisor. Requests should be made as far in advance as possible, preferably 60 days for a vacation of one week or more, and generally should not be for more than two weeks. Vacation year shall be from

January 1 through December 31. No vacation hours may be carried into the next calendar year. Vacation accrued cannot be “cashed-in” except at termination of employment. The Senior Pastor will keep a record of the vacation days used by the staff in each persons personnel file. These records will reflect the number of days granted & the number of days used for each employee.

7.1.1 Ordained Clergy

- 0 to 7 years under Episcopal appointment - Two weeks including Sundays
- 8 to 12 years under Episcopal appointment - Three weeks including Sundays
- 13 or more years under Episcopal appointment - Four weeks including Sundays

7.1.2 Full-time Staff

- 1 to 7 years - Two weeks including Sundays
- 8 to 12 years - Three weeks including Sundays
- 13 or more years - Four weeks including Sundays

Vacation Pay shall be based on a normal 40 hour work week.

7.1.3 Part-time Staff

- 1 to 7 years - Two weeks including Sundays
- 8 to 12 years - Three weeks including Sundays
- 13 or more years - Four weeks including Sundays

Vacation pay shall be based on the number of hours worked in an average week.

7.2 Personal Leave Days - It is occasionally necessary for an employee to be absent from work for personal reasons. Such absences must be arranged by securing the approval of the immediate supervisor or Senior Pastor. An employee may take up to one week paid leave for a death of an immediate family member. One day of paid leave may be granted for death of other relatives. All other Personal Leave Days will be without pay. Personal Leave Days are not considered vacation or sick leave.

7.3 Compensatory Time -Off - Compensatory Time – 1 hour of compensatory time off is granted for each hour of overtime work in lieu of over-time pay to the employee. The employee must request paid compensatory time off prior to working any additional hours above their normal schedule. This request must be approved by the Senior Pastor. The Senior Pastor shall keep the records of hours worked to calculate compensatory time granted. Annually the Senior Pastor must report the compensatory time to the SPR and Finance committees.

7.4 Sickness and Accident - Each full-time employee will receive one day per month of employment. This time will be prorated for part-time employees based upon their normal working hours. The maximum accrued sick leave will be 30 days or its prorated equivalent. Any unused time may not be “cashed-in” and a maximum of 30 days may be carried from one calendar year to the next. Sick leave may be taken for personal illness and medical or dental appointments or for family member illness or appointments. Any sick leave over the employee’s accrued sick leave shall be unpaid days.

7.5 Maternity or Paternity Leave - Any employee is eligible for unpaid Maternity/Paternity Leave as follows: Up to twelve weeks of Leave shall be recommended by the Senior Pastor in consultation with the Staff Parish Committee to the Church Council. Accrued Vacation and/or accrued Sick Days may be applied toward the Leave as paid Time-Off. Any additional Time-Off is treated as unpaid. This policy applies equally to adoption of a child.

(Maternity or Paternity Leave for clergy is governed by *The Book of Discipline*.)

7.6 Medical Leave - A Medical Leave of Absence may be granted for an illness or disability of an employee or an employee's immediate family. Employees who have completed at least one year of continuous service may submit a written request of medical leave of absence, without pay, for the length of any disability up to a maximum of three months. Requests for medical leave 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.

7.7 Holidays - The following days are observed as paid holidays for all employees. If a paid holiday falls on a Saturday or Sunday, it will be observed on the nearest Friday or Monday as determined by the Senior Pastor. If a holiday falls during an employee's regular day off, the employee will be allowed to take another day off as the holiday with prior approval of the Senior Pastor.

1	New Years Day January 1 st
2	MLK Day – a Monday Holiday
3	Memorial Day – A Monday Holiday
4	Independence Day – July 4 th
5	Labor Day – A Monday Holiday
6	Thanksgiving Day – A Thursday Holiday
7	The day after Thanksgiving - A Friday Holiday
8	Christmas Day
9	A Floating Holiday
10	A Floating Holiday

7.8 Personal Leave of Absence – Full time employees who are considered part of the Program Staff with the exception of Diaconal ministers and have worked a minimum of 5 years of continuous service with the church are eligible for a personal leave of absence not to exceed 4 weeks in duration. An employee shall be eligible for consideration of a personal leave every 5 years. If the leave is approved, the employee may take the leave in addition to any available vacation time; except that no employee shall be absent from his or her regular job duties for more than 6 consecutive weeks for such leave and vacation. If the leave is approved, the employee will be compensated at a rate equivalent to 33% of the employee's regular salary over the non-vacation leave period. The employee must submit to the Senior Pastor a written request for leave no later than 60 days prior to the date leave is to begin. The request for leave will include a plan for how duties will be covered during the course of the requested leave. The Pastor in consultation with the SPPRC and after notification to the Finance Committee will recommend approval/disapproval to the Church Council.

(Personal or Spiritual Leave for clergy and diaconal ministers is governed by *The Book of Discipline*.)

7.9 Worker's Compensation - All employees are automatically covered by Worker's Compensation Insurance at the time they are hired. LTUMC pays 100% of the premiums for this coverage. Employees must immediately report any work-related injury or illness to the supervisor.

7.10 Jury Duty - Paid leave time will be allowed to perform the requirements of jury duty. Employees will be paid for a normal work day for each day on jury duty. The employee must present documentation of performance of jury duty to their supervisor in order to be compensated.

7.11 Military Duty - LTUMC complies with applicable state and federal laws concerning leaves for military service and will grant paid leave up to two weeks of service each year.

7.12 Continuing Education - Clergy and diaconal ministers are expected to continue to grow in their knowledge and understanding throughout their careers. LTUMC encourages one week annually of continuing education as provided in The Book of Discipline for clergy and diaconal ministers.

7.13 Personal Investment Plan – is available for lay employees only. The United Methodist Personal Investment Plan (UMPIP) is an Internal Revenue Code section 403(b)(9) retirement plan administered by the General Board of Pension and Health Benefits of The United Methodist Church (General Board), the largest denominational pension fund in the world. Enrollment is not automatic and the employee must initiate action to enroll. Details of the plan may be obtained from the Church Office or the Senior Pastor.

8. Evaluations

Employees will participate in a performance evaluation annually. The goal of the evaluation process is to ascertain the effectiveness of employees in the ministry of LTUMC, identify strengths and weaknesses and provide the needed resources for improvement. One benefit of the evaluation process is a development of job descriptions and/or the annual update and review of such descriptions. A job description encompasses the relationship of the pastor/staff person to the long range goals and Mission Statement of the church, the establishment of goals for the specific ministry, and the identification of work load measures and longer range dreams and resources needed to accomplish those dreams. 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 the employee.

8.1 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 the job description carefully and discuss any questions with the supervisor. Job descriptions will be updated at each performance evaluation to reflect changes that have either evolved or have been mutually agreed. The job description will not necessarily describe ALL the duties an employee will have.

8.2 Evaluation Process

The district superintendent, in consultation with the Staff-Parish Relations Committee, will evaluate annually the pastor’s effectiveness for ministry, using criteria, processes, and training developed by the cabinet and the board of ordained ministry. The pastors in local churches shall participate annually in an evaluation with the Staff-Parish Relations Committee for use in an ongoing effective ministry and for identifying continuing education needs and plans, using criteria, processes, and training developed by the board of ordained ministry and cabinet as specified in *The Book of Discipline*.

The Staff-Parish Relations Committee in consultation with the employee’s supervisor will annually evaluate each staff employee using the criteria in their job description and The Book of Discipline.

The employee will prepare a Self-Evaluation Input form. The direct supervisor also prepares a Supervisory Evaluation Input form using the job description as a guide. During the evaluation, the employee’s performance will be measured with the job description he or she is occupying. A

written evaluation will be prepared. The Staff Parish Relations Committee with the direct supervisor will meet with the employee to discuss the results of the evaluation. Comments discussed with the employee will be written as part of the evaluation. The evaluation will be filed in the employee's personnel file.

9. Performance Standards

9.1 Work Assessment - At any time, the immediate supervisor may counsel a staff member for poor job performance as determined by the supervisor. The purpose of this conference is to discuss the area of poor job performance and state what changes are necessary. Examples of poor job performance include: 1) below average work quality or quantity; 2) rudeness, lack of cooperation, or lack of customer service; 3) excessive absenteeism or tardiness; 4) failure to follow instructions, LTUMC policies and procedures; 5) poor safety or health practices. All such counseling must be documented by the immediate supervisor. An oral warning should be the first step and the second step should be a written warning. Both warnings must be written up by the immediate supervisor and placed in the employee's personnel file.

9.2 Personal Conduct - Employee actions reflect directly on LTUMC and, therefore all employees are expected to conduct themselves in a manner that reflects favorably on Lake Travis United Methodist Church. Examples of misconduct include 1) abuse, misuse, theft or unauthorized possession or removal of LTUMC property or personal property of others; 2) falsifying or making a material omission on LTUMC records, reports or other documents; 3) divulging confidential information to unauthorized persons; 4) disorderly conduct, either verbally or bodily; 5) violation of any law that adversely affects LTUMC or 6) violation of LTUMC's policy of alcohol, drugs and controlled substances.

9.3 Attendance - All employees are expected to maintain their scheduled work hours. Tardiness and unexcused absences are unacceptable conduct. If 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 may result in leave without pay. Continued late reporting for work or absence without acceptable explanation shall be cause for dismissal.

9.4 Confidential Disclosures - Many LTUMC records contain sensitive material and shall not be left unattended where others can view it. Sensitive information will be disclosed only to persons that have a need to know. Questions concerning the disclosure of confidential information must be addressed to the Senior Pastor.

9.5 Sexual Harassment - The church maintains a strict policy prohibiting unlawful harassment, including sexual harassment. Each employee must sign a statement during the employment process stating that they have received, read and understand LTUMC's Sexual Harassment policy and procedure.

9.6 Alcohol, Drugs and Controlled Substances - The use, sale, transfer, possession or being "under the influence" of alcohol, drugs or controlled substances when on duty is prohibited. "Under the influence" for the purpose of this policy is defined as being unable to work in a safe or productive manner and/or being in a physical or mental condition which creates a risk to safety and well being of the affected employee, other co-workers, the public or LTUMC property. Violation of this policy may result in disciplinary action, up to and including termination.

9.7 Conflict of Interest - All employees are prohibited from engaging in outside employment, private business, or other activities which may have an adverse effect on, or create a conflict of interest with LTUMC.

10. Grievance Procedures

All employees have a right to present their grievance and discuss the matter according to the following procedure:

10.1 An employee shall present the matter to the employee's immediate supervisor who shall discuss the situation with the employee and determine if an action is needed. If the employee is not satisfied with the decision of the immediate supervisor, the employee should request hearing by the Senior Pastor.

10.2 The employee may present the grievance to the Senior Pastor and state why the immediate supervisor's decision is not satisfactory. The Senior Pastor will consider the information presented, consult as necessary, and inform the employee of his/her decision.

10.3 If the employee is still not satisfied with the Senior Pastor's decision, he or she may present the matter to the Chairperson of the Staff Parish Relations. The Chairperson will consider the information and, after consultation with the Senior Pastor, the immediate supervisor and the Staff Parish Relations Committee, a decision will be made and the employee will be informed.

11. Termination and Suspension

The following procedure applies only to the Staff members not under Episcopal appointment to LTUMC. The Clergy and those under Episcopal appointment shall be governed by The Book of Discipline and rules adopted by the General Conference of the United Methodist Church.

11 .1 Voluntary Termination - Staff members shall give at least two weeks notice of voluntary termination. Additional notice is encouraged where possible. No payment will be made for unused sick leave. Any accrued vacation days not taken will be paid. All benefits will end on the last work day.

11.2 Involuntary Termination - The decision to terminate a staff member other than those listed in 11.3 shall be made by the Senior Pastor in consultation with the employee's direct supervisor and the Staff Parish Committee. *When* in the best interest of LTUMC, reasonable notice of termination shall be given. The Senior Pastor will meet with the individual and discuss the reasons for termination. If a position is eliminated due to a reduction in force, the employee shall be given 1 week's pay for each full year of service.

11.3 Involuntary Termination of Program Directors - The decision to terminate Program Directors shall be made jointly by the Staff Parish Relations Committee and the Senior Pastor. The SPR Committee and the Senior Pastor will jointly meet with the terminating Program Director and discuss the reasons for termination.

11.4 Suspension - The Senior Pastor may suspend any staff member with pay pending a decision by the Staff Parish Relations Committee and the Senior Pastor regarding the staff member's continued employment.

Employee Statement of Acknowledgment

This is to acknowledge that have received a copy of the Lake Travis United Methodist Church's Personnel Policies and Procedures. I understand that it provides guidelines and summary information about LTUMC's personnel policies, procedures, benefits and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that LTUMC 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 appropriate. I also acknowledge that both LTUMC and I have the right to terminate the employment relationship at any time, with or without cause, and that this employment at will relationship will remain in effect throughout my employment with LTUMC unless it is specifically modified by an express written agreement signed by me and the Staff Parish Relations Committee of LTUMC. I further acknowledge that this employment at will relationship may not be modified by any oral or implied agreement.

Employee's Name (Please Print)

Employee's Signature

Date