

SAINT MATTHEW’S EPISCOPAL CHURCH
POLICIES AND PROCEDURES

Section II.

PERSONNEL

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GENERAL COMMENTS

Saint Matthew's Episcopal Church will care for its employees in a way that demonstrates a high regard and appreciation for the individual and his/her ministry service (1 Timothy 5:17-18, Colossians 4:1, Matthew 25:21, Galatians 6:2 and 1 Thessalonians 5:12-13). We will foster an atmosphere of reciprocal care between the staff and the congregation and remove as many encumbrances as possible to help the staff serve effectively and efficiently. We will encourage present and future staff to pursue excellence in ministry and reward them for their excellent performance. We will also strive to maintain our responsibility to be good stewards over the resources that have been entrusted to Church leadership.

This Personnel Policies and Procedures Manual is the property of Saint Matthew's Episcopal Church. The policies, procedures, rules, benefits, and other elements of this Manual pertain only to Church employees and have no bearing on persons outside the Church. The contents found in this Manual are provided for employees' use as a reference guide and summary of practices, methods, and benefits and are not to be construed as legal documents. While leadership believes wholeheartedly in the plans, policies, and procedures described in these manuals, they are not to be considered conditions of employment. Saint Matthew's Episcopal Church leadership reserves the right to modify, revoke, suspend, terminate, or change any or all such plans with or without notice. Furthermore, the Vestry shall have final authority concerning noncompliance with these policies and procedures. The language used in this manual is not intended to create nor are they to be construed to constitute a contract of employment or a guarantee of benefits between Saint Matthew's Episcopal Church and any or all of its employees. Furthermore, where not prohibited by law, the employment at will principle will apply. If employees or ministry leaders have questions or require additional information, they shall contact their supervisor, ministry Committee Chair or the Rector.

Section A.

Date Approved/Revised:

Approved By:

EMPLOYMENT

"Whatever you do, work at it with all your heart, as working for the Lord, not for men... It is the Lord Christ you are serving."

Colossians 3:23, 24

Statement of Policies and Procedures:

1.0 WORKING CLASSIFICATION STATUS REVIEW

1.1 Reasons for Review

.01 Employment arrangements shall be carefully examined to determine if the Church has properly classified its workers as **employees** or as **independent contractors**. It is a high priority to correctly classify the employment relationships and the tax implications of those relationships.

.02 This worker determination has far-reaching consequences. Decisions will determine if the Church is responsible under the Federal Insurance Contribution Act (FICA), income tax withholding responsibilities, and potential coverages under the Fair Labor Standards Act, workers' compensation insurance, and employer's fringe benefits program. Furthermore, misclassification can lead to significant tax penalties to the Church.

.03 The consideration of contract work or the use of self-employed workers must always be reviewed whenever future commitments are in question. Specific help can be obtained through contract workers without having to make a long-term commitment that is normally made to employees. No employee fringe benefits or payroll tax are payable on contract workers. Use of such workers can also make it easier, cheaper, and faster to implement changes in personnel assignments.

.04 The purpose of this policy statement is to provide ministry Committee Chairs and others with budget responsibilities, a basic understanding of IRS requirements, and a procedure for ensuring that individuals hired or contracted to perform services for Saint Matthew's Episcopal Church are properly classified. Please note that payments made to a corporation for the services of an individual are not affected by this policy.

1.2 Definitions

.01 **Employee:** An individual who performs services that are subject to the will and control of an employer—both what must be done and how it must be done. The employer can allow the employee considerable discretion and freedom of action, so long as the employer has the legal right to control both the method and the result of the services. Where not prohibited, all employees come under employment at will.

.02 **Independent Contractor:** An individual over whom the employer has the right to control or direct only the result of the work and not the means and methods of accomplishing the result.

.03 **Employer’s Responsibilities:** Employers are legally required to pay FICA and withhold income tax on the wages of workers classified as employees. If the worker is legitimately characterized as an independent contractor, the employer is not responsible for employment-related taxes. The employer is responsible, however, for reporting to the IRS, on Form 1099 MISC, non-employee compensation in excess of \$600 for the year.

.04 **Penalties for Misclassification:** If a worker is determined by the IRS to be an employee instead of an independent contractor, the employer is responsible for paying any taxes that should have been withheld and were not, including federal income tax, social security tax (both the employer’s and the employee’s shares) and Medicare taxes, plus interest. In addition, the penalty for misclassification is 100% of the taxes that should have been withheld.

1.3 Procedures to Follow

.01 Ministry Committee Chairs are encouraged to complete the process outlined below in advance so that payment to the worker will not be delayed. The independent contractor determinations are subject to audits and the information provided will be made available to the Church’s Internal Auditing Committee, external auditors, and others as required.

1.3.1 Determining Correct Classification

.01 Determining the correct classification is not an easy task. The IRS has provided a list of 20 common law factors to assist in determining if the worker is an employee or an independent contractor. These factors are intended as guidelines, not as strict rules. In fact, the IRS itself states, “The degree of importance of each factor varies depending on the occupation and the factual context in which the services are performed.” The 20 common law factors have been summarized in a form entitled, Employee/Self-Employed Status Review

([Form No. 12-22](#)). In addition to these common law factors, three basic questions shall help clarify the issue:

- Does the Church pay as employees, others who perform essentially the same duties that are to be performed by this worker?
- Has this worker previously been paid as an employee to perform essentially these same tasks?
- Does the Church exercise significant control over the nature and extent of the individual's work?

.02 If the answer to either of these three questions is yes, then the worker in question is considered to be an employee, and the person certifying the status need not proceed with the common law test.

.03 If the determination of a worker's status can still not be determined from performing the above procedures, then IRS Form SS-8 "Determination of Worker Status for Purposes of Federal Employment Taxes and Income Tax Withholding" will be completed and submit it to the IRS for their ruling.

1.3.2 Completing Necessary Forms

.01 To avoid misclassification, the Church must complete the Employee/Self-Employed Status Review ([Form No. 12-22](#)).

.02 The completed Employee/Self-Employed Status Review ([Form No. 12-22](#)) must be forwarded to the Church office for inclusion in the worker's personnel file.

.03 A written contract must always be obtained for contract work. It outlines the nature of the work, time frames of the work, payment terms, and the conditions for termination of the contract. The Independent Contractor Agreement ([Form No. 7-05](#)) can be used to provide such documentation.

.04 In order for a worker to be paid as an independent contractor, this Agreement must be forwarded to the Church Treasurer with any additional pages, exhibits, or other documentation supporting the ministry department's decision. This documentation will be reviewed by the Church Treasurer to verify appropriate classification. The Church Treasurer reserves the right to correct any determination that is not supported by the facts available. All requests for payment of services whether via Purchase/Funds Request ([Form No. 1-29](#)) or Check Request ([Form No. 1-35](#)) must include a copy of this signed agreement. Requests for payment for workers who have not been certified will be denied, and the Department's recourse will be to pay the worker as an employee or begin the process for determining independent contractor status again.

2.0 EQUAL EMPLOYMENT OPPORTUNITY

.01 The Church is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, marital status, physical disability, mental disability, medical condition, veteran's status, age, or any other applicable protected class so required by state or local statute or code, to the extent required by law. This would include providing reasonable accommodations to qualified applicants and employees with known physical or mental disabilities. To deny a qualified person the chance to contribute to the ministries of Saint Matthew's Episcopal Church because he or she is a member of a minority group is unfair to everyone and is not consistent with Scriptural principles. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits. The Church does, however, reserve the right to employ persons who have a denominational background and philosophy of ministry similar to ours and who, in the opinion of the Church, have a work history and a life style that is consistent with the Scriptural principles of the Church. The Vestry shall make the final decisions concerning noncompliance with these conditions. All employment decisions will be made in compliance with applicable employment-related laws.

3.0 EMPLOYMENT AT WILL

.01 Under federal and state law the Church has the right to terminate the employment relationship at any time, with or without cause or advance notice, and the employee may resign at any time. This employment "at will" relationship will remain in effect throughout employment with Saint Matthew's Episcopal Church.

.02 This employment "at will" relationship may not be modified by any form of oral or implied agreement. No Church leader, supervisor, or Church representative has the authority to alter this relationship.

4.0 STAFF STRUCTURE

.01 The staff of Saint Matthew's Episcopal Church consists of three staff classifications: Ministerial Staff, Administrative/Managerial Staff, and Support Staff. Each of these classifications is outlined below.

4.1 Ministerial Staff

.01 Ministers are those who have been officially called by the congregation of Saint Matthew's Episcopal Church and who have been formally ordained, licensed, or commissioned. Ministerial staff consists of the following sub-classifications:

4.1.1 Executive/Senior Staff

.01 The Rector will be considered the executive/senior staff representative. He/she is ultimately responsible for all staff positions of the Church.

4.1.2 Ministry Committee Chairs

.01 These ministers serve in capacities where they oversee one or more of the primary ministries of Saint Matthew's Episcopal Church (i.e. Community, Reverence, Outreach, Spiritual Formation, Stewardship, Building & Grounds).

4.1.3 Division/Program Leaders

.01 These ministers serve as an overseer to a ministry division or program which falls under a primary ministry emphasis of Saint Matthew's Episcopal Church.

4.2 Administrative/Managerial Staff

.01 These staff are non-minister employees who serve in a key administrative or managerial position of the Church. These positions are responsible for the oversight of a ministry or operation of the Church where supervision of support staff may be required. Administrative/Managerial staff consists of the following sub-classifications:

4.2.1 Associate Staff

.01 Consists of those members of the staff who work as direct ministry assistants to the various ministers of Saint Matthew's Episcopal Church.

4.2.2 Director Staff

.01 Consists of those members of the staff who serve Saint Matthew's Episcopal Church in a professional, technical or advanced educational capacity.

4.2.3 Coordinator Staff

.01 Consists of those members of the staff who serve in mid-level management positions and who serve as supervisors to several support staff positions of Saint Matthew's Episcopal Church.

4.3 Support Staff

.01 These staff positions consist of the support functions, which service the numerous ministries of Saint Matthew's Episcopal Church. Following are the sub-classifications for support staff:

4.3.1 Secretaries and Other Office Support Staff

.01 Consists of those staff members who serve as secretaries and clerical workers in the various ministry offices of Saint Matthew's Episcopal Church.

4.3.2 Finance Office Support Staff

.01 Consists of those staff members whose primary responsibility is to serve in the accounting and financial operations of Saint Matthew's Episcopal Church.

4.3.3 Music/Audio/Visual/Media Support Staff

.01 Consists of those staff members who serve as musicians, technicians and specialists to the music and media ministry offices of Saint Matthew's Episcopal Church.

4.3.4 Facilities Support Staff

.01 Consists of those staff members who serve in the custodial, maintenance, vehicle and security operations of Saint Matthew's Episcopal Church.

4.3.5 Food Service Support Staff

.01 Consists of those staff members who serve in providing food service to the various ministries and activities of Saint Matthew's Episcopal Church.

4.3.6 Childcare Support Staff

.01 Consists of those staff members who serve in the weekday preschool programs and provide childcare to the various ministries and programs of Saint Matthew's Episcopal Church.

4.3.7 Saint Matthew's Episcopal Church School Support Staff

.01 Consists of those staff members who serve in the Christian School of Saint Matthew's Episcopal Church.

4.3.8 Intern Support Staff

.01 Consists of those staff members who are serving in an internship program of Saint Matthew's Episcopal Church.

5.0 EMPLOYMENT CLASSIFICATIONS

.01 Saint Matthew's Episcopal Church has clarified the definitions of employment classifications further so that employees understand their employment status as it relates to governmental matters and benefit eligibility. These classifications do not guarantee employment for any specified period of time and Saint Matthew's Episcopal Church's employment "at will" policy remains in effect at all times.

.02 Following are the various classes of employment with Saint Matthew's Episcopal Church:

5.1 Exempt (Salaried)

.01 Exempt employees are not covered under the minimum pay and overtime provisions of the Fair Labor Standards Act. To be classified as an exempt employee under this Act the employee must meet several requirements. These requirements relate to the type of work the employee is performing, his/her level of authority, and the amount of compensation being paid. The Act lists five (5) types of positions that are exempt. The positions most often applicable to Saint Matthew's Episcopal Church are: administrative, executive, and professional. Examples of the requirements for these positions are outlined below.

.02 Exempt employees must be paid on a salary basis, based on the duties performed of a position, rather than by the hours worked. Such employees are not paid overtime for time worked in excess of forty (40) hours per week. It is generally accepted that exempt employees will work in excess of forty (40) hours per week. In circumstances where excessive overtime is being worked, these employees may be granted compensatory time off at a later date.

.03 Each Church employee's position will be evaluated to determine if the Act's exempt requirements are met before the employee is so classified. Following are the tests for these three (3) most common exempt positions that must be satisfied in order for an employee to be considered exempt. The employee's Payroll Authorization ([Form No. 12-23](#)) will so note this classification.

5.1.1 Administrative Job Classification Requirements

01 The job must be responsible office or non-manual work directly related to the management policies or general business operations of the employer or the

employer's customers.

.02 The job must be responsible work that is directly related to academic instruction or training carried on in the administration of a school system or educational establishment.

.03 The employee must customarily and regularly exercise discretion and independent judgment, as distinguished from using skills and following procedures, and must have the authority to make important decisions.

.04 The employee must regularly assist a bona fide executive or administrative employee.

.05 The employee must perform work under general supervision along specialized or technical lines requiring special training, experience, or knowledge.

.06 The employee must execute special assignments only under general supervision.

5.1.2 Executive Job Classification Requirements

.01 The employee's primary duty must either be management of the business or of a customarily recognized department or subdivision.

.02 The employee must customarily and regularly direct the work of at least two or more full-time employees.

.03 The employee must have the authority to hire or fire, or recommend hiring and firing or one whose recommendation on these and other actions affecting employees is given particular weight.

.04 The employee must customarily and regularly exercise discretionary powers.

.05 The employee must devote no more than 20% of hours worked to activities not directly related to managerial duties.

.06 The employee must be paid on a salary basis at a rate of at least \$250 per week.

5.1.3 Professional Job Classification Requirements

.01 The work must require knowledge of an advanced type in a field of science or learning, customarily obtained by a prolonged course of specialized instruction and study.

.02 The work must be original and creative in character in a recognized field of artistic endeavor. The result must depend primarily on the employee's invention, imagination, or talent.

.03 The employee must consistently exercise discretion and judgment.

.04 The employee must do work that is predominantly intellectual and varied, as distinguished from routine or mechanical duties.

.05 The employee must not spend more than 20% of the time worked in the workweek on activities not essentially part of or necessarily incident to the professional duties.

5.2 Non-Exempt (Hourly)

.01 Non-exempt employees are covered under the minimum pay and overtime provisions of the Fair Labor Standards Act. To be covered by this Act, a ministry must be an "enterprise engaged in commerce." Ministries will meet this definition if they satisfy any one or more of the following. This list should not be considered all-inclusive. Saint Matthew's Episcopal Church does meet this definition and will comply with the provisions of this Act.

- Operates a private school;
- Have recurring purchases of supplies, literature, equipment, etc. from out-of-state vendors;
- Sells products (i.e. ministry tapes, literature) to persons or other ministries in other states;
- Makes recurring telephone calls or sends mailings to individuals or organizations out-of-state;
- Has visitors or special guests (i.e. evangelists, guest musicians) from other states attend services;
- Conducts out-of-state or foreign mission trips;
- Operates a ministry website on the Internet; or
- Engages in a television or radio broadcasts.

.02 These employees are paid a minimum hourly rate of at least the minimum hourly rate under the Act and for time worked in excess of 40 hours per week at a rate of one and one-half (1 1/2) times their regular pay rate. Paid time off used in

a workweek does not qualify as hours “worked” in the calculation of overtime pay. Examples of paid time off could be: vacation, holidays, sick leave, etc. No compensatory time off is allowed for non-exempt employees outside a 40-hour workweek.

.03 All Church employees will be classified as non-exempt unless they meet the specific exempt requirements of the Act.

5.3 Regular Full-Time

.01 Full-time employees who work a minimum of 30 hours per workweek. This is the only classification, which receives employer-paid employee benefits.

5.4 Regular Part-Time

.01 Part-time employees who work less than 30 hours per workweek.

5.5 Temporary Full-Time

.01 Full-time employees who work a minimum of 30 hours per workweek for a specific period of time or for the duration of a specific assignment or group of assignments which does not exceed 12 months.

5.6 Temporary Part-Time

.01 Part-time employees who work less than 30 hours per workweek for a period of time not to exceed 12 months.

5.7 Temporary On-Call

.01 Employees who work on a part-time, as needed basis.

5.8 Interns

.01 Interns are individuals who work on a full-time or part-time basis as an educational opportunity.

5.9 Employees Changing From Part-Time to Full-Time Status

.01 Employees who are currently working part-time (regular or temporary) or temporary full-time and their status changes to regular full-time (30 hours per workweek minimum) will be eligible for full-time benefits. The effective date for benefits will be the same as the effective date of the employee's full-time status, applying any waiting periods already established. The Personnel Information and Approval ([Form No. 12-25](#)) will be used to make this classification change.

6.0 MINISTER QUALIFICATIONS FOR SPECIAL TAX PROVISIONS

.01 To qualify for the special tax provisions available to ministers as defined by Treasury Regulations, an individual must be a "minister" and must perform services "in the exercise of his ministry." Treas. Reg. Sec. 1.107-1(a) incorporates the rules of Treas. Reg. Sec. 1.1402(c)-5 in determining whether the individual is performing the duties of a minister.

.02 First, the individual must be a "duly ordained, commissioned, or licensed minister of a church." Secondly, services performed by a minister in the exercise of the ministry would include:

- Ministration of sacerdotal functions (i.e. Holy Communion, baptism, weddings, funerals, etc.)
- Considered to be a religious leader of their church
- Conduct religious worship
- Control, conduct, and maintenance of religious organizations (including religious boards, societies, and other integral agencies of such organizations), under the authority of a religious body constituting a church or denomination

.03 Ordained, licensed, or commissioned ministers performing services for a parachurch organization based upon an assignment or designation by Saint Matthew's Episcopal Church, or those performing teaching and administration duties at a theological seminary or Bible college under the authority of Saint Matthew's Episcopal Church or our denomination, may also qualify as a "minister" for federal tax purposes.

.04 Ministerial services for a nonreligious organization are qualified services if the services are assigned or designated by the Church (i.e. chaplain at a jail or retirement center). Assigned or designated services may qualify even if they do not involve performing sacerdotal functions or conducting religious worship.

.05 Regulations also provide that whether service performed by a minister constitutes conduct of religious worship or ministration of sacerdotal functions, depends on the tenants and practices of the particular religious body constituting the church or denomination.

.06 If the church or denomination ordains some ministers and licenses or commissions others, anyone licensed or commissioned must be able to perform substantially all the religious functions of an ordained minister to be treated as a

minister for tax purposes.

.07 Following is a list of the basic special tax provisions that ministers are entitled to:

- Exemption of minister's compensation from mandatory income tax withholding. However, ministers can voluntarily request that the Church withhold income taxes by submitting a Form W-4.
- Classified as self-employed for social security tax purposes regarding their ministerial earned income.
- Exclusion for income tax purposes of the housing allowance and the fair rental value of a church-owned parsonage provided rent-free to the minister.
- Exemption from self-employment tax under limited circumstances.
- Potential double deduction of mortgage interest and real estate taxes as itemized deductions and as housing expenses for housing allowance purposes.

.07 The Treasurer will determine if a Church employee truly meets the governmental definition of a minister. If the employee so qualifies, then this employee will be classified as a minister and granted the various tax treatments available to him/her. At no time will a Church employee be allowed to be classified as a "minister" for the sole purpose of receiving tax related benefits.

7.0 EMPLOYEE STATUS FOR FEDERAL INCOME TAX PURPOSES

.01 All employees of the Church, for federal income tax purposes, will be issued an IRS Form W-2 at the end of each year to report taxable income less any properly authorized housing allowances, tax withholdings, and miscellaneous required information.

.02 Ministerial employees are exempt by law from the withholding of federal income taxes. However, they may choose by volunteering to have their federal income taxes withheld and submitted to the government by completing a Form W-4 and providing it to the Church. The Church will never withhold FICA taxes nor match the employer portion of this tax on a minister. Furthermore, ministers can request an additional amount of federal income taxes to be withheld in an amount that equals their self-employment tax liability. If the minister requests such tax withholdings, these withholdings will be reported on the minister's Form W-2 at year-end.

8.0 IMMIGRATION LAW COMPLIANCE

.01 Saint Matthew's Episcopal Church is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

.02 In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form, if they have not completed the I-9 form with Saint Matthew's Episcopal Church within the past three years, or their previous I-9 is no longer retained or valid.

.03 Copies shall be made of all documents that were verified on this form. These copies shall be stapled to the I-9 form and maintained in a separate file apart from the employee's personnel file.

.04 Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

.05 A copy of the I-9 form and instructions can be downloaded from the Immigration and Naturalization Service's website, www.ins.usdoj.gov, by clicking on on-line forms.

9.0 HIRING AND NEW EMPLOYEE ORIENTATION

.01 Personnel requisitions, interviewing and ultimate hiring shall be performed in an effective manner and method with the objective to ultimately fill the staff position with the best available candidate. These procedures apply to the hiring of all full-time, part-time or temporary employees.

9.1 Hiring Procedures for Non-Minister Employees

9.1.1 Personnel Requisition

.01 The requesting supervisor and/or ministry Committee Chair will be the primary responsible person for determining the need for personnel additions or replacements. Personnel requests must be documented on a Personnel Requisition ([Form No. 12-01](#)). For temporary assistance, the Temporary Help Requisition ([Form No. 12-02](#)) shall be used.

.02 All requisitions must be accompanied with a current copy of the applicable

Job description. If the request is for a newly created position, the immediate supervisor shall draft such a description. The Job description Worksheet ([Form No. 12-03](#)) can be used to assist in this process. If the request represents a replacement to an existing position, the supervisor must re-evaluate the requirements of the position and make any changes to the current description.

.03 The Personnel Requisition shall be authorized by the supervisor and routed to the Rector for approval. Upon the Rector's approval the requisition will be forwarded to the Vestry for budget consideration and appropriate pay rate. The Vestry will use the Salary Administration Plan ([Form No. 12-19](#)) in arriving at the appropriate pay rate. The Vestry will notify the requesting supervisor of the approval or other status of the Personnel Requisition.

9.1.2 Employee Recruitment

.01 Every effort shall be made to fill the position in the most cost-effective manner. All costs of want ads, agency fees, etc. shall be considered and budget funds must be available. The supervisor may work with the Rector in drafting want ads or summary Job descriptions for use in advertising the position or working with an employment agency.

.02 The Rector and requesting supervisor will coordinate the individuals who will do the initial screening and interviewing of the applicants. For positions that receive many applications, the applicants may be screened by either review of their resume', application for position, or telephone interviewing. Selected candidates will then be invited to the Church for completion of the Church's Application for Employment and possible interviewing.

9.1.3. Employment Applications

.01 All applicants must complete the Church's Application for Employment ([Form No. 12-04](#)). Additionally, since all Church employees work either directly with or in near proximity to minors, all applicants must complete an Application for Preschool/Children/Youth Worker ([Form No. 12-13](#)). For intern positions, the Internship Supplement ([Form No. 12-05](#)) must also be completed. This supplement will be attached to the Church's primary Application for Employment. The application form and supplement asks a number of questions which will assist the Rector in evaluating the suitability of the candidate for the position and further reduce the Church's risk of being charged with negligent selection.

.02 All employment applications and applicable supplements must not be accepted until all questions have been answered, the past employment section thoroughly completed, and the application is signed by the applicant.

.03 Selected applications and personal resumes will be routed to the requesting

supervisor for his or her review. The Rector and the supervisor will choose applicant(s) for interview.

9.1.4 Interviewing

.01 Interviews will provide Church leadership with an opportunity to inquire into each applicant's background and make a determination as to each person's suitability for the position under consideration.

.02 Each interviewer must be familiar with appropriate interviewing techniques and permissible questions that can be asked of a candidate. All interviewers are not to make any commitments or offers to an applicant.

.03 The interviewer will complete the Personal Interview Evaluation ([Form No. 12-07](#)) or Employment Interview ([Form No. 12-76](#)) immediately following the interview. These evaluations allow the interviewer to caption his/her initial thoughts, evaluations and recommendations.

.04 For certain positions, the interview team may conduct second or third interviews if necessary.

9.1.5 Performing Reference Checks

01 Reference checks will be performed on every applicant being considered for employment. When obtaining reference checks, every effort shall be made to obtain as much information about the applicant as possible. Even though reference check information is sometimes hard to obtain, it's better to have some information, even if it's limited, than to have none at all. This minimal information may prevent the hiring of the wrong employee and could help protect the Church against charges of "negligent employment." Even if previous employers will not give out much information, the following question shall always be asked; "Is he/she eligible for re-employment?"

.02 References shall be from individuals with knowledge of an applicant's past and his or her suitability for the needed Church position. References shall include the following:

- Contact board members or ministry leaders in other congregations in which the applicant has served.
- Contact other nonprofit organizations in which the applicant has served as an employee or volunteer, especially if the applicant has had no prior church experience.

- Contact current or former secular employers, especially if the applicant has had no prior church experience.

.03 References can be made by mail or telephone. If the reference is made by mail, the Reference Check - By Mail ([Form No.12-10](#)) shall be used. If by telephone, use the Reference Check - By Telephone ([Form No. 12-11](#)). The Reference Checklist ([Form No. 12-12](#)) can also be used as a supplement to telephone interviews. If it is of the utmost importance to receive a particular reference, the applicant must be asked to sign an Authorization and Release of Information ([Form No. 12-16](#)) or Prior Employment Release ([Form No. 12-17](#)) for mailing to the referencee.

.04 Other important pre-employment reference checks would include the following:

- As noted above, a sexual molestation check on all applicants. Use Application for Preschool, Children or Youth Worker ([Form No. 12-13](#)).
- Authorization for Criminal/Court Records Check ([Form No. 12-14](#)) on all applicants.
- Affidavit of Good Moral Character ([Form No. 12-15](#)) shall be completed by all applicants and maintained by the Church with other pre-employment information.
- Driver's license background check through the Church's Insurance Carrier for those positions that require driving a Church vehicle or using their own vehicle while conducting Church business.
- Credit checks through a Credit Bureau for those positions that require the handling of Church funds. A Notice and Authorization for Consumer Report ([Form No. 12-79](#)) will be obtained from the candidate allowing for such checks. To comply with the federal Fair Credit Reporting Act (FCRA), the Church will provide notice to the applicant and/or employees regarding each of the following: (1) a clear and conspicuous written disclosure that a consumer report may be obtained, (2) that a written authorization for receiving the report must be obtained from them, (3) notification will be given to them if any adverse action is to be taken based upon the consumer report, and (4) a copy of the report and a summary of the consumer's rights will be provided to them. For a complete version of the FCRA, visit www.ftc.gov/os/statutes/fcra.pdf . The following Credit Bureaus are used by Saint Matthew's Episcopal Church to perform such credit checks:
 - Experian
 - TransUnion

- Equifax

A Sample Adverse Action Letter ([Form No. 12-80](#)) would be sent to applicants who are not offered employment primarily because of information found in the report.

- Educational training verification when considered necessary.

.05 It is the position of the Vestry that the Church will not give an applicant a "second chance" if during the screening process it was determined that the applicant has been involved in prior sexual misconduct. Leadership feels the care of minors under their responsibility is far more critical than "taking the side of mercy" for the applicant. Refer to the Prevention of Children and Youth Abuse policy for additional information.

.06 Furthermore, it is not anticipated that any person would be employed whose Christian conduct and standards are questionable in any way or could bring reproach upon the name of Christ or this body of believers.

9.1.6 Pre-Employment Tests

.01 A pre-employment Bookkeeper Test ([Form No. 12-09](#)) may be given to all applicants who are applying for the Bookkeeper or other Finance Office position. This test is to determine if the applicant is reasonably knowledgeable of basic accounting principles and terms.

.02 A Position Questionnaire for Support Staff ([Form No. 12-08](#)) may be given to all secretarial and other clerical position applicants. This questionnaire is to assist the interviewer in determining what clerical skills the applicant might have and to what levels of proficiency.

.03 For management level positions, a Management Profile instrument may be conducted to assess the applicant's traits and management skills with those preferable for the position.

9.1.7 Recommendation of Applicants

.01 After all applicants have been interviewed and screened, the interviewers will complete an Employment Recommendation ([Form No. 12-18](#)) on each applicant. This form allows each interviewer to share their comments and recommendations about the applicant.

.02 The Rector will take the results of these recommendations, with possible follow-up discussions with the interviewers, and determine which applicant to make an offer of employment.

.03 If none of the applicants were considered suitable, then the recruitment process would begin again.

9.1.8 Hiring and Employee Orientation

.01 Before an offer of employment is made; the Rector must complete the Budget Checklist for New Hires ([Form No. 12-20](#)) with assistance of the ministry Committee Chair. This form outlines all personnel costs that would be associated with hiring the proposed applicant. These costs would be broken down into the following categories:

- Compensation - taken from the Church's Salary Administration Plan ([Form No. 12-19](#)).
- Protection Coverages - as outlined in the Church's personnel policies and procedures.
- Ministry Related Expense Reimbursements - as outlined in the Church's personnel policies and procedures and considering dollar limits imposed by the annual general operating budget of the Church.
- Other costs - estimates for such items as moving/relocation, employer's FICA taxes match, furniture and equipment needs, etc.

.02 If the "new hire" budget is considered appropriate and funds are adequately budgeted, an offer of employment can be made. If the position would require the completion of an Employment Contract ([Form No. 12-21](#)), Church legal counsel would be requested to prepare one or review one that has already been drafted. An Offer of Employment Letter ([Form No. 12-77](#)) will then be sent to the applicant.

.03 Start dates and orientations will be scheduled by the Rector after the applicant accepts the offer. The requesting supervisor will be advised of those dates.

.04 All other candidates who were interviewed will be notified that the Church has filled the position. The Sample Rejection Letter of Applicant ([Form No. 12-81](#)) will be used for this purpose.

.05 A Payroll Authorization ([Form No. 12-23](#)) will be prepared and approved by the Rector. After approval this form will be given to the new hire for his/her signature.

.06 The Rector and the employee's supervisor will arrange for orientation and training of the new employee. The Employee Orientation Checklist ([Form No. 12-](#)

[26](#)) will be used as the basis for giving the orientation. The Safety Orientation for New Employee ([Form No. 12-27](#)) will also be covered with the new employee.

.07 The Supervisor will be responsible for meeting with the new employee and completing any remaining forms or documentation as noted on the Orientation Checklist (i.e., health insurance, IRS tax withholding Form W-4, citizenship verification INS Form I-9, etc.). The Church Treasurer could be asked to assist in this process. The new employee will also complete the following items, if applicable:

- Selected keys - Complete Key Receipt ([Form No. 12-29](#))
- Needed Ministry Equipment - Complete Ministry Property Issued To Employee ([Form No. 12-30](#))
- Uniforms, if facilities staff - Complete Employee Uniform Receipt ([Form No. 12-31](#))

.08 The Supervisor will be responsible for briefly reviewing the Church's [Policies and Procedures Manual](#) with the new employee.

.09 An Employee Personnel File for the new employee will be created and appropriately filed with all personnel requisitions, interviewing and hiring information, and other employment documentation.

.10 If a person begins work before all of the above procedures are appropriately completed, their employment status could be interrupted until all forms and documentation are completed in an acceptable manner. Since local, state, and federal laws require Saint Matthew's Episcopal Church to see that such documentation is completed in the pre-employment process, employees must make certain they comply with the above procedures.

9.2 Hiring Procedures for Minister Employees

.01 Ministers are called to serve by the recommendation from the Vestry and are empowered by the Vestry for running the day-to-day ministry operations of the Church.

.02 A Minister Search Committee shall be established when a ministerial staff position is to be created or filled. The Bylaws define the composition of this committee. The committee's primary responsibility is to request, recruit, interview, and make recommendations for minister staff positions. The committee's recommendations will be presented to the Vestry for their approval. New ministerial staff positions will be introduced to the membership of the Church once hired.

.03 The Minister Search Committee will follow the rules as outlined by the Diocese of Virginia and use the forms as provided by the Diocese of Virginia. If such forms are not provided by the Diocese of Virginia the committee will use the official Application for Employment ([Form No. 12-04](#)) and the Minister's Profile Information supplement ([Form No. 12-06](#)) in arriving at the needed information to review minister candidates. The Minister Search Committee will work closely with the Vestry in establishing appropriate compensation and benefit levels. The Vestry will use the Personnel Budget for Ministerial Staff ([Form No. 2-09](#)) as the basis for determining these amounts. They will also use the Financial and Benefits Questions to Ask Regarding a Possible Ministry Relocation ([Form No. 10-28](#)) to assist them in determining other ministry needs.

.04 Interviewing, screening, and pre-employment reference check procedures, as noted above, shall always be provided on all ministerial staff candidates. Additionally, denominational officers shall be contacted for ministerial references, and board members and leaders of other congregations in which the applicant has served, must also be contacted.

.05 After the minister has been approved by the Vestry, the minister will follow the normal employee orientation procedures as outlined above.

.06 Furthermore, where applicable, each minister will be required to complete a Computation of Minister's Housing Allowance ([Form No. 12-28](#)) and have it approved and documented in minutes of the Vestry before his/her first paycheck is issued.

10.0 NEW HIRE REPORTING REQUIREMENTS

.01 Effective October 1, 1998, the Church must report all new hires to a specific state agency. The state agency will then forward this data on to the Federal Parent Locator Service. This agency will assemble the data from all states and maintain a National Directory of New Hires, which contains identifying information on virtually every person hired in the United States. This information will allow the enforcement agencies to locate those persons who are delinquent in their child support payments.

.02 Each report must list all new hires along with the following information:

- Employee name
- Employee address
- Employee Social Security Number

- Employee's first day of work (defined as the first day the employee began earning a wage)
- Employer name and address
- Employer Federal Employer I.D. number

11.0 PROBATIONARY PERIOD

.01 All non-ministerial staff are hired under a 90 day probationary period. At the end of this 90-day period, the staff person will be evaluated by their supervisor to determine if continued employment will be extended. This time period will also allow the staff person to decide if they would desire to continue ministering at Saint Matthew's Episcopal Church. The supervisor will use the New Employee Probationary Period Evaluation ([Form No. 12-45](#)) to evaluate the employee at the end of their probational period. The employment "at will" policy, as mentioned earlier, will remain in effect during this probationary period, as well as all other employment periods.

12.0 EMPLOYMENT OF MINORS

.01 All applicants for employment who are not at least 18 years old, may be required to provide either a valid Work Permit, High School Diploma, its equivalent and/or a Certificate of Proficiency. Minors cannot work during school hours unless they receive an exemption from the school. Additionally, a parent/guardian acceptance letter and a Permission and Medical Consent ([Form No. 7-01](#)) must always be received before a minor is allowed to work at Saint Matthew's Episcopal Church.

.02 U. S. Department of Labor regulations also require that the Church maintain the following records on Church employed minors: (1) daily starting and quitting times; (2) daily and weekly hours worked; and (3) their job position. This information will be obtained and maintained from the completion of the minor's weekly timesheet.

.03 Minors are not allowed to work in any area of the Church where they could be assigned hazardous duties. Hazardous duties would consist of, but not be limited to: electrical work, construction projects, roofing repairs, operation of mowing equipment, driving of Church vehicles, etc.

.04 As required by the Department of Labor, outside of school hours, minors 14 and 15 are allowed to work 15 hours a week when school is in session; three

hours a day between 7 a.m. and 7 p.m., if school is scheduled for the next day; eight hours a day, between 7 a.m. and 9 p.m., on days when there isn't school the next day; 40 hours a week during the summer and holidays. Minors' ages 16 and 17 may work 30 hours a week when school is in session; eight hours a day between 6:30 a.m. and 11 p.m. if school is scheduled the next day; no restriction on hours during vacations and holidays, or when school is not scheduled for the next day.

.05 The employment of minors could also be restricted by other terms and conditions as established by local, state and federal law.

.06 All minors must also be appropriately screened as outlined in the above procedures. After the minor has been approved for employment, the minor will follow the normal employee orientation procedures as outlined above.

13.0 EMPLOYMENT OF RELATIVES

.01 Hiring the best-qualified applicant for a Church position is Saint Matthew's Episcopal Church's primary objective. Relatives of Saint Matthew's Episcopal Church employees will be considered under the same arrangement as any other applicant for a position opening and will not receive any employment preferential treatment. However, related employees will not normally be allowed to work in the same ministry department/division or under the direct supervision of each other. The reasons for this practice are due to employee morale, security, or other legitimate business reasons including possible conflicts-of-interest. In such rare cases in which this exception is allowed by necessity, the employee will report to a different supervisor for formal performance appraisals and salary considerations rather than to his or her relative. If a conflict-of-interest or a management problem of supervision arises which cannot be resolved, the related employee may be asked to transfer to another ministry department or resign.

.02 Relatives, as used in this section, will include grandparents, parents, children, grandchildren, brothers, sisters, first cousins, in-laws, and any members of the employee's household, whether or not related by blood. The term relative will also include those with a similar relationship which has been established through adoption or remarriage, i.e. stepchild, half-sister, etc.

.03 A [Conflict-of-Interest](#) policy has been adopted and is included in the Leadership and Management Section of this Policies and Procedures Manual. This policy addresses procedures relating to the contracting of Church services from relatives of staff and other Church leaders. Each employee is required to read and adhere to this policy.

.04 Supervisors, employees and applicants shall use good judgment in evaluating

the application of this policy and shall be able to justify any potential hiring or contracting decision.

14.0 INTERN PROGRAM

.01 It is the desire of Saint Matthew's Episcopal Church to help in the practical training of full-time ministry personnel. The following procedures relate to this ministry:

14.1 Philosophy of the Intern Program

.01 To determine a calling to full-time ministry.

- What are the individual's spiritual gifts and talents?
- To what area of ministry is the candidate called?

.02 To train in the inner workings of the Church.

- Operational procedures of the Church
- Exposure to Church management
- Personnel administration
- Financial accountability

.03 To equip for ministry.

- Methodology of ministry preparation and presentation
- Personal growth in both devotional and prayer life
- School major through classes to help prepare for a specific ministry

14.2 Requirements

.01 Possible calling to full-time ministry work.

.02 Completion of Application for Employment – Internship Supplement questionnaire ([Form No. 12-05](#)).

.03 Acceptance and individual interviews by the appropriate Saint Matthew's Episcopal Church personnel.

.04 Knowledge and acceptance of the Intern Ministry Personnel Policy.

.05 Funding for the position must be available and the Vestry must approve all financial arrangements before an offer of employment is made to the prospective intern.

.06 All approved interns must complete Saint Matthew's Episcopal Church's standard screening and orientation procedures as mentioned above.

15.0 LIFE THREATENING, INFECTIOUS, AND COMMUNICABLE DISEASES

.01 We recognize that employees with a potentially life threatening and/or infectious illness may wish to continue to engage in as many of their normal pursuits as their condition allows, including their employment. As long as these employees are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to themselves or others, supervisors shall be sensitive to the employee's condition and ensure that they are treated consistently with other employees. Reasonable precautions shall be taken to ensure that an employee's medical condition does not present a health and/or safety threat to other employees.

.02 Should any employees report an infectious or communicable disease to their supervisor, they shall be aware that Saint Matthew's Episcopal Church is prepared to offer them education and any support groups available to assist them in their time of need. We reserve the right to request an examination by a medical doctor appointed by Saint Matthew's Episcopal Church when it is determined that an employee is having difficulty performing his or her essential job functions.

.03 All employees must read and be familiar with the Church's [Infectious Disease and AIDS](#) policy that is located in the Leadership and Management Section of this Policies and Procedures Manual.

16.0 DISABILITY ACCOMMODATION

.01 Saint Matthew's Episcopal Church is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

.02 Reasonable accommodation is available to all disabled employees, where their disability affects the performance of their job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

16.1 Reasonable Accommodation

.01 Upon written request, Saint Matthew's Episcopal Church provides reasonable

accommodations to individuals with disabilities. Under the employment provisions (Title I) of the Americans with Disabilities Act, or ADA (PL 101-336), employers are required to provide “reasonable accommodation” as a means of overcoming unnecessary barriers that prevent or restrict employment opportunities for otherwise qualified individuals with disabilities.

.02 The ADA defines a qualified individual with a disability as a person who “satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires and who, with or without reasonable accommodation, can perform the essential functions of such position.” The term “reasonable accommodation” means a modification or adjustment to the job, the work environment, or the way things usually are done that enables a qualified individual with a disability to enjoy an equal employment opportunity. Essential functions are, by definition, those that the individual who holds the job would have to perform, with or without reasonable accommodation, in order to be considered qualified for the position.

.03 It is the desire of Saint Matthew’s Episcopal Church to extend reasonable accommodation to the known limitations of qualified persons with disabilities who are employees or applicants for employment, in order that these individuals may perform the essential functions of a position and/or participate in the employment application process. In general, it is the responsibility of the applicant or employee with a disability to inform Saint Matthew’s Episcopal Church that an accommodation is needed in order for him or her to participate in the application process, to perform the essential job functions, or to receive benefits and privileges of employment.

.04 All requests for accommodations will be evaluated on an individual basis to determine the appropriateness of the request. Moreover, employment opportunities shall not be denied because of the need to make reasonable accommodations for an individual’s disability. To request a reasonable accommodation, the disabled person must contact their supervisor and make their request known in writing. At that time, it will be necessary to complete the Reasonable Accommodation Based on Disability Request ([Form No. 12-87](#)).

16.2 Identification of Special Needs

.01 Individuals are encouraged to report any special needs to their supervisor so they may be protected during emergency procedures. The employee shall make arrangements with his or her department if assistance exiting a building during an emergency is needed.

16.3 Medical and Disabled Person Parking Information

.01 Saint Matthew’s Episcopal Church provides special parking for individuals

with temporary or permanent disabilities that create ambulatory problems. Special parking is adjacent to the Church on both sides of the building.

17.0 CHURCH MEMBERS WHO ARE EMPLOYEES

.01 Church members who are employees are expected, along with their family members, to be faithful at regularly scheduled worship services, Sunday School and other appropriate special Church events or activities unless out of town, on vacation, self-improvement, sick leave, Church programming, or family emergencies. Church member employees shall keep their supervisor informed of exceptions to the items noted above.

.02 Staff employees who are Church members are also expected to be an example to the congregation in fulfilling [Article II \(Membership\)](#) as stipulated in the Church Bylaws.

18.0 DISPLAY OF LABOR POSTERS

.01 The following federal labor law posters will be placed in a prominent and conspicuous location, within the Church and all of its integrated ministry auxiliaries, where they can be easily seen by employees and applicants for employment.

- Federal Minimum Wage and Overtime Poster
- "Equal Employment Opportunity is the Law" Poster
- Occupational Safety and Health Act (OSHA) Poster
- Employee Polygraph Protection Act Poster
- Family and Medical Leave Act Poster
- Worker's Compensation Poster

.02 A current copy of these posters can be obtained free by contacting the nearest office of the U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division; Equal Employment Opportunity Commission, Communications and Legislative Affairs; U.S. Department of Labor, Occupational Safety and Health Administration; and our Worker's Compensation carrier.

.03 The state Department of Labor may also require the display of other posters as required by state law.

.04 Whenever possible, Spanish posters will also be requested and placed for the convenience of employees who may speak Spanish.

Section B.

Date Approved/Revised:

Approved By:

COMPENSATION

“For the Scripture says, ‘Do not muzzle the ox while it is treading out the grain,’ and ‘The worker deserves his wages.’ 1 Timothy 5:18

Statement of Policies and Procedures:

1.0 PAY PERIODS

.01 Saint Matthew’s Episcopal Church practices a biweekly pay period beginning on Sunday at 12:01 a.m. and ending the second Saturday at 12:00 midnight. Hourly employees receive wages for hours worked during this period on the following Friday. All salaried employees are paid up to the day on the same Friday as all hourly employees. If the pay period falls on a holiday, the payday will be the preceding normal workday.

.02 Paychecks are available after 11:00 a.m. from the employee’s supervisor.

.03 The cashing of employee paychecks is not allowed from Church funds.

2.0 ADVANCE OF PAY

.01 The advancement of pay may be granted to employees who request in writing such pay for reasons of vacation and other approved leave of absences. The amount advanced must be limited to wages earned at the time of the advance. A Request for Advance Payment of Pay ([Form No. 1-51](#)) must be submitted to the Treasurer well in advance of the requested pay period.

.02 Normally, checks will not be issued in advance under any other circumstances.

3.0 BANK DEPOSIT PLAN

.01 Employees may choose to have their paycheck automatically deposited to a bank checking account, savings account or both on payday. This service is

provided at no charge to the employee. Employee must complete an Authorization Agreement for Automatic Deposits ([Form No. 1-87](#)) and return it to the Payroll Office.

4.0 TIMESHEETS

.01 All non-exempt hourly employees are required to complete a Timesheet (see [Form No's. 1-43, 1-44, 1-45, 1-46, 1-47 and 1-48](#)) that accurately reflects their actual hours worked, leaves of absence and sicknesses. These timesheets must be submitted to their respective supervisors no later than 11:00 a.m. on the Monday following the biweekly pay period. All supervisors are required to approve the hours recorded and sign the timesheet. These timesheets are required to be submitted to the Treasurer by 5:00 p.m. on the Monday following the biweekly pay period. Failure to turn in timesheets on a timely basis may result in a delay in pay.

4.1 Second Church Position

.01 Non-exempt employees who hold more than one position at Saint Matthew's Episcopal Church will receive compensation for the second position commensurate with compensation normally paid for that position. For example, if a Secretary who works in the Church office wishes to serve as a nursery worker on Sunday mornings, which are hours outside her normal scheduled workweek, the hourly rate paid will be within the usual rate paid to a nursery worker. Compensation for total hours worked for both positions that is in excess of 40 hours for the week, however, will be paid at the premium rate of time-and-one-half or a pro-rata blended hourly rate.

.02 A separate timesheet shall be prepared on this second position and appropriate approval received from the immediate supervisor.

5.0 OVERTIME

.01 Federal labor laws require the Church to pay time-and-a-half (1-1/2) for time non-exempt employee's work which is in excess of 40 hours per week (not pay period). To comply with this requirement, non-exempt employees are required to report all hours worked at their regular job on their timesheet each week. Non-exempt personnel are specifically not allowed to "volunteer" hours in performing their regular job assignment. Since all overtime hours worked are required to be paid at time-and-a-half, it is the responsibility of the non-exempt employee's supervisor to monitor and prioritize each non-exempt employee's work so that overtime is kept to an absolute minimum.

.02 It is the policy of Saint Matthew's Episcopal Church to staff all

administrative support and activities in such a manner that employees are regularly scheduled for a 40-hour or less workweek. Overtime is intended to be a vehicle to resolve emergencies and temporarily alleviate problems resulting from the imbalance in the normal work schedule.

.03 Overtime shall not be worked by non-exempt employees unless prior authorization is obtained from their supervisor. The Employee Overtime Authorization ([Form No. 12-43](#)) shall be used to obtain such approval. Timesheets that reflect overtime hours must have these forms attached prior to the timesheets being submitted to the Treasurer for payroll processing. It is the responsibility of all Saint Matthew's Episcopal Church supervisors to communicate this policy to their staff in order to assure that this policy is properly implemented.

.04 The approval process outlined above also applies to hourly non-exempt employees who are budgeted to work less than 40 hours per week. All supervisors shall ensure that the authorized budgeted hours are not exceeded without prior approval.

5.1 Compensatory Time

.01 Church supervisors may work in conjunction with support non-exempt employees to adjust work schedules when excessive hours are required to be worked in the early part of the workweek. Furthermore, as stated in [Section A \(5.2\)](#), no compensatory time off is allowed outside the 40-hour workweek in which the time is computed.

6.0 REPLENISHMENT TIME

.01 Because of the nature of church work and involvement with lay ministers, it is common for regular full-time staff who are not eligible for overtime pay to work more than their regular weekly work hours.

.02 On occasions, regular full-time staff who aren't compensated for overtime may work periods of excessive overtime. In these cases, regular full-time employees may be granted replenishment time. Replenishment time is awarded to staff that aren't eligible to receive overtime pay to give them time to refresh themselves physically, emotionally, and spiritually, and to renew family relationships that may have been hampered during these overtime periods.

.03 Supervisors are responsible for determining whether replenishment time is appropriate, and if so, the amount of time that will be given and when it will be taken. Replenishment time is not an attempt to provide eligible employees compensatory time off on an hour-per-hour basis. It is an attempt to provide regular full-time staff, which have gone through periods of excessive overtime

without pay, some additional time off to refresh themselves.

.04 It is generally understood that these “seasons of intense ministry” are exceptions to the normal working schedule at Saint Matthew’s Episcopal Church, rather than the rule. If an employee feels that these “seasons” become the rule rather than the exception, they shall see their Committee Chair concerning their Job description.

7.0 PAYROLL DEDUCTIONS

.01 By law the Church is required to deduct, where applicable, federal and state income taxes and Social Security taxes. Any other voluntary deductions from an employee's paycheck (i.e. group health and life insurance premiums, etc.) must be authorized in advance in writing by the employee. This can be accomplished by completing a Voluntary Payroll Withholding Request ([Form No. 1-49](#)) and submitting it to the Treasurer.

.02 At any time an employee may submit a new Form W-4. Employees are encouraged to review their withholding allowances for federal income tax reporting purposes. These forms can become obsolete for employees because of: the birth of a new child, a pay raise, or a significant increase in itemized deductions.

.03 If an employee submits a Form W-4 where the employee is claiming 10 (ten) or more allowances or claims “exemption” from withholding altogether (and his/her wages would normally exceed \$ 200.00 per week), the employee will be contacted and informed that the Church is required by IRS regulations to furnish a copy of their Form W-4 to the IRS.

.04 Each paycheck stub will itemize the amounts that have been withheld. It is critical that each employee reviews this information when received and keep the stubs for tax purposes. If they have any questions about their deductions, they shall talk to the Treasurer.

8.0 GARNISHMENTS

.01 As required by law, the Church is required to honor legal garnishments of employees' wages. The Church will notify the applicable employee of any garnishment notice received by the Church.

9.0 LOST PAYCHECKS

.01 Employees shall report checks lost or otherwise missing to the Treasurer immediately so that a stop-payment order may be initiated. The Treasurer will determine when a replacement check can be issued. The employee will be responsible for reimbursing the Church for the stop-payment fee charged by the bank.

10.0 STAFF GIFTS

.01 All special occasion gifts to staff (i.e. birthday, anniversary, etc.) which are paid out of the Church funds (unrestricted or restricted) must first be approved in advance by the Rector.

.02 Under most all circumstances, an all-expense paid trip for a staff member to the Holy Land or other destination in recognition of a special occasion or in commemoration of an anniversary will be treated as a taxable gift. The full amount of transportation, meals, lodging and extra cash must be included on the staff person's Form W-2. It also includes all the travel costs of the staff person's spouse (and children) if the Church also pays these. While this trip can tangibly benefit one's ministry, such a trip is not considered a business or educational expense under tax law.

.03 Gifts given by Church members directly to a staff member arising from "detached generosity", that is, where there is no Church leadership involvement or solicitation, will not be taxable to the staff member nor tax deductible by the donor. The Church will never be used as a funnel to transfer or self-direct funds to a staff member for the purpose of receiving a tax-deductible contribution.

.04 The basic tax rule regarding prizes, awards, and gifts from an employer to employees normally constitute taxable income to the employees, subject to federal (and state) income tax withholding and FICA. The IRS has always taken the position that any gifts or payments made to employees arising out of present or past years of service performed by the employee will not be considered as arising from "detached generosity" (required for a gift to be tax free). There are some exclusions based on *de minimis* factors that take into account the value of the property or service and the frequency with which similar fringes are provided by the employer to the employees. Cash awards are **never** excludable as a *de minimis* fringe benefit. Gift certificates that may be redeemed for cash are also **not** excludable under the *de minimis* rules. In order for a fringe benefit to be considered "de minimus," the IRS stipulates: (1) that there must be no accounting for the benefit on an individual basis; and (2) that the benefit must be occasional. By "no accounting" the IRS means that the value of the benefit cannot be tracked; the IRS defines "occasional" as no more than once per quarter.

11.0 HONORARIUMS PAID TO STAFF

.01 In no circumstances shall a staff member of Saint Matthew's Episcopal Church receive an honorarium paid from Church funds for services they rendered while being on staff with Saint Matthew's Episcopal Church. Church funds would include not only budgeted funds but also any restricted or specially designated funds. An honorarium would be defined as any of the following types of payments:

- Cash gift
- Gift certificates
- Other forms of tangible gift (i.e. flowers, pen and pencil set, etc.)

.02 It is the general policy of Saint Matthew's Episcopal Church to pay staff members a salary or hourly rate for the services they render while employed at the Church. Leadership feels that each staff member's service abilities consist of not only the primary assigned area of ministry, but also any other areas of Church ministry whereby that staff member feels his/her spiritual gifts can be used most effectively for the Lord's work.

.03 If a staff member does feel led to assist another ministry, it is proper for that ministry to pay or reimburse from program funds any out-of-pocket expenses that staff member might incur relating to his/her service.

.04 Honorariums paid to an employee for services rendered outside their employment scope of services with Saint Matthew's Episcopal Church (i.e. retreats, weddings, etc.) may be received by the employee. If a service is performed in the scope of their employment, and the recipient desires to pay an honorarium to the employee, then the honorarium check must be made payable to the Church.

12.0 SHIFTING INCOME TO A FAMILY MEMBER

.01 Employees are not allowed to shift personally earned income to a family member (i.e. spouse, child) in an attempt to achieve a tax benefit. Wages earned by an employee must be paid directly to that employee as required by tax law.

13.0 WORK MADE FOR HIRE

.01 All work prepared by an employee within the scope of his or her employment will be owned by Saint Matthew's Episcopal Church. Examples of such work would be: sermons, books written, music arrangements, and software developed on the Church premises during normal working hours. Section 201 of the

Copyright Act specifics that "the employer...is considered the author" of a "work made for hire," and "owns all the rights comprised in the copyright" unless the employer and the employee "have expressly agreed otherwise in a written instrument signed by them." Therefore, in the absence of such an executed instrument, Saint Matthew's Episcopal Church owns all works prepared by an employee in the scope of his or her employment.

.02 Employees are encouraged to do all personal writing and composing at home and not at work. Employees shall not write or compose personal items during normal office hours nor use Church owned equipment, supplies, or personnel.

.03 If the copyright for such work made for hire is under consideration to be transferred to an employee, the Church's General Council must first review the situation to see if it constitutes "inurement" and thus jeopardize the Church's tax-exemption status, or expose the employee and Church leadership to intermediate sanctions rules. Refer to the [Federal Income Tax Exemption](#) policy which addresses inurement and intermediate sanction rules. This policy is located in the Leadership and Management Section of this Policies and Procedures Manual.

14.0 FINAL PAYCHECK

.01 The final paycheck for voluntary terminated (resignation) employees will be available under the normal payroll pay cycle.

.02 The final paycheck for involuntary terminated employees will be prepared in advance and will be issued to the employee after the exit interview has been successfully completed.

15.0 CONFIDENTIALITY OF SALARY AND WAGES

.01 Employee salary and wages are considered extremely confidential. Salary and wage information is not published for public disclosure. Saint Matthew's Episcopal Church desires to protect the privacy of staff members while at the same time demonstrate high levels of integrity over Church finances. However, any Church member, excluding employees and their immediate families, may have access to an employee's salary and wage information by contacting the Rector or a Vestry member.

.02 If it is felt that the individual making the request has presented a reasonable basis for obtaining such information, and the individual has demonstrated a genuine spirit of love and consideration for the employee and the Church body as a whole, such salary and wage information will be provided. If it is felt that the request is not in the best interest of the employee and the Church body as a whole,

the request will be denied. If the requesting Church member disagrees with the decision, an appeal can be made before the entire Vestry.

.03 An employee shall not seek to ascertain information about a fellow worker's compensation. If such information is inadvertently related to an employee, he or she is not to discuss it. As one shall know, information that is Church business, especially information relating to financial data and/or pay for employees, is considered sensitive and confidential. Therefore, employees are required to prevent the release of such information outside acceptable bounds as stated above.

Section C.

Date Approved/Revised:

Approved By:

WORKPLACE GUIDELINES

"On the contrary, we worked night and day, laboring and toiling so that we would not be a burden to any of you. We did this, not because we do not have the right to such help, but in order to make ourselves a model for you to follow." 2 Thessalonians 3:8-9

Statement of Policies and Procedures:

1.0 GENERAL

.01 The purpose of these guidelines is to define Saint Matthew's Episcopal Church's general workplace expectations. By keeping employees informed of these expectations, both the Church and the employees will be able to operate God's house in a more decent and orderly manner.

.02 Saint Matthew's Episcopal Church's basic rule is very simple--if any employee engages in activity detrimental to the best interests of Saint Matthew's Episcopal Church, its members, or its employees, he or she will be appropriately disciplined. There will be consequences for improper behavior. The workplace guidelines listed in these procedures shall not be considered as exhaustive or all-inclusive.

.03 Examples of activities detrimental to the Church includes, but is not limited to, habitual lateness and/or absenteeism, destruction of property, reporting to work under the influence of drugs or alcohol, stealing, insubordination, refusing to perform an assignment, disclosing confidential information inappropriately, and others. This list is not all-inclusive but provides an example of improper or unacceptable behavior.

2.0 EMPLOYEE PHOTOGRAPHS

.01 Photographs of Church employees can be used by various ministry departments of the Church for personnel records, membership newsletters, staff albums, and items of similar nature.

.02 Photographs shall be taken in color, using a digital camera, and shall be a

front view from the waist up.

.03 Photographs are required for:

- New, regular, and full-time employees
- Temporary employees transferring into regular full-time status
- Special requests
- Five-year updates

.04 The following information shall be attached to each employee's photograph:

- Date of photo
- New hire, transfer, or update
- Full name (first, middle, and last)
- Name employee prefers to be called
- Name of spouse (both full name and name preference)
- Employee's date of birth
- Date of employment
- Position title and employing ministry department

.05 Employee photographs shall be distributed as follows:

- Staff photograph album
- Personnel file

.06 To protect the privacy of minors, employees who have children under the age of 13 must sign a Parental Consent and Release for Publishing or Showing Minor Child's Still or Moving Image ([Form No. 7-22](#)) if they desire to have their family's picture posted on the church's website.

3.0 PERSONAL APPEARANCE AND DRESS CODE

.01 Appearances reflect not only on the staff person as an individual, but also on the Church as well. The appearance of staff members shall be appropriate to the occasion and their duties. Attire shall always be neat and attractive while on Church grounds. Church leadership expects staff to take pride in their appearance and strive to achieve a positive and professional image when representing the Church.

.02 The minimum dress codes for each ministry of Saint Matthew's Episcopal Church are outlined below:

3.1 Office Staff

3.1.1 Ladies

.01 Approximately knee length or longer dresses or skirt with blouse, full split skirts, hose required. Friday is a dress-down day. Loose dress pants or jean skirt with blouse permitted.

3.1.2 Men

.01 Choice of shirt/tie/jacket with dress pants (no jeans), or golf shirts with dress pants and jacket for appointments and counseling. Friday is a dress-down day with jeans and golf/sport shirts permitted.

3.2 Interns

3.2.1 Young Ladies during office workday

.01 Dresses (no mini-length), nice slacks or jeans, nice dress shoes, sandals, nice tennis shoes.

3.2.2 Young Ladies after office hours

.01 Nice pants or jeans, long shorts, split skirts, casual shoes.

3.2.3 Guys during office workday

.01 Golf/sport shirts, dress pants, Dockers, nice jeans, dress shoes, loafers, nice tennis shoes.

3.2.4 Guys after office hours

.01 Nice pants or jeans, walking shorts, golf/sport shirts, dress shoes, loafers, tennis shoes.

3.3 Facilities Staff

.01 Navy slacks, navy T-shirts, shirts that button in front or polo shirts (golf shirts preferable), with the nametag as part of that uniform (all provided by Saint Matthew's Episcopal Church). The shoes shall be dark work shoes with steel toes used when appropriate.

3.4 Volunteers

.01 Since volunteers also represent Saint Matthew's Episcopal Church in their area of service, they shall abide by the same dress code outlined for the ministry that they support.

.02 Committee Chairs of each ministry area are expected to assure that the dress codes outlined above are appropriately followed.

.03 When deemed necessary, Committee Chairs may make exceptions to the dress code policy for the time required to complete specific or unusual tasks.

4.0 OPEN DOOR ARRANGEMENT

.01 One of the foremost goals of Saint Matthew's Episcopal Church is to ensure that each employee has a way to express their problems, opinions, or suggestions. For all administrative matters, the employee shall talk with their immediate supervisor first, and if their supervisor cannot resolve an issue that is brought to his or her attention, he or she will refer them to the next higher supervision level for resolution.

.02 For all personal matters, the employee may talk with any member of the ministerial staff with whom they feel comfortable.

.03 All employees of Saint Matthew's Episcopal Church are encouraged to take an active part in the ministries and support of the Church. The Rector and other leadership positions rely upon the support and encouragement of the Church staff in their ministry decision-making.

.04 For employee [Grievances and Complaints](#), please refer to the separate policy addressing this area.

5.0 PARKING ON CHURCH FACILITIES

.01 Parking spaces on Church facilities are available on a first-come, first-served basis and may not be reserved without the Rector's approval. Employees shall not park in spaces that have been appropriately designated (i.e. handicap, first time visitors, drop-off areas, etc.).

.02 Parking is at the employee's own risk. Saint Matthew's Episcopal Church will not be responsible for any forms of theft or damage to an employee's vehicle parked on or near Church facilities. Additionally, Saint Matthew's Episcopal Church will not be responsible for any personal property left in vehicles that is lost, damaged, stolen, or destroyed. Vehicles shall always be locked when unattended. It is the responsibility of each employee to use prudent measures in safeguarding their vehicles while on Church facilities.

.03 Each employee is encouraged to notify Church Office whenever they notice a

suspicious person or unusual circumstance in Church parking areas.

6.0 RECORDING TIME WORKED

.01 All non-exempt employees are required to maintain a time reporting of actual hours worked. This will be accomplished by the completion of a Timesheet ([Form No's. 1-43, 1-44, 1-45, 1-46, 1-47 and 1-48](#)). This Timesheet requires employees to record the actual time when they begin work, when they leave for scheduled lunch period, when they return from their lunch period, and when they leave work at the conclusion of the day.

.02 Employees shall not record their starting time until they are ready to report directly to their workstation and begin work.

.03 Employees shall never record or sign the Timesheet of another employee or knowingly allow someone else to record or sign his or her time record.

.04 If a change or correction is to be made on a Timesheet, the revision must be initialed by both the employee and their supervisor.

.05 Violations to these guidelines may result in disciplinary action, up to and including possible termination.

7.0 TARDINESS AND ABSENCE

.01 Employee work schedules are being relied upon by ministry Committee Chairs and immediate supervisors. Therefore, it is critical that each employee works his or her assigned schedule on a punctual and consistent basis. However, the Church is aware that illnesses or emergencies may occur which could cause the employee to miss work.

.02 The offices of the Church are open during published office hours. If an employee is unable to report to work for any reason, they must call the Church office no later than 9:00 a.m. Employees shall talk directly to his/her supervisor--leaving a message is acceptable. It is the employee's responsibility to keep the Church informed on a daily basis regarding the status during a short-term absence and to provide appropriate medical verification when requested.

.03 Employees who are tardy or absent excessively or show a consistent pattern of absence, whether excused or unexcused, will be subject to disciplinary action, up to and including possible termination.

.04 If an employee does not call in or report to work for two consecutive

workdays, such actions may be considered as a voluntary resignation.

8.0 INCLEMENT WEATHER

8.1 Before Normal Working Hours

.01 If an employee is at home when inclement weather begins they shall listen to local news reports to determine if public schools will be closed. If the public school system does close schools, or has a delayed opening, then all employees should either not report to work or report to work at the delayed school opening time.

.02 The Chair of the Building & Grounds Committee will directly notify those maintenance and custodial staff who will need to report to work for emergency situations. The Office Manager will contact any other support staff that might need to report. The Rector will be responsible to make such contacts in the absence of either of the above.

.03 Employees away on scheduled vacation or approved leaves of absence will not be called to report. Employees facing personal crisis that prevent them from coming in (i.e. protection of personal property and immediate family) will also be excused.

.04 Time off due to inclement weather under the above circumstances will be considered non-compensated.

8.2 During Normal Working Hours

.01 If the Church experiences a prolonged power failure or is aware of approaching bad weather or hears that the public school system is closing, the Rector will determine if Church facilities shall be closed. All Church staff will be released by their immediate supervisor after their responsible areas have been properly secured for the day.

.02 If an employee is on the job and leadership closes the facilities, the employee will be paid for the hours they would have normally worked for that day. If the facilities are closed beyond that day, the employee will not be paid for this time off. In those cases where the Church's facilities are unable to be reopened for an extended period of time, employees may use their Paid Time Off benefits or may request to make up time later in the day or week. All requests must be made in writing to be valid.

.03 Saint Matthew's Episcopal Church will reopen its doors for operations as determined by the Rector, Chair of the Building & Grounds Committee, and local officials in the event the Church experiences a large amount of damage to its facilities and/or equipment. Refer to the [Disaster Management and Recovery](#) policy in the Leadership and Management Section of this Policies and Procedures Manual for additional information.

8.3 Cancellation of Church Services

.01 Refer to the [Cancellation of Church Services](#) policy which is located in the General Administration Section of this Policies and Procedures Manual.

9.0 LEAVING OFFICE DURING REGULAR HOURS

.01 When an employee leaves the office, he/she is expected to obtain approval from their immediate supervisor. The time out from the office must be properly recorded as uncompensated leave time on non-exempt employee's timecard or timesheet.

10.0 BREAK AND LUNCH PERIODS

.01 Non-exempt employees are provided one (1) fifteen (15) minute break period for each four (4) hours of work. Break periods shall be taken near the middle of the four (4) hour work period. A thirty (30) minute unpaid lunch period is provided for non-exempt employees who work more than five (5) hours in a workday. However, employees who do not work more than six (6) hours in a workday may choose to waive their lunch period.

.02 Break times will be established by the ministry Committee Chair. Break periods may not be accumulated to reduce working hours or to provide time off for personal business. No work shall be performed during the break and lunch periods.

11.0 STAFF MEETINGS

.01 Every employee is expected to attend the routine staff meeting. It is a time of sharing praises, prayer requests, and general information.

.02 Committee Chairs are to conduct regularly scheduled meetings with the personnel staff under their supervision. These meetings are to be used to keep their staff informed and to allow adequate time for questions.

.03 Occasionally, staff meetings will be held to provide ongoing training to Church employees for the purpose of helping them perform their duties in light of changing federal and state laws.

.04 For additional information regarding staff meetings, refer to the [Staff Meetings](#) policy as documented in the General Administration Section of the Church's Policies and Procedures Manual.

12.0 PERSONNEL FILES AND RECORDS

.01 It is critical that the Church maintains current and accurate information about each employee. Employees are expected to keep the Church Office informed of changes to their name, address, phone number, marital status, person to notify in case of emergency, etc. These changes shall be provided on a Payroll and Personnel Change Notice ([Form No. 12-44](#)). Changes to names and/or Social Security numbers will require the provision of original documentation authorizing the change.

.02 A statement of marital status and the number of exemptions claimed for income tax withholding purposes shall be reported by the use of an Employee Withholding Exemption Certificate (IRS Form W-4). Normally, an employee may claim exemptions on this form equal to or less than the number of exemptions to be shown on his/her Federal income tax return. In addition, Form W-4 may be used to authorize the withholding of a specified amount of tax per pay period in excess of the amount required to be withheld under normal Circular E tax table rules.

.03 After filing a Federal income tax return for the prior year, an employee with sufficiently large itemized income tax deductions, estimated for the ensuing year, may be able to qualify for reduced withholding. The amount of reduced withholding can be determined from Schedule A of Form W-4. In order to reduce withholding, a revised Form W-4 (with Schedule A) must be filed with the Treasurer.

.04 The Church Office shall also be notified of any changes to the employee's benefit situations (i.e. names of dependents and beneficiary for insurance purposes) in order for staff to make the necessary and timely changes and notifications to Saint Matthew's Episcopal Church insurance providers.

.05 Personnel files will include the following types of employee information (list is not all inclusive):

- Job description
- Offer of employment
- IRS Form W-4
- Receipt of employee handbook
- Periodic performance evaluations
- Sign-up forms for employee benefits
- Memos on excellent performance
- Warnings and disciplinary actions

.06 Employees will be allowed to review their personnel records that have been used to determine their qualifications for employment, promotion, compensation, termination, or other disciplinary actions in the presence of the Rector or his/her representative. Employees are not allowed access to other employees' files unless it is part of their position duties or if they have a need to know. This includes, personnel office staff, present or potential supervisors, and administrative or executive staff.

.07 For additional information regarding Church files and records, refer to the [Management of Church Files and Records](#) policy as documented in the General Administration Section of the Church's Policies and Procedures Manual.

13.0 GRIEVANCES AND COMPLAINTS

.01 Employees who have grievances or complaints regarding Church policies, procedures or organizational structure issues shall discuss these with their immediate supervisor. Discussions must be made within two (2) consecutive workdays. If the employee feels their grievance or complaint is unresolved by their supervisor, the employee can submit their concern in writing to the Rector. He will review the matter and take the appropriate actions. If the employee is still not satisfied, he/she may place the concern in writing to the Vestry. The Vestry will review the matter and provide a response. The decision of the Vestry is final.

.02 Grievances or complaints between fellow employees shall be addressed immediately between themselves, as outlined in Matthew 18 (see guidelines below). Allowing a time lapse could interfere with work assignments. If these guidelines are unsuccessful, one or both shall then discuss the problem with their supervisor.

.03 Saint Matthew's Episcopal Church does not regard the use of these problem-solving procedures as a nuisance, but as an opportunity to correct dissatisfaction in job related practices and policies. It is the practice of Saint Matthew's Episcopal Church to let every employee tell their side of the story, with no intention of penalizing them for expressing his or her point of view.

13.1 Guidelines for Conflict Resolution

.01 Saint Matthew's Episcopal Church ministry staff members are encouraged to follow the scriptural example in Matthew 18 for resolving conflicts.

"If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother."
Matthew 18:15

.02 In accordance with God's Word, all Saint Matthew's Episcopal Church staff members are asked to follow these steps in resolving conflict:

- In all conflicts I will seek to act in a Christlike manner and not give in to my natural and human feelings and emotions.
- I will pray and seek the Lord's comfort and guidance in the matter. I will not share an offense with another person.
- I will not seek to find others who have been offended, nor will I seek to validate my hurt by finding potential mediators before meeting with the person who has offended me.
- I will first go to the person alone who has offended me and seek to resolve our differences and restore the relationship. I will value the restoration of the relationship above the exposing of that person's possible sin. I will listen to his/her point of view and seek to understand his/her perspective on the issue.
- If going to the person first does not resolve the conflict, I will seek the help of a third party to help both of us to see what we need to do to glorify God in our relationship. I will make sure that this third party is a spiritually mature person who is neutral in regards to this issue. I will keep an open mind to the advice of the third party and seek to change my attitude and actions as I am advised.
- If the third party cannot affect a resolution, and agrees with my concern, I will seek the help of two or three other witnesses who can intercede in the matter and seek God's glory in this conflict.
- I will not allow anyone to criticize another staff member without first following the scriptural guidelines in resolving conflict. In order to avoid gossip and hurt feelings, I will not discuss this matter without the offending party present.
- As a last resort, if the conflict cannot be resolved, I will act in a manner

pleasing to God, even if it means removing me from the source of the conflict.

.03 For additional information regarding grievances and complaints, refer to the [Conflict Resolution](#) policy as documented in the Leadership and Management Section of this Policies and Procedures Manual.

14.0 MAKING SUGGESTIONS

.01 Management strongly encourages employees to share any suggestions they might have to better improve Church operations or procedures. Suggestions may be signed or anonymous. Employees may use the Church's Work Simplification Suggestion ([Form No. 12-57](#)) to make such suggestions. This form can be submitted in person, placed in an employee's mailbox or e-mailed to the appropriate individual.

15.0 SEXUAL AND OTHER FORMS OF HARASSMENT

.01 The Church is committed to providing a work environment that is free of discrimination, harassment or a hostile work environment. In keeping with this commitment, the Church maintains a strict policy prohibiting unlawful harassment, including sexual harassment. Sexual harassment involves not only unwelcome touching and demands for sexual favors, but also any unwelcome sexual oriented behavior or comments that create a hostile or offensive work environment. It is important for every employee to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be considered offensive to others. In no way shall the above listed examples be considered all-inclusive, but they are intended to provide guidance as to what may constitute a form of harassment.

.02 Sexual harassment of employees by supervisors, coworkers, or others who visit the Church (i.e. vendors) is prohibited. Information providing further details in regard to sexual harassment is posted on a bulletin board in the Church office.

.03 If an employee believes he or she is being, or has been harassed in any way, or has observed harassment in any way, they must report the facts of the incident or incidents to the Rector and Senior Warden immediately, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated and documented in writing. Every complaint will be taken seriously, investigated promptly and held highly confidential. The Church will take affirmative steps to ensure that such behavior is not allowed or tolerated. Offenders may be

disciplined up to and including termination and the loss of any accrued benefits.

.04 Refer to the following two sexual misconduct policies for additional information. Both of these policies are found in the Leadership and Management Section of this Policies and Procedures Manual.

- [Prevention of Children and Youth Abuse](#)
- [Sexual Misconduct of Ministers](#)

16.0 PERSONAL OR ROMANTIC RELATIONSHIPS

.01 Situations may arise where employee or otherwise friendships develop into personal, romantic relationships, or marriage. Romantic relationships between coworkers or others at or through the Church can create difficulties for the parties involved, Saint Matthew's Episcopal Church, and even other employees or members.

.02 When this occurs, and one employee is anywhere in the chain of authority or influence over the other, the employees are expected to report the relationship to their supervisor(s). When this type of authority is allowed to occur, it affects employee morale by perceptions of favoritism and potential violations of the sexual harassment policy. Therefore, reporting the relationship to their supervisor(s) is mandatory.

.03 The employees must report the relationship at any time it appears the relationship could result in romantic attachment (e.g. dating).

.04 It is the Senior Warden's responsibility (if he/she is not one of the employees involved) to determine whether a direct reporting or supervisory relationship exists. If the Senior Warden is one of the employees involved, the Rector will make this decision.

.05 If two employees marry or become involved in a romantic relationship which conflicts with this policy, one employee must either move to a different ministry position or find alternative employment within ninety (90) days (or sooner if the Rector deems it necessary).

.06 If the employees cannot agree as to which employee must move to a different ministry position or find alternative employment; the decision will be made by the Rector.

17.0 DRUG-FREE WORKPLACE

.01 Saint Matthew's Episcopal Church desires to provide a drug-free, healthful, and safe work place to staff and guests. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their ministry in a satisfactory manner.

.02 The manufacturing, distribution, dispensation, possession of illegal drugs or any controlled substance on Church property or in Church vehicles is prohibited. It is a violation of Saint Matthew's Episcopal Church's policy for employees to report to work or operate Church vehicles or equipment "under the influence" of alcohol, illegal drugs, or any controlled substances. Saint Matthew's Episcopal Church reserves the right to require employees to submit to a blood or urine test prior to employment, or at any point during employment.

.03 Possession or detection of drugs, or any controlled substance, or refusal to abide by this policy will subject an employee to disciplinary action, up to and including termination.

18.0 SALE OF PERSONAL MERCHANDISE

.01 Employees, immediate family members of employees, or businesses operated by employees or family members (see [Outside Employment and Activities](#) guidelines below) may not directly sell merchandise (i.e. Amway products, Shaklee products, T-shirts, music, records, etc.) to employees, Church members, or visitors during normal working hours. Furthermore, sales may not be made for or at Church related functions (such as retreats, concerts, choir trips, etc.). Sales can be made after hours and not on Church facilities.

.02 Any purchases of merchandise from employees or their family by the Church must be handled through the normal purchasing procedures of the Church.

19.0 EMPLOYEE FAMILY MEMBERS

.01 We thank God for the spouses and children of our staff and we always desire for staff to place their family first before this ministry. Staff must remain sensitive to Saint Matthew's Episcopal Church position of responsibility with children. Children are not allowed on the property of the Church without proper supervision. The Church cannot assume responsibility for a child left unattended in a room during any time of the day or night. Furthermore, employees shall not get in the habit of allowing extended visits from children, spouses, or other family members during normal work hours.

20.0 OUTSIDE EMPLOYMENT AND ACTIVITIES

.01 Saint Matthew's Episcopal Church feels that all employees must devote their spiritual gifts and talents to the ministry works for which they were employed. Leadership discourages full-time employees from taking part-time employment outside the Church but does understand that it may be necessary under certain circumstances. Outside employment is allowed with the prior approval of the employee's immediate supervisor. Approvals are conditioned upon the employee maintaining satisfactory performance evaluations from their immediate supervisor. Furthermore, the Church will not pay any medical benefits for injuries or sicknesses resulting from the part-time employment. If excessive time off is required due to an injury from the part-time employment, this condition could result in his/her termination from employment with Saint Matthew's Episcopal Church.

21.0 PERSONAL MAIL

.01 Due to the large amount of mail the Church receives each day, it is important that any mail of a personal nature be delivered to the employee's home address and not the Church.

22.0 PERSONAL AND ETHICAL RESPONSIBILITIES

.01 All employees must conduct their personal affairs in such a fashion that their individual responsibility and the Church's ministry and reputation are not jeopardized, and ethical and/or moral questions do not arise with respect to their association or work with Saint Matthew's Episcopal Church. Employees are expected to use good judgment and common sense by avoiding acts that could violate sound business ethics or cause harm to the Church and/or fellow staff members.

.02 Potential ethical conflicts could include; receiving expensive gifts from Church suppliers or Church members, misappropriation of work time on Church property, biased selection of vendors or vendor contracts, disclosures of confidential Church information to others or use for personal gain, etc. Compliance with these standards is the responsibility of every employee, Church member employees or non-Church member employees. Under certain conditions, an employee may be asked to sign a Statement of Confidentiality ([Form No. 12-91](#)).

.03 Furthermore, all employees must abide by the [Saint Matthew's Episcopal Church Code of Ethics](#) and [Conflict-of-Interest](#) policies as documented in the Leadership and Management Section of this Policies and Procedures Manual.

23.0 FINANCIAL INTEGRITY

.01 All employees are to respect the Church's budget process and final adopted budget. Staff are to administer the budget effectively and abide by the following financial guidelines:

- Not transfer funds from their responsible budget area(s) to another budget area without prior permission from the Vestry. Committee Chairs are allowed to transfer funds between line items in their adopted budget area, but their total budget cannot be exceeded.
- Not overspend the budget without prior approval from the Vestry.
- Not accept from Church members or other donors designated tithes or offerings for any purpose.
- Not solicit contributions for programs or other purposes without prior permission from the Vestry.
- Be careful to never solicit or encourage gifts from Church members or guests for themselves or their family.

.02 For additional information regarding the general operating budget process, refer to the [Budgeting](#) policy as documented in the Financial Section of this Policies and Procedures Manual.

24.0 CONDUCTING TOURS

.01 No staff member shall become involved in any Church related program or tours for personal profit.

.02 Tours for any age group of the Church beyond the continental United States and Canada shall be cleared by the Vestry prior to planning and announcement.

.03 No family members of staff shall have any part of their expenses covered by tour rebates or free sponsoring tickets. Exclusively those staff and lay leaders who are leading the tour must use such rebates and free tickets. If family members accompany staff on the tour, the family member costs must be paid in full.

.04 Special note – The IRS has ruled that the value of a free trip to a foreign country provided by a travel agency to a person who organizes a tour and solicits participants is taxable income.

25.0 COUNSELING SESSIONS

.01 Saint Matthew's Episcopal Church is committed to protecting the integrity of our staff and the reputation of our Church. Scripture stipulates that Church leaders are to be "above reproach", and that even the "appearance" of wrongdoing shall be avoided.

.02 The documentation of all counseling sessions shall be properly secured under lock and key by all those who counsel. These files shall be strictly protected against unauthorized access because of the legal and ethical responsibilities the Church could face.

.03 Conversations between a priest and a counselee are protected by the clergy-penitent privilege only if they are made privately in confidence with no third person present and the priest is acting in a professional capacity as a spiritual advisor.

.04 The disposition of counseling files in the event of the counselor's death or departure from Saint Matthew's Episcopal Church ministries will be the responsibility of the Rector or Senior Warden with Church General Council assistance as needed.

.05 A list of approved counselors and agencies which Saint Matthew's Episcopal Church would recommend or make referrals to can be obtained from the Church Office.

26.0 CONFIDENTIALITY OF CHURCH INFORMATION

.01 During the course of the employee's employment with Saint Matthew's Episcopal Church, they may have access on a regular basis to information of a highly sensitive and confidential nature. This information will be contained in Church records, correspondence with Church members and others, inter-office memoranda, and other similar documents. Employees of Saint Matthew's Episcopal Church serve in a position of trust, and they have an obligation to the Church and to those persons to whom the Church ministers to see that the confidentiality of this information is strictly maintained and protected. Unauthorized use or disclosure, even if inadvertent, compromises both the employee and the Church and seriously erodes the confidence of others without which Saint Matthew's Episcopal Church simply could not effectively minister. Under certain situations, an employee may be asked to sign a Statement of Confidentiality ([Form No. 12-91](#)).

.02 Information regarding Saint Matthew's Episcopal Church or its members, or

other persons to whom Saint Matthew's Episcopal Church may minister, of which the employee becomes aware as a result of their employment relationship, is considered confidential information. The employee may not disclose, duplicate, or use this information except as required in the performance of their duties with the Church. Failure to adhere to these necessary standards may result in disciplinary action.

.03 Confidential information and messages shall never be sent to or received from an individual by use of the Church's fax machine or e-mail system. Furthermore, confidential information that is sent in the mail or an inter-office envelope shall always be sent in a sealed envelope marked "Confidential -- to be opened by Addressee only." Confidential documentation shall always be stored in a locked filing cabinet. Access to this material shall be allowed only to authorized individuals.

.04 Cellular phone conversations are not considered confidential. Therefore, ministers shall refrain from engaging in confidential spiritual counseling over a cellular phone and wait until the discussion can be made on a secured land line.

.05 Following are several helpful tips that Church employees shall use in handling confidential information:

- Protect confidential papers that are on employee's desk by keeping them face down.
- Safeguard confidential documents by storing them in a locked file cabinet when not in use.
- Mark each confidential folder or envelope "CONFIDENTIAL".
- Never leave personal notes and papers on your desk when you leave for the day.
- Shred confidential papers, notes and photocopies before they are thrown away in the trash.
- Use passwords to access personal and confidential files that are stored on personal computers.

.06 The employee's obligation to preserve the confidentiality of information acquired during their employment continues even after the Church no longer employs them. The employee may not disclose, after separation of their employment, any information which they were not permitted to disclose during their employment. Moreover, the employee may not utilize the confidential information he or she acquired while employed at Saint Matthew's Episcopal

Church even after their departure from the Church.

27.0 COPYRIGHT INFRINGEMENTS

.01 Church leadership will not tolerate any forms of copyright infringements. Church owned copy machines, computers, tape duplicators, sound recording devices, or any other forms of duplicating or reproducing equipment shall not be used to copy or reproduce any form of copyright materials for ministry or personal use. For a full description of our policy regarding this matter, please refer to the [Copyright Infringement](#) policy located in the General Administration Section of this Policies and Procedures Manual. This policy is strictly monitored. Violation of this policy can result in immediate termination.

28.0 ACCESS TO AND REMOVAL OF CHURCH PROPERTY

.01 It is critical that Saint Matthew's Episcopal Church have access at all times to Church property. As a result, the Church reserves the right to access employee offices, work stations, filing cabinets, desks, credenzas, and any other Church property at its discretion, with or without advance notice or consent. Such access would also include records, documents, files, schedules, ledgers, etc.

.02 No property is to be loaned or removed from the Church grounds without the approval through the ministry Committee Chair.

.03 Removal of official Church documents or records without the expressed consent of the employee's ministry Committee Chair is strictly prohibited.

29.0 ISSUANCE OF CHURCH PROPERTY AND EQUIPMENT

.01 Keys to exterior doors and/or offices of the Church will be issued to appropriate employees by the Building & Grounds Committee Chair. Church issued keys shall not be used by anyone except the employee to whom they are issued. An employee shall never copy Church keys.

.02 Any Church owned property and/or equipment (i.e. keys, credit cards, laptop computers, beepers, cellular phones, Dictaphone equipment, recorders, uniforms, etc.) which has been personally issued to an employee to perform their job remains the property of Saint Matthew's Episcopal Church. It is the employee's responsibility to see that these items be used solely by the issued employee for Church related business. These items will be recorded on the Ministry Property Issued to Employees ([Form No. 12-30](#)) which will be maintained in the employee's personnel file. These items must be returned to the Church Office at the time of

the employee's termination and their final paycheck will be held until all such items have been returned.

30.0 USE OF CHURCH TELEPHONES

.01 Church leadership realizes that it may be necessary for employees to occasionally make and receive personal calls on Church telephones. However, such calls shall be held to a minimum. Such personal calls shall be made, whenever possible, during scheduled break and lunch periods. The employee is expected to inform each of their family members of these guidelines. Unavoidable lengthy personal calls shall be cleared through their supervisor and time appropriately adjusted on their timesheet.

.02 Use of Church telephones to make personal long-distance calls is not allowed unless prior approval is received from the employee's supervisor.

.03 Please refer to the [Use of Cellular Phones While Driving Vehicles](#) policy as documented in the Facilities Section of this Policies and Procedures Manual. This policy addresses the use of cellular phones in vehicles while conducting Church business.

.04 Employees who have been issued a Church cellular phone must use these phones in normal ministry business use only, and shall not be used for routine personal calls or while on vacation leave.

.05 Personal cellular phones must be kept in their off position or vibration mode while in the Church office. Personal calls on your personal cellular phone will be treated in the manner as personal calls made on the Church's telephones.

.06 Employees and lay leaders shall not knowingly listen to *personal* phone conversations or secretly record any oral or electronic conversations or communications between a staff member and a third party. If some form of wrongdoing is suspected, this concern shall be brought to the attention of the Rector. The Rector will obtain legal advice from the Church's General Counsel.

.07 Employees are expected to use good judgment and common sense when it comes to using Church telephones.

.08 For additional information regarding telephone operations, refer to the [Telephone Use and Message Services](#) policy as documented in the General Administration Section of this Policies and Procedures Manual.

33.0 USE OF CHURCH COMPUTERS AND INTERNET ACCESS

.01 The purpose of these guidelines is to maintain the integrity of Saint Matthew's Episcopal Church's computer network. Understanding of, and abiding by these guidelines, is essential to ensure that the system can be used without impeaching its integrity.

.02 The purpose of Saint Matthew's Episcopal Church's network resources, including the Internet, is to support the numerous ministries in the achievement of their mission and goals, and to improve the Christian community in general. These resources are intended to facilitate day-to-day operations, including collaboration and information exchange within the different ministry departments and integrated ministry auxiliaries. They are also intended to expedite Church members and general public access to Saint Matthew's Episcopal Church and other religious information.

.03 For additional information regarding computer services, please refer to the [Computer Services](#) and [Official Website](#) sub-sections found in the General Administration Section of this Policies and Procedures Manual. Also, refer to the [Use of Church Software](#) and [E-Mail Usage](#) guidelines which follow. These additional sub-sections and guidelines are incorporated as part of this policy.

.04 If there are any questions regarding the use of Church computers or Internet access, it is incumbent upon the employee to seek guidance through the Technology Committee.

33.1 Computer Network Restriction

.01 Church computers are to be used for Church business and associated ministries only. Employees shall not use a Church account for any activity that is commercial in nature, not related to work at Saint Matthew's Episcopal Church, such as consulting services, typing services, developing software for sale, advertising products, website development, and/or other commercial enterprises for personal/financial gain.

.02 Without prior written permission from the Technology Committee Chair, the Saint Matthew's Episcopal Church computer network may not be used to disseminate, view, or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, Trojan horses, worms, bots, flash programs, self-replicating programs, etc.), political material or activities, pornographic text or images, copyrighted material, or any other unauthorized materials.

.03 Employees may not use the Saint Matthew's Episcopal Church Internet connection to download games or other entertainment software (including screen savers), or to play games or gamble over the Internet. Additionally, employees

may not use the computer network to display, store, or send (using e-mail or any other form of electronic communication such as bulletin boards, chat rooms, user groups, etc.) material that is fraudulent, harassing, discriminatory, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise inappropriate or unlawful. Furthermore, anyone receiving such materials must notify his/her supervisor immediately.

.04 Employees shall not attempt to:

- circumvent data protection schemes or uncover security loopholes without prior written consent of the Technology Committee Chair. This includes creating and/or running programs that are designed to identify security loopholes and/or intentionally decrypt secure data;
- monitor or tamper with another user's electronic communications or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner;
- facilitate or allow use of a computer account and/or password by an unauthorized person;
- mask the identity of an account or machine which includes sending e-mail that appears to come from someone else; and
- perform an act without authorization that will interfere with the normal operation of computers, terminals, peripherals, networks, or will interfere with others' ability to make use of the resources.

33.2 Accessing the Internet

.01 The Internet is a worldwide network of computers that contains billions of pages of information. This service is provided to Church employees to facilitate communication, information sharing, information access, and enhancement of their job performance. Its use shall be limited to legitimate Church business and managed by rules of conduct applicable to any other Church owned resource. Users are cautioned that many Internet pages include offensive, sexually explicit, and/or inappropriate material.

.02 As a test to determine if an employee's use of the Internet is necessary or appropriate, the following question shall be asked: *"Is this use of the Internet enabling me to perform my duties more effectively, less expensively, or provide better service to the ministries of Saint Matthew's Episcopal Church?"*

.03 It is acceptable Internet use to perform the following employee functions as well as those specifically instructed by their supervisors:

- Communications of information exchanges directly relating to the Church's mission, goals, and ministry plans;
- Announcements of Church services, activities, and policies and procedures;
- Use for advisory, research, analysis, and development activities related to the user's ministry duties and responsibilities.

.04 To ensure security and avoid the spread of viruses, users accessing the Internet through a computer attached to the Saint Matthew's Episcopal Church network must do so through an approved Internet firewall or other security device. Bypassing Saint Matthew's Episcopal Church computer network security by accessing the Internet directly by modem or other means is strictly prohibited, unless the computer you are using is not connected to the Saint Matthew's Episcopal Church's network.

33.3 Frivolous Use

.01 Computer resources are not unlimited. Network bandwidth and memory have finite limits, and all users connected to the network have a responsibility to conserve these resources. Therefore, users must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to: sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-ministry-related uses of the Internet.

33.4 Virus Detection

.01 Files obtained from sources outside of Saint Matthew's Episcopal Church, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services, files attached to e-mail, and files provided by customers or vendors may contain dangerous computer viruses that may damage the Saint Matthew's Episcopal Church computer network. Users must not download files from the Internet, open suspicious e-mail attachments from outsiders, or use disks from non-Saint Matthew's Episcopal Church sources without first checking for viruses.

33.4.1 Handling a Computer Virus

Outlined below are the recommended steps employees shall take when a computer virus is detected on their workstation.

.01 ALWAYS, immediately document in writing what is happening including any error messages. To report the problem accurately, it is best not to rely on your memory. Be as specific as possible. Some computer viruses can take time to reveal themselves. Record any unusual messages that are randomly displayed even if they don't seem to affect the performance of your workstation; how you became aware of the problem; what you were doing before the event occurred; and what application was in use at the time of the event. Identify any removable diskettes that may have been used during this period. Any data you have saved could potentially have been infected by the virus. These diskettes shall also be scanned for a virus. Do not use these diskettes until they have been checked for a virus.

.02 Turn off your workstation. To contain the virus, it is best to immediately power-off your workstation. Do not attempt to initiate a normal shutdown. A computer virus can run as a TSR (terminate and stay resident) and as a background process it will continue to cause damage without any indication to the user.

.03 If possible, do not login to the network on another workstation until you receive help. There is a potential risk that your files on the network have been infected. To assist in containing the virus, it is important that you discontinue logging in to the network until anti-virus checks are made there also.

.04 The Technology Committee Chair shall be notified immediately and all recorded information shall be forwarded to him.

.05 Resume using your system only after you have received verification that the computer virus has been removed and it has been determined to be virus free.

33.5 No Expectation of Privacy

.01 Employees are given computers and Internet access to assist them solely in the performance of their ministry duties. Employees shall have no expectation of privacy in anything they create, store, send, or receive via the e-mail system using Saint Matthew's Episcopal Church computer equipment. As stated above, the computer network is the property of Saint Matthew's Episcopal Church and may be used only for Saint Matthew's Episcopal Church purposes.

33.6 Waiver of Privacy Rights

.01 Every user expressly waives any right of privacy in anything he/she creates, stores, sends, or receives via the e-mail system using Saint Matthew's Episcopal Church's computer equipment or Internet access. The user consents to allow designated Saint Matthew's Episcopal Church personnel access to, and review of,

all materials created, stored, sent, or received by user through any Saint Matthew's Episcopal Church network or Internet connection.

33.7 Blocking Sites with Inappropriate Content

.01 Saint Matthew's Episcopal Church reserves the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate.

33.8 Security

.01 It is a priority of Saint Matthew's Episcopal Church to achieve the highest levels of confidentiality as possible in the Church's computer network. In order to maintain proper security controls, cooperation will be necessary in the following areas:

33.8.1 Passwords

.01 User passwords will be issued and controlled by the Technology Committee Chair. These passwords are used to identify authorized users on the Church's system. Therefore, each employee password must be maintained secretly, known only by the employee and the Technology Committee Chair. The employee shall not share his or her password or allow anyone else to use it. A password shall consist of a word and/or numbers known to the employee but not easily guessed by others.

33.8.2 Use of System

.01 The computer system is to be used only by those with assigned accounts. Access will be limited to selected Church members who actually have a ministry related computer use. If a ministry desires a special program be written for them, or is having a hardware, software, or system problem, they shall communicate this to the Technology Committee Chair on a Request for Information Services Evaluation ([Form No. 3-05](#)).

33.8.3 Logging Off System When Away From Office

.01 If employees are going to be away from their desk for an extended period of time or at the end of the workday, they shall log off the system to prevent unauthorized access under their user name.

.02 Under normal operations at the end of each days work, employees are to log off from all network systems and any file server connections; close all desktop applications; make sure that all file sharing systems are turned off; and then power down their desktop computer.

33.9 Stand-Alone Computers and Laptops

.01 The guidelines mentioned in this section also relate to stand-alone and laptop computers. There will be no unauthorized use of, or software allowed to be loaded onto, a Church owned computer. If a computer is connected to a Church modem, the employee is permitted to download only to the stand-alone or laptop's hard drive. Under no circumstances shall a download take place to the Church network computer system.

33.10 Donated Computer Equipment and Equipment not Purchased by the Church

.01 Computer equipment not procured by the Church will not be maintained or serviced by the Church. Every effort is made to maintain system compatibility and standardization to ensure adequate spare parts are in stock and personnel are knowledgeable in maintenance and repair of such equipment. As with any purchase or donation, approval from the Minister of Administration is required before the item is purchased or accepted.

33.11 Monitoring of Computer and Internet Use

.01 Saint Matthew's Episcopal Church reserves the right to monitor and log onto any and all aspects of its computer system including, but not limited to, monitoring Internet sites visited by users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

.02 Each employee of Saint Matthew's Episcopal Church will be required to sign a Use of Church Computer and Internet Access ([Form No. 3-22](#)) stating that they have read, understand and will comply with the standards set forth in this policy.

33.12 Requests for Removal of Access to On-Line Systems

.01 For employees who have terminated their employment relationship with Saint Matthew's Episcopal Church, their supervisor shall submit a written request to the Technology Committee Chair requesting removal of access. In the request, all files and special functions that need to be transferred to other department staff members and the exact date on which the termination of access shall begin shall be specified.

34.0 USE OF CHURCH SOFTWARE

.01 Saint Matthew's Episcopal Church may license the use of computer software from a variety of third parties. The software developer usually copyrights

software. Unless expressly authorized to do so, Saint Matthew's Episcopal Church employees may not make copies of software except for back-up or archival purposes. The purpose of this procedure is to prevent copyright infringement and to protect the integrity of the Church's computer environment from viruses. For additional information on copyright infringement, refer to the [Computer Software](#) sub-section of the Copyright Infringement policy as found in the General Administration Section of this Policies and Procedures Manual.

.02 It is the policy of Saint Matthew's Episcopal Church to respect all computer software copyrights and to adhere to the terms of all software licenses to which the Church is a party. The Technology Committee Chair is responsible for enforcing these guidelines.

.03 Saint Matthew's Episcopal Church employees may not duplicate any licensed software or related documentation for use either on Saint Matthew's Episcopal Church premises or elsewhere unless Saint Matthew's Episcopal Church is expressly authorized to do so by an agreement with the licensor. Unauthorized duplication of software may subject employees and/or the Church to both civil and criminal penalties under the United States Copyright Act.

.04 Employees may not give Church-owned/registered computer software to any other employee or any Church-owned/registered software to non-employees including: spouses, parents, contractors, students, and others. Saint Matthew's Episcopal Church employees may use Church-owned/registered software on the Church's local area network or on multiple machines only in accordance with applicable license agreements.

.05 For a complete description of Saint Matthew's Episcopal Church's computer services policies and procedures, please refer to the [Computer Services](#) section found in the General Administration Section of this Policies and Procedures Manual.

34.1 Personal Software

.01 The use of personal software will not be allowed. Loading personal software is the number one means of introducing viruses into a computer network. Valid software licenses are required for all software loaded onto the Church computer network. If there is a software package an employee desires to have available on the network, the employee shall notify the Technology Committee Chair, and if approved, it will be purchased from Church funds and installed by the Technology Committee. The Technology Committee Chair will, at his/her discretion, perform an Evaluation of Computer Software ([Form No. 3-02](#)) and Software Reference Checks ([Form No. 3-03](#)) to determine appropriateness, cost and other considerations.

34.2 Home Computer Use

.01 Computer software purchased by Saint Matthew's Episcopal Church is owned by the Church and cannot be copied or installed on employee's and lay leader's home computers. Church documents, spreadsheets, or data cannot be loaded on any other computer not owned by Saint Matthew's Episcopal Church without prior approval. All Church computer data and information belongs to Saint Matthew's Episcopal Church and shall not be copied or given to any person or loaded onto any other computer.

.02 If an employee is required to use certain software at home, Saint Matthew's Episcopal Church will purchase a separate package and record it as a Church-owned asset in the software register and on the Ministry Property Issued to Employee ([Form No. 12-30](#)). Certain software companies do provide in their license agreement that home use is permitted under certain circumstances.

35.0 E-MAIL USAGE

35.1 General Guidelines

.01 The e-mail system of Saint Matthew's Episcopal Church has been established for the purpose of furthering the Church's mission goals and not to provide a communication facility for employees' personal business. Consequently, e-mail shall be used for ministry related matters. However, an occasional or incidental use of the e-mail system for personal, non-business purposes is generally acceptable (similar to personal phone calls). However, if this privilege is abused, the employee may lose his or her e-mail privileges.

.02 Every communication the employees and lay leaders of Saint Matthew's Episcopal Church have with the public or with other employees shall be of the highest possible quality. Therefore, employees and lay leaders are expected to pay close attention to any electronic mail (e-mail) message sent internally or externally. E-mail messages sent externally shall receive the same attention to detail as hard copies.

.03 E-mail communications may be used to facilitate routine matters such as scheduling meetings and conference calls, policy notices, requests for information or directives to complete tasks, and notification of employees' whereabouts. Incidental purposes may include announcing work-related social events, or contacting others about work-related transportation, work hours, and so on. At no time shall the e-mail system be used for betting pools, chain letters, product sales, political activism, and so forth.

.04 E-mail messages shall never contain sexually explicit images, slurs, jokes or cartoons, or any ethnic slurs, racial epithets, or any other material that could be

construed as harassment, threatening, defamatory, misleading, obscene, or disparagement of others based on their race, national origin, gender, age, disability, or religious or political beliefs. Furthermore, e-mail messages shall not be used to reveal personal information such as the employee's or another's home address, telephone number, or social security number.

.05 All e-mail messages, documents, and information are the property of Saint Matthew's Episcopal Church, and as such, may be reviewed or inspected Church leadership at any time. Employees shall also keep in mind that when e-mail messages are exchanged with persons outside the Church, through the Internet or otherwise, the privacy of the messages depends upon policies and practices of service providers and network managers not within the control of the Church.

35.2 Confidential Church Information

.01 Employees must exercise a greater degree of caution in transmitting confidential Church information on the e-mail system than they take with other means of communicating information, (e.g., written memoranda, letters or phone calls). Confidential Church information shall never be transmitted or forwarded to outside individuals or organizations not authorized to receive that information and shall not even be sent or forwarded to other employees inside the Church who do not need to know the information. The employee shall always use care in addressing e-mail messages to make sure messages are not inadvertently sent to outsiders or the wrong person inside the Church. In particular, care must be exercised when using distribution lists to make sure that it is appropriate for all addressees to receive the information. Distribution lists are not always kept current; individuals using distribution lists shall take measures to ensure that the lists are current. Employees must refrain from routinely forwarding messages containing Church confidential information to multiple parties unless there is a clear need to do so.

.02 The following notation must be included in each employee's personal signature on all e-mails that are sent:

Note – This e-mail is confidential and intended solely for the use of the individual to whom it is addressed. Any views or opinions presented are solely those of the author and do not necessarily represent those of Saint Matthew's Episcopal Church. If you are not the intended recipient, be advised that you have received this e-mail in error and that any use, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited. If you have received this e-mail in error please contact the sender.
Although Saint Matthew's Episcopal Church attempts to sweep e-mail and attachments for viruses, it does not guarantee that either are virus free and accepts no liability for any damage sustained as a result of viruses.

35.3 Viewing and Protecting E-mails

.01 To guard against dissemination of confidential Church information, employees shall not access their e-mail messages for the first time in the presence of others. E-mail windows shall not be left open on the screen when the computer is unattended.

35.4 Privileged Communications

.01 Some of the messages sent, received, or stored on the Church e-mail system will constitute confidential, privileged communications between the Church and its ministers and professional advisors (i.e. attorneys, CPA's). Upon receipt of a message from one of the Church's professional advisors, the employee shall not forward it or its contents to others inside the Church without the advisor's authorization.

35.5 Copyrighted Information

.01 Use of the e-mail system to copy and/or transmit any documents, software, or other information protected by the copyright laws is strictly prohibited.

.02 Among uses that are considered unacceptable and constitute a violation of this policy are downloading or transmitting copyrighted materials without permission from the owner of the copyright in those materials. Even if materials on the Church's network or the Internet are not marked with the copyright symbol, one must assume that they are protected under copyright laws unless there is explicit permission on the materials to use them. Clip art downloads are not allowed unless expressly allowed on the website.

35.6 Governmental Involvement

.01 E-mails must never be sent for the purpose of endorsing or opposing a political candidate for public office or attempting to influence the passage or defeat of proposed legislation.

.02 These types of communications can jeopardize the federal exemption status of Saint Matthew's Episcopal Church. Refer to the different types of "prohibited activities" that Saint Matthew's Episcopal Church must not engage in by reviewing the [Federal Income Tax Exemption](#) policy as found in the Leadership and Management Section of this Policies and Procedures Manual

35.7 E-mail Etiquette

.01 E-mail messages may be read by someone other than the addressee and may even someday have to be disclosed to outside parties or a court of law in

connection with pending litigation. Accordingly, employees must take care to ensure that their messages are courteous, professional, and businesslike.

.02 Employees shall not send any e-mail communication that they would not feel comfortable communicating face-to-face or over the phone. Good judgment must be used when communicating via e-mail. A good rule of thumb is to send only messages that the employee would be comfortable with if seen by someone other than the intended receiver.

35.8 Storing and Deleting E-mail Messages

.01 Saint Matthew's Episcopal Church strongly discourages the storage of large numbers of e-mail messages for a number of reasons. First, because e-mail messages frequently contain confidential Church information, it is desirable to limit the number, distribution, and availability of such messages to protect the Church's information. Second, e-mail retention fills up large amounts of storage space on the network server and personal hard drives, and can slow down the performance of both the network and an employee's personal computer. Finally, in the event that the Church needs to search the network server, back-up tapes, or individual hard drives for important documents, the fewer documents it has to search through, the more economical the search will be.

.02 Accordingly, employees are to promptly delete any e-mail messages they send or receive that no longer require action or are not necessary to an ongoing project. Employees shall audit their stored e-mail messages weekly to identify messages that are no longer needed and shall be deleted.

35.9 E-Mail Subscriptions

.01 All e-mail subscriptions must be approved by the employee's supervisor. The Church office maintains a complete list and communications regarding each subscription. To begin receiving one of the desired subscriptions, please e-mail your request to the Church Office Manager.

35.10 Penalties for Abuse of E-Mail Policies

.01 Abuse of these e-mail policies can range from an employee's loss of e-mail privileges up to and including termination of employment. Employees may also be held personally liable for any policy violations.

36.0 USE OF FAX MACHINES AND COPIERS

.01 Saint Matthew's Episcopal Church fax machine and copiers are for official

Church business use only.

.02 When using any of the Church's fax machines, the official Facsimile Transmittal ([Form No. 6-17](#)) cover sheet can be used.

.03 Church copiers can be used on an occasional basis to make a few personal copies.

.04 Copyrighted materials must never be copied or transmitted through a fax machine without the expressed written permission of the copyright owner.

.05 For additional information regarding the use of office equipment, refer to the [Copy and Other Office Equipment](#) policy as documented in the General Administration Section of the Church's Policies and Procedures Manual.

37.0 RENTED VEHICLE INSURANCE

.01 When renting a vehicle for official Church business, the following instructions shall be adhered to:

- Indicate on the contract your official Church employment position and the name of Saint Matthew's Episcopal Church.
- Accept the Loss Damage Waiver (LDW) which is listed on the contract. This is important because Church vehicle insurance does not cover this type of loss.
- Do not accept the Liability Insurance Supplement (LIS), the Personal Accident Insurance (PAI) or Personal Effects Coverage (PEC). Saint Matthew's Episcopal Church vehicle insurance coverage does cover these types of claims.

.02 The Church office shall be contacted if additional questions arise regarding the rental of a vehicle for Church ministry purposes. For additional information regarding the use of Church vehicles, refer to the [Use of Church Vehicles](#) policy as documented in the Facilities Section of this Policies and Procedures Manual.

38.0 SERVICE ON CHURCH COMMITTEES AND MINISTRY TEAMS

.01 Church employees who are not also congregation members may not serve as a voting member on any standing or ad-hoc Church committee or ministry team. To avoid possible conflicts-of-interest that could arise, these employees' role on Church committees and ministry teams will always be advisory in nature. Church

employees who are members of the congregation may serve as voting members on standing or ad-hoc Church committees or ministry teams.

39.0 CASHING OF PERSONAL CHECKS

.01 To avoid the appearance of a possible conflict-of-interest, Church staff must not request Church funds be used to cash personal checks of employees.

40.0 PERSONALLY OWNED PROPERTY

.01 In order to determine which office items belong to the Church and which items belong as personal property of staff, the following guidelines shall apply:

- Books, tapes, periodicals, or other materials purchased by staff members to assist in their ongoing continuing education or teaching (i.e. sermon preparation) are the property of the staff member. These items must be purchased from Church authorized expense accounts.
- Training materials purchased for Church use from Church budget accounts such as children's video series, AWANA training materials, and Sunday School training materials are the property of the Church.
- Any videos purchased for Church use remain Church property.
- All office equipment such as desks, chairs, shelves, storage cabinets, file cabinets, calculators, pendaflex files, etc. are Church property.
- Personal counseling files will remain the property of the applicable minister. Any files that deal with ongoing ministry matters shall be left behind or photocopied for continuing ministry use.
- Music purchased for any music function of the Church is the property of the Church. This includes demonstration tapes for the same music.
- Music purchased through a continuing education program or other such music seminars is the property of the Music sub-committee. Its distribution is left to the Chair's discretion.
- Music subscription packets purchased on an annual basis are the property of the Church.
- Youth Ministry - All camping, athletic, and A-V equipment that is purchased remains the property of the Church.

.02 Personally owned property brought within the Church facilities remains the responsibility of the property owner to maintain appropriate insurance for the property shall it be lost, stolen, or destroyed while located on the premises of the Church. Employees must not bring large sums of money, jewelry, or other valuables to work. The Church can assume no responsibility nor will the Church's insurance company reimburse for any lost, damaged, stolen, or destroyed personally owned property while located within the Church facilities.

.03 Personally owned property being maintained within the Church facilities that is valued in excess of \$250 shall be clearly marked to identify it as personally owned. Also, a list of such items shall be prepared and forwarded to the Church Office to be included in the employee's personnel file and a copy provided to the Building & Grounds Committee Chair for inclusion in the Church's annual physical inventory file.

41.0 PERSONAL USE OF CHURCH STATIONERY

.01 Saint Matthew's Episcopal Church stationery is to be used for authorized Church use only.

42.0 FOOD AND DRINK

.01 As a general rule, food or drink is not allowed outside the office area, break room, or Parish Hall/Kitchen area. If the employee does transport food or drink from these areas, they shall take precautions so as not to spill them. If a spill does occur, the facilities staff shall be notified as soon as possible as to the location so that the area can be cleaned properly.

44.0 EXPENSE REIMBURSEMENTS

.01 Employees will be reimbursed for ministry related expense reimbursements as so outlined in the Church's Employee [Accountable Expense Reimbursements and Advance](#) policy. This policy can be found in the Financial Section of this Policies and Procedures Manual. This policy also addresses the employee's use of Church issued credit cards.

45.0 WORKPLACE VIOLENCE

.01 To ensure employee and Church member safety on Church grounds, Saint Matthew's Episcopal Church takes very seriously violence in the workplace.

.02 For the purposes of this policy, violence and threats of violence include, but are not limited to:

- any act which is physically assaulting;
- any substantial threat to harm or to endanger the safety of others;
- behaviors or actions interpreted by a reasonable person as carrying the potential for violence and/or acts of aggression;
- any substantial threat to destroy property;
- possession on Church property of any weapon or dangerous instrument (e.g., any type of firearms, certain knives, brass or metal knuckles, etc.).

.03 A climate of fear or intimidation will not be tolerated at Saint Matthew's Episcopal Church. Threatening or intimidating behaviors, acts of verbal or physical aggression and violence will result in immediate termination. Civil and criminal penalties will also be pursued as appropriate.

.04 It is the responsibility of every member and employee of the Church to take any threat or violent act seriously, to consult with appropriate individuals, and to follow appropriate guidelines. Refer to the [Possession or Use of Weapons](#) guidelines that are found in the Facilities Section of this Policies and Procedures Manual. All perceived or actual threats to personal safety shall be immediately reported to the Rector.

.05 The Vestry is charged by the congregation with coordinating Church response to potentially violent situations on Church property which involve employees, visitors, and/or Church members collectively, individually, or any combination thereof. Refer to the [Disaster Management and Recovery](#) plan that is found in the Leadership and Management Section of this Policies and Procedures Manual for additional information.

46.0 WORKPLACE SAFETY AND SECURITY

.01 Every effort will be made to ensure the safety and well-being of the employees, volunteers, Church members, and visitors of Saint Matthew's Episcopal Church. This will include while they are on the premises of the Church, involved in Church related or sponsored activities, and while using Church owned equipment.

.02 Saint Matthew's Episcopal Church provides all employees with the tools,

training, facilities, and information necessary to work in a safe and efficient manner. Employees are asked to approach their work with a thoughtfulness that reflects their respect for their own health and safety and that of their fellow employees.

.03 Saint Matthew's Episcopal Church strives to comply with all workplace safety laws and regulations; employees are responsible for taking the opportunities provided to understand them and observe them. Our fundamental belief is that no one task is so important that it warrants risking the health or safety of any employee at any time. Each employee must sign the Safety Code of Saint Matthew's Episcopal Church ([Form No. 12-85](#)) upon employment.

.04 If an on-the-job accident occurs, the employee must report it to his/her supervisor immediately no matter how minor the accident may seem to be.

.05 Questions or concerns about workplace health or safety shall be addressed to the Building & Grounds Committee Chair.

.06 Refer to the [Safety and Protection](#) policies as found in the Facilities Section of this Policies and Procedures Manual for additional guidelines regarding safety, protection, and security in and on Church facilities.

47.0 CRIMINAL BACKGROUND CHECKS

.01 Saint Matthew's Episcopal Church reserves the right to conduct criminal background checks of all new employees to determine suitability of employment. The Authorization for Criminal/Court Records Check ([Form No. 12-14](#)) is used for this procedure. Saint Matthew's Episcopal Church also reserves the right to conduct criminal background checks of existing employees. In the event a criminal record exists, consideration will be given to the relationship between the conviction and the responsibilities of the position that is or will be held. A relevant job-related conviction is grounds for termination of employment or non-selection of an applicant. Conviction is defined as including all felonies and misdemeanors except minor traffic violations in relation to any position that does not require driving. For positions that do require operation of a motor vehicle, the term conviction shall include minor traffic violations. Falsification of application materials, including failure to disclose criminal convictions is grounds for termination of employment or non-selection of applicant.

48.0 VOLUNTEER SERVICE

.01 Non-exempt personnel are specifically not allowed to "volunteer" hours in performing their regular job assignment. This restriction is based on Department

of Labor - Wage and Hour standards. This restriction does not apply to exempt employees.

.02 Non-exempt employees are allowed to volunteer their time to serve in positions of the Church, but the position cannot be related in any way to the employee's normal job responsibilities and duties. For example, the Rector's secretary could teach a children's Sunday School class as a "volunteer" without any problems. However, if the Rector asks her to "volunteer" her time to record minutes at a Vestry meeting, this time would be considered compensatory time. This volunteer time would be compensatory since her supervisor asked her to perform the service and the service is related to her regular job assignment.

49.0 MISCELLANEOUS RESPONSIBILITIES OF EMPLOYEES

.01 Employees shall check regularly with the Church calendar for information and direction. All events planned in Saint Matthew's Episcopal Church facilities must be calendared.

.02 Employees shall keep the Church office informed of their whereabouts. As a reminder, all support staff are required to notify the Church office when they leave the Church property. Also, it is a mark of efficiency to alert the Church office when employees are "not available," such as when they are working in a part of the building that does not have a phone or when they are in a counseling session.

.03 Employees are responsible to maintain their own office or workspace in an efficient and attractive manner. Employees need to assume security and protective care of their equipment. Employees also need to assume cleanup of their own work and activities in other joint work areas such as the copy room and coffee break areas.

.04 Employees shall turn off lights in Church facilities when an area is not in use. To improve energy conservation (i.e. dripping faucets or leaks) any other areas shall be reported to the Building & Grounds Committee Chair. Stewardship of Church finances and facilities must always be a priority of all Church employees.

.05 Employees will be asked to assist in the cross training of other employee positions as deemed appropriate by their supervisors.

Section D.

Date Approved/Revised:

Approved By:

BENEFITS

"Do not withhold good from those who deserve it, when it is in your power to act." Proverbs 3:27

*"All hard work brings a profit, but mere talk leads only to poverty."
Proverbs 14:23*

Statement of Policies and Procedures:

.01 The Church's benefit plan is designed to provide compensated time away from work; to help employees pay certain expenses, and to make available cost-effective coverages through group rates to employees' eligible dependents; and to provide certain other assistance as occurrences arise.

.02 Although the benefits described in this Section are currently available, the benefits may be adjusted. Considerations that may lead to an adjustment in benefits include, but are not limited to, an increase in the cost of the benefits and/or the decrease of funds or contributions received by Saint Matthew's Episcopal Church which may have an adverse effect on the fiscal integrity of the Church's financial position.

.03 Regular full-time employees (employees who work a minimum of 30 hours per workweek) are the only employees who are entitled to the following benefits.

1.0 VACATION

1.1 Ministerial and Administrative/Managerial Staff

.01 These staff members vacation is determined by the length of service in the ministry and not based upon just the length of full-time service at Saint Matthew's Episcopal Church. As years of service in ministry are much like serving in a major company, moves from one ministry location to another shall not negatively impact considered "tenure" for vacation. For example, if a person has served in the ministry for six years at various locations, he or she shall be entitled to three weeks vacation (see 1.1.1 below). These staff will accrue vacation as follows:

1.1.1 Length of Accumulated Service In The Ministry

.01 If total ministry service is less than 6 months - 0 Weeks

.02 If total ministry service is 7 to 12 months - 1 Week

.03 If total ministry service is 1 Year through 4 Years - 2 Weeks

.04 If total ministry service is 5 Years through 9 Years - 3 Weeks

.05 If total ministry service is 10 Years through 19 Years - 4 Weeks

.06 If total ministry service is 20 Years or more - 5 Weeks

.07 The determination of the number of years to be credited toward length of accumulated service in the ministry prior to being employed by Saint Matthew's Episcopal Church shall be made at the time of ministerial call or employment.

.08 For these staff members whose days off are normally not Saturday and Sunday, the following procedure will apply for the purpose of counting vacation days:

- Saturday will be considered as a normal day off and not charged against vacation.
- Sunday and other days (other than the normal day off) will be counted as workdays, and therefore, charged against vacation. (Note: If the staff member has responsibilities in regard to a Saturday evening ministry activity, then he or she is normally expected to be present to fulfill those obligations. It is, however, to be understood that staff members who are present on a given Saturday evening are not required to be present on the following night for the Sunday evening service unless their presence is necessitated by extenuating circumstances.).
- For example, if the staff member normally has Thursday off and elects to take one week of vacation, vacation will be charged as follows:

Thursday (off)	No vacation day
Friday (work)	Vacation day #1
Saturday (off)	No vacation day
Sunday (work)	Vacation day #2
Monday (work)	Vacation day #3
Tuesday (work)	Vacation day #4
Wednesday (work)	Vacation day #5

Thursday (off) No vacation day

.09 Choices of vacation dates will be cleared through the employee's immediate supervisor and then turned in to the Church office for approval at least 10 working days in advance. The Church Office Manager will then supply this information to the Treasurer.

1.2 Support Staff

.01 Full-time support staff employees will accrue vacation based on their anniversary date and their length of continuous service with Saint Matthew's Episcopal Church, as follows:

1.2.1 Length of Continuance Service at Saint Matthew's Episcopal Church

.01 If hired in months 7 through 12 of calendar year - 0 Weeks

.02 If hired during first 6 months of calendar year - 1 Week

.03 After 1 Year through 4 Years - 2 Weeks

.04 5 Years through 9 Years - 3 Weeks

.05 15 Years through 19 Years - 4 Weeks

.06 20 Years - 5 Weeks

.07 For new employees, the 90-day probationary period will count as continued service in performing the above calculations.

.08 Choices of vacation dates will be cleared through the employee's immediate supervisor and then turned in to the Church office for approval at least 10 working days in advance.

1.3 All Employees

.01 An employee's anniversary date corresponds to the month the employee was hired, subject to adjustment for the portion of any leave of absence in excess of 30 days.

.02 Vacation dates requested by the employee will be honored when possible. It is understood that cooperation and agreement will be necessary to consider work need and the desires of other employees. Vacation requests will be approved on a first-come, first-served basis, and only if the time off will not interfere with the normal ministry operations of the Church. Scheduling conflicts will be resolved

by the Rector.

.03 When holidays occur during vacation time, the holiday will not count as vacation.

.04 Upon termination the employee may be eligible to be paid only for any accrued unused vacation. If the employee shall take vacation and then leave the Church's employment before the vacation is accrued, his/her final paycheck will include a deduction in the same amount as their vacation pay.

.05 Vacation time will not accumulate from year to year. Compensation will not be given for any unused vacation time remaining at the end of the calendar year.

2.0 HOLIDAYS

.01 The following holidays are recognized as paid holidays:

- New Year's Day
- Easter (Monday following Easter)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day (Plus Friday following Thanksgiving)
- Christmas Day (Plus one additional day either before or after Christmas)

.02 Employees away from work on an unpaid leave of absence other than leaves due to work-related injuries will not be compensated for holidays occurring during their leave of absence.

.03 In the event any of these holidays occur on Saturday, the prior Friday will be considered the holiday. If the holiday falls on Sunday, the following Monday will be considered the holiday.

.04 The Church offices and buildings are closed on these days.

3.0 LEAVES OF ABSENCE

.01 The Church makes unpaid leaves of absence available to employees on the following basis:

3.1 Personal Leave

.01 A leave of absence may be granted for a compelling personal reason

.02 Employees who have completed at least 6 months of continuous service may submit a Leave Authorization request ([Form No. 12-40](#)) for a personal leave of absence, without pay, for any length of time up to a maximum of 30 days. This request must state the reason for the leave, as well as the beginning and ending dates.

.03 Requests for a personal leave must be approved by the employee's supervisor and at the discretion of the Rector, based on the facts and circumstances surrounding each individual request.

.04 Employees who return to work at the end of a personal leave will be returned to their former employment classification if an opening exists or, if there is no such opening, they will be considered for a comparable position if one is available. It shall be clearly understood, however, that no absolute guarantees can be made to an employee who takes a personal leave of absence that he or she will be assured of employment upon returning from that leave.

3.1.1 Family Care and Medical Leave

.01 A leave of absence will be granted for the birth, adoption, or foster care placement of an employee's child, the care of an employee's child, parent, or spouse with a serious illness/health condition, or the employee's serious illness/health condition that makes the employee unable to perform his or her duties.

.02 Employees who have completed at least one complete year of employment and have worked at least 1,250 hours in the previous 12 months may submit a written request for a family care and medical leave of absence, without pay, for any length of time up to a maximum of 12 workweeks in a 12 month period.

.03 Requests for family care and medical leaves will normally be granted by the Rector, based on the facts and circumstances surrounding each individual request. Requests for family care and medical leave to care for a child, parent, or spouse with a serious illness/health condition, or an employee with a serious illness/health condition, when appropriate must be accompanied by a health provider's written statement that certifies the need for the leave and an estimate of the length of time the employee will be unable to work due to the serious illness/health condition.

.04 Employees on family care and medical leave may be required, or may elect, to use accrued vacation and/or sick pay benefits. Additionally, time off from work for Worker's Compensation and/or disability will run concurrently with the eligibility of that staff member's Family and Medical Leave Act provisions.

.05 Although the Church is not able to guarantee reinstatement in all cases, employees on family care and medical leave who return to work immediately following the end of an approved leave will normally be returned to the same position they held immediately prior to their leave or, if that position has been eliminated, a comparable position if one is available.

.06 Employees with a serious illness/health condition must present a health provider's written release of wellness and fitness for duty, verifying that they are able to perform their duties safely and that they pose no health risk to others before they will be allowed to return to work.

3.2 Bereavement Leave

.01 The Church recognizes that a time of bereavement is a very difficult one for an employee. In this regard, every effort will be made to ensure that the employee is able to attend to family matters.

.02 In the case of a member of the immediate family, as defined for bereavement leave (employee's spouse, children, parents, brothers, sisters, grandparents, spouse's children, spouse's parents, spouse's grandparents, or other relatives that reside in the employee's household), the full-time employee may be paid for the absence from scheduled work for a period not to exceed three (3) consecutive workdays if the funeral is local or five (5) consecutive work days if the funeral is out of state.

.03 In the case of a death of a relative other than the immediate family, the employee may be paid up to three (3) additional workdays per year.

.04 Since death is an unexpected event that can occur at any time, the Church feels that an employee's 90 day probationary period does not have to be met before the employee can qualify for this paid absence. This benefit does not apply if the death occurs while the employee is on vacation, holidays, leave of absence, or absence for any other reason. Employees who require more days away from work than is allowed under this leave may request earned vacation time, or a personal leave of absence, subject to the approval of his/her supervisor.

.05 The employee's supervisor shall be notified immediately of the death of any family members or relatives as mentioned above. The supervisor shall contact the Treasurer and furnish any needed information for payroll purposes.

.06 Bereavement leaves, as defined in this policy, will not accrue or accumulate, nor be paid if unused at year-end or upon termination of employment. Hourly pay for this form of leave will be computed at the employee's regular rate to a maximum of eight hours for one day. This leave pay shall not be credited as time worked for the purpose of computing overtime.

3.3 Jury Duty

.01 A leave of absence will be granted for employees to serve on jury duty. Full-time employees who are called to serve on jury duty will be paid their regular wages during the period of time they are called to serve.

.03 Upon completion of jury duty, a jury duty attendance form provided by the Court must be turned into the Church. Employees who are excused from jury duty for the day, or are excused early, shall report back to work when it is practical to do so.

.04 If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal ministry operations, the Rector may request that the employee seek court approval that such required service be rescheduled for a later date that would be more convenient for the Church.

3.4 Voting Leave

.01 Employees are encouraged to demonstrate responsible Christian citizenship by voting. Employees, who cannot vote before or after work, are permitted up to three (3) unpaid hours of leave to vote. Employees must notify their immediate supervisor of their intention to take time off before the actual Election Day.

3.5 Military Leave

.01 Employees who are required, as members of the National Guard or a reserve unit, to attend a training period not exceeding two weeks will be granted the necessary time off and will be paid the difference in the amount they receive from the government for this training (less travel allowance) and their regular wages for that period. These employees must present a statement from the commanding officer as to the length of training and the amount of compensation (less travel allowance) received for the period of training. Otherwise, if there is an active call-up of staff members who are reservists or National Guard members, the USERRA provisions will apply.

.02 Employees returning from active military service are entitled to reinstatement and other required rights in accordance with federal and state law.

3.6 Disaster Response Leave

.01 Regular full-time or regular part-time employees who are a member of a disaster response team (American Red Cross, volunteer firefighter or emergency medical technician, Civil Air Patrol, Coast Guard Auxiliary, etc.) are eligible to receive their normal rate of pay when responding to an emergency during working

hours.

.02 Employees do not receive compensatory time off which exceed their scheduled work hours for that day. Employees must notify their immediate supervisor of their disaster response team status, inform their immediate supervisor when responding to an emergency, and report back to work when they are no longer needed at the emergency. Compensatory time will not exceed eight (8) hours of pay per emergency.

3.7 Workers' Compensation Leave

.01 A leave of absence will be granted whenever there is a work-related illness or injury.

.02 The Church will comply with all applicable state and federal laws concerning leave time for work-related illness or injury. The Church's insurance agent will be called upon to assist staff in all workers' compensation matters. Employees on work-related illness or injury leaves will be reviewed on a case-by-case basis.

.03 In cases that apply, the time off from work under a Worker's Compensation injury or illness will run concurrently with available time allowed under the Family and Medical Leave Act.

3.8 Mission Trip Leave

.01 Regular full-time and regular part-time employees who wish to participate in a Saint Matthew's Episcopal Church sponsored missions trip, are eligible for a one (1) week paid missions trip leave (based on the number of hours worked each week) after one year of service. Mission trip leaves may only be taken once every five years. If a mission trip is taken more often, vacation time must be used.

3.9 Administrative Leave

.01 An administrative leave may be given to an employee who has been accused or named in an allegation that needs to be investigated. Such leaves can promote peace and harmony by temporarily separating the accused employee from his or her work environment while the employer performs the investigation. The leave can also assist the employee physically, emotionally, and spiritually, especially in a conflicted situation.

.02 All administrative leaves must be approved by the Vestry.

.03 The duration of an administrative leave will depend upon the time needed for the investigation process. The investigation will proceed to conclusion with all deliberate speed, mindful of the employee's reputation and financial obligation to

the congregation.

.04 Generally, the investigated employee will receive his or her normal compensation and benefits while the investigation is in process. However, under certain circumstances, the employee may be placed on administrative leave without pay. The Vestry will determine the financial terms to all administrative leaves.

.05 The employee placed on administrative leave must comply with the following conditions:

- Comply with all aspects of this policy.
- Remain out of all Church buildings and off Church grounds throughout the duration of the leave.
- Not initiate contact with any member of the Church staff, except for one member of the staff who may be designated, by prior mutual agreement, to deliver personal mail or other personal effects while on leave.
- Not initiate or sustain contact with members of the congregation, except for contact authorized by the Vestry for the purpose of investigating the defense. Even in non-Church events such as school or sports programs, the employee shall not use social contact with Church members to garner support for his or her case.
- Not conduct worship services, weddings, funerals, visitation, Bible studies, etc., or any other normal job responsibilities as defined in the employee's Job description with Saint Matthew's Episcopal Church. Provisions can be made with the Vestry for cases of extraordinary family ministerial care.
- For ministerial employees, not attend worship services or any other Church meetings, councils, committees, ministry teams, or activities of the congregation. The minister may communicate with one Vestry member designated by prior mutual agreement.

.06 The Senior Warden, in counsel with the Church General Counsel, will assign a team of individuals to investigate the allegation against the employee. The Vestry will also appoint individuals to perform the normal day-to-day duties of the person who is on leave.

3.10 Provisions to All Leaves of Absence (Except Administrative Leaves)

.01 Except for sickness or emergencies, employees are expected to inform their supervisor and the Church of any planned absence away from work. The

employee shall complete a Leave Authorization request ([Form No. 12-40](#)) and forward it to their supervisor for approval. Employees are expected to give as much advance notice as possible, especially for extended absences, to allow their supervisor and the Church to coordinate and reassign work responsibilities. When allowed, supervisors may request employees to reschedule their planned time off if it causes conflicts with ministry activities, employee shortages, etc.

.02 A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a health provider's written statement that certifies the need for the extension.

.03 Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination.

.04 Coverage under the Church's group insurance plans will be continued on the following basis:

- The Church will continue to contribute to group health insurance premiums, as if the employee were actively at work, for up to 12 (twelve) workweeks of an approved family care and medical leave of absence.
- The Church will continue to contribute to other group insurance premiums, as if the employee were actively at work, for one month of an approved family care and medical leave of absence.
- Employees may be required to pay the entire premium for other continued group insurance coverage during the portion of an approved family care and medical leave of absence in excess of one month.
- Employees must make arrangements with the Church to prepay their share of group insurance premiums before taking a leave of absence. Employees who fail to return to work at the end of an approved leave of absence may be required to reimburse the Church for group insurance premiums paid by the Church while the employee was on leave.

.05 Employees on leave of absence may be subject to layoff on the same basis as employees who are actively at work.

.06 Employees on leave of absence must communicate with the Rector at least once each month, regarding their status and anticipated date to return to work.

.07 Employees who falsify the reason for their absence will be terminated.

4.0 SICK LEAVE DAYS

.01 Employees who have completed at least 90 days of continuous service will be eligible to participate in the Church's sick leave program. This plan provides for both job continuance and pay in the event of an employee absence for certain periods of time for reasons of illness, injury, or disability which were not work related. The plan operates as follows:

.02 The employee accrues one-half (1/2) day per month sick pay. Sick pay can be accumulated if unused up to a maximum of 180 consecutive days. Sick pay may not be advanced.

.03 Sick leave may be granted for the following reasons:

- Personal illness or injury or illness or injury of a member of the immediate family. Immediate family is defined as the employee's spouse, children, mother or father.
- If a member of the immediate family is afflicted with a contagious disease and requires the care and attention of the employee, or when through exposure to a contagious disease, the presence of the employee at his/her job would jeopardize the health of others.

.04 In the event of extended illness, your accumulated sick pay will be used first. Then, if the employee wishes, any unused vacation may be used. A doctor's certification may be requested for any absences lasting three or more consecutive days, and the Church reserves the right to request a doctor's statement at any time.

.05 Sick pay will continue to accrue only as long as the employee is actively employed. As an example, if the employee is on an unpaid leave of absence, sick pay will not accrue, and the employee's anniversary date will be moved forward one (1) week for each week of unpaid leave (rounded off to the nearest full week).

.06 Falsification of actual sickness is a serious matter that could result in withholding of sick pay benefits or disciplinary action. Unused sick leave benefits may not be used for personal time off or as additional vacation. Employees will not be paid in the form of additional compensation for unused sick leave benefits upon termination of employment.

.07 All non-exempt employees are required to note their sick leave on their time record for supervisor approval. Exempt employees are to furnish proper written documentation and/or support, to his/her supervisor. This must be done in order to be paid for sick leave. The Treasurer will maintain individual personnel records regarding the status of the employee's sick leave.

5.0 SECTION 125 CAFETERIA PLAN

.01 This is a plan that has been filed with the Internal Revenue Service. All full-time employees qualify to participate in this plan. The plan becomes effective after 30 days of employment. Through the Cafeteria Plan, each employee may receive a monthly allowance to use to pay for any of the following benefits:

- Accident and health insurance
- Dental insurance
- Group-term life insurance
- Childcare expenses (if Plan provides for)
- Unreimbursed healthcare expenses (if Plan provides for)

.02 Detailed descriptions for each of the above benefits are available in the Church Office.

.03 Each employee is free to choose the insurance coverage he and his family may need. Insurance premiums are deducted from the employee's monthly allowance. The amount of the cafeteria plan allowance that is allocated for any of the above benefits is non-taxable income to the employee and is not reported on the employee's Form W-2. If the total insurance premiums exceed the employee's monthly allowance, then the amount of excess insurance premiums is deducted from the employee's paycheck. A Voluntary Payroll Withholding Request (Form No. 1-49) must be signed by the employee for the deduction of this amount. If the amount of the plan allowance exceeds the total amount of insurance premiums, then the employee may receive the excess funds in his paycheck. The allowance amount that is taken out in the employee's paycheck becomes taxable income and is included in taxable income reported on Form W-2. For example, if the monthly plan allowance is \$400.00 per month and their health insurance premium is \$325.00 a month, the employee may choose other insurance options or take the extra \$75.00 in his/her paycheck. Conversely, if the plan allowance is \$400.00 per month and their health insurance premium is \$425.00 per month, then the extra \$25.00 would be deducted from the employee's paycheck. Any funds that are designated for certain benefits but are not paid out by the end of the plan year are forfeited and cannot be allocated to other benefits (except in the case of unreimbursed healthcare expenses which must be paid by January 31 of the year following the plan year).

.04 New employees enroll in the Cafeteria Plan when they begin their employment. Current Saint Matthew's Episcopal Church employees determine how they want their plan allotment distributed every December for the following calendar year. Once open enrollment for all employees is completed in December, an employee cannot change his cafeteria plan distribution until the

next open enrollment period. Insurance coverage can be changed at any time, but cafeteria plan allowance distribution cannot be changed except during the enrollment period, unless an employee experiences a change in family or position status.

.05 Information pamphlets regarding each of the insurance options mentioned above can be obtained in the Church Office. Each employee shall carefully read this information to become acquainted with the benefits each provides and to help him or her make the best decision to provide for his or her personal needs.

.06 The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) requires covered employers to offer 18 months of group health coverage beyond the time the coverage would have ended because of termination, whether voluntary or involuntary, unless the termination is caused by the employee's gross misconduct. COBRA coverage would apply even if the employee retires, quits, is fired, or laid off. Churches are excluded from these COBRA requirements. However, Churches may voluntarily decide to continue benefits that are similar to COBRA. If the Church does elect to provide such benefits, premiums for the continued group health coverage would be reimbursed to the church, by the former employee. Saint Matthew's Episcopal Church has elected to provide this continued coverage under the current cafeteria plan.

.07 Employers can provide up to \$50,000 of group-term life insurance on its employees as a tax-free employee fringe benefit. In instances where the Church pays premiums for employee coverage of over \$50,000 in group-term life insurance, the Church must report on the employee's Form W-2 form the taxable portion of this benefit. IRS regulations provide a table in Publication 535 showing the cost per thousand dollars of coverage that exceeds the \$50,000 threshold.

.08 If an employee elects not to be covered under the Church's Cafeteria Plan, a waiver must be obtained and placed in the employee's personnel file so stating the declining of such coverage. The Health Insurance Plan Waiver (Form No. 12-90) will be used to decline this coverage.

6.0 ANNIVERSARY RECOGNITION

6.3 Anniversary Recognition (Ministerial and Administrative/Managerial Staff Only)

.01 Upon the completion of the 5th, 10th, 15th, 20th, and 25th year of service to the Church, these Staff will be recognized as follows.

.03 The percentages used for the following monetary gifts are based on the

employee's annual salary (including housing allowances for ministers) at the time of the recognized anniversary date. Gifts are taxable income and will be recorded on the employee's Form W-2 at year-end.

.04 The special recognitions listed below are discretionary and are not a matter of right.

6.3.1 Fifth (5th) Year of Service

.01 Weekly Church Newsletter and Worship Service Recognition.

.02 Service Award.

6.3.2 Tenth (10th) Year of Service

.01 Weekly Church Newsletter and Worship Service Recognition.

.02 Church-Wide Reception (Ministers Only).

.03 Department or Division Hosted Reception (Associate, Director and Coordinator Staff Only).

.04 Service Award.

.05 Monetary Gift - 5% of salary.

6.3.3 Fifteenth (15th) Year of Service

.01 Weekly Church Newsletter and Worship Service Recognition.

.02 Church-Wide Reception.

.03 Service Award.

.04 Monetary Gift - 7.5% of salary.

6.3.4 Twentieth (20th) Year of Service

.01 Weekly Church Newsletter and Worship Service Recognition.

.02 Church-Wide Reception.

.03 Service Award.

.04 Monetary Gift - 10.0% of salary.

6.3.5 Twenty-Fifth (25th) Year of Service

.01 Weekly Church Newsletter and Worship Service Recognition.

.02 Church-Wide Reception.

.03 Service Award.

.04 Monetary Gift - 12.5% of salary.

7.0 RETIREMENT (ANNUITY) PARTICIPATION

.01 From the employee's date of hire, beginning the first day of the following month, the Church will contribute 10% of the employee's annualized base salary (includes housing allowances for ministers) to the Church's 403(b) tax sheltered annuity. The employee also has the option to complete a Salary Reduction Agreement (Form No. 7-11) and have an additional amount withheld from their pay. Limits do apply.

.02 The employee may change the percentage or amount of their salary reduction agreement at any time for compensation not yet currently available. The current Salary Reduction Agreement will continue until the employee signs a new agreement. For most individuals, it is wise to designate salary reduction contributions as a percentage of salary rather than a fixed dollar amount. Therefore, if the employee's salary increases during the year, their contributions will increase automatically without having to make a new agreement. A Salary Reduction Agreement may be cancelled at any time with respect to compensation not yet currently available.

.03 The employee will be required to complete other needed forms to establish this annuity arrangement. Information will also be provided to the employee, from the Finance Office, regarding the tax sheltered annuity.

8.0 SHORT TERM SALARY CONTINUANCE

.01 It is the intent of Saint Matthew's Episcopal Church to provide basic protection of an employee's earnings when that employee becomes disabled as a result of sickness or injury. In accordance with the stated guidelines herein, full pay during waiting periods for disability insurance will be effective from day one of disability for ministerial staff. If ancillary funds are received by the disabled victim (such as a court settlement), reimbursement of spent funds by the Church will be requested.

.02 Support Staff will receive salary continuance at 60% of gross leave upon written verification of a family physician. The maximum benefit shall be in accordance to the following schedule:

- After 90 days 40 hours
- After 5 years 80 hours

.03 This arrangement will extend to the time that long-term disability benefits commence (assuming the disability provider or carrier approves payment for long-term disability benefits). Accumulated sick leave hours shall be used in their entirety before this short term salary continuance program will apply.

.04 Hours taken as short-term salary continuance will not be included in the base for overtime.

9.0 SOCIAL SECURITY

.01 The employer's portion of Social Security and Medicare taxes (FICA) will be provided for all non-minister employees.

.02 Since minister employees are considered "self-employed" for social security purposes and are required to pay the entire SECA tax (15.3%), a Self-Employment Tax Offset Adjustment payment is provided to minister employees. This payment will be provided to the minister on a quarterly basis. The amount of this adjustment will be calculated at one-half (1/2) of the minister's self-employment taxes due from Saint Matthew's Episcopal Church taxable earnings. The Treasurer will calculate the amount relating to each minister employee. This adjustment is not provided to minister employees who have elected to opt out of the Social Security System by filing and receiving an approved IRS Form 4361. This adjustment is a taxable benefit and will be recorded on the minister's Form W-2 at year-end.

10.0 WORKERS' COMPENSATION INSURANCE

.01 Every employee of Saint Matthew's Episcopal Church is automatically covered by Workers' Compensation Insurance at the time of employment. The Church pays the entire premium for this coverage. The following benefit examples are provided to employees who sustain a work-related injury or illness: partial wage replacement for periods of disability medical care, including medicine, hospital, doctor, X-rays, crutches, etc. rehabilitation services, if necessary. Additionally, Saint Matthew's Episcopal Church is a drug-free workplace and subscribes to all requirements to maintain that status with our

worker's compensation carrier.

.02 As required in the Church's [Workplace Safety and Security](#) policy, all employees are required to report any type of work-related injury or illness to their supervisor, as soon as it occurs, regardless of how minor the injury or sickness may be. Proper first aid and/or medical attention shall be sought immediately. Supervisors are required to complete an Accident Investigation Report ([Form No. 13-42](#)) on all work-related injuries.

.03 The Church office shall be notified immediately when any work-related injury or illness occurs.

11.0 FEDERAL AND STATE UNEMPLOYMENT PROGRAMS

.01 Being a tax-exempt 501(c) 3 organization, Saint Matthew's Episcopal Church is exempt from paying federal and state unemployment taxes, and furthermore, has elected not to voluntarily participate in these programs. Therefore, all Church employees will not be eligible to draw unemployment benefits from these programs should their employment here be terminated.

13.0 CONTINUING EDUCATION AND PROFESSIONAL MEMBERSHIPS

.01 Where it can be demonstrated that Saint Matthew's Episcopal Church will benefit from an employee's participation in a continuing education program or professional organization, time away may be granted and the related expenses may be paid or reimbursed from Church funds. Requests for time away and payment of expenses related to continuing education programs and professional organizations must be approved in advance by the Vestry. Such requests are made on the Request for Continuing Education ([Form No. 12-35](#)).

.02 Funds expended for educational assistance over the budget allotment for a staff person will not be reimbursed by the Church. Budget dollars from other accounts or restricted/designated funds cannot be used for educational assistance and or professional memberships. Any exception to the above must be approved in advance by the Vestry.

13.1 Spouse Attending Conference with Employee

.01 When an employee attends a Church approved and Church paid conference and the spouse also attends, all travel, entertainment and direct conference expenses relating to the spouse shall be paid by the employee. If the Church elects to pay any of the spouse's expenses, such payments will be treated as taxable income to the employee as required by IRS regulations. If the spouse is

attending a Church conference as an elected delegate of the Church, then the spouse's expenses will be ministry related and not taxable to the employee.

13.2 Educational Expenses

.01 Under certain circumstances, Saint Matthew's Episcopal Church may provide funds as a working condition fringe benefit to assist an employee with obtaining additional education, even if the education leads to a degree, if the education:

- Is required by the Church to keep their salary, status, or position; or
- Maintains or improves skills required in their present position.

.02 However, if the education is required in order to meet the minimum educational requirements to qualify them for their present position, or is part of a program of study that will lead to qualifying them in a new trade or business, even if they did not intend to enter that trade or business, then the financial assistance for the education will be taxable to the employee.

.03 Educational expenses could consist of tuition, books, supplies, correspondence courses, and certain travel and transportation expenses.

23.0 RELOCATION UPON TIME OF CALL/EMPLOYMENT

.01 The Church may be responsible for the payment of necessary, reasonable and customary relocation/moving expenses incurred by newly called ministers or employed associates, directors or coordinators to our community at their time of call/employment by Saint Matthew's Episcopal Church up to a maximum amount of \$10,000.

.02 The Church office will be responsible for all arrangements associated with the relocation/move as well as assuring an in-depth orientation at the time of their call/employment by Saint Matthew's Episcopal Church in matters concerning policies and procedures.

.03 In the event that the home of the newly called minister or employed associate, director or coordinator has not sold, the Church will provide a Housing Subsidy in the amount of \$700 per month until either the former house is sold or six months has expired. The maximum amount will be \$4,200.

.04 In the event that the newly called minister or employed associate, director, or coordinator has sold or has not previously owned a home, upon approval of the Vestry and the Rector, the Church may provide a Housing Subsidy in the amount of \$4,200 (lump sum) for the purpose of making a down payment on a home in

our community. This amount can be provided up to two years following the employee's relocation. The amount cannot be used for any other purpose than stated above.

.05 Certain relocating/moving expenses may be taxable to the employee. All Housing Subsidy payments are considered taxable benefits to the employee and will be recorded on the employee's Form W-2 at year-end.

.06 As stipulated in the [Loans of Church Funds](#) policy as found in the Financial Section of this Policies and Procedures Manual, Saint Matthew's Episcopal Church does not loan money to any employees, individuals, or organizations for any purpose. This decision is primarily due to the Internal Revenue Code that requires that no Church funds can inure to the private benefit of an individual. Therefore, the Church will not loan any Church funds to assist a minister with relocation or home purchase needs. Financial institutions shall be sought for such arrangements.

25.0 MINISTERIAL STAFF ACTIVITIES

25.1 Denominational Meetings, Speaking Engagements, Conferences and Seminars

25.1.1 The Rector

.01 The Rector and his wife will be allowed to attend Denominational Conventions yearly with the Church covering the expenses. Both the Rector and his wife will be appointed delegates of Saint Matthew's Episcopal Church to the Convention.

.02 The Rector will also be allowed to represent Saint Matthew's Episcopal Church at speaking engagements according to his own discretion, provided that such engagements are not excessive and do not hinder the effectiveness of his ministry.

.03 The Rector will be allowed time away to attend conferences or seminars for personal or job enrichment at his own discretion, provided that such meetings are not excessive and do not hinder the effectiveness of his ministry.

.04 The Vestry will give oversight to the above arrangements.

25.1.2 Other Ministerial Staff

.01 Ministerial staff members will be allowed time away to lead revivals, conferences, encampments, etc., and to attend conferences or seminars for

personal or job enrichment not to exceed four weeks total per year, and not to exceed more than three Sundays. Time away must be approved by the Rector.

25.2 Sabbatical Leave

.01 Sabbaticals represent an opportunity for ministerial staff members to have a time of renewal, education, and refreshment. A sabbatical may be granted based on the following criteria:

- Has completed ten years of full-time, continuous ministerial employment with Saint Matthew's Episcopal Church
- Is expected to continue his/her employment with Saint Matthew's Episcopal Church for eighteen months following their return from the sabbatical

.02 The staff member must prepare a proposal outlining the reasons for the requested sabbatical. Criteria for reviewing requests for sabbaticals will include satisfactory work performance, level of responsibility, type of position, and other relevant considerations. A sabbatical is available for a maximum of four weeks and must be approved by the Rector and Vestry. Requests for sabbatical leave shall be made at least six months in advance, preferably before Church budget preparation time. Sabbatical leaves may be deferred up to two years following the qualifying date.

.03 If a sabbatical is granted, the ministerial staff member will receive his/her regular salary, normal vacation time, and any other benefits that would normally accrue during the sabbatical period. These payments will be considered taxable income to the employee and not tax-free scholarships, since the employee is not a candidate for a degree and the payments were not for direct tuition expenses. Expenses related to the sabbatical such as travel, meals, lodging, etc., will not be reimbursed by the Church under its accountable expense reimbursement plan. These expenses will be considered personal in nature.

.04 Prior to leaving on a sabbatical, it will be the staff member's responsibility to make appropriate arrangements to cover his/her duties in their absence. Consideration shall be given to the possibility of providing cross training within the ministerial staff and lay leadership during the staff person's leave. Some responsibilities may need to be filled on a temporary basis. This would be handled as is currently done for other types of leaves and shall be appropriately budgeted within his/her ministry department.

.05 No more than one ministerial staff member will be granted a sabbatical leave within the same period of time. The minister with the most tenure in ministry with Saint Matthew's Episcopal Church will have seniority. No more than two ministerial staff members will be granted leave time in the same calendar year.

.06 The time away for a sabbatical can be combined with vacation, educational training, or preaching/teaching time away. This benefit cannot be converted to cash upon termination.

.07 Upon return (within sixty days) from the sabbatical, a brief written report shall be prepared and given to the Rector and each Vestry member for their review. This report shall state what primary benefits the staff member received from his/her time away.

.08 Staff person will return to the same position, unless other arrangements have been made by mutual agreement between the Rector and the Vestry.

.09 A sabbatical leave may not be granted more frequently than every ten years of full-time, continuous ministerial employment with Saint Matthew's Episcopal Church.

.10 A sabbatical is available, but not guaranteed, to eligible ministerial staff members. It is not intended to be a routine expectation of employment.

26.0 MINISTER'S HOUSING ALLOWANCE

.01 Section 107 of the Internal Revenue Code permits a minister of the gospel to exclude from gross income a Church-designated housing allowance paid to the minister as part of the minister compensation to the extent used by the minister for actual expenses incurred in owning or renting a home.

.02 Generally, housing related expenses would include rent, mortgage payments, utilities, repairs, and other expenses directly relating to providing a home

.03 If the minister owns a home, the amount excluded from his/her gross income as a housing allowance is limited to the least of the following: (a) the amount actually used to provide a home, (b) the amount officially designated as a housing allowance, or (c) the fair rental value of the home, including furnishings and utilities. Tax regulations require the minister's Church or other qualified organization to designate the housing allowance pursuant to official action taken *in advance* of the payment. Furthermore, if a minister is employed and paid by a local congregation, a designation by a national Church agency will not be effective. The local congregation for whom the minister is serving must make the designation. A national Church agency may make an effective designation for ministers it directly employs. If none of the minister's salary has been officially designated as a housing allowance, the full salary must be included in gross income. The Vestry will use a Notification of Housing Allowance from the

Church to the Minister ([Form No. 8-31](#)) to inform each minister of their approved housing allowance.

.03 A minister who is furnished a parsonage (Church owned home) may exclude from income the fair rental value of the parsonage, including utilities. However, the amount excluded cannot be more than the reasonable pay for the minister's services.

.04 The fair rental value of a parsonage or housing allowance is excludable from income only for income tax purposes. These amounts are *not* excluded in determining the minister's net earnings from self-employment for SECA tax purposes. Retired ministers who receive either a parsonage or housing allowance are not required to include such amounts for SECA tax purposes.

.05 The burden of proof for the actual use of the minister's housing allowance always rests with the minister and is not the responsibility of the Church.

.07 Minister's are encouraged to amend their housing allowances during the year if any of the following circumstances may arise:

- the minister purchases a new or more expensive home
- the minister sells a home
- major remodeling to their home
- purchase of new furnishing or appliances

.08 To amend the minister's housing allowance the following rules must be followed:

- The amendment must be properly authorized by the Vestry and appropriately documented in the meeting minutes.
- The amended amount can only apply prospectively. In other words, the new approved amount takes effect on the date it is approved, through the remainder of the year. It cannot apply retroactively to the beginning of the year or some other arbitrary date.

.09 As mentioned above, a minister who receives a parsonage or housing allowance can exclude that amount from his federal income, and the portion of expenses allocable to the excludable amount is not tax deductible on his/her return. This limitation, however, does not apply to interest on a home mortgage or real estate taxes, nor to the calculation of net earnings from self-employment for SECA tax purposes.

.10 All ministers are encouraged to use throughout the year, the Housing Allowance Expenditures Worksheet ([Form No. 10-12](#)) to record their housing related expenditures. The Internal Revenue Code requires that a minister must add back to income any portion of a housing allowance that was not spent on actual housing related items. This worksheet allows ministers to keep track of and monitor actual housing expenditures for year-end tax planning purposes.

.11 For additional information on minister's housing allowances and particular types of income refer to IRS Publication 517, *Social Security and Other Information for Members of the Clergy and Religious Workers* and Publication 525, *Taxable and Nontaxable Income*.

27.0 MINISTER'S TAXES AND FINANCIAL PLANNING

.01 Although ministers are exempt from the withholding of federal payroll taxes, they may request the Church to withhold such taxes and submit them to the government under normal payroll procedures instead of submitting them to the government under the Quarterly Estimated Tax Payment method. If the minister desires to have such taxes withheld from their paycheck, they shall complete a Minister's Federal Income Tax Withholding Request ([Form No. 1-50](#)) and provide it to the Treasurer. As noted on this request, these taxes will be withheld as "federal income taxes". Under no circumstances will the Church withhold or match FICA taxes on ministers.

.02 Minister's should be aware that the IRS provides assistance to taxpayers through the Taxpayer Advocate Program. These advocates can help the minister with unresolved tax problems and can offer special help if they have a significant hardship as a result of a tax problem. For more information, write to the taxpayer advocate at the IRS office that last contacted the minister, call their toll free number or use the IRS website.

28.0 DE MINIMIS FRINGE BENEFITS

.01 The Internal Revenue Code allows an employer to provide certain fringe benefits to its employees that are of such a minimal (de minimis) value that it would be unreasonable or impractical to calculate their value for inclusion into the employee's income. Following are, but not limited to, examples of such fringe benefits that are being provided to Saint Matthew's Episcopal Church employees:

- Personal local phone calls during work
- Coffee, bottled water, soft drinks, donuts, etc. furnished during breaks

- Typing of a personal letter by a ministry secretary
- Minimal number of personal copies on a Church owned copier
- Use of Church athletic facilities by employees and their families
- Small holiday or birthday gifts (less than \$25)

.02 The Vestry will be the Church representative to determine what additional employee fringe benefits would be considered de minimis.

29.0 HIGHLY COMPENSATED EMPLOYEES

.01 The “highly compensated employee” definition from tax regulations is important in determining whether certain fringe benefits are taxable to employees that fall within that category. Examples of fringe benefits that may trigger additional compensation based on favoring highly compensated employees include: qualified tuition and fee discounts, educational assistance benefits, dependent care programs, group-term life benefits, and self-insured medical plans.

.02 Employees of the Church who have compensation for the previous year in excess of \$90,000 (adjusted for inflation annually) and, if an employer elects, were in the top 20% of employees by compensation, meet the definition.

.03 During the annual employee salary and wage review, the Vestry will apply this highly compensation employee test to determine which employees and benefits might be impacted for the coming year.

Section E.

Date Approved/Revised:

Approved By:

PERFORMANCE STANDARDS

"On the contrary, we worked night and day, laboring and toiling so that we would not be a burden to any of you. We did this, not because we do not have the right to such help, but in order to make ourselves a model for you to follow." 2 Thessalonians 3:8, 9

*His master replied, "Well done, good and faithful servant! You have been faithful with a few things; I will put you in charge of many things."
Matthew 25:21*

"So he called him in and asked him, 'What is this I hear about you?' Give an account of your management, because you cannot be manager any longer." Luke 16:2

"He who ignores discipline comes to poverty and shame, but whoever heeds correction is honored." Proverbs 13:18

"He who rebukes a man will in the end gain more favor than he who has a flattering tongue." Proverbs 28:23

Statement of Policies and Procedures:

.01 It is the Church's policy to conduct performance reviews with employees on a regular scheduled basis as a means of fostering employee development and motivating employees to reach their full potential.

1.0 GENERAL INFORMATION

.01 It is not possible to provide an exhaustive list of every performance standard. However, employees are responsible for understanding and complying with the standards as stipulated in these policies and procedures.

1.1 Work Performance

.01 Employees may be disciplined, up to and including possible termination, for

poor work performance as determined by their supervisors, the Rector, and sometimes the Vestry. Examples of poor work performances are outlined below, but are not limited to:

- below average work in quality or quantity
- poor behavior (attitude), including rudeness, lack of cooperation, acts of dissention within staff
- excessive absenteeism, tardiness, or abuse of break and lunch privileges
- failure to follow supervisory instructions or abide by Church policies and procedures.

1.2 Misconduct and/or Behavior

.01 Employees may also be disciplined, up to and including possible termination, for misconduct and/or unacceptable behavior. Examples of misconduct are outlined below, but are not limited to:

- acts of insubordination
- abuse, misuse, theft, or the unauthorized possession or removal of Church property or the personal property of others
- violation of the Church's [Use of Church Computer and Internet Access](#) policy
- falsifying or making a material omission on Church records, reports, or other documents, including payroll, personnel, and employment records
- divulging confidential Church information to unauthorized persons
- disorderly conduct on Church property, including fighting or attempted bodily injury, the use of profane, abusive, or threatening language toward others, or possession of a weapon
- violation of any law adversely affecting the Church, or conviction in court of any crime that may cause the employee to be regarded as unsuitable for continued employment
- violation of the Church's alcohol, drugs, and controlled substances policy
- marking or signing the time record of another employee or knowingly allowing another employee to falsify their time record

- any offensive or inappropriate actions which could impune or harm the integrity or reputation of the Church
- violation of the [Saint Matthew's Episcopal Church Code of Ethics](#) or [Safety and Protection](#) policies
- any immoral conduct which brings reproach upon the name of the Lord Jesus Christ and His Church.

.02 All staff are to serve cooperatively with other staff coordinating their respective department ministries with all other Church related programming. Staff are expected to exhibit loyalty to the ministerial staff, other staff members and the mission of Saint Matthew's Episcopal Church. Any staff person fostering disharmony in any matter shall follow the scriptural principles as outlined in Matthew 18. If matters of disharmony cannot be resolved, this staff person will be given the opportunity to resign voluntarily or be involuntarily terminated.

1.3 Progressive Disciplinary Action

.01 Because of the many possibilities that might exist in any set of circumstances, it is not practical to set out the appropriate action for dealing with every employment problem. The range of actions could be from just mentioning the problem to the employee, up to and including immediate termination of employment. The Church reserves the right to enter into any phase of discipline, at any time, depending on the nature and frequency of offenses. Furthermore, dismissal need not be preceded by one or more less-severe sanctions.

.02 Whenever disciplinary action is needed it will always be done in a spirit of restoration. When an employee has been counseled without improving or corrective results, the following progressive actions may be performed. However, certain cases may warrant only one or two of the following steps, while others might require all three steps to be followed.

1.3.1 Informal Oral Reminder

.01 This oral reminder shall be held in private to discuss the problem. The supervisor reminds the employee of the need to meet acceptable standards of performance and behavior and seeks to obtain the employee's agreement to perform properly in the future. In most situations, such an informal discussion with an employee shall precede any formal discussion or warning. The supervisor shall document in memo form the date, time, circumstances and responses of the employee regarding this oral reminder. This memo shall be placed in the employee's personnel file.

1.3.2 Formal Oral Reprimand Notice

.01 In this meeting the supervisor will reiterate the poor standards of performance and/or behavior and stress the importance for improvement or correction. This reprimand will be documented on the Record of Verbal Warning ([Form No. 12-68](#)). The employee and supervisor must sign this warning. A copy of the warning will be given to the employee and the original forwarded to the Church office for inclusion in the employee's personnel file. The forwarding of this warning must be handled as “confidential.”

1.3.3 Final Warning Notice

.01 If the oral discussions have not corrected the situation, or should a problem of sufficient seriousness arise that an additional written notice to the employee is considered appropriate, a discussion shall be scheduled using a final written warning. This written warning shall include:

- An in-depth review of the problem. The documentation shall be as complete and specific as possible and shall not leave major issues or areas without being addressed.
- The development of an action plan to address the issues raised and a reasonable time period to accomplish the plan.
- The employee’s and supervisor’s signature, to indicate receipt and understanding of what is expected.

.02 This reprimand will be documented on the Record of Verbal Warning ([Form No. 12-68](#)). The employee's supervisor, ministry Committee Chair and the Rector will be involved in giving this notice.

.03 The employee will be told at the conclusion of this meeting, that if corrections are not made to the satisfaction of the supervisor, he/she will be terminated.

1.3.4 Dismissal Notice

.01 If it has been determined to terminate the employee the ministry Committee Chair, supervisor, and the Rector will review and complete the Employee Separation Checklist ([Form No. 12-69](#)) together. There must be open discussion regarding each point listed on this checklist.

.02 The Rector, or his/her designate, will contact the Church’s General Counsel to discuss the situation and desired plan of action. General Counsel will advise as to what legal risks the Church could face based on its actions. Alternative suggestions and recommendations will also be discussed. The preparation of a

Severance Agreement will also be discussed.

.03 After securing legal counsel, if it is still deemed appropriate to terminate the employee, it will then be the responsibility of the Rector and the employee's supervisor to inform the employee of his/her termination. Refer to [Terminations](#) guidelines, which follow.

2.0 PERSONNEL MEMO

.01 The Personnel Memorandum is a tool used by management to help communicate matters more effectively with employees. It may be used to compliment special effort or results, or to advise, warn, or otherwise discipline an employee for performance or conduct that is not acceptable. Employees who receive a personnel memo about unacceptable performance or conduct are encouraged to take advantage of the opportunity to improve, in order to avoid the need for further disciplinary action. Those receiving such memos shall take the opportunity to discuss means for improvement with their supervisor or the sender.

3.0 JOB DESCRIPTIONS

.01 All approved Saint Matthew's Episcopal Church personnel positions (full-time or part-time) must have a current job description on file in the Church office prior to hiring an applicant to fill a new or vacant position. A job description serves as an organizational and ministry aid for identifying and delegating responsibilities, coordination and division of work and prevention of duplication of efforts. These descriptions are only guides and are not all-inclusive of a person's abilities or the requirements for fulfilling their position. Further, they are not intended to be used as work limitations or restrictions on employee roles. All employees are expected to be team players and to help each other and the Church within reason and workplace safety guidelines. The job description is usually given to prospective employees during the interviewing process. It must be read, reviewed periodically, and discussed with the employee's supervisor as questions arise regarding position responsibilities and authority levels.

3.1 Preparation

.01 The job description for a newly established position will be drafted initially by the applicable supervisor requesting such position. The General Description of Responsibilities and Requirements of Employee's Position ([Form No. 12-62](#)) can be used to create this initial draft.

.02 For an established position, the job description shall be updated noting changes in the principle function and areas of responsibilities. Descriptions shall

always mirror the ministry directions and vision statements of Saint Matthew's Episcopal Church.

.03 Whenever practical, supervisors shall interact with employees in developing or reviewing existing descriptions for accuracy and clarity. If present descriptions are inadequate, the supervisor might request the employees to prepare a procedural flow of tasks using the following forms. After reviewing the procedures which are actually being performed, the supervisor will be better prepared to create a new job description which prioritizes his/her ministry desires for the position.

.04 Supervisors shall always work in conjunction with their ministry Committee Chairs to finalize the job descriptions. These descriptions must also be reviewed and updated as part of the employee's performance evaluation as mentioned below. Supervisors shall use the Job Description Evaluation ([Form No. 12-61](#)) on an annual basis to perform this review. Annual personal ministry objectives and goals shall also be considered which directly parallel with the staff member's job description. The Growth Planning Sheet ([Form No. 12-47](#)) and the Development of Position and Personal Ministry Objectives ([Form No. 12-48](#)) shall be used.

3.2 Format and Content

.01 All job descriptions will be prepared in a consistent format. Their content shall consist of each of the following:

- Position Title: The title shall be short and simple yet as descriptive as possible.
- Reports To: The title of the immediate supervisor of the position.
- Date Prepared/Revised: This is the initial date of preparation or the latest revision date to the description.
- Principle Function: This shall be a short statement encompassing the basic function and objectives of the position and shall enable anyone reasonably familiar with the Church to understand the primary purpose of the position.
- Specific List of Responsibilities: This section shall describe with brevity, specific details of the major duties and responsibilities for performing the position. Whenever possible, descriptive terms used shall be related to the objectives or action of a particular ministry function rather than to indicate what is done (such as required physical activity like typing, filing, printing, etc.).

.02 Any unusual requirement, qualification or work arrangement for the position

shall be added in a separate section.

3.3 Location of Most Current Version of Descriptions

.01 All current versions of Saint Matthew's Episcopal Church employee job descriptions are included in Saint Matthew's Episcopal Church's Organizational Manual by staff classification. Under each classification, they are filed alphabetical by position name. [Organizational Charts](#) are also maintained in the Organizational Manual by ministry departments. A current copy of this manual is maintained in the Church office.

4.0 PERFORMANCE EVALUATIONS

.01 Employees will receive their first written performance evaluation after approximately 6 months from the end of the probationary period, and approximately every year thereafter. The evaluations will be performed by the employee's immediate supervisor. If an employee reports to more than one supervisor, then both supervisors shall be involved in the review process.

.02 Annual evaluations are usually conducted each November. Each supervisor will inform their employees and ask them to complete a Self-Appraisal by Employee ([Form No. 12-46](#)) and return it back to them several days prior to their scheduled appraisal meeting. The self-appraisal will allow the employee to become more involved in the objectives of the performance appraisal process through assessment of their own performance and provides the supervisor with insight into the employee's viewpoint.

.03 Supervisors shall select from the following standard evaluation forms to assist them in their evaluations:

- For support staff use:
 - Employee Evaluation ([Form No. 12-49](#))
 - Employee Performance Review ([Form No. 12-52](#))
 - Performance Evaluation ([Form No. 12-53](#))
 - Employee Performance Review ([Form No. 12-86](#))
- For non-minister administrative/managerial staff use:
 - Employee Evaluation ([Form No. 12-50](#))
 - Employee Evaluation Checklist ([Form No. 12-51](#))
 - Employee Performance Review ([Form No. 12-52](#))
 - Performance Evaluation ([Form No. 12-53](#))
 - Employee Performance Review ([Form No. 12-86](#))
- For ministerial staff use:

- Pastoral/Committee Chair Effectiveness Evaluation ([Form No. 12-54](#))
 - Ministry Leader Evaluation ([Form No. 12-55](#))
 - Pastor/Teacher Evaluation ([Form No. 12-56](#))
 - Employee Performance Review ([Form No. 12-86](#))
- The Rector will be evaluated directly by the Vestry. Refer to the [Oversight Responsibilities of Vestry](#) policy for additional information. This policy is documented in the Leadership and Management Section of this Policies and Procedures Manual.

.04 The purpose of the performance evaluation is to inform the employee how well they are doing, while considering their length of time in the position in relation to the performance requirements for the position. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement. The employee will also be provided space on these evaluations to make personal comments, as they deem necessary.

.05 While conducting the appraisal, supervisors shall always provide specific examples whenever possible. Each area of the appraisal shall be evaluated objectively. Caution must be taken to not give an overall good/bad rating in every performance area. Giving an unmerited high rating or praise will ultimately hurt both the employee and the Church. Supervisors must accurately and honestly evaluate each employee's performance under their supervision. "Perfect" evaluations will be questioned. However, supervisors should also avoid being unduly hard on employees with negative reviews.

.06 These evaluations will include a detailed review of the employee's job description with modifications appropriately made. The Position Description Evaluation ([Form No. 12-61](#)) shall be used to accomplish this review. Specific ministry objectives and goals, as established in the prior year annual evaluation, will also be reviewed to determine how the employee did in accomplishing them. New ministry objectives and goals will also be determined for the upcoming year. These ministry objectives and goals shall be documented on the Growth Planning Sheet ([Form No. 12-47](#)) and the Development of Position and Personal Ministry Objectives ([Form No. 12-48](#)).

.07 One of the most important parts of any appraisal is the discussion of the evaluation with the employee. Allowing the employee to share openly about his/her views of performance will lead to a better understanding and relationship between the two of them, clarify mutual ministry objectives and goals, and give the employee a feeling of satisfaction regarding the areas of his/her service.

.08 The supervisor shall never evaluate an employee based on him/her as a person. Evaluating "performance" is the goal to accomplish. This means that if the supervisor must be critical regarding the employee's performance, the

supervisor shall emphasize that it is the performance and not the employee who has slipped. People usually can look more objectively at the results of their work than at themselves. Furthermore, an objective supervisor will be willing to point out that some of the employee's problems may stem from the supervisor's failure to provide proper guidance, instruction and encouragement. Being transparent and humble will greatly enhance the evaluation process.

.09 At the conclusion of the evaluation process, the employee shall be asked to write any comments they might have about their appraisal, sign the form(s) and route them to the Church office for inclusion in the employees personnel file.

.10 Performance evaluations help the Church to make important decisions about job placement, training and development, and pay adjustments. A satisfactory performance evaluation does not guarantee a salary increase nor does it alter, modify, or amend the "at will" employment relationship between the employee and the Church. Furthermore, these evaluations display the use of wise stewardship over the time and financial resources of Saint Matthew's Episcopal Church.

5.0 TRANSFERS AND PROMOTIONS

.01 Ministry vacancies normally will be filled by the transfer or promotion of qualified employees within the Church.

.02 Upon completion of a Personnel Requisition ([Form No. 12-01](#)) the following actions will be taken by the ministry Committee Chairs:

- Identify potential candidates within the Church for the vacancy.
- Screen the list of potential candidates by talking with their current supervisors to verify their qualifications and determine their availability. Decisions to exclude employees as unavailable shall require the approval of the ministry Committee Chair involved.
- Submit the names and qualifications of employees considered qualified and available to the supervisor where the vacancy exists.

.03 The supervisor with the vacancy shall then make arrangements for interviews, as desired, by contacting the employees' current supervisors. After interviewing, the supervisor shall notify the theRector of the final decision as to the selection of an employee to fill the vacancy or the need to hire a new employee for the position. If an employee is selected and a promotion is involved, the Treasurer shall establish a salary or pay rate for the employee that is in conformance with the [Salary and Wage Administration](#) plan guidelines.

.04 If the decision is made to hire a new employee, refer to the [Employment](#) section of these Personnel Policies and Procedures.

6.0 TERMINATIONS

6.1 Voluntary Termination

.01 A voluntary termination is a termination that is initiated by the employee (also known as resignation).

6.1.1 Ministerial and Administrative/Management Staff

.01 Ministerial and administrative/management staff positions shall submit a resignation letter to the Rector with a copy also provided to their ministry Committee Chair. These management level positions are requested to provide up to thirty days notice. This will provide the Church and appropriate supervisors a minimum amount of time to respond to reassigning or acquiring additional staff, training and any other requirements to fill the position to facilitate a smooth transition.

.02 The following may be given if the employee's employment has been more than three years but less than five years.

- For Ministerial Staff, a Church-wide reception hosted by the Community Committee; for Administrative/Managerial Staff, a reception hosted by the staff person's ministry department.
- A letter of appreciation signed by the Rector and the Chair of the ministry committee.

.03 In addition to the item in 6.1.1.02, the following may be given if the employee's employment has been five years or more of service.

- A monetary taxable gift (up to \$250 for Ministerial Staff and \$100 for Administrative/Managerial Staff, times each year or part of year of service).

6.1.2 Support Staff

.01 Support staff employees shall give at least a two-week written notice to their immediate supervisor before leaving their job. This courtesy will allow their supervisor enough time to adjust working schedules and secure a replacement. Also, their advance notices will reflect favorable on the employee's employment

records and will be noted in their personnel file.

.02 Staff with over one (1) year service will be recognized with a refreshment time within the ministry department in which the employee works or a "Dutch Treat" luncheon, initiated by the respective department. Other staff will be advised of the event if they care to attend.

6.1.3 Procedures for All Staff

The Supervisor shall perform the following procedures regarding voluntary terminations:

.01 Ask the departing employee to complete the Exit Interview Questionnaire ([Form No. 12-78](#)) and bring it to his/her exit interview. The information obtained from this questionnaire is used to improve the working conditions and environment at Saint Matthew's Episcopal Church. The Rector will review all Exit Interview Questionnaires.

.02 Ensure that an Exit Interview is conducted by the supervisor. The Employee Exit Interview Checklist ([Form No. 12-71](#)) shall be used to document this interview along with the Exit Interview Questionnaire ([Form No. 12-78](#)).

.03 A Separation Notice ([Form No. 12-70](#)) must be properly completed. The terminated employee and immediate supervisor shall sign this notice.

.04 Ensure that the terminating employee submits their final timesheet for calculation of accrued pay and any paid time off benefits. Consideration shall also be given to employee expense accounts where advances have not yet been returned. Have the Treasurer prepare their final payroll check for pickup and issue a Statement of Earnings and Income Tax Withheld at year-end. The final paycheck for a voluntarily resigning employee will be made available on the regularly scheduled payday.

.05 Notify the terminating employee, in writing, of any insurance or other benefits to which he or she may be entitled.

.06 Receive all keys, credit cards, and any other Church owned equipment or materials from the terminated employee, as noted on the Ministry Property Issued to Employee ([Form No. 12-30](#)), before their final paycheck is issued to the employee.

.07 Ask the terminated employee if they would like to provide a signed release for the purpose of giving a future reference to a prospective employer. If the terminated employee desires to provide such a release, have him/her complete Consent to Disclosure of Employment Reference Information Release ([Form No. 12-72](#)) and properly execute.

.08 Ask the terminated employee if they would complete the Voluntary Separation Checklist ([Form No. 12-84](#)) and return it to the Church office. The information obtained from this checklist will assist in evaluating the reasons for his/her separation.

.09 Finalize the exit interview checklist, make appropriate entries in personnel records, and file the report in the employee's personnel file.

6.2 Involuntary Termination

.01 An involuntary termination is a termination that is initiated by Church management for reasons other than changing ministry conditions. Ministerial, Administrative, Associate, Director, and Coordinator Staff members may be dismissed upon recommendation of the Rector. Support Staff may be dismissed upon recommendation of the employee's immediate supervisor, ministry Committee Chair, or the Rector.

.02 The Church may compensate a dismissed Ministerial, Administrative, Associate, Director, and Coordinator Staff with a salary equivalent equaling two weeks of the employee's annual base salary. Support Staff will under most instances not be entitled to any termination pay.

.03 The Church's General Counsel must always be consulted regarding the means and method for all involuntary terminations.

6.2.1 Procedures For All Staff

The ministry Committee Chair shall perform the following procedures regarding involuntary terminations. The Rector and Vestry shall approve any changes to the following procedures:

.01 A Sample Termination Letter ([Form No. 12-82](#)) will be hand delivered to the employee being terminated. This type of letter may not be prepared or delivered to the employee in the event of severe conditions of forced terminations, such as immoral conduct, theft, drug and sexual abuse, etc. As mentioned above, the Church's General Counsel will be consulted regarding all involuntary terminations.

.02 Once the termination letter is read by the employee, the employee shall be escorted to their work station to receive all keys, credit cards, and any other Church owned equipment or materials from the terminated employee, as noted on the Ministry Property Issued to Employee ([Form No. 12-30](#)).

.03 The terminated employee shall not be allowed to retrieve information from

their computer files. Personal belongings will be allowed to be taken but all files taken shall be reviewed.

.04 If an Exit Interview is appropriate, it shall be conducted and documented on the Employee Exit Interview Checklist ([Form No. 12-71](#)).

.05 If at all possible, a Separation Notice ([Form No. 12-70](#)) shall be signed by the terminated employee and immediate supervisor. If the terminated employee does not wish to sign the notice, this shall be so noted on the notice as it is being completed.

.06 The terminated employee's final paycheck will be prepared in advance and will be issued to the employee after all of the above has been performed. The final paycheck will consider the employee's expense account where advances have not yet been returned.

.07 The employee will be informed, in the termination letter, of any insurance or other benefits to which he or she may be entitled.

.08 Ask the terminated employee if they would like to provide a signed release for the purpose of giving a future reference to a prospective employer. If the terminated employee desires to provide such a release, have him/her complete Consent to Disclosure of Employment Reference Information Release ([Form No. 12-72](#)) and properly execute.

.09 The terminated employee shall then be escorted to exit the Church facilities.

.10 Finalize the exit interview checklist, make appropriate entries in personnel records, and file the report in the employee's personnel file.

6.2.2 Severance Package for Release of Claims

.01 Unfortunately, the Church may be faced with the unpleasant circumstance of legal actions being brought against the Church from a disgruntled terminated employee.

.02 The Vestry may wish to provide a severance package to a terminated employee only if the employee agrees to waive all potential legal actions; a reasonable condition in many situations.

.03 If a severance package is considered appropriate, the arrangement must be documented in a severance agreement; similar to this Sample Severance Agreement ([Form No. 12-83](#)). For a release to be enforceable, the Church must offer the employee something of value in exchange for giving up his or her possible claims against the Church. The Church's General Counsel will draft such

severance agreements in consultation with the ministry Committee Chair and/or Rector.

.04 The terminated employee will be given a reasonable time frame to decide whether to accept the severance package and sign the severance agreement containing a release of claims. A coerced release is legally worthless.

.05 The severance package will be considered taxable income to the terminated employee unless the payment is considered damages received "on account of personal injuries or sickness." Section 104 of the Internal Revenue Code allows the exclusion of such payments as taxable income if this condition is met. If the severance package is considered nontaxable, the Treasurer must receive a legal opinion from the Church's professional advisors supporting such a decision.

6.3 Layoff

.01 A layoff is a termination of employment that results from changing ministry conditions which necessitate a reduction in staff. Whenever the Saint Matthew's Episcopal Church Vestry and Rector determine, at their joint discretion, a layoff shall occur, the following factors will be among those considered: versatility, qualifications, skill, ability, performance, efficiency, loyalty, attitude and dependability.

.02 The Church will compensate a dismissed Minister, Associate, Director, or Coordinator Staff with a salary equivalent equaling two months of the employee's annual base salary. Support Staff will receive termination pay equaling to one month of the employee's average paycheck for the past year.

.03 The supervisor shall perform the same procedures for a laid-off employee as noted above for voluntary terminations.

7.0 RETIREMENT

7.1 Early Retirement

.01 At age fifty-five, an employee is eligible to begin receiving retirement benefits from the Church's annuity program. Prior to age sixty-five, if an employee is required to take retirement early due to health constraints, he/she may be eligible for other benefits. Also, if an employee voluntarily retires early when his/her health is not involved, they may qualify for receiving Group Insurance Coverage under the Church plan. The Church office will provide information regarding these matters.

7.2 Mandatory Retirement

.01 Retirement will be mandatory for all ministers (except the Rector), associates, directors, and coordinators upon their sixty-fifth (65th) birthday. Retirement age for the Rector will be established by the Vestry in coordination with the Rector.

.02 Exceptions for mandatory retirement will be considered by the Vestry upon written recommendation from the Rector. If the exception is approved, it will only be for a period of one year at which time additional review by the Rector and Vestry will be required.

.03 The Vestry in consultation with the Rector will determine the appropriate retirement gift. All retirement gifts are considered taxable income to the employee based on IRS regulations.

Section F.

Date Approved/Revised:

Approved By:

SALARY AND WAGE ADMINISTRATION

Statement of Policy:

Saint Matthew's Episcopal Church will remunerate its employees in a way that demonstrates a high regard and appreciation for the individual and his/her ministry service (1 Timothy 5:17-18, Colossians 4:1, Matthew 25:21 and 1 Thessalonians 5:12-13).

We will foster an atmosphere of reciprocal care between the staff and the congregation and remove as many encumbrances as possible to help the staff serve effectively and efficiently. We will encourage present and future staff to pursue excellence in ministry and reward them for their excellent performance. We will also maintain our responsibility to be good stewards of the resources that have been entrusted to Church leadership. We will not expect any of our employees to live with hardship as a cost of ministry.

Some people believe money isn't all that important in Christian work because people are "called" to ministry, and that "calling" will overcome the flesh with regard to money. Though ideally this would be true, reality is that men and women in ministry face many of the same challenges with regard to resources and possessions as men and women in the marketplace. As an employer, we at Saint Matthew's Episcopal Church recognize this and every effort will be made to apply the scriptural principle that a "laborer is worthy of his hire."

Saint Matthew's Episcopal Church will provide a fair, consistent and equitable method of determining rates of pay for its salaried and hourly employees based upon the responsibilities, skills and qualifications required for each position. This method will also utilize objective criteria for the proper placement of each employee within employment classifications and applicable pay scales, and allow for the establishment of salary and hourly increases based upon the results of each employee's performance evaluation.

"For the Scripture says, 'Do not muzzle the ox while it is treading out the grain,' and 'The worker deserves his wages.'"

1 Timothy 5:18

"So I will come near to you for judgment. I will be quick to testify...against those who defraud laborers of their wages..."

Malachi 3:5

Procedures:

1.0 COMPENSATION PHILOSOPHY

.01 The goal of a compensation program is simple – to compensate all employees fairly, based on what they do. Their compensation shall be based on their Job description, not their personal circumstances or situation. This philosophy will serve both the employee and the Church.

1.1 Compensation Programs

.01 A compensation program takes the guesswork out of determining salaries and wages. In other words, subjectivity is replaced with objectivity. It will provide a tool for the employer to use when compensating employees and will help maintain equity throughout the Church.

.02 As employers, we also need to maintain our responsibility to steward the resources that have been entrusted to us. A compensation program helps provide objective criteria for setting salaries and wages and serves as a guide for compensation increases. It will help leadership maintain balance concerning salaries and wages and further help them to manage more effectively.

2.0 INTRODUCTION

.01 The Vestry will be responsible for the oversight of these Salary and Wage Administration Plan policies and procedures.

.02 This Salary and Wage Administration Plan addresses only the employee's salary/wages. Employee protection coverage benefits and ministry related expense reimbursements will be provided in other adopted personnel policies and procedures of Saint Matthew's Episcopal Church.

.03 Employee performance evaluations do not guarantee a salary/wage increase nor do they alter, modify, or amend the "at will" employment relationship between the employee and the Church. Furthermore, the accomplishment of this Plan is conditioned upon a favorable financial position of the Church's General Operating Budget.

3.0 EMPLOYEE CLASSIFICATIONS AND CATEGORIES

.01 The staff of Saint Matthew's Episcopal Church consists of three classifications: Ministerial Staff, Administrative/Managerial Staff, and Support Staff. Each of these classifications accommodates a variety of pay scales.

4.0 ASSIGNMENT OF EMPLOYEE CLASSIFICATIONS AND CATEGORIES

.01 Before any staff position is filled at Saint Matthew's Episcopal Church, a job description must first be completed which thoroughly defines the primary function of the position and a detailed listing of all areas of responsibility. The job description is the foundation of the Salary and Wage Administration Plan since it provides the basic data for position comparisons and evaluations. Job descriptions must first be approved by the Rector and Vestry before individuals are solicited for the position or funds are so allocated.

.02 It will be the responsibility of the Vestry to assign a proper Classification and Category, as outlined above, to every Job description prior to the consideration of employment.

5.0 DETERMINATION OF SALARY/WAGE SCALES

.01 Each Church position will be evaluated and ranked as to its "relative worth" in accomplishing the Church's ministry objectives and goals and overall operations of the Church and its ministries. Each position is ranked based on its responsibilities and not on the person in the position. These evaluations will be performed in cooperation with the Rector and the Vestry.

.02 A Salary/Wage Scale will be established for each paid position based on the above-mentioned evaluation. This will be accomplished by the Vestry. Areas to be considered in establishing these scales will be:

- the overall responsibility of the position
- the number of people and/or ministries reporting to the position
- the importance of the position in the success of the overall ministry and operation of the Church
- any other pertinent considerations.

.03 The Salary/Wage Scales are considered "base pay" and do not include other forms of compensation such as bonuses, self-employment tax adjustment payments to ministers, love gifts, etc. Furthermore, these scales do not include

any form of employee fringe benefits that are offered under the Church's Benefits Plan and retirement program, or employee ministry related expense reimbursements. However, the base pay does include that portion of a minister's salary that has been designated as a housing allowance.

.04 When more than one position has the same or similar evaluation they will be combined in the same scale. Salary/Wage Scales for any new positions will be set by the Vestry, considering recommendations from the Rector and/or any Church appointed Search Committee.

.05 The scales will be set using comparables from the Denominational Convention Compensation Study, surveys of local Churches of similar size and ministry, the National Association of Church Business Administration's (NACBA) National Church Staff Compensation Survey, the Christian Ministries Resource's (CMR) Compensation Handbook for Church Staff, and appropriate secular sources. Comparables from these sources will be used as guidelines in setting the actual scales. Obtaining such comparables is an important procedure to ensure the payment of reasonable levels of compensation. Intermediate sanctions regulations of the Internal Revenue Code require for a testing of "reasonableness" to guard against the payment of unreasonable levels of compensation and benefits to a Church employee. Please refer to the following section regarding these regulations.

.06 Each scale, whether salary or hourly, will be given a minimum and a maximum amount based on the above criteria and comparables. Once the minimum and maximum amounts are set the scale will be divided into four grades, each with a low, mid and high range, resulting in twelve equally spaced steps in each pay scale. Each dollar step is determined by taking the spread between the minimum and maximum scale amounts divided by twelve (number of ranges in each scale). These steps will be used to move an employee up their pay scale as merit and tenure recognitions are accomplished.

.07 Each employee classification and position will be documented and maintained on the Salary Administration Plan worksheet ([Form No. 12-19](#)). This worksheet will disclose pay scales by position grades for each employee position of the Church. This worksheet will be maintained by the Treasurer with Vestry approval.

.08 The Vestry will be responsible to review the pay scales each year and make change recommendations. It is critical for salary/wage administration that these pay scales be maintained and adjusted each year. All pay scales will be adjusted annually based on the cost of living index. This cost of living index must always be personalized by the local conditions in Virginia and the Sterling area. This can be accomplished by obtaining from the Public Library the ACCRA Cost of Living Index which discloses cost of living indexes by states and urban areas.

.09 During the annual employee salary and wage review, the Vestry will also apply the [Highly Compensated Employees](#) test (see the Benefits Section of these Personnel Policies and Procedures) to determine which employees and benefits might be impacted for the coming year.

5.1 Intermediate Sanctions for Excess Benefit Transactions

.01 In 1996 Congress enacted the intermediate sanctions rules that give the IRS authority to assess excise taxes on “disqualified persons” (generally, officers, directors, key employees and their family members) who receive benefits from a Section 501(c)(3) tax-exempt organization, including churches and religious ministries, that exceed the fair market value of the consideration (including services performed) received by the organization. These excess taxes can also be assessed against those individuals who were involved in the approval of such transactions. Typically, an excess benefit transaction involves the payment of unreasonably high compensation and excessive benefits to an employee.

.02 The legislation provides a “safe harbor,” a rebuttable presumption of reasonableness, for compensation arrangements approved by a governing board or compensation planning committee that:

- Was composed entirely of individuals unrelated to and not subject to the control of the disqualified person(s) involved in the deal;
- Obtained and relied on appropriate data as to comparability; and
- Adequately documented the basis for its determination.

.03 A “disqualified person” is any person who is or was in a position to exercise substantial influence over the affairs of the Church at any time during the five-year period ending on the transaction date. Such persons would include:

- Voting members of the Vestry;
- Individuals functioning as corporate officers (President, CEO, COO, Treasurer, CFO, etc.) or executive staff leadership (Rector, Senior Minister, Executive Minister, Associate Minister, Minister of Administration, etc.);
- Family members of any of the preceding individuals, including spouses, siblings (and their spouses), ancestors, and descendants (and their spouses);
- Founders of the organization and substantial contributors;
- The person where their compensation is based on revenues derived from the

activities of the organization;

- The person who has authority to control or determine a substantial part of the organization's capital expenditures, operating budget, or compensation for employees; and
- The person who has managerial authority or serves as a key advisor to a person with managerial authority.

.04 An "excess benefit transaction" is any transaction in which an economic benefit is provided by the organization, directly or indirectly to or for the use of any disqualified person, and the value of the benefit provided exceeds the value of the consideration (including the performance of services) received by the organization for providing the benefit. This would also include any revenue-sharing transactions.

.05 Compensation for the performance of services is reasonable if it would ordinarily be paid for like services by like organizations under similar circumstances. This is the reason why independent salary and wage comparables from similar Churches are required in our salary administration program.

.06 Compensation includes all remuneration for services, including nontaxable fringe benefits (i.e. medical or disability insurance); deferred compensation (which is usually attributed to the year for which it is paid, not the year in which it vests); expense reimbursements under a non-accountable expense reimbursement plan; and other economic benefits directly or indirectly provided to a disqualified person.

.07 Revenue-sharing transactions (a transaction in which the compensation of a person is determined by the revenue of one or more activities of the organization – examples would be royalties on sales of books or videos the person has written) may constitute excess benefit transactions, regardless of whether the economic benefit provided exceeds the fair market value of the consideration provided in return, if, at any point, it permits a disqualified person to receive additional compensation without providing proportional benefits to the organization.

.08 To ensure that disqualified persons of Saint Matthew's Episcopal Church are not subject to these intermediate sanction taxes, it will be the responsibility of the Vestry to:

- Maintain a list of all "disqualified persons" of Saint Matthew's Episcopal Church. This list will be maintained with consideration given for the past five years of service. Persons in question shall be resolved in favor of treating the individual as a disqualified person.

- Determine all transactions between each disqualified person and the Church, including contracts for service, sales or leases of property, royalty arrangements, etc. This would also include cross checking all wage reporting devices (i.e. W-2's, 1099's), expense reimbursements, and employee fringe benefits. This review shall include all transactions occurring on or after September 1995.
- Maintain adequate documentation for each transaction, noting all elements of identified compensation.
- Assure that all future transactions and special arrangements are approved using the “safe harbor” procedure noted above.

6.0 EMPLOYEE PLACEMENT WITHIN SALARY/WAGE SCALES

6.1 Initial Placement Within Salary/Wage Scales

.01 An employee's salary/wage will be set based on his/her placement within the appropriate job classification pay scale. This will be accomplished by reviewing the responsibilities of the approved Job description and considering the employee candidates':

- related work experience
- education
- training
- skills and ability to perform the job
- performance
- responsibilities of the job
- length of employment at Saint Matthew’s Episcopal Church
- any other pertinent considerations.

.02 At the time of hiring, the initial salary/wage will be set using the above criteria, taking into account reports of performance from the employee's previous job. Positions shall never be placed within a salary/wage scale based primarily on the persons filling those positions nor their personal circumstances or situations.

.03 Based on the above criteria, the employee will be placed in one of the four grades of the assigned job classification. This will be accomplished by the Vestry. When making proper placement within these four grades, the Vestry shall consider the following (remember, placement could be for a newly hired position or the promotion of an existing employee):

- Grade one - Meets minimum requirements for accomplishing the job responsibilities as outlined in the Job description with a normal amount of

orientation.

- Grade two - Performs job in an average manner.
- Grade three - Performs job in an above average and experienced manner.
- Grade four - Accomplishes all aspects of the job in a highly effective and efficient manner.

.04 A comparison of the employee's placement in relation to the placement of other staff in their same position shall also be considered. After placement in the correct grade, the Vestry will then determine the proper placement within that grade, i.e. low, mid or high range. The low range usually represents the starting salary. New employees who possess a greater degree of experience than the minimum requirement for the position may be started at a rate of pay above the low range but never greater than the mid range. The high pay range represents the top level of pay within that grade. Pay increases shall not be granted above the grade's high range except in cases of tenure, and with the approval of the Vestry.

.05 The initial placement of an employee on his/her pay scale for a newly created position must first be approved by the Vestry upon recommendations from the Rector, the Treasurer, and/or the appropriate Search Committee. If there is any doubt that the new employee can perform at the recommended level, the initial placement may be one range below the recommendation with a review and possibility for upgrading set for six months after employment.

6.2 Compensation Increases and Evaluations

.01 As an overview, promotions to a higher grade will be based primarily on the performance and accomplishment of the responsibilities as outlined in the job description and established ministry objectives and goals for that year. A salary/wage increase shall not be given if the employee's performance does not meet planned expectations. Compensation increases are earned, they are not automatic!

.02 Evaluations shall accomplish three things:

- They shall provide an opportunity to redefine and update an employee's job description so there is a clear understanding of the employee's responsibilities. A job description Evaluation ([Form No. 12-61](#)) can be used to assist in this process. Included in this area would be a review of the employee's spiritual gift(s), abilities and passions. This is important because it allows the employer and the employee to evaluate if this person is a "good fit" for who God made the employee to be. Responsibilities in a position can change over time, so this shall be done annually.

- The evaluation shall review the performance over the past year. This will highlight the employee's successes, weaknesses, accomplishments of set ministry objectives and goals and will provide a basis for any merit compensation increase for the coming year. A Self-Appraisal by Employee ([Form No. 12-46](#)), Growth Planning Sheet ([Form No. 12-47](#)) and Employee Evaluations ([Form No's. 12-49, 12-50, 12-51, 12-52, 12-53 and 12-54](#)) can be used for this process. A merit compensation increase shall not be given if an employee's performance is not meeting their supervisor's expectations. Merit compensation increases are earned, they are not automatic.
- The evaluation shall outline specific ministry objectives and goals for the coming year. A Development of Position and Personal Ministry Objectives sheet ([Form No. 12-48](#)) can be used to outline specific objectives. This will tell the employee exactly what is expected in the coming year and will provide a basis for evaluation at the end of the year. This will also allow the supervisor to make sure the employee's ministry objectives and goals actually complement the overall ministry directions of Saint Matthew's Episcopal Church.

.03 Annually, evaluations will be performed on each employee by his or her immediate supervisor. Evaluation forms shall be completed by both the employee and the supervisor. The employee shall be given the opportunity to rate his/her own performance and set their own personal ministry objectives and goals. These evaluations help determine improved employee performance and morale, identify training and development needs, assist staff with ministry planning and development, assess employee potential, and aid in several areas of internal employee relations. Refer to the [Performance Evaluation](#) Section in the Personnel Policies and Procedures for a detailed description of employee evaluation procedures.

.04 The completed evaluations will be furnished to the Vestry for its review. This Vestry will review each evaluation for fairness, consistency and completeness of all Church employees. Supervisors might be required to justify their evaluations before the Vestry.

.05 The Vestry will be responsible to recommend the appropriate placement of each employee on his/her scale each year based on the results of their review, as noted above. It is crucial for good salary/wage administration that placements be maintained and/or adjusted each year and that actual salaries/wages are based on the ranges of the approved scales.

.06 The Vestry will be asked each fall to complete an evaluation of the Rector. This evaluation process is defined in the [Oversight Responsibilities of Vestry](#) policies as documented in the Leadership and Management section of this Policies

and Procedures Manual.

.07 Annual salary/wage adjustments will be made for each employee using the procedures as noted above.

.08 Employees who are performing in a satisfactory manner shall receive no more than one range increase per year, unless under unusual circumstances which are approved by the Vestry. No employee will be paid beyond the maximum limits of the classification that are assigned in the salary plan. The salary plan is designed to move an employee through the twelve range steps over a twelve to eighteen year period. Satisfactory employees shall normally complete grade two of their salary range within five to seven years. Salary/wage range increases in grade three shall normally occur around 18 months. Salary/wage range increases in grade four shall normally occur around 24 months. After the employee reaches the maximum range limit, pay is frozen. The employee will still be eligible for cost of living increases for the remainder of their employment. As mentioned earlier, all projected salary/wage increases are conditioned upon budget constraints. Employees are encouraged to seek upward movement through the Church organizational structure as an alternative to reaching the pay limit for their position classification.

.09 Each employee will be given an opportunity to express his/her financial concerns and needs to the Vestry in writing. These will be considered when the salary/wage recommendations are being developed.

6.3 Transfers and Promotions

.01 When an employee moves from one position within the staff structure to another through transfer or promotion, the employee will be transferred into the salary/wage range within the new classification that most closely approximates the range pay level just vacated. This "save pay" policy prohibits the employee from being penalized for being transferred or promoted. At the discretion of the Vestry, the employee may be transferred or promoted to a range level in the new classification that is higher in pay value than that which he/she left.

6.4 Salary/Wage Freeze

.01 Employees are expected to perform in their position in a satisfactory manner. Whenever an employee is performing at a marginal or unsatisfactory level, the Vestry may choose to prevent the employee from receiving any increases in pay, including increases due to cost of living, for a specified period of time. During periods when pay has been frozen, tenure is also frozen and the period is neutral time for the purposes of determining future pay increases.

6.5 Demotions

.01 Employees who are demoted in position, as the result of a determination of the Vestry and the Rector that they cannot perform satisfactorily at their present classification, will not receive the benefits of the "save pay" policy. At the time of demotion, the Vestry will determine the classification and the range pay level within the classification to which the employee will be moved. If the employee is demoted at the convenience of the Church due to no fault of their own, then the employee will be moved into the new classification at a range that closely approximates that which he/she left.

6.6 Terminations

.01 A terminated employee, if re-employed within twelve months in the same position title, may be re-employed at his/her former pay range. If the former rate is now below the range level, the employee's new range level shall be increased. If the person is re-employed within twelve months in another position classification, his/her salary/wage shall be at the appropriate range level of the new position.

7.0 SALARY/WAGE SCALES REVIEW PROCESS

7.1 Information Gathering

.01 The Treasurer will conduct a survey of similar churches in the Saint Matthew's Episcopal Church community area and will gather data from the other comparables listed above in the summer and fall of odd numbered years. He/she will organize this information and distribute it to the Vestry members prior to their meeting in the fall. Each year he/she will obtain the percentage of change in the cost of living index for our community and bring it to the fall meeting.

7.2 For Odd Numbered Years

.01 On odd numbered years the Vestry will review the gathered data as noted above, determine if the various salary/wage scales are in an appropriate order and properly spaced, evaluate the various scales with the comparables to determine if they are still reasonable and adequate and make appropriate changes. Each scale will then be adjusted for the upcoming year by the change in the cost of living index.

7.3 For Even Numbered Years

.01 On even numbered years, the Vestry will recommend salary/wage scales for the upcoming year adjusted only by the change in the cost of living index.