

Personnel policy, revision June, 2016
Draft update July 2019
Approved: August 10, 2019
Draft Updates: January 19, 2021
SPRC Approved: February 22, 2021

Rush United Methodist Church Personnel Guidelines and Procedures

The church is an employer and because it is the body of Christ, it will seek to be the most reliable type of employer, ensuring the rights and best conditions of employment for all its staff. The church has the responsibility to see that entrance into employment and departure from employment are open and fair to all persons involved; that hours of work and basic salary compensation are equitable and just; that supporting benefits are provided; and that a comfortable working atmosphere is made available. See 2012 Book of Discipline, f262.2f(2), (4), (10).

These guidelines will be reviewed regularly by the Leadership Team and revised at their discretion. Amended copies will be made available to each employee as revisions are made.

The mission of the Rush United Methodist Church is to live and share the love of Jesus. Our vision is to be more like Jesus. Our missional priorities are excellence in worship; ministries for children, youth, adults, and families; and mission and outreach.

Employment Procedure

A. General Information

1. Conditions of Employment

RUMC will comply with Federal and New York State laws requiring non-discrimination in employment policies. RUMC affirms that the conditions of employment of the lay staff of the church are without discrimination or segregation based on race, national origin, sex, age, handicap, citizenship or marital status, except where a bonafide occupational qualification exists. Employees are expected to be living a lifestyle consistent with the church's teachings. All employees are terminable at will.

2. Employment classification

a. Regular Employees. A regular employee is defined as a person employed by the church who works on a regularly scheduled basis. Positions will be designated full or part time according to their respective job descriptions. Generally, full-time positions require at least 30 hours of work per Week and part-time positions fewer than 30 hours.

b. Contract Employees. These employees are not hired or supervised by the S.P.R.C. Currently this includes the Custodian and the person responsible for snowplowing.

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c. Who is not an employee. From time to time RUMC may elect to offer compensation to persons who perform services on a limited, occasional or substitute basis, such as but not limited to substitute Nursery Attendant and substitute Accompanist. These persons are not employees and receive no benefits. Note that the tax law requires RUMC to report compensation in excess of \$600 to any one individual in one calendar year to the IRS.

3. Confidentiality

RUMC is committed to protecting the privacy of individuals and the confidentiality of records. Employees have a responsibility for making sure that commitment is upheld. If you have been given information in confidence you are entrusted with maintaining the confidentiality of that material. Members of the lay committees responsible for supervising staff shall not disclose to any other person information about an employee's salary, performance, disciplinary action, or the contents of the employee's confidential record, without authorization from the employee or from the Leadership Team.

B. Hiring

1. Application

Applications shall be made in writing, using the form provided by RUMC. A resume and references may be requested and all applicable forms completed. The making of false statements on the application form, the resume, or any other written document connected with the application process shall be grounds for immediate termination.

2. Interview

Applicants shall be interviewed by appropriate church staff and selected member(s) of the Leadership Team and/or S.P.R.C., as appropriate to the position. Interviewees shall be provided with a copy of the job description for the position for which they are applying.

3. Offer

A letter shall be mailed to new employees confirming conditions of employment, job description, work schedule, employment date, reporting responsibility, and salary. In addition, employees must have a physical exam no later than thirty days from hire, at the employee's expense. Upon satisfactory performance evaluation at the end of the probationary period, RUMC will reimburse the employee for the reasonable costs of the medical examination.

Conditions of Employment

A. Job Description and Work Schedule

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1. All employees will receive a written job description. The job description will set forth the general responsibilities, work schedule and expectations of the position. It may set forth specific duties or tasks to be completed.
2. The job description will identify the Supervisor or supervising committee responsible for supervising the position and will give the names and phone numbers of at least two people from that committee designated as contacts.
3. The job description shall be the foundation for performance evaluations.
4. Church employees are expected to dress in good taste, suitable to job responsibilities.

B. Attendance/Working Hours

1. The expected days and hours of work will vary greatly between different positions and are set forth in the job description for each position.
2. It is the responsibility of each employee to follow the assigned work schedule and to report to work as scheduled. Employees who expect to be late or absent must notify their contact person in advance.
3. Absences may be excused or unexcused. All absences without prior notice are unexcused, except for personal or family emergencies.
4. Some flexibility in work schedules may be permitted as long as all the duties and responsibilities of the position are fulfilled. Changes in work schedules must be approved in advance by the Supervisor or appropriate supervising committee.

C. Probationary Period

1. All employees begin work on a probationary basis for the first 90 days. The probationary period is designed to provide an opportunity for employees to become oriented to the responsibilities and duties of their position as well as for supervisors to evaluate the new employee's ability to meet performance standards. Providing continuous performance feedback during this period is extremely important for both the supervising committee and the employee.
2. The probationary period may be extended for 30 days if the employee has failed to make acceptable progress toward meeting performance standards, but the Supervisor or supervising lay committee is reasonably confident the employee will make enough progress within the 30 days to warrant retention.

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3. An employee who fails to meet performance standards within the probationary period may be terminated.

D. Performance Appraisal

Evaluation of each employee is an ongoing process, both in recognizing achievement and in correcting problem situations.

1. Each employee shall receive a written performance evaluation on or about February 1 of each year. This evaluation is used in conjunction with budget and general church information to determine salary for the year. This appraisal shall be written by the Supervisor or one or more persons on the appropriate supervising committee and be approved by the entire committee. The appraisal shall be discussed fully with the employee and the employee shall have the opportunity to make written comments. The employee shall receive a copy of the appraisal in addition to the copy placed in the employee's confidential file.

2. New employees shall receive a written appraisal at the completion of the probationary period. Thereafter, appraisals will be according to the above schedule.

E. Discipline

The church recognizes that there will occasionally be need for disciplinary action in response to tardiness, absenteeism, unsatisfactory performance or other specific acts. These situations will be handled on a case-by-case basis by the appropriate supervising committee. There is a policy of progressive disciplinary measures to insure fairness to all employees.

1. Offenses for which an employee maybe disciplined include, but are not limited to:

- a. misuse of church property,
- b. failure to perform job at a competent level,
- c. use of; or being under the influence of alcohol or drugs while at work,
- d. physical or verbal abuse or harassment of any person,
- e. sexual harassment or any inappropriate sexual contact

2. As a rule, employees will be notified of inappropriate behavior or unsatisfactory job performance first orally, then in written memorandum, then in formal letter form. A copy of each memorandum or warning letter will be kept in the employee's confidential file. The employee is entitled to place a written explanation or rebuttal in his or her file. Termination may follow should any or all of these communications prove ineffective. However, depending on the, severity of the offense," this progression may skip directly to an official letter of warning or termination, [see B(3) below]

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- * 3. Should the need for discipline arise from tardiness, absenteeism or unsatisfactory performance, the written documentation shall reference the job description and performance appraisals to more clearly indicate to the employee the specific needs for improvement.

Discontinuance of Employment

A. Resignations

Employees are expected to give not less than two weeks notice of resignation, in the interest in continuity of service. All resignation notices shall be in writing, signed by the employee, and delivered to either the Supervisor or church Bookkeeper or to the contact person(s) on the appropriate supervising committee.

B. Termination

1. Dismissal will occur when there is evidence of continued tardiness, absenteeism, unsatisfactory performance, incompetence, or specified misconduct. Any termination will be supported by written documentation and the employee shall receive a copy of said documentation.
2. Generally, employees will not be terminated for unsatisfactory performance without at least two prior written notices, as described above. Termination for other issues will generally not occur without at least one prior written notice.
3. Notwithstanding (2) above, some acts may justify immediate termination, without prior notice. In such cases, a written description of the event or act will be placed in the employee's confidential file. Possible reasons for immediate termination include, but are not limited to:
 - a. theft of church property or the personal property of any person,
 - b. detention, physical abuse or conduct that threatens bodily harm or endangers the health of any person,
 - c. use of or being under the influence of alcohol or illegal drugs while at work,
 - d. possession of weapons at the work-place,
 - e. inappropriate sexual or physical contact with any other person,
 - f. making false statements in the employment application or resume.

C. Job Abandonment

A person is considered to have abandoned his or her job when one calendar week has passed from the last scheduled work day without reporting to work or notifying the appropriate supervising committee.

D. Elimination of Position

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A person is considered laid off if a position is eliminated or unfunded.

Compensation Policy

A. Salary

1. It is the policy of RUMC to pay wages commensurate with the duties performed.
2. Salaries are determined taking into account the responsibilities and duties of the position, job performance, and budgetary information.
3. Employees may be required to perform occasional service in excess of their regular work week in order to meet the responsibilities of their position. Exempt employees receive no overtime. Non-Exempt employees receive over time as per New York State labor law.

B. Vacation Policy

1. It is the policy of Rush United Methodist Church to provide vacation time to regular full-time employees, and part-time employees who are employed at least half-time. Vacation time must be used during the year it is awarded. Cash payment in lieu of vacation time will not be granted, and vacation time may not be accumulated from year to year.
 2. Vacation time is compensated at the employee's normal salary based on their normal work week.
 3. Days off must be requested in writing, and submitted to and approved by the Senior Pastor
 4. Vacation allotments shall be as follows:
 - a. full-time* - 2 weeks/year for first 7 years of consecutive employment;
 - b. full-time - 3 weeks/year for years 8 - 12
 - c. full-time - 4 weeks/year thereafter
 - d. half-time - 1 work week/year after 6 months employment
- * Full-time is considered 40 hrs or more per/week. Half-time is considered at least 20 hrs. per week.

C. Probationary Period

Vacation may not be used until the probationary period is completed with a satisfactory performance evaluation.

D. Separation

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Employees who leave the church's employment in good standing shall be paid only for unused vacation time accrued for that year. Good standing shall mean that the employee's performance and conduct have been satisfactory and that the employee has resigned after providing at least 2 weeks' notice. Employees terminated for cause, including but not limited to unsatisfactory performance or conduct, or who abandon their positions, shall not be paid for their unused vacation time.

E. Part-time employees

Part-time employees may be excused from work without pay at the discretion of the appropriate supervising committee.

F. Holidays

1. As a general rule, full-time employees may take the following holidays off with no reduction in salary:

New Year's Day	Thanksgiving Day
Memorial Day	Thanksgiving Friday
Independence Day	Christmas Day
Labor Day	

2. Saturday/Sunday Holidays"

For staff who are scheduled Monday, through Friday, if a holiday falls on Saturday, Friday shall be a paid holiday, and if the holiday falls on Sunday, Monday shall be the paid holiday.

3. Working Holidays

Employees may be required to work on designated holidays. In particular, the Nursery Attendant, Organist, Choir Director and Director of Christian Education will generally work all Sundays and religious holidays. Employees required to work on a holiday shall be entitled to either one day's additional pay, or a compensatory day off, at the discretion of their Supervisor or the supervising committee.

5. Part-time employees do not receive paid holidays.

G. Excused Absences

1. Sick leave.

a. Full-time employees shall be entitled to 40 hours of sick time per year, whereby the employee may be excused from work with no reduction in salary. Prior notification of the Supervisor or the appropriate supervising committee is required.

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- b. Full-time employees who are sick beyond five consecutive work days or eight calendar days are eligible for short-term disability benefits through the New York State Disability Program and are encouraged to apply.
- c. The Supervisor or the appropriate supervising committee may request a doctor's certificate of illness.
- d. After exhausting paid sick leave, the employee may elect to use vacation time, if available, to avoid a reduction in salary. If vacation time is unavailable, the employee may be granted time off without pay at the discretion of the Supervisor or the S.P.R.C..

2. Other

- a. Full time employees are entitled to be excused from a maximum of three days of work per year with no reduction in salary in the event of a death in the immediate family.
- b. Jury duty. Payment for jury duty together with the stipend provided by the court will equal the employee's normal pay.
- c. Military leave will be granted without pay for Reserve or National Guard training or duty.

H. Other Benefits

RUMC provides statutory benefits including Worker's Compensation and New York State Unemployment Insurance and New York State Disability Insurance. No other benefits are provided.