

Personal Policies of Pflugerville First UMC:

Note:

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

# PERSONNEL POLICIES

Pflugerville First United Methodist Church  
500 E. Pecan Street  
Pflugerville, Texas

A congregation of the United Methodist Church,  
serving God in Pflugerville, Texas.

Our mission is to make disciples of Jesus Christ.

# Personnel Policies Manual

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## 1. Purpose

First United Methodist Church of Pflugerville (PFUMC) exists to make Disciples of Jesus Christ. This manual describes the PFUMC policy and procedures as they relate to personnel, not to be legalistic, but to describe how we work together in love to accomplish the work that God has given us to do in this time and in this place.

## 2. Procedures for Hiring

To replace existing Staff whose positions are budgeted in the current fiscal year, the appropriate supervisor, with the approval of the Senior Pastor, consults with the Chair of the Staff Parish Relations Committee (SPRC) to update and confirm the current job description, salary and vacancy advertisement. Upon confirmation by the Chair of the SPRC, the search procedure may begin, including any vacancy notice to be published or posted.

For any new position, the Senior Pastor will begin the procedure as supervisor, in consultation with the Chair of the SPRC. The Chair of the SPRC, with the concurrence of the SPRC, will consult the Chair of the Finance Committee to confirm that fiscal conditions will not prevent adding a new position in the current fiscal year and that the next fiscal year's budget will include an obligation for those compensation expenses. Upon concurrence by the Chair of the Finance Committee, or at the Chair's discretion, concurrence by the full Finance Committee, the Chair of SPRC will present a proposal to add a new position to the Administrative Council. Upon approval by the Administrative Council, the Senior Pastor may begin the search process.

The application process shall include a clear job description, standard application form (if any), appropriate advertising, screening, interviewing and recommendation to the SPRC. The SPRC will conduct all interviews unless the Committee delegates the interview and/or final selection to a subcommittee or individual. Unless delegated to a subcommittee or individual, the SPRC shall make the final selection of the individual for the position.

Upon selection of a qualified applicant, the Senior Pastor shall send a formal job offer, with a letter of agreement, to the prospective employee who will accept by returning the signed letter of agreement.

## 3. Equal Opportunity and Affirmative Action Policies

PFUMC offers equal opportunity to all persons for employment, service and participation. It is the policy of PFUMC, therefore, not to cause any person to suffer disadvantages because of race, color, sex, sexual orientation, age, national origin, or disability.

#### 4. Misconduct Policy

PFUMC is committed to providing a work environment free from all forms of discrimination, including sexual and other misconduct. Sexual misconduct, including sexual abuse, harassment and exploitation, is a form of misconduct that undermines the integrity of the employment relationship. No employee-male or female-shall be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Such conduct is specifically prohibited, whether committed by supervisors, non-supervisory personnel, or parishioners. This includes: repeated offensive flirtations, advances, propositions, continued or repeated verbal comments of a sexual nature, the display of sexually suggestive objects or pictures, or any un-permitted, unwelcome or offensive physical contact.

In addition, no one should imply or threaten that an applicant or employee's cooperation or refusal thereof of a sexual nature will have any effect on the individual's employment, assignment, compensation, advancement, career development, or any other condition of employment.

#### 5. Youth Safety Policy

PFUMC is committed to providing a safe environment for all its members and visitors, from the oldest to the youngest. To better carry out that responsibility, the Youth Safety Policy is attached to this Manual as Appendix A.

#### 6. Definition of Staff Regular Employees

Regular employees are those who work full-time for PFUMC and are paid on the basis of a written contract. Temporary employees are those employed full-time for a limited and specified period. Part-time employees are those employed on a regular part-time basis. Temporary and part-time employees who work less than 20 hours per week are not entitled to benefits.

Those employed in a temporary or part-time capacity will be told their probable length of service when they start. Agreements made in writing before the adoption of these guidelines will be honored.

Clergy will be appointed by the Southwest Conference of the United Methodist Church for full or part time employment.

#### 7. Term of Employment.

All employees are employed at will; either party may terminate the relationship at any time. Except when provided for by written contract, employees are expected to give at least two (2) weeks written notice before the termination of employment. Unless the

employee has given such notice, PFUMC will not pay accrued vacation at the time of termination.

### Probationary Period

There is a probationary period for all new staff members of six (6) months. This initial period gives each employee the opportunity to become acquainted with the job and to demonstrate the employee's ability to assume its duties and responsibilities. Before the completion of the probationary period, PFUMC may terminate staff or staff may resign without notice and without prejudice.

### Clergy

All clergy are subject to the specifics outlined by the United Methodist Church Southwest Conference personnel policies regarding the terms and conditions of employment.

### 8. Working Hours

The Church Office is open five (5) days a week from 8:00 AM to 5:00 PM. The Senior Pastor shall establish the duty hours for the administrative and support staff of PFUMC.

Attendance by staff at meetings, conferences, seminars or continuing education, if related to the employees job, and if required by the supervisor, is considered normal working hours, and is compensated accordingly.

### 9. Personnel Records

Personnel records shall contain accurate and up-to-date information about every employee. Any change in marital status, or change in the number of dependents in the immediate family must be reported promptly. This information can have a direct bearing on the amount of an employees payroll deductions for federal withholding tax and the amount of insurance premiums and benefits. Employees are responsible for maintaining up-to-date W-4 Income Tax information.

### 10. Performance Evaluation

PFUMC employees are entitled to know how well they are doing in their job. The immediate supervisor will formally review progress with the employee at regular times (see below). These reviews are called performance evaluations and are written on a form designed for that purpose. Performance evaluations are also used to show whether or not an employee has finished the probationary period successfully, and in connection with dismissals and salary increases.

Performance evaluations are confidential. PFUMC keeps the evaluations in the employees personnel files. The only persons who may see them are the employee, the supervisor, the Senior Pastor and the members of the SPRC.

PFUMC will write performance evaluations at the following times: At least three weeks before the end of the probationary period. Annually in August. Periodic verbal feedback sessions should be conducted at least semi-annually.

At the beginning of employment and annually in August, the employee and supervisor shall sit down with the written job description and set forth key responsibilities, measurable performance factors and standards. An interim review in the form of an informal conversation shall take place each six months. This is to give and get feedback session focused on problems and concerns as well as adjustments to work performance. The annual review in August will provide information for the budget formulation in October. The SPRC will review all key responsibilities and performance factors and make a recommendation regarding salary adjustment in its annual budget proposal to the Finance Committee. The cycle of performance evaluation then repeats itself.

#### 11. Grievance Procedure for Employees

If an employee is convinced that a working condition exists which seriously impairs effective work performance, s/he shall make every attempt to resolve the problem with the immediate supervisor. However, if it is not resolved at this level, the employee may file a written complaint with the Senior Pastor or, if the Senior Pastor is the employee's supervisor, s/he shall file the complaint with the SPRC Chair. The written complaint should identify the problem and state the facts. The Senior Pastor may consult with the SPRC Chair as needed. As soon as possible, the Senior Pastor or SPRC Chair, will meet with the employee and the supervisor to resolve the complaint. The Senior Pastor or SPRC Chair will issue a final decision within ten (10) working days thereafter. Time limitations may be extended by mutual agreement.

#### 12. Compensation

The normal workweek is 40 hours. All employees must maintain time and attendance records to be submitted to their immediate supervisor in a format and time frame prescribed by the Senior Pastor. For purposes of computing overtime, the workweek is defined as Sunday through Saturday.

PFUMC computes salaries of staff on twenty-four (24) pay periods and pays employees on the 15th and the last day of each month. If the 15th or the last day of the month falls on a weekend or holiday, we distribute paychecks on the preceding workday. Employees absent on the day salary checks are distributed will receive their checks upon their return to work. If requested, we will mail the check to the employees home address as noted in his/her personnel file.

PFUMC withholds Federal income taxes and FICA as required by law from salary. A statement of taxes and deductions (W-2) to be used when filing Federal income tax returns will be sent to each employee prior to January 31 of each year.

### 13. Vacation

PFUMC provides vacation time for each employees rest and recreation. Regular employees are entitled to annual vacation with pay, based on their length of continuous service to PFUMC, as follows:

LONGEVITY ON THE STAFF	ANNUAL VACATION
Zero to five years	Ten (10) working days
After five years, (60 months)	Fifteen (15) working days
After ten years, (120 months)	Twenty (20) working days

Regular employees who have completed six months of employment accrue vacation from the date of employment. They may take one week (5 days) of vacation upon completion of six months of employment. An employee can charge individual days off to annual leave or compensatory time. PFUMC does not charge as vacation, holidays that fall within an employee's scheduled vacation. Should an employee become ill during a scheduled vacation period, PFUMC may charge as sick leave the working days to illness rather than vacation upon presentation of a doctor's certificate to the appropriate supervisor. Employees shall submit vacation requests at least one month before planned vacation. Unused vacation time is not accumulated nor transferred into subsequent years.

### 14. Benefits Holidays

PFUMC observes the following holidays. Church Offices will be closed on Holidays and Staff will be compensated in the same manner as a regular working day.

New Year's Day  
Martin Luther King Birthday  
Presidents Day  
Good Friday  
Memorial Day  
Independence Day (Fourth of July)  
Labor Day  
Thanksgiving Holidays (Thursday and Friday)  
Columbus Day  
Veterans Day  
Christmas Day

Employees who observe other holidays because of cultural, religious, or scheduling reasons may make a request to the Senior Pastor for up to two alternative holidays per year.

## 15. Leaves Of Absence

PFUMC Church recognizes that occasionally circumstances beyond the individual's control may prevent him/her from reporting for work. Under certain conditions, which are outlined below, employees may be absent from work without loss of pay. PFUMC Church will not pay staff employees for absences of any kind before the completion of the probationary period. Upon completion of the probationary period, reimbursement will be made for absences that qualify under one of the provisions listed below, and for which any required approval has been obtained. Each regular employee will accrue Sick Leave at the rate of one day per month. Any unused sick days will transfer over to the next annual year

### Excused Absence

If unable to report for work, it is the employees responsibility personally to notify his/her supervisor or their designee of any impending absence as far in advance as possible. Employee must not leave messages with the answering machine or personnel on duty.

### Unexcused Absence

When an employee does not report to work or call within forty-eight (48) hours (two working days) without a valid reason, PFUMC will consider action as to the status of continued employment.

### Sick Leave

An employee is entitled to one day of sick leave per month. Unused Sick leave may be accrued to a maximum of 30 days. Unused sick leave will not be compensated financially up on termination of employment. Extended sick leave may be granted at the discretion of the Senior Pastor with the approval of the SPRC and Finance Committee.

If employees are absent because of personal illness, they are expected to notify the office by beginning of office hours. Sick leave maybe used in the following situations: If the employee is ill, injured or temporarily disabled and physically unable to perform his/her work; or if the employees spouse, child, parent, or other close relative or individual is ill, injured or temporarily disabled, and the employees presence is necessary; or if doctor or dental appointments are required.

An ill employee is expected to notify his/her supervisor at the beginning of the work day. After five (5) consecutive workdays of paid sick leave, an employee may be required to provide verification of the condition. An employee absent on paid sick leave for more than thirty (30) consecutive calendar days may be required to furnish medical verification of the disabling condition then and periodically thereafter.

Holidays falling within an absence for illness are not charged against sick leave. In the case of a lengthy illness, sick days will be used first, to be followed by any remaining

vacation days, followed by leave without pay.

#### 16. Jury Duty

Employees are encouraged to serve on juries. PFUMC will continue normal salary while on active jury duty.

#### 17. Special Authorized Absences

##### Funeral Leave

The Senior Pastor may grant an allowance of up to five (5) working days when a death occurs within the immediate family or within the household. Any such time granted will not be deducted from an employee's vacation period.

If an employee wishes additional time other than authorized above, the employee may request personal leave without pay.

##### Maternity Leave

The Senior Pastor may grant an allowance of up to five (5) working days when a birth occurs within the household. Any such time granted will not be deducted from an employee's vacation period.

If an employee wishes additional time other than authorized above, the employee may request personal leave without pay.

##### Reserve Duty

Employees who are military reservists in any branch of the U.S. Armed Forces will receive full pay and benefits by PFUMC Church while on up to two weeks (10 working days) of active duty for training per year, provided the employee is serving under military orders. Employees who are military reservists and who are recalled to active duty for a longer duration will be handled on a case-by-case basis. Each case will be reviewed by the SPRC and will be handled in conformity with any legal requirements.

#### 18. Authorized Expenses

The Finance Committee and Church will establish rules and procedures for reimbursement for authorized expenses incurred by employees. Notification will be given employees annually of their authorized expense reimbursement plan amounts.

#### 19. Reservation of Rights

PFUMC reserves the unlimited right to review all or any part of the manual and all policies and procedures contained in it. Likewise, PFUMC may issue additional policies

and/or procedures as may be needed from time to time.

Personnel on staff with Pecan Street Preschool shall be governed by the policies as set by the PFUMC Preschool Board of Directors.

This manual is not a contractual document between PFUMC and any employee.

# Appendix A

## Youth Safety Policy

*for First United Methodist Church of Pflugerville*

revision date: 04/26/01 by Adm. Council

### **PURPOSE**

The purpose of this policy is to reduce the risk of abuse to youth in our local church, at district and conference events, and to keep them otherwise safe. The policy has the additional purpose of protecting workers with youth. We live in a time when people who would abuse youth come to churches seeking contact with youth for sexual purposes. The intimate nature of relationships established between youth and youth workers requires a definite line to be drawn between appropriate and inappropriate behavior.

### **DEFINITIONS**

Youth Sponsor - any person so designated by the Youth Director and Pastor with approved documentation on file with the church. Except as otherwise delineated, the Youth Director shall be held to the standards of a youth sponsor. A married couple shall constitute a single youth sponsor.

Church Sponsored event - any activity where a youth sponsor or Youth Director and a youth are gathered.

### **APPLICATION OF THE POLICY**

When possible, this policy shall apply to all youth ministries, activities, gatherings, meetings, trips, sleeping situations and outings conducted or facilitated by our local church. Youth Sponsors under the direction of the Youth Director shall make efforts at meeting and exceeding safety standards prescribed herein when such efforts are deemed reasonable and practical to the Youth Director.

### **NATURE OF THE POLICY**

This policy is to be applied uniformly. This policy attempts to set a minimum standard for conduct. Additional standards may be set by the Youth Director and/or Pastor. Necessary forms and documents to implement this policy shall be uniform and obtained from the church secretary.

### **SELECTION AND SCREENING OF WORKERS WITH YOUTH**

For purposes of this policy, workers with youth are those persons with direct contact and supervision of youth. This does not include those persons who may function as drivers, kitchen workers, etc., who have no sustained contact with and supervision of youth. The

approved workers with youth are responsible to see that such non-approved workers behave in an appropriate and responsible manner. All persons wishing to work with youth, whether paid or volunteer, shall fill out an application that contains the following information.

1. Identification (photocopied and on file).
2. Address.
3. Employment history for the past 5 years.
4. Volunteer work during the past 5 years.
5. Church membership during the past 5 years.
6. Personal references with complete address.
7. Consent to verify all information and to contact references.
8. Waiver of any right to confidentiality and of any right to pursue damages against the church caused by information held by the church.
9. A statement that they have never been arrested or convicted of a criminal offence involving a minor.
10. Certification that the information provided is true and correct.
11. Affirmation of willingness to be subjected to random drug tests paid at the church's expense.

The Youth Director, Pastor, or in the case of a paid worker, the Staff Parish Relations Committee, may accept or deny an application based on any of the above requirements. Only after the screening process is complete can the Youth Director and/or Pastor confer the status of youth sponsor. Once the status is conferred, the designee may begin working with youth.

#### **SUPERVISION OF YOUTH**

1. There must be at least a five (5) year age difference between youth sponsors and the youth with whom they work. Youth sponsors must be otherwise be a minimum of eighteen (18) years of age.
2. Youth are not permitted to visit a youth sponsors home without prior consent being given by the Youth Director and/or Pastor.
3. Youth are never permitted to visit the Youth Director's home.

The ratio of youth sponsors to youth must be such as to assure the safety of the youth, bearing in mind the age level and type of activity. On campus, the sponsor/youth ratio must be no less than two sponsors to thirty five youth.

#### **ADDITIONAL POLICIES REGARDING TRIPS AND SPECIAL EVENTS**

Two youth sponsors are required for all trips, special events and outings. Coed overnight activities require male and female sponsors.

All drivers of vehicles must be 21 years of age or older and have a valid Texas drivers license and proof of current liability insurance. Drivers must not be using any substances which may impair their ability to operate a vehicle and if a driver has had recent surgery or illness, he/she must be released by his/her physician as capable of driving a vehicle.

On trips the adult sponsors shall designate a specific location where all people will meet and depart. They shall prearrange a schedule of checkpoint stops for the group where they meet and see that all are accounted for and safe. There shall be a daily destination point.

The safety rule of four is to be followed. No fewer than four persons shall go on an overnight trip. If an accident occurs, one stays with the injured and two go for help.

Unmarried male and female sponsors require separate sleeping facilities. Male and female youth participants will not share the same sleeping facilities.

On rustic outings, using tents, no youth will stay in a tent without adult supervision.

For all off-campus overnight trips, written permission of the parent or guardian must be obtained. The parent or guardian shall also sign a release for medical treatment.

## **REPORTING CHILD ABUSE**

### *Requirements of the State of Texas:*

1. The state of Texas deliberately defines child abuse in a vague manner. The code states a report should reflect the reporter's belief that a child has been or may be abused or neglected.
2. The state of Texas considers anyone who suspects abuse to be a mandatory reporter. Institutions who in the normal course of events have direct contact with youth are considered in the category of professionals and are obligated to report any suspected abuse within 48 hours.
3. The report must contain the name and address of the child and the name and address of the person responsible for the care, custody or welfare of the child. Any pertinent information concerning the alleged or suspected abuse or neglect.
4. The report is to be made to any state or local law enforcement agency or Child Protective service.
5. Failure to report is a class B misdemeanor with a fine of up to two thousand dollars and/or 180 days in jail. Failure to report also exposes the individual and the church to risk of civil liability, and the Senior Pastor/leader of the local church.
6. Those who report suspected abuse are immune from civil or criminal liability as long as that person did not knowingly or intentionally make a false report.
7. Those who report are entitled to confidentiality except that their identity may be released to law enforcement officials who are investigating the allegations.