

Adopted September 8, 2003 - Revised ~~December 8, 2003~~ July May 108, 2007

2A. Personnel Policy
Plymouth Congregational Church

PREAMBLE

The purpose of this Personnel Policy is to define the personnel administration provisions of Plymouth Congregational Church of the United Church of Christ, Fort Collins, Colorado. Further, it is to provide administration of the policy and to ensure that the employment, supervision, development, recognition and separation of all Plymouth Church employees are fair, uniform, and within the provisions of the Constitution and Bylaws of Plymouth Congregational Church.

I. INTRODUCTION

A. POLICY STATEMENT. Plymouth Congregational Church acknowledges the importance of all its employees in the life of our church. Each employee is encouraged to see the whole church's functioning as being facilitated by his or her specialized area of emphasis.

B. ADMINISTRATION OF PLYMOUTH CHURCH.

The Senior Minister shall be the chief administrator of the church. The Church Council shall be the general policy-making and oversight body of the church.

1. Ordained Ministerial Staff.

a. The Senior Minister shall be called for an indefinite term. When a vacancy occurs in the position, a committee to be known as the Pastoral Search Committee shall be elected by the congregation to seek a candidate. The Constitution and Bylaws of the Church shall dictate the process for the election of the Pastoral Search Committee.

b. When a Senior Minister has been elected and has accepted the call, the Association to which the church belongs shall convene an Ecclesiastical Council for the purpose of recognizing or installing the Minister in accordance with the established usage. The Minister shall become a member of the church and his or her ecclesiastical standing shall be transferred to the new Association at the first opportunity.

c. The church may call Associate or Assistant Ministers in the same manner as the Senior Minister. They shall become members of the church and shall be recognized by the Association in a similar manner.

2. Program Staff

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a. Program staff are staff members who have areas of responsibility relating to worship, congregational nurture and Christian education. They include, but are not limited to, such positions as choir director, organist, and director of youth or adult education. Program staff is exempt from the wage and hour provisions of the Federal Fair Labor Standards Act (FLSA) and do not receive overtime pay. To be classified as exempt, at least 80% of an employee's work must be executive, administrative or professional in nature, requiring regular exercise of discretion and independent judgment.

b. The hiring of program staff and the description of their areas of responsibility shall be the task of the Church Council, working closely with the Senior Minister and the Personnel Committee. Ad hoc committees may be appointed to aid in the hiring process.

3. Administrative and Building Staff

a. Administrative and building staff are staff members who assist the ministers and the program staff or who maintain the church building and grounds. They include, but are not limited to, such positions as secretaries and custodians.

b. Administrative and building staff shall be hired by the Senior Minister.

II. SCOPE

These personnel policies cover all employees of the church. The Senior Minister, in consultation with the Personnel Committee, reserves the right to waive or modify any particular policy in the event of a specific hardship with any employee.

III. OVERVIEW

The staff of Plymouth Church plays an important role in the life of the church. Employees are expected to show Christian consideration and cooperate with all other employees, members of the congregation, and the general public, even under trying circumstances. All employees are encouraged to support the mission of the church and share a common interest in the development and success of Plymouth Church. Plymouth Church employees should be interested in, and in basic harmony with, the programs and goals of the church.

IV. FEDERAL AND STATE LAWS AND REGULATIONS

A. TITLE VII - EQUAL EMPLOYMENT OPPORTUNITY. Plymouth Church is committed to the principles of equal employment opportunity. To the extent permitted by law, the church recruits, hires, trains, promotes and compensates individuals and makes personnel decisions

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without regard to race, color, age, sex, national origin or ancestry, marital status, veteran status, sexual orientation or physical or mental disability unrelated to the individual's ability to perform the job.

B. POLICY AGAINST SEXUAL HARASSMENT. Please see Policy Document 2. Staff, Volunteer and Building Polices, F. Prevention of Abuse and Harassment Policy.

C. IMMIGRATION REFORM AND CONTROL ACT. The Immigration Reform and Control Act of 1986 requires that employers hire only individuals who are authorized to work in the United States. All persons hired by Plymouth Church must present evidence of U.S. citizenship or eligibility to work in the United States within three working days of the date they are hired.

V. RESPONSIBILITY

A. The Senior Minister has primary responsibility for the administration of these policies and procedures. He or she may take problem-solving action, keeping the Personnel Committee informed of significant outcomes that may indicate the need for mediation or for revision of these policies.

B. Each employee is responsible for reading and understanding these polices and procedures.

C. All employees are responsible for furnishing the Senior Minister with necessary information regarding dates for vacation, sick days taken, leave of absence days, etc. A record of this information will be kept in the employee's file.

VI. EMPLOYMENT STATUS

A. JOB DESCRIPTION. All employees of Plymouth Church, including ordained staff, shall have job descriptions. Employees have the responsibility to perform the job as outlined in the responsibility to perform the job as outlined in the job description, including additional duties as assigned.

B. INITIAL REVIEW PERIOD. All new non-ordained employees are "probationary" for the first six months of employment. This policy allows Plymouth Church to determine whether the employee is able to perform satisfactorily the work assigned. It also enables the employee to review his or her position with Plymouth Church. If the employee's work is not satisfactory during this period, employment will be terminated. All new non-ordained employees who continue at Plymouth Church are given a written evaluation at the end of the Initial Review Period.

C. BENEFITS ELIGIBILITY. Full-time employees are eligible for full employee benefits. Full-time employment for non-ordained staff shall be a minimum of 40 hours per week.

VII. COMPENSATION

A. Salaries for all employees shall be determined by the Church Council in consultation with the Personnel Committee and the Senior Minister.

B. Salaries shall be reviewed at least once annually by the Personnel Committee in advance of the adoption of the new budget. Salary increases will be effective on the first pay period after approval of the budget at a Congregational Meeting.

C. Hours. Employees may be asked to work hours at times other than the regularly scheduled work week. Generally, administrative staff work Monday through Friday; custodial staff work Monday through Saturday. Normal hours for administrative staff are from 9:00 a.m. to 5:00 p.m. Employees may adjust their regular work day to a different schedule with prior approval of the Senior Minister.

D. Lunch. Employees are entitled to a one-hour unpaid lunch break. Employees are expected to schedule their lunch by agreement with their supervisor so that there is sufficient office coverage. Lunch periods cannot be accrued for use on other work days.

E. Overtime. Every attempt should be made to complete work assignments during normal work hours. Overtime begins when a non-exempt employee works more than 40 hours in a one week period. Paid holidays, paid leave days, paid vacation days, and unauthorized absences, during which the employee does not work, will not be counted as hours worked in computing weekly overtime. Overtime shall be compensated at the rate of time and a half.

VIII. GENERAL EMPLOYMENT EXPECTATIONS

Employees should feel free to discuss any problems or concerns at any time with the Senior Minister.

A. ATTENDANCE. If an employee is to be late or absent from work, it is that employee's responsibility to contact his or her supervisor within the first scheduled hour of work. Absenteeism includes failure to report, late arrival, or early departure without authorization.

B. USE OF CHURCH PROPERTY. No Plymouth Church employee shall use any Plymouth Church property, equipment, vehicles or other materials for personal use without prior permission from the Senior Minister.

C. CONDUCT. All employees are expected to conduct themselves in a manner that

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reflects favorably on themselves and on Plymouth Church, demonstrating tact, courtesy and good judgment. During working hours, employees are expected to devote their energies and attention to the service of Plymouth Church and not to personal affairs. Employees are expected to present an appropriate appearance at all times.

In cases of unsatisfactory performance, the corrective action process is:

1. Verbal discussion. A verbal discussion is conducted with the employee in the first instance of a minor offense, by a supervisor or the Senior Minister. The employee has an opportunity for comment, and specific recommendations are made for correction and follow-up.

2. Written notification. A written notice follows if the same or more serious offenses occur. This shall be given by the supervisor and/or the Senior Minister, stating the exact nature of the offense(s), specifying possible future disciplinary action, and again making specific recommendations for correction and follow-up. A copy of the notice is placed in the employee's file. The employee is required to read and sign the formal notice, and has the right to appeal to the Personnel Committee if he or she feels that the notice is unjustified.

3. Dismissal. If non-acceptable behavior continues, termination of an employee may follow.

a. Ordained Staff. The relationship between the church and an ordained minister may be dissolved by either party through written notice of intent sixty days prior to the effective date. If it is the church's intent to terminate the employment of an ordained minister, such action shall require a majority vote of the congregation at a meeting duly called for that purpose. Notification of the severance of the relationship between an ordained minister and the church shall be sent by the Moderator of the Church Council to the Conference Minister and to the chair of the Church and Ministry Committee of the Northeastern Association.

b. Program Staff. Program staff may be terminated by a majority vote of the Church Council upon recommendation of the Personnel Committee.

c. Administrative and Building staff. Termination of administrative and building staff may be done by the Senior Minister after consultation with the Church Council.

Employees have the right to appeal decisions of termination to the Personnel Committee.

The separation date is the last day worked by the employee. Accrued vacation cannot be used to extend the separation date. The amount of separation pay will be determined on an individual basis after consultation with the Personnel Committee and the Senior Minister.

IX. BENEFITS

A. TIME OFF

1. Vacation

Ordained staff shall receive four weeks of vacation per year, not to exceed four Sundays. Upon completion of twenty years of service to the church, ordained staff shall receive one additional week of vacation.

Non-ordained full-time employees are eligible for two weeks' paid vacation after one year of active employment. The first week is credited after the employee has worked six months; the second week after one year. In subsequent years, the vacation is accredited on the employee's anniversary date. There is no pro-rata accrual of vacation. Employees may carry over up to one week of vacation. (Example: Employees in the two week vacation category can have a maximum of three weeks on the books at any time during employment.)

After completing five years of employment, full-time non-ordained employees will have three weeks paid vacation available per year. After the completion of fifteen years of employment, four weeks of paid vacation will be available.

The timing of employee absences will be arranged in such a manner as to ensure proper coverage of work tasks at the Church. Any unused vacation past five days maximum allowed carry over will be lost. Receiving pay in lieu of vacation time is not an option.

2. Holidays

a. Plymouth Church recognizes certain days during the year as paid holidays for its full-time employees. The schedule of holidays shall be as follows:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving	Fourth Thursday & Friday in November
Christmas Day	December 25
One Floater Day	

b. Any holiday which falls on a Saturday or Sunday will be observed on the following Monday.

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c. If work is required of program or administrative and building staff on a holiday, it shall be compensated at the rate of time-and-a-half.

3. Sick Leave

Full time employees will accrue 1 day (8 hours) of sick leave per month (12 days or 96 hours per fiscal year). This time may be used for personal or immediate family member illness or medical appointments.

If sick leave is not used within a year, a maximum of 100 days may be banked for use only in the event of a short-term disability or parental leave not otherwise covered by other insurance benefits for a given employee. In the case that an employee becomes disabled for more than 10 days and needs to use banked time for short-term disability, this should be communicated to the immediate supervisor and a written request should be forwarded to the Chair of the Personnel Committee as soon as possible. This request should include a medical verification of disability and an estimated time of return to work. Final approval will require agreement by Council.

Employees will continue to accrue sick leave during sabbatical leave.

Employees terminating employment will not be paid for accrued and unused sick leave.

34. Jury Duty. Full-time and part-time employees are excused for jury duty and will receive full salary while serving.

45. Leave-of-Absence

a. A full-time employee who is not able to continue employment or who may request to interrupt his or her employment for a period of time may be granted a leave-of-absence by the Senior Minister.

b. During the leave-of-absence, salary is not paid. Benefits will be continued at employee's expense. When a person on leave-of-absence requests to return to employment he or she will be given preference when an appropriate position opens. Service will be reinstated from the point at which the leave-of-absence was granted and the employee will not be subject to the probationary period or the waiting period for selected benefits.

56. Study Leave

a. Ordained staff shall be granted up to two weeks annual study leave with pay within the following guidelines:

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Study leave is not additional vacation but may be taken in conjunction with vacation.

Study leave must be directly related to career goals and objectives as well as the development of skills that are useful to Plymouth Church. Therefore, it is granted only when clearly identified targets have been agreed upon for the particular study leave being requested.

Satisfactory provisions must be made to cover the employee's work.

Study leave, if granted, must be used within the period designated and is not cumulative from year to year.

A report on the specific accomplishments of the study leave will be required.

Study leave for the Senior Minister and Associate Minister will be reviewed by the Personnel Committee and granted by the Church Council. Study leave for all other employees will be granted by the Senior Minister.

b. Plymouth Church may provide time off and cover payment of fees and expenses for employee job-related growth experiences, including continuing education, upon the recommendation of the supervisor and the approval of the Senior Minister, and subject to the availability of funds.

67. Sabbatical Leave

a. In its commitment to the growth and development of its ordained staff, Plymouth Church, through its Personnel Committee, shall administer a sabbatical leave program.

b. All ordained staff, after each ~~six~~-five years of service, may apply for a sabbatical leave with full salary for up to and the equivalent of three months, plus regular accrued vacation. With the approval of the Personnel Committee and in consultation with the Senior Minister, a six-month sabbatical leave at half salary, plus regular accrued vacation may be granted. Full salary shall be paid for vacation.

c. A plan for the use of the sabbatical leave shall be developed with the Personnel Committee and shall be implemented in consultation with the Church Council.

d. A report on the sabbatical experience will be submitted to the Personnel Committee and to the Church Council.

e. Sabbatical leaves may not be taken simultaneously by two ministers of the church. The

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minister not on sabbatical leave will be responsible for all pastoral services during a sabbatical leave of the other minister on the staff. If it is determined, after consultation among the ministers and the Personnel Committee, that additional or replacement pastoral services are needed in the absence of one of the ministers, the Church Council may allocate an appropriate amount in the church budget for that purpose.

f. It is expected that a person will continue in the service of Plymouth Church for a period of at least one (1) year following the sabbatical leave.

78. Funeral Leave

Plymouth Church will allow a maximum of five consecutive work days of paid leave for any full-time employee to make arrangements for and/or attend the funeral services of a member of the immediate family. Additional days for travel may be taken and charged as vacation time. Immediate family consists of spouse, children, parents, brothers, sisters or other relatives living in the same household. One day is allowed, for the death of other relatives, to attend funeral services or assist in other ways.

In the event more time is needed, the Senior Minister may grant additional days of vacation time, or unpaid excused absence.

89. Parental Leave.

A full-time or part-time employee who has at least ~~three years~~ six months of continuous service is eligible for parental leave in the period immediately preceding and following the arrival by birth, adoption or guardianship of a child as follows:

a. Employees taking parental leave must use up all accumulated vacation time first. An employee is then eligible for up to three months leave at 50% of normal pay. Any approved leave beyond three months will be leave without pay.

b. The employee should normally apply for the leave at least one month in advance of the expected arrival of the child, specifying the amount of leave time desired.

c. Benefit coverage, except vacation, will continue at the expense of Plymouth Church during the parental leave period, up to three months; after three months the coverage may be continued at the employee's expense.

d. If both parents are employed by Plymouth Church, parental leave will not be granted simultaneously.

e. Upon completion of parental leave, the employee will be eligible to return to his or her

position.

f. Any salary increase action for which the employee may become eligible in the course of the leave will be effective on return to employment.

910. Military Duty. Any employee called to temporary active duty, such as National Guard or Civil Air Patrol, will be excused for this purpose without pay.

B. OTHER BENEFITS

1. Annuity and Retirement Fund

All full-time employees shall be enrolled in an appropriate pension plan. Plymouth Church will make contributions to the employees' plan at the rate of 14% of base salary or the figure currently suggested by the Pension Boards of the United Church of Christ. Ordained clergy contribution will be at the rate established by the United Church of Christ Pension Board.

2. FICA

a. Plymouth Church shall pay the employer's share of FICA for all employees, as required by the law

b. Ordained staff are eligible to enroll in Social Security on a self-employed basis, and are required by law to pay FICA directly. . In line with UCC guidelines, Plymouth Church will provide a FICA offset equal to one-half of the Social Security self employment tax on the sum of cash salary and housing allowance for settled clergy.

3. Housing Allowance

Plymouth Church shall annually designate as housing allowance a portion of the total compensation paid to ordained ministers or provide a parsonage, in accordance with Section 107 of the Internal Revenue Code.

4. Group Health, Disability and Accident Insurance

a. Plymouth Church shall provide health, long-term disability and accident insurance to all ordained staff. Health insurance shall be extended to spouses and dependents.

b. Subscription to group coverage through the insurance carrier designated by Plymouth Church is available to each non-ordained full-time employee at the employee's option and the

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employer's expense. If employees desire coverage, application can be made through the Senior Minister. Employees are currently eligible to join the plan upon completion of 90 days of work time. Spouses and/or dependents of employees may be added to the policy at the employee's expense. An employee may not elect to receive a salary adjustment in lieu of health insurance coverage.

c. Part-time employees may elect to participate in the health insurance plan, at their own expense, subject to the insurance carrier's underwriting guidelines. The Senior Minister shall be consulted for more detailed information. The benefits the church provides are subject to review and change based on costs and the availability of coverage.

5. The church may provide for short term counseling for employees in conflict resolution, stress management, finance or substance abuse areas at the discretion of the Senior Minister.

6. Worker's Compensation. Employees who are injured during the hours of employment on the job will be covered by the Colorado State Workers' Compensation Act. EVERY INJURY, NO MATTER HOW TRIVIAL, MUST BE REPORTED IMMEDIATELY TO THE SENIOR MINISTER OR HIS OR HER DESIGNEE OR BENEFITS COULD BE LOST.

X. PROBLEM SOLVING

The Church desires to maintain an open and frank atmosphere in which questions, suggestions, problems or complaints can be raised without fear of reprisal. Employees are encouraged to raise questions and suggest improvements at any time, including suggestions for improvements in these personnel policies.

If an employee encounters a problem with another staff member, he or she is encouraged to discuss the matter directly with that employee. If the problem cannot be resolved at that level, he or she should discuss the problem with the supervisor of the employee. If the problem remains unresolved, he or she should discuss it with the Senior Minister. If the resolution suggested by the Senior Minister seems unfair to the employee, the grievance procedure may be engaged.

XI. GRIEVANCE PROCEDURE

The Church is committed to treating employees honestly and fairly within the parameters of these personnel policies. If any employee feels that a personnel policy has been applied incorrectly, he or she is encouraged to discuss the problem directly with the Senior Minister who shall provide a response expeditiously. If this informal procedure does not resolve the problem to the employee's satisfaction, he or she may file a formal grievance which will be handled as follows:

1. The employee should submit a written grievance to the Senior Minister.

2. The Senior Minister shall provide a written response to the employee within ten days.
3. If the employee remains dissatisfied, he or she may submit a written grievance to the Personnel committee.
4. The Personnel committee will gather information from all parties involved and shall prepare a written response within twenty days. The response of the committee is final.

XII. PERFORMANCE EVALUATIONS

[Moved to 2B. Staff Evaluation Policy of Plymouth Policies.]

XIII. SEPARATIONS

A. RESIGNATIONS

1. Should an ordained minister desire to dissolve the pastoral relationship, he or she shall notify the Moderator of the Church Council in writing, who, in turn, shall submit the resignation to the Church Council. When accepted, the resignation shall become effective at the end of sixty days, unless otherwise agreed upon by both the Minister and the Church Council.
2. All other program staff may resign by submitting a resignation to the Senior Minister at least thirty days before the effective date, or otherwise by mutual agreement.
3. Administrative and building staff may resign by submitting a resignation to the Senior Minister at least two weeks in advance.

If an employee voluntarily resigns, he or she will receive a final paycheck on the next regular payday following the last day worked. If an employee is dismissed, he or she will receive a final paycheck on the last day worked. If the employee is insured, his or her insurance will continue through the last day of the month terminated. Retirement contributions will be discussed prior to the employee's departure. Any monies owed to Plymouth Church will be deducted from the final paycheck. Employees should keep the Church informed of address changes so that W-2 forms and other mail can be properly forwarded.

4. When a staff person resigns or retires, the Personnel Committee should arrange for an exit interview in executive session. If there are no legal considerations, the exit interview can be made open to members of the congregation if the staff member and Personnel Committee mutually agree.
 - a. If the person resigning or retiring is not the Senior Minister, the Senior Minister shall be a

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part of the interview.

b. When an ordained staff person resigns, a member of the Association Church and Ministry Committee may be invited to the exit interview.
