

**Personnel Policies
And Practices
For
Saint Andrew Christian Church
Olathe, Kansas**

1. ADMINISTRATION

- A. This Manual contains the personnel polices and practices as adopted for all employees of the Saint Andrew Christian Church of Olathe, Kansas hereinafter referred to as Saint Andrew. The policies and practices stated herein are subject to amendment and modification by the Leadership Circle of Saint Andrew at any time. Accordingly, the provisions of this manual shall not create any vested rights in any employee or impose any contractual obligation on Saint Andrew. The Senior Pastor shall be responsible for the *administration* of this Personnel Policy.
- B. The Senior Pastor is responsible for Staff leadership and supervision. The Senior Pastor, as chief of staff, also bears ultimate responsibility for leadership and supervision of all staff employees of the church. The limits of time will require that detailed daily staff supervision usually be delegated to others.
- C. Personnel Chair
1. The Personnel Chair is selected as directed by the Saint Andrew By-laws. The Chair may choose to assemble a standing committee to address personnel issues throughout the duration of the Chair's term or may choose to assemble committees to address specific personnel issues and disband those committees when those committees achieve their objectives. The Chair shall assemble a committee to meet with the Senior Pastor for the express purpose of reviewing and revising of the personnel policy at least once annually between January and March.
 2. The Personnel Chair bears responsibility not only to encourage and support employees of the church, but also to recognize employee problems, especially those related to job performance and human relation's skills. As noted above, the Senior Pastor is ultimately responsible for supervision of the entire employee group and the Personnel Chair shall not inject itself into day-to-day work activities. On the other hand, the Personnel Chair shall not fail to recognize, and in cooperation with the Senior Pastor, deal with, employee situations which if left alone, threaten the successful accomplishment of the church's mission.
 3. The Personnel Chair shall strive to assure a positive relationship between Church and Program Staff.
 4. Committees assembled by the Personnel Chair have authority to act only as committees. Committee members have no power or authority to individually hear or attempt to take action on staff problems.

II. STATEMENT OF POLICY

- A. It is the policy of Saint Andrew to foster and develop, as best it may, good employee relations as an integral part of its personnel program.
- B. It is the policy of Saint Andrew to base personnel actions on merit and job fitness and to establish safeguards for employee security, adequate wages, salaries, productive working conditions, and seek to obtain from each employee a top standard of performance. The Senior Pastor may make substantial or major exceptions to these policies and practices only with the consent of the Personnel Chair and/or Moderator as appropriate.
- C. For the sake of computing sick, annual and other leaves, and for the purpose of notice, Saint Andrew's fiscal year begins January 1 and ends December 31. Saint Andrew's calendar program year begins with organization of the Leadership Circle in January. The new Leadership Circle will utilize January 1 through March 31 to develop programs and plans for the following program year.

III. SEXUAL ABUSE POLICY

Saint Andrew takes the issue of sexual abuse very seriously. Allegations of sexual abuse involving any employee or other person volunteering for Saint Andrew in any capacity will be thoroughly investigated utilizing the procedures outlined for the investigation of Grievances in Sections VI.F.3, 4 and 6 below. In addition, the Senior Pastor and the Moderator shall take steps to assure that any person accused of sexually abusing a minor shall not have any unsupervised interaction with any minor for any church purpose until it can be determined that the allegation is false. All allegations of sexual abuse along with the results of any investigations shall be reported to the Regional Office of the Disciples of Christ.

All allegations of sexual abuse of a minor shall immediately be reported to the police and the staff and leadership circle shall cooperate fully with any church or police investigation. Failure to follow this policy shall be grounds for termination.

Background checks will be performed on all employees and on persons volunteering for Saint Andrew who work with minor children. Two adults shall be present during activities involving minor children.

IV. EMPLOYMENT

- A. **The Official Employing Body** All personnel are employees of Saint Andrew and are subject to the policies established herein and as approved by the Leadership Circle. The Senior Pastor, with consent of the Personnel Committee and subject to the policy and procedures outlined by the Leadership Circle and the Leadership Core, is authorized to employ, retire, and terminate employees, to define their duties; fix rates of pay within the budget as approved by the Leadership Circle annually; and to work out the procedures concerning these matters, subject to the conditions set forth in this policy. The Senior Pastor may delegate the responsibility for the employment of specified employees as defined in Section VI. Persons selected for employment shall be in sympathy with the purpose and functions of Saint Andrew.
- B. **Employment of Relatives** As a normal practice, church members or relatives of employees will not be considered for open positions on Saint Andrew's staff. Exceptions to this rule shall be made only

upon joint approval of the Personnel Chair and the Leadership Core. Personnel employed as an exception to this rule normally should not be supervised by a relative or be a supervisor of a relative. With the exception of supervision by or of family members, this policy does not apply to employees hired prior to June 1, 2002.

V. EMPLOYMENT OPPORTUNITY POLICY

It is the policy of Saint Andrew to provide equal employment opportunity to all people without regard to race, color, religion, age, national origin, sex, sexual orientation, or physical condition. To ensure the efficient delivery of services, Saint Andrew will employ and promote persons based on the requirements of the position for which he or she is being considered.

VI. POLICY AGAINST HARASSMENT

Discriminatory harassment in any form is prohibited. This includes harassment due to a person's race, color, religion, sex, marital status, age, national origin, disability, veteran status, or other status protected by law. This conduct is prohibited whether committed by supervisory or non-supervisory employees, contractors, or volunteers. It is also prohibited whether it is directed against someone of the same or opposite gender.

VII. LINES OF COMMUNICATION

A. The Senior Pastor is responsible for Program Staff leadership and supervision. The Personnel Chair and its committee, provides oversight to the Program Staff, including the Senior Pastor.

B. In order to enhance positive relationships, the Personnel Chair or a Personnel Committee member should, at least annually, meet with each individual Program Staff person to discuss accomplishments, goals, problems, questions or any work related matters deemed appropriate by either party. This meeting should occur near the beginning of the church program year.

C. In addition, there should be an annual performance review for each Program Staff person. This review should occur late in the church program year. For the Senior Pastor, this review should be conducted by the Personnel Chair and the Leadership Core. For other Program Staff members, the review shall be conducted by the Senior Pastor. The Senior Pastor may designate another individual to conduct review of program staff persons if the Personnel Chair approves that individual. Each program staff person shall have an opportunity to respond to his/her evaluation. The person conducting the evaluation should initial a written summary of the evaluation and the response and the person evaluated and retained in Personnel Chair's files and a copy should be provided to the person evaluated.

D. The Personnel Chair or its committee should also define and regularly review implementation of a procedure that provides for evaluations of and input from members of the church Support Staff.

E. In the proper channeling of personnel needs, desires, and concerns the individual staff member is requested to make them known through the appropriate supervisor or direct them to the Senior Pastor, when appropriate. This will establish a line of communication that can be followed by the employees, full-time and part-time. Coordination and cooperation and teamwork are important in a smaller staff and lines of communication are opened easily in this method. (Saint Andrew's by-laws and the Leadership

Circle establish its line of communication through their officers and committees. The Senior Pastor will have regularly scheduled conferences with the Personnel Chair, and each person under the Senior Pastor's supervision along with scheduled staff meetings and supervisory conferences of professional staff as a part of the work. Each supervisory staff person will hold similar meetings with the personnel they supervise.)

F. Grievance Procedures

1. Employees who have grievances concerning the day to day operation of church business shall address them with their immediate supervisors. If the supervisor fails to adequately address the employees' grievances, the employees may take their grievances to the Senior Pastor. The Senior Pastor may address the issue without assistance, request the assistance of the Personnel Chair, or may request that the Personnel Chair present the issue to the Personnel Committee. However, the Senior Pastor shall make all final decisions concerning the day to day operations of the church.
2. Employees shall bypass the above procedures and contact the Personnel Chair when the grievance concerns:
 - a. alleged unethical, immoral or illegal actions of the Senior Pastor; or
 - b. a pattern of abuse of staff members by the Senior Pastor; or
 - c. alleged misappropriation of funds by the Senior Pastor.
3. Upon receiving allegations defined in subpart 2 above, the Personnel Chair shall conduct an informal investigation to determine whether a formal investigation should be undertaken. Upon completion of the informal investigation, the Personnel Chair shall inform the Moderator of its conclusion. The Moderator may accept the Personnel Chair's findings as final or if the Moderator determines that it is in the best interest of Saint Andrew, it may assemble a special panel to further investigate the allegations. The panel shall include the Personnel Chair, and the Moderator of Saint Andrew as well as any other individual chosen by the Moderator. The Personnel Chair need not conclude that there was any wrongdoing in order to request the special panel. Upon completion of all investigation(s), the Personnel Chair or Moderator shall, during a regularly scheduled Leadership Circle meeting, inform the Leadership Circle of the allegation, who made the allegation and that an investigation had been conducted and concluded.

If it is alleged that the Personnel Chair was complicit in the actions alleged, the grievance or allegation shall be filed with the Moderator and the Personnel Chair shall take no part in the investigation. If it is alleged that the Moderator was complicit in the actions alleged, then the Vice-Moderator shall perform the investigative and oversight duties assigned to the Moderator in this paragraph and the Moderator shall take no part in the investigation.

4. If there is not substantial evidence to support the allegation, the report to the Leadership Circle need *not* include the specific allegation nor the nature of the allegation which resulted in the investigation. The Leadership Circle by a simple majority vote may

require that the specific allegation be reported. However, if the allegations concern a minor child, the child's name shall not be reported to the Leadership Circle. The report shall be recorded in the meeting's minutes. The Leadership Circle shall not take any further action.

5. If there is substantial evidence to support the allegation, the report shall include the nature of the allegation and the evidence that supports it. However, if the allegation involves a minor child, the identity of the minor child shall not be reported to the Leadership Circle. If the allegation concerns legal actions of another individual who was not part of the investigation committee, that person's identity shall not be reported. The Leadership Circle shall review the evidence and by a two-thirds majority vote either reprimand, terminate or place the Senior Pastor on probation. Any action concerning the Senior Pastor shall be in accordance with the Saint Andrew by-laws. Nothing in this paragraph shall prevent any member of the Leadership Circle from reporting the allegation to law enforcement authorities. The report and the Leadership Circle's actions shall be recorded in the meeting's minutes.
6. If the allegation concerns activity involving a child or a legally incapacitated adult, the Personnel Chair, Moderator or Vice-Moderator shall inform the child's or legally incapacitated adult's parent(s) or guardian(s) of the allegation. The parent(s) or guardian(s) shall have access to all information gathered with regard to the allegation.

VIII. CLASSIFICATION OF STAFF PERSONNEL

The three classifications of Saint Andrew personnel identified below shall include, but not be limited to, the listed employees.

1. **Pastoral** Senior Pastor, full-time Associate Pastor, and other staff and licensed Pastor.
2. **Program** Director of Christian Education, Director of Music, Choir Director, guitarist, and program specialists.
3. **Administrative** - Business Administrator, Office Manager, Building Supervisor, Secretaries.
4. **Services** Custodians and child care givers

IX. TYPES OF EMPLOYEES

- A. **Salaried Employee** Salaried employees are year-round staff members qualifying for full personnel benefits.
- B. **Full-Time Employee** Full-time employees are those who work 40 hours or more a week and shall be eligible for the full personnel benefits given by Saint Andrew. This shall include multiple individuals sharing one full time position. However, when more than one person share a full-time position, each person sharing the position shall receive a share of the position's benefits only in proportion to that person's share of the obligations and time commitments to the position. When

more than one person share a full-time position, the Senior Pastor and the individuals sharing the position, in consultation with the Personnel Chair, shall apportion the position's benefits as fairly as possible prior to commencement of employment. Nothing in this paragraph shall prevent the Senior Pastor and the individuals sharing the position from reapportioning the benefits.

- C. **Part-Time Employees** Part-time employees are those who work for short periods of time, specific projects, scheduled for less than 40 hours a week. These employees are not eligible for personnel benefits and are paid normally on an hourly basis or specific contract basis. Part-time employees may receive benefits such as pension and health care offset. The specific amount is negotiable at the discretion of the Senior Pastor and Personnel Committee.
- D. **Temporary Employee** Temporary employees may be employed in a part-time capacity, year round, or for specific contract periods of time. They are paid at an hourly or specific package rates. Full benefits are not available to temporary employees *with the exception of those benefits provided in accordance with the state and federal law.*

X. PROBATIONARY PERIOD AND ORIENTATION

- A. New employees will be given an orientation to their work through staff meetings, individual conferences, written procedures, and contacts with fellow employees.
- B. For full-time Program/Administrative employees there will be a probationary period of not more than one year to enable Saint Andrew and the employee to determine whether the employment is mutually satisfactory. The probationary period will provide specific orientation to the job, Saint Andrew, and the community at large. If the probation period is less than a year, it will be noted in the appointment letter. An evaluation shall be held at the end of the probationary period and the results discussed with the employee.

XI. JOB RESPONSIBILITY STATEMENT

- A. There shall be a job responsibility statement for every category employee of Saint Andrew.
- B. Job responsibility statements shall be drawn up by the Senior Pastor and the Personnel Chair, in consultation with other staff members and appointed Leadership Circle members.
- C. The job responsibility statement does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.
- D. These job responsibility statements are to include:
 - 1. Title of job.
 - 2. Objective of job.
 - 3. Responsibilities and relationships of job.
 - 4. Person to whom staff member is responsible. (With the exception of the Senior Pastor, all staff members shall answer to the Senior Pastor or a paid staff member assigned by the Senior Pastor.)

5. Such other data required to outline for the employee and/or employer the requirements of the particular position.

XII. WORK SCHEDULE

- A. **Church Business Schedule** Saint Andrew's staff will normally conduct business Monday through Friday, between 8:30 a.m. and 4:30 p.m. Saint Andrew will be open, otherwise, on a program-activity basis.
- B. **Work Day** The length of the working day, work schedule, and the working week shall be in accord with the best local practice and the existing legislation. A working day will not normally exceed eight (8) hours for administrative staff. The Senior Pastor will establish the work schedule within the employee classifications and delegate supervisory responsibility to appropriate supervisory personnel.
- C. **Work Week** the normal working week shall be 40 hours for administrative and program staff. Pastoral staff are discouraged from working more than 60 hours a week.
- D. **Working Hours** Working hours normally are from 8:30 a.m. until 4:30 p.m. Monday through Friday with a paid 30-minute lunch period. There shall be equitable distribution among the different classifications of staff for weekend or off-hour scheduled activities within the seven-day week. In some classifications there may be an irregular schedule of hours.
- E. **Breaks** Two paid 15-minute breaks may be taken each day by Saint Andrew's employees. These, as well as the time for a lunch period, are to be scheduled with the supervisor. Lunch hours should be arranged between 11:30 a.m. and 1:30 p.m. Breaks should be arranged generally at mid-morning and mid-afternoon subject to the individual work or task requirements and the consent of the supervisor.

XIII. PAY AND PAY PERIODS

- A. Normally pay days will be bi-monthly, on the 15th and the last day of each month. If a pay day falls on a weekend or a holiday, pay day will be the preceding work day.
- B. Payment for overtime (in excess of 40 hours per week) is applicable to hourly employees. Saint Andrew does not encourage overtime; however, when such work becomes necessary, it must be approved in advance. With prior approval by the appropriate supervisor, pastoral and program/administrative staff will be allowed hour for hour compensatory time-off for time worked in an overtime capacity. If consistent with job requirements and in coordination with the appropriate supervisor, program/administrative employees are to take the compensatory time within the same pay period or the immediate subsequent pay period.
- C. The Personnel Committee is responsible for adequate pay schedules and will take into consideration the pay currently paid in the church and the community at large for similar work, the cost of living, and the job responsibility of the employee to Saint Andrew's total program. The Personnel Chair shall review all pay schedules at least annually in the light of budget, training and education,

changing conditions, staff members' longevity, work experiences, and the increase in the level of services and job responsibilities rendered to insure an equitable distribution of the budget.

- D. Employees of Saint Andrew will be reimbursed for job expenses authorized under the budget or established through action of the Senior Pastor.

XIV. WORKING AGREEMENTS

- A. All full-time employees, other than the Senior Pastor, shall be given a specific working agreement in writing at the time of employment, describing duties and responsibilities, conditions of employment, and salary. This agreement shall be in the form of a letter or personnel action form signed by the Senior Pastor and/or the Business Administrator, and attached thereto will be a copy of the Job Responsibility Statement and the grievance procedure. The employee will indicate acceptance of the position by signing and dating two originals of the letter and grievance procedure. The employee shall retain one set of original signed documents and the Business Administrator shall retain one set of original signed documents in the confidential personnel file of the employee. The Senior Pastor may revise the Job Responsibility Statement in consultation with the Personnel Chair as needed. However, each revision must be in writing and follow the procedures outlined in this paragraph above.
- B. The Business Administrator shall maintain within the personnel files the following documents: job responsibility statement, the work record, annual leave record, and sick leave record. This information will be obtained and forwarded immediately by the appropriate supervisor upon request for an employee's review. No one may review these files except the Personnel Chair, Senior Pastor, Business Administrator, and the immediate supervisor as provided by Federal Law.
- C. At the time of employment the following forms shall be completed and sent to the Business Administrator's office by all employees.
 - 1. **Form W-4 and KS W-4 (Employee's Withholding Exemption Certificates); and Form I-9 (Employment Eligibility Verification) need to be completed.** Please list date employed, position, rate of pay and list all other remuneration (housing and car allowance, if provided), and list of previous employment.
 - 2. **Pension Fund Enrollment Form** The Pension Fund of the Christian Church (Disciples of Christ) is a part of the employee benefits and each eligible employee is responsible for completing an enrollment form.

XV. PERSONNEL DEVELOPMENT CONFERENCE

- A. Every employee should receive an annual evaluation of his/her work, based on regular supervisory conferences. This evaluation should be the result of participation by the supervisor and the employee based on a job description, work habits, and the employee work assignment tasks and projects. The quality of service and professional growth of the employee should be considered.
- B. The evaluation will be given to the Senior Pastor for review.

C. The employee should be given the opportunity to file any disagreement with any point in the evaluation. This should be administratively reviewed by the Business Administrator and/or the Personnel Chair before being filed with the employee's personnel record.

XVI. PERSONNEL BENEFITS PROVISIONS

A permanent full-time employee will receive certain employee benefits in line with current personnel management practices, and in order to attract, protect, and hold a competent staff and to safeguard Saint Andrew, the following plans are part of an employee's benefit program.

- A. **Hospitalization** Saint Andrew provides, for all salaried and full time employees and for some part-time employees, a payment in lieu of health care coverage at a rate specified by the Leadership Circle in the annual budget. Employees receiving payment for health care coverage shall provide proof of coverage.
- B. **Unemployment Compensation** EMPLOYEES ARE NOT COVERED
- C. **Worker's Compensation** Worker's Compensation insurance is maintained by Saint Andrew. Each employee shall report any accident or injury as required by this insurance *immediately* and directly to Saint Andrew's Business Administrator who shall be responsible for notifying the insurer and filing appropriate claims forms. In case of absence due to an accident or sickness arising out of, or in the course of, employment, the employee shall receive compensation provided for under Worker's Compensation Insurance in lieu of salary. When requested by Saint Andrew's Business Administrator, the employee shall present a physician's certificate establishing the reason for the absence.
- D. **Accident and Liability Insurance** Accident and liability insurance is carried on employees and others while in vehicles owned by Saint Andrew.
- E. **Social Security** All Saint Andrew employees that are not considered "self employed" under the provisions of the Federal Insurance Contributions Act (FICA), shall have appropriate payments withheld from their paycheck.
- F. **Pension Fund** All full-time Saint Andrew personnel in the Pastoral and program/administrative staff categories are required to participate in the Pension Fund of the Christian Church (Disciples of Christ). Saint Andrew pays 14% of agreed compensation base for all eligible personnel. Details of the pension fund benefits are listed in documents provided by the Pension Fund of the Christian Church. Employees over the age of 50 may elect to invest in an annuity instead of the pension fund, but must furnish proof of disability insurance.
- G. **Holidays** All full-time employees will receive time off with pay for nine holidays each year. Part-time employees will receive time off with pay for the number of holidays in proportion to the number of hours they work in a normal week. Part-time employees shall designate at the beginning of the year which holidays they will receive pay for. They may choose to take other holidays off without pay or by using compensatory time. The nine holidays are:

- | | |
|---------------------------|----------------------------------|
| 1. New Year's Day | 5. Labor Day |
| 2. Martin Luther King Day | 6. Thanksgiving Day |
| | 7. Thanksgiving Friday |
| 3. Memorial Day | 8. Christmas Day |
| 4. Independence Day | 9. Day before or after Christmas |

If a holiday occurs on a Saturday or Sunday, either the day prior to the holiday or the first day of the following week will be taken as a holiday. Other limited schedule holidays may be designated by the Senior Pastor in consultation with the Leadership Core, i.e., where Tuesdays or Thursdays are recognized holidays. Employees will be notified of these dates. Which holidays each employee may take off with pay shall be left to the discretion of the Senior Pastor.

- H. **Annuity** For full-time employees, Saint Andrew will contribute each year to a long term tax-deferred annuity (or annuities) set up by the employee. At least 50 percent shall be invested in a retirement annuity. Up to 50 percent may be invested elsewhere, such as in an education fund for the employee's dependents. Employees are encouraged to invest through plans set up by the Christian Church (Disciples of Christ). Contributions will be based on the following schedule.

| Years of Service | Percent of Salary |
|------------------|-------------------|
| 12 | 7 |
| 15 | 9 |
| 18 | 10 |

- I. **Tuition Reimbursement** All full-time Saint Andrew personnel in the Pastoral and program/administrative staff categories may receive tuition reimbursement for courses that relate to their work at Saint Andrew, up to a maximum of six (6) credit hours per semester. Approval for tuition reimbursement will be decided by the Senior Pastor in consultation with the Personnel Committee. Approval will be based on the employee's performance, appropriateness of the course, reputation and cost of the educational institution, and any other factor deemed relevant. Reimbursement will be for 80 percent of the cost of tuition and enrollment fees upon submittal of grade verification and proof of fee payment. The employee will not be reimbursed for the cost of books or other course related materials. A grade of "B" or above must be achieved in the course to qualify for reimbursement. If the employee resigns within one year after completion of the course, he/she will be required to repay to Saint Andrew 40 percent of the amount of the tuition reimbursement; if the resignation is within two years, he/she will be required to repay 20 percent.

Under current tax law, an employee's gross income does not include amounts paid or expenses incurred (up to \$5250 annually in 2006) by the employer in providing undergraduate and post-graduate educational assistance pursuant to an Educational Assistance Program meeting the requirements of Section 127 of the Internal Revenue Code. See IRS Publication 508 for additional information.

XVII. UNAUTHORIZED ABSENCES

Employees are expected to notify their supervisor when absent or late for work, including the reason for same. Any absence from duty not authorized as annual leave, or sick leave, or as an official holiday, or as recognized respite from duty or otherwise especially granted, shall be charged to the employee as *Leave Without Pay*.

XVIII. ANNUAL AND SICK LEAVE

Annual leave is to be taken as rest and relaxation, to get away from the tasks of the everyday work. Annual leave is calculated on a calendar year and for partial years worked. Annual leave is accrued accordingly. Employees of Saint Andrew will receive annual leave with pay according to the following provisions unless written employment agreements stipulate otherwise.

1. **Pastors** Each Pastor's position shall be entitled to four (4) weeks of paid vacation each year which shall accrue at a rate of thirteen hours and twenty minutes per month with a maximum accrual of 160 hours of vacation. Any vacation time accrued above 160 hours per year but not taken shall be forfeited. Pastors who share one position shall also share the vacation time. Vacation time for part-time pastors will be prorated accordingly. All vacation time must be approved by the Senior Pastor.
2. **Non-Pastoral Staff**, both full-time and part-time, are entitled to paid annual vacation as follows: Two weeks per year for the first five years of employment at Saint Andrew which shall accrue at a rate of six hours and forty minutes per month with a maximum accrual of 120 hours of vacation. Three weeks per year for year six (6) through year ten (10) which shall accrue at a rate of ten hours per month with a maximum accrual of 140 hours of vacation. Four (4) weeks per year after 10 years which shall accrue at a rate of thirteen hours and twenty minutes per month with a maximum accrual of 160 hours of vacation. Vacation time for part-time employees will be pro-rated accordingly. Program staff shall not miss services on six days due to annual leave per calendar year without the Senior Pastor's prior approval.
3. All salaried employees accumulate sick leave at the rate of one (1) day per month up to a maximum accumulation of 60 days. New employees who are still in their probationary period will accrue sick leave at the rate outlined above; however, they will not be eligible to use their accumulated leave until they have completed their probationary period. New employees may use vacation time for illnesses during their probationary period. Sick leave is provided for periods of personal or family illness only. Accumulated sick leave will not be paid at any time.
4. **Mechanics of the Sick Leave Plan** Sick leave begins to accrue based on the following:
 1. If the new employee starts by the 15th of the month, he/she would receive credit for one (1) day for that month.
 2. If the new employee started on or after the 16th of the month, he/she would receive no credit for that month.
 3. In the case of extended illness, sick leave can be borrowed against future service. The amount of sick leave that can be borrowed is dependent on length of service. The

following schedule will apply:

| Credited Service | Maximum Amount Borrowed |
|---------------------------------------|--------------------------------|
| First (1) year | -0- |
| Second (2) year to the fifth (5) year | 12 days |
| Fifth (5) year and over | 24 days |

The above borrowing schedule will apply in all cases, except maternity and paternity and military leaves of absence. Any request for sick leave which would cause an employee to exceed the maximum number of days outlined in the schedule above must be approved by the Senior Pastor and the Personnel Chair. As a general policy, an employee will not be allowed to borrow against future sick leave accruals until all earned vacation has been exhausted.

If an employee leaves the employ of Saint Andrew and is indebted for sick leave borrowed against future services, the employee's last paycheck shall be reduced by the amount borrowed but not earned. The employee will be expected to repay any amount borrowed against future service but not retrievable from the employee's last paycheck.

XIX. LEAVES FOR PROFESSIONAL DEVELOPMENT

A. Leaves for conferences, institutes and seminars and for courses of study with the agreement of Saint Andrew may be allowed with pay. Each case shall be considered in light of length of service and the value of additional study. Such leave cannot be taken without the approval of the Senior Pastor. Some, but not necessarily all, of an individual's expenses for such events may be paid.

B. Full-time pastors shall accumulate one day of continuing education leave per month up to ten (10) days per year. Pastors with more than 10 years continuous service shall accumulate 1.5 days of continuing education leave per month up to 15 days per year. However, no Pastor may accumulate more than 30 days of continuing education leave. Continuing education leave may not be taken by a person during a year when that person is taking sabbatical leave.

C. Saint Andrew has established a policy for sabbatical leave for the full-time Program Staff who are ordained clergy. Sabbatical leaves are intended to enhance the mission and ministry of the church by:

1. Offering clergy the opportunity for spiritual, physical and education renewal;
2. Providing the Pastoral leadership an opportunity to stay abreast of new developments and be stimulated to a more effective ministry.
3. Sabbatical leaves must meet the following criteria:

- a. After the first six (6) years of service, and after every four (4) years thereafter, ordained clergy are eligible to apply for a three (3) month continuous sabbatical leave.
- b. A written proposal by the clergy staff member requesting the sabbatical will be received and reviewed within a reasonable amount of time prior to the sabbatical by a committee consisting of the Personnel Chair, the Moderator and the Vice-Moderator. The same committee will either approve or deny the request. Sabbaticals shall be scheduled only after consulting the Senior Pastor.
- c. Full pay and benefits will be provided while on sabbatical leave. Vacation benefits are the same during sabbatical and non-sabbatical years.
- d. An interim Pastor may be hired replacing some of the duties of the Pastor on sabbatical. Other duties will be shared among staff.
- e. A brief summary of the sabbatical will be provided to the Leadership Circle upon return.
- f. The clergy taking the sabbatical will be expected to remain in his/her position for one year after the sabbatical. Failure to do so may result in the Pastor's reimbursement to the church for its sabbatical expenses including salary and benefits.
- g. Sabbatical leaves will not be granted within two years of retirement.
- h. Funds will be allocated in the church budget to cover some, but not necessarily all, of an individual's sabbatical expenses. Unused educational leave funds from previous years may be carried over and applied to the sabbatical fund.

XX. OTHER ABSENCES

All employees may be granted time off in the following instances:

1. **Death in the Immediate Family** Days off with pay are to be worked out with the Business Administrator and approved by the Senior Pastor in the light of the family situation.
2. **Jury Duty** An employee who receives a jury summons is given the necessary time off without loss of pay. An employee who receives a jury summons should notify his/her supervisor immediately so that necessary work adjustments can be made.
3. **Military Leave** May be granted for short tours of duty, such as summer reserve, National Guard training, etc. without loss of pay, vacation time, or other benefits. Military leave is limited to fifteen (15) Saint Andrew working days in any one calendar year. A copy of the military orders must accompany the written request for military leave. In cases of extended periods of active duty in the Armed Forces, the employee will be placed on *Military Leave Without Pay*, after being paid any accumulated vacation leave. Upon returning, the employee will enjoy the protection afforded him/her through existing federal laws for job protection.

4. **Maternity and Paternity Leave** Saint Andrew provides all employees a minimum of six weeks of maternity/ paternity leave due to the birth or adoption of a child. Saint Andrew provides employees with more than two (2) years of service an additional two weeks of maternity/ paternity leave. Saint Andrew provides no employee more than eight weeks of maternity/ paternity leave in any twelve month period. Upon approval of the Leadership core sick leave and annual leave may be used to cover additional absences due to the birth or adoption of a child, then a *Leave of Absence Without Pay* may be requested.
5. **Personal Business** Time off may be arranged between employee and supervisor to attend to matters of personal business. In this instance, the employee may use compensatory time, accumulated vacation time or be granted time off without pay.

XXI. SEPARATION OF STAFF

A. Retirement Saint Andrew's retirement plan for full-time employees is composed of these features:

1. **Normal Retirement Age is 65** or it comes at the end of the fiscal year when the employee becomes eligible for Social Security benefits as described in federal legislation.
2. **Optional Retirement Age is 62**, and upon reaching the optional age of retirement under Social Security benefits and with the consent of the Leadership Circle, an employee may be permitted to retire.
3. **Retirement Age Extension**, by special action of the Leadership Circle, an employee reaching 65 may be employed one year at a time after that, except upon reaching 70 his/her retirement is mandatory.

B. Resignation When resigning, it is assumed that staff members will give as much notice as possible. Pastors resigning from their positions shall advise the Moderator of the Leadership Circle in writing, of their intention at least one month in advance of the effective date of separation. Program/administrative employees are expected to give the Senior Pastor at least two (2) weeks notice through the appropriate supervisor. **No part of the period of notice shall coincide with vacation time**, and the period shall be longer whenever possible. Adjustment in the length of the period may be made by the Senior Pastor when delay resulting from full notice would cause the loss of a new position.

C. Exit Interviews

1. The Personnel Chair shall interview Ordained and nonordained staff resigning from the church within three days after the employee has resigned. An exit interview is normally not required for an employee terminated for cause. However, if an exit interview is deemed appropriate by the Personnel Chair, an exit interview may be conducted.
2. **Procedure** – The immediate supervisor of any employee who leaves the organization shall complete a Personnel Action Notice (PAN). The bookkeeper shall keep a copy of the

PAN in the employee's personnel file. The Personnel Chair shall prepare a written report of the exit interview findings within one month following the interview. Prior to the final typing of the report, the interviewer will review the exit interview findings with the immediate supervisor of the interviewee and with the Senior Pastor to insure that the information given is factual from the perspective of the immediate supervisor. After the above step is completed, the exit interview report is typed and distributed to the Senior Pastor. A copy of the report will be placed in the employee's personnel file.

Nothing in these policies and practices shall be deemed to constitute a contract between the employee and Saint Andrew.

I have read and understand the personnel policy. I understand that its purpose is to provide guidance to the Senior Pastor and staff for the day to day operation of the church and it does not constitute a contract of employment and that it can be changed, or abandoned, at any time for any reason without notice.

Signature

Date