

PERSONNEL POLICY
OF
THE FIRST UNITED METHODIST CHURCH OF COCOA
September 1998
Amended by Action of the Church Council on November 10, 2003

1. GENERAL:

The purpose of this document is to present a current and inclusive compilation of personnel policies that apply to lay employees of the church. This document, together with applicable attachments, will be furnished to each minister and lay employee for the guidance of all concerned. These policies will remain in affect until otherwise amended or rescheduled.

2. QUALITIES OF CHARACTER:

- A. **HONESTY AND TRUTHFULNESS:** Honesty and truthfulness are qualities that must be possessed by all personnel if we are to maintain our self-respect and be a credit to our Lord and to our church.
- B. **LOYALTY:** Loyalty is best defined as a belief in the church resulting from an understanding and appreciation of its traditions, ideals, and methods of operation under the headship of God. This includes a belief that the church has the best interest of the employee in mind while promoting their well being in accordance with that employee's abilities.
- C. **TEAMWORK:** Employees are expected to work together as a team to be considered rendering satisfactory service to the church. Disputes arising between employees will be resolved by the Staff-Parish Relations Committee and the Pastor.
- D. **COURTESY:** True courtesy implies a sincere consideration of the feelings and opinions of others and arises, not from a wish to make a good impression, but from a desire to serve to the best of ones ability.
- E. **ORDERLY CONDUCT AND TEMPERANCE:** In the eyes of your friends and acquaintances, you represent the church, both on and off the job. Orderly conduct and temperance will place you in higher esteem with others, and is therefore important at all times. Since you represent God's church in every business and social contact you make, you make the choice to either do great harm or great service to yourself as well as the church.

3. CLASSIFICATIONS OF EMPLOYMENT:

- A. **FULL-TIME** Full time employees are those hired for continued employment requiring at least 30 hours a week. They are placed on the regular payroll and are eligible for all employee benefits after serving satisfactorily for the eligibility periods that apply to each benefit.

- B. **PART-TIME:** Part-time employees are those hired for continued employment at regular intervals, but requiring less than 30 hours a week. These employees are placed on the regular payroll but are not eligible for employee benefits provided by the church other than the Workman's Compensation and Social Security payments.
- C. **TEMPORARY:** Temporary employees are hired for specific work for a limited length of time. It is understood that their employment will end upon completion of the work for which they have been hired. Such employees are not eligible for employee benefits provided by the church other than Workman's Compensation and Social Security payments.
- D. **CONTRACT:** Contract employees are those working under written agreements with the Church signed by the Chairman of the Staff Parish Relations Committee, the Pastor and the employee. Contracts are to reviewed annually. These employees include the Church Organist and the Director of Music.

4. MEDICAL EXAMINATIONS:

It is understood that a new employee is in reasonably good health. However, if asked, new employees will undergo a medical examination and chest x-ray at their expense.

5. WORKING HOURS AND SCHEDULING:

- A. Program staff working hours are set by their area, as necessary. The church office shall be staffed 8 hours daily, Monday through Friday. The custodial staff works on the basis of a 40-hour-week with their schedule arranged as necessary to cover the church program.
- B. Since church work differs in many ways from the regular business world, dedicated employee may find it necessary to spend extra time in the performance of their duties. Employees may be required to attend special meetings. It is expected that such services will be rendered in the spirit mentioned under Qualities of Character. No compensation will be given.

6. PAYROLL CHECKS:

- A. In general, payroll checks, including vacation and sick leave, will be written every two weeks and issued on the Friday following completion of the pay period. In the event a normal payroll date falls on a holiday, the payroll date will be the day before the holiday.

7. SOCIAL SECURITY (FICA) WITHHOLDING TAXES:

- A. All employees are covered by the Federal Social Security program. The prescribed percentage is withheld from the employee's wages and is matched by a like amount from the church in accordance with the law.

- B. All employees must file a Withholding Allowance Certificate (W-4 Form). Federal income taxes will be withheld from all wages at a rate corresponding to the number of allowances claimed.

8. HOLIDAYS:

- A. The church will be closed on the following approved holidays. If the holiday falls on a Saturday, the office will be closed on the preceding Friday. If the holiday falls on a Sunday, the office will be closed the following Monday.
 - 1. The first day of January (New Year's Day)
 - 2. The last Monday of May (Memorial Day)
 - 3. The fourth day of July (Independence Day)
 - 4. The first Monday of September (Labor Day)
 - 5. The Thursday in November proclaimed Thanksgiving *and the Friday following Thanksgiving¹*
 - 6. The twenty-fifth day of December (Christmas Day, half day Christmas Eve.)
 - 7. One personal Day (Floating Holiday) The church office will not be closed as a result of this day.
- B. Holiday during a vacation. When a designated paid holiday falls within a full-time employee's vacation, an additional day off will be provided during their vacation period.

9. VACATIONS:

- A. All full time employees are eligible for vacation with pay after one (1) year of employment if they have been in continuous employ of the church in accordance with the following schedule:
 - 1. Employees with less than 10 years of continuous employment will receive 10 working days vacation per year.
 - 2. Employee who have completed 10 years or more of continuous employment on the Employee's anniversary date Will receive 15 working days vacation per year.
- B. Vacations are on a calendar year basis. Credits do not carry over into another calendar year and employees are not paid in lieu of vacation nor for unused leave. The Church encourages employee to take 5 days consecutively per calendar year.
- C. Vacations are arranged so as to be mutually agreeable to both the employee and the church, keeping in mind that full coverage of the work in all areas must be considered. Seniority with the church is given preference. A vacation schedule will be prepared in February and shall be approved by the Pastor.
- D. If employment is terminated after two years of employment for reasons other than discharge or quitting without notice, the employee is granted a pro-rata share of unused vacation pay to which they would have been entitled.

E. Part time employees are not entitled to vacation pay unless otherwise provided for in individual employment contracts for contract employees. However it is recognized that all employees need time for relaxation and recreation and they may have unpaid time not to exceed two calendar weeks per calendar year, regardless of length of service. Weeks off may not be accumulated for use in subsequent calendar years. Part time employees whose positions affect Worship services are expected to obtain substitutes for themselves during their absences. Part time employees in the following positions will have the annual salaries approved by the SPR and Administrative Council divided by the number of pay periods in the year and be paid the full amount of the approved budget, less any required deductions.

1. Treasurer
2. Director of Music (Contract Employee)
3. Church Organist (Contract Employee)
4. Assistant Pastor
5. Assistant Custodian
6. Assistant Secretary

10. SICK LEAVE:

For all full-time employees the church allows time off with full pay for personal illness. After completion of 1 year's employment, 5 working days will be granted per calendar year for sick leave. Any unused sick leave will roll over into the employee's sick leave balance, with a maximum of twenty working days. Any time needed over and above existing leave balance may be taken as leave without pay or from unused vacation days. No partial days will be credited. A written record will be kept of sick leave granted, used and balance.

11. MATERNITY LEAVE:

The employee is authorized to use all sick leave, vacation leave, and/or leave without pay in order to cover any or all of the maternity leave. Any additional leave without pay in excess of that amount approved in this manual must be requested in writing to the Staff Parish Relations Committee. Established 5/8/89.

12. EXCUSED ABSENCE WITHOUT PAY:

- A. Excused absences without pay up to 3 days per calendar year will be allowed to attend to personal business.
- B. Up to five 5 working days off with normal pay will be granted to full time employees due to critical illness or death in their immediate family or their spouse's immediate family (mother, father, sister, brother, children, grandchildren, or grandparents.) This time shall be deducted from sick leave time.

C. If, for some urgent reason it is necessary to be away from the job longer than 5 days, a leave of absence without pay may be granted. The Pastor and the Staff Parish Relations Committee must approve such leave.

D. Part-time and temporary employees may be granted time off for urgent needs, but are not paid for days they do not work.

13. JURY DUTY ABSENCE:

Any full-time employee called for Jury Duty will be given their full pay less jury compensation for time actually served.

14. WORKMEN'S COMPENSATION:

Employees are protected by Workmen's Compensation Insurance should they become injured or incapacitated as a direct result of their employment with the church. Job related accidents, injuries, or illness must be reported immediately to the Pastor, the church office and the Staff Parish Relations Committee.

15. RESIGNATIONS:

At least two weeks' notice of resignation in writing is requested for an employee to terminate employment. Such notice should give the reason for resigning and will be submitted to the Pastor and the Staff Parish Relations Committee.

16. DISCHARGE FOR CAUSE:

Discharge for cause by the Staff Parish Relations Committee is defined as action taken by the church to terminate an employee's services because of violation of employment policies within this manual. Lack of qualifications, insubordination, or failure to perform work satisfactorily will be the determining factor for dismissal. Both the SPR and the Pastor must approve a discharge for cause.

17. JOB DESCRIPTIONS:

A job description for each position listing their duties and responsibilities will be attached to and form a part of this policy manual.

18. HEALTH INSURANCE:

The church will provide single health insurance coverage to all full time employees following a probationary period as outlined under the existing health coverage of the First United Methodist Church, Cocoa. This policy will be reviewed annually to evaluate specific coverage. *Spousal coverage that was provided preceding the original date of this policy is grandfathered and the coverage may be continued.*¹

19. PENSION PLAN:

The church participates in a pension plan for full-time lay employees through the General Board of Pensions of the United Methodist church. The local church contributes 6% of the employee's annual salary and the employee contributes 3% of their annual salary to the pension plan. Established 6/6/84.

20. SEVERANCE PAY:

Employees leaving the church's employ will be paid only the balance of their earned vacation.

¹ The Church Council approved the addition of the italicized bold text in paragraphs 8.A.5 and 18 on November 10, 2003.