



165 East Main Street  
Westminster, Maryland 21157

# Employee Handbook

i. **A FEW WORDS TO OUR EMPLOYEES**

You were selected to be part of the team that keeps Westminster United Methodist Church successfully serving the needs of the community through its mission to ***Change lives through Jesus Christ to make a difference.***

On behalf of the Church leaders and your colleagues, we wish each team member every success in your work here. We hope you will take pride in being a member of the team. We want you to be an integral part of our mission, development, and progress.

This Handbook describes our expectations of you and the other team members. It outlines the expectations, programs and benefits available to eligible employees. You should familiarize yourself with the contents as soon as possible as it will answer many questions about your employment. Please let us know if you have any additional questions.

We hope that your experience at WUMC will be challenging, enjoyable, and rewarding. Again, best wishes for many successes.

# Westminster United Methodist Church

ii

## Table of Contents

i.	Note to employees	6.4	Mission Leave
ii.	Table of Contents	6.5	Jury Duty
		6.6	Earning Sick/Safe Leave
<b>1.</b>	<b>WHO WE ARE</b>	6.7	Sick/Safe Leave
1.1	History, Mission, and Values	6.8	Holidays
1.2	Purpose of Handbook	6.9	Leave of Absence
1.3	Supervisor and Personal Liaison	6.10	Bereavement Leave
1.4	At-Will Employment		
<b>2.</b>	<b>WORKPLACE COMMITMENTS</b>	<b>7.</b>	<b>WORK PERFORMANCE</b>
2.1	Equal Opportunity Employer	7.1	Expectations
2.2	Non-Discrimination/Non-Harassment	7.2	Reviews
2.3	Drug/Alcohol/Tobacco/Vaping/Firearms/ Explosive Free Environment	7.3	Problem and Conflict Resolution, and Insubordination
2.4	Open-Door Practice	7.4	Additional Employment
2.5	Safe Sanctuary and Protection of Minors	<b>8.</b>	<b>DISCIPLINE</b>
<b>3.</b>	<b>CRITICAL INFORMATION</b>	8.1	Grounds for Disciplinary Action
3.1	Introductory Period	8.2	Discipline Procedures
3.2	Professional Conduct	8.3	Termination
3.3	Dress Code	<b>9.</b>	<b>EMPLOYEE HEALTH/ SAFETY</b>
3.4	Payday	9.1	Workplace Safety
3.5	Church Property	9.2	Workplace Security
3.6	Privacy, Inspections, and Searches	9.3	Emergency procedures
3.7	Personnel Files	9.4	Incident/Accident reporting
3.8	Social Media	<b>10.</b>	<b>EMPLOYEE BENEFITS</b>
3.9	Confidentiality	10.1	Health Insurance
<b>4.</b>	<b>EMPLOYEE CLASSIFICATION</b>	10.2	Retirement Plan
4.1	Exempt/Nonexempt	10.3	Workman’s Compensation
4.2	Part-time, Full-time, Regular, Temporary	<b>11.</b>	<b>TERMINATION POLICIES</b>
<b>5.</b>	<b>ATTENDANCE</b>	11.1	Voluntary/Involuntary Termination
5.1	General Attendance	11.2	Final Pay
5.2	Tardiness	11.3	COBRA - Continuation of Benefits
5.3	Breaks	11.4	Exit Interview
<b>6.</b>	<b>LEAVES</b>	<b>12.</b>	<b>ACKNOWLEDGEMENT OF RECEIPT</b>
6.1	Vacation Leave		
6.2	Voting Time Off		
6.3	Military Leave		

## 1. Who We Are

### 1.1 History, Mission, and Values

A Methodist Church was established in Westminster in 1812 at the Union Meeting House that stood in the center of the Westminster Cemetery. A building was built in 1839 at our present location. Over the years the Church has evolved, expanded and grown. It continues to serve the Westminster community from Center and Main streets.

#### Our Mission

Changing Lives through Jesus Christ to Make a Difference.

#### Our Core Values:

Bible: We believe the Bible was written by people inspired by God. (2 Timothy 3:15-17)

Church Family: There is a richness in being part of a church family. (Galatians 6:10)

Discipleship: We strive to better love God and love our neighbor. (Philippians 1:6)

Evangelism: We embrace the opportunity to spread the good news of Jesus Christ. (Matthew 28:19-20)

Extravagant Hospitality: We provide a welcoming environment where we receive and care for all who enter our doors so together we may discover the richness of life in Christ. (Hebrews 13:2)

Missions: We seek to be the hands, feet, and voice of Jesus, continuing His work in this world in our local community and beyond. (James 2:18)

Prayer: Prayer, as a means of grace, is a direct and trusting communication with God. Through prayer, we praise and thank God for God's love and mercy, confess our sins, and seek God's will for our lives. (Philippians 4:6)

Unity and Diversity: We are a family of faith welcoming all persons as children of God. We respect a diversity of individuals and ideals that work in harmony to promote one body of Christ. (Galatians 3:28)

Worship: We come together to praise God and to encounter and proclaim the good news of the gospel. (Psalm 100)

#### God's Vision for Us:

No Lonely People.

A vital Small Group Ministry.

Know our spiritual gifts and use them to serve in meaningful places of Christian Service.

Serve into the world but especially the five-block radius of Center and Main streets, Westminster.

The staff will covenant to strive toward these leadership ideals acknowledging that they have a significant role in shaping the heart and character of the entire congregation.

#### Staff Ideal

Spiritually healthy leaders and staff will produce a spiritually healthy church.

## **1.2 Purpose of Handbook**

This Handbook has been prepared to inform all employees – other than appointed clergy - of the employment relationships between the Church and its employees and to establish the Church's expectations of an employee. It is not all-inclusive or intended to provide strict interpretations of our expectations and practices; rather, it offers an overview of the work environment. This Handbook is not a contract, expressed or implied, guaranteeing employment for any length of time and is not intended to induce an applicant to accept employment with the Church.

The Church reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its practices and expectations, in whole or in part, whether described within this Handbook or elsewhere, in its sole discretion. Every effort will be made to keep employees informed of any changes to this Handbook.

This handbook supersedes and replaces all employee manuals previously distributed and made available or applicable to employees.

Throughout this Handbook the use of “WUMC” refers to Westminster United Methodist Church and the use of “SPRC” refers to the Staff Parish Relations Committee.

## **1.3 Supervisor and Personal Liaison**

WUMC employees are few in number and are expected to perform their duties without close immediate supervision and yet communicate effectively to work together as a team. In many cases, the employee’s supervisor will be the Lead Pastor although some may report indirectly through a designee determined by the Lead Pastor or the SPRC. Since the Lead Pastor is often required to focus primary attention on pastoral duties for the congregation employees will also be assigned a special personal contact for liaison with the Staff Parish Relations Committee. The liaison will be in frequent contact with an employee and is the one to contact if an employee has any questions about job duties, performance issues, church practices or has ideas to share that might improve services to the community. This SPRC selected liaison person will often be more available to an employee than the Lead Pastor, or designee, and is charged with helping an employee both understand and be understood in job functions.

## **1.4 At-Will Employment**

Employment at this church is at-will. An at-will employment relationship can be terminated at any time, with or without reason or notice by either the employer or the employee. This at-will employment relationship exists regardless of any statements by any other employee to the contrary. Only the Staff Parish Relations Committee Chairperson is authorized to modify the at-will nature of the employment relationship, and the modification must be approved by the Staff Parish Relations Committee in writing.

# **2. Workplace Commitments**

## **2.1 Equal Opportunity Employer**

WUMC is an equal opportunity employer and does not discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status, or any other status protected by applicable law. This applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

Whenever possible, the Church makes reasonable accommodations for qualified individuals with

disabilities to the extent required by law. Employees who would like to request a reasonable accommodation should contact their personal liaison or the Staff Parish Relations Chair.

## **2.2 Non-Discrimination/Non-Harassment**

WUMC prohibits discrimination or harassment based on race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory and/or harassment practices. Employees found to discriminate or harass are subject to disciplinary actions.

Discrimination includes but is not limited to: making any employment decision or employment related action based on race, color, religion, creed, age, sex, disability, national origin, marital or veteran status, or any other status protected by applicable law.

Harassment is generally defined as unwelcome verbal or non-verbal conduct, based upon a person's protected characteristic, that denigrates or shows hostility or aversion toward the person because of the characteristic, and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassing conduct includes but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include: unwelcome or unsolicited sexual advances; displaying sexually suggestive material; unwelcome sexual flirtations, advances or propositions; suggestive comments; verbal abuse of a sexual nature; sexually oriented jokes; crude or vulgar language or gestures; graphic or verbal commentaries about an individual's body; display or distribution of obscene materials; physical contact such as patting, pinching, or brushing against someone's body; or physical assault of a sexual nature.

**Reporting:** Any church employee who feels that he or she has been harassed or discriminated against or has witnessed or become aware of discrimination or harassment in violation of these expectations, should bring the matter to the immediate attention of his or her supervisor or personal liaison. The church will promptly investigate all allegations of discrimination and harassment and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the Church will take appropriate action based on the outcome of the investigation.

No employee will be retaliated against for making a complaint in good faith, or for participating in good faith in an investigation. If an employee feels he/she has been retaliated against, the employee should file a complaint

using the procedures set forth above. If the retaliation came from the supervisor or personal liaison the employee may contact the SPRC Chairperson.

### **2.3 Drug/Alcohol/Tobacco/Vaping/Firearms/Explosive Free Environment**

Employees are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substances while on duty. Also, while working on church premises or engaged in church business, employees are not to possess firearms or explosives, or be under the influence of any controlled substance such as unlawful drugs and alcohol or using tobacco or vaping. Anyone violating these expectations can be subject to disciplinary action, up to and including termination. (Taking prescription drugs or over-the-counter medications, as prescribed or consistent with directions is permitted.)

### **2.4 Open-Door Practice**

The Church has an open-door practice and takes employee concerns and problems seriously. The Church values each employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their supervisor or personal liaison.

### **2.5 Safe Sanctuary and Protection of Minors**

The Church will do its utmost to provide a safe environment where everyone can participate freely and safely in the life of the Church. Therefore, to protect our children from physical or sexual abuse while participating in Church programs, any staff present with or participating in Church programs for minors and seniors must have a background check before employment can begin and then comply with the Church's Safe Sanctuary and the Baltimore-Washington Conference Policy.

## **3. Critical Information**

### **3.1 Introductory Period**

The Church desires to hire employees well qualified for the jobs and that have the potential to be productive and successful. The Church will check an applicant's employment references prior to a job offer. Job applicants selected for employment will be offered a job conditional on the completion of a background check with satisfactory results. A new employee may not report to the job prior to a satisfactory background check unless under constant supervision. There will be an introductory period for a new employee of three months, which can be extended.

### **3.2 Professional Conduct**

This church expects its employees to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable, and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between coworkers and supervisor is expected. Individuals who act in an unprofessional manner may be subject to disciplinary action. See Article 8. Discipline.

### **3.3 Dress Code**

An employee's personal appearance and hygiene is a reflection on the Church's character. Employees are expected to dress appropriately for their individual work responsibilities and position. Your supervisor and personal liaison will provide guidance as to appropriate dress if you are unsure. If you should arrive at work dressed inappropriately you will be sent home to change clothes and will not be paid for the time not at work.

### **3.4 Payday, r.3/5/19**

Staff will be paid bi-weekly via direct deposit to the employee's chosen bank account unless the employee request to be paid by check. Pay deposits include salary or wages earned less any mandatory or elected deductions. Mandatory deductions include federal or state withholding tax, and other withholdings. Elected

deductions are deductions authorized by the employee, and may include, for example, contributions to benefit plans or other voluntary deductions. Employees may contact their supervisor or designee to obtain the necessary authorization forms for requesting changes in deductions from their pay. Pay periods begin on Sunday and end on the second Saturday following (a 14-day period). Pay days are the Friday following the Saturday ending the pay period. An example follows:

Payroll	Beginning Sunday	Ending Saturday	Pay date Friday
A	05/06/2018	05/19/2018	05/25/2018
B	05/20/2018	06/01/2018	06/08/2018

Employees should be certain that a Work Time Form is turned into their supervisor or designee on the last work day of a pay period. Without a completed Work Time Form received by the end date of a payroll period the employee will be paid at their standard hours for the pay period in question and then any adjustments will be made with the subsequent payroll. If a Work Time Form is still not on file no pay will be made, unless extenuating circumstances accepted by the supervisor or SPRC chairperson occurs. Repeated failure to submit a Work Time Form on the last work day of a pay period may result in disciplinary action.

In situations where a payroll needs to be processed prior to end of the pay period for the deposits to still occur on the pay date (e.g. church office or bank closed or projected absence of the financial secretary) employees will be paid at their standard rate/number of hours with any needed adjustments occurring in a subsequent payroll.

Employees should notify their supervisor or designee if the pay deposit appears to be inaccurate or if it was not received at the bank.

Advances on anticipated pay deposits are not permitted.

Any change in name, address, telephone number, number of exemptions claimed by an employee, or change in the bank account where pay is received must be reported to your supervisor or designee immediately.

Information regarding final pay deposit can be found under the termination section of this Handbook – article 11.2.

WUMC assigns positions, determines wages and compensates employees for overtime in accordance with state and local laws and the Fair Labor Standards Act.

### 3.5 Church Property

Church property, such as equipment, vehicles, telephones, computers, church related accounts, passwords, and software, is not for private use. These devices, accounts or passwords are to be used strictly for church business and are not permitted off grounds unless authorized specifically by the supervisor. Church property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any church property they possess. Church computers, internet and emails are a privileged resource, and must be used only to complete essential job-related functions. Employees are not permitted to download any “pirated” software, files or programs and must receive permission from the supervisor, or designee, before installing any new software on a church computer. Files or programs stored on church computers may not be copied for personal use.



Phones are provided for business use. The church requests that employees not receive personal calls while on duty. If urgent, please keep personal calls to a minimum and conversations brief. Personal long-distance calls are not permitted.

### **3.6 Privacy, Inspections, and Searches**

Employees and employers share a relationship based on trust and mutual respect. However, the Church retains the right to access and search all church property including furniture, computers, video recordings, desks, file cabinets, storage facilities, files and folders - electronic or otherwise, at any time. Such access and searches can occur at any time with or without notice, and with or without permission. Employees should not entertain any expectations of privacy when on church grounds or while using church property except in restrooms and private areas designated for changing of clothing. All documents, files, voice-mails and electronic information, including e-mails and other communications, created, received or maintained on or through church property are the property of the Church, not the employee.

### **3.7 Personnel Files**

WUMC maintains a personnel file on each employee. These files are kept confidential to the extent possible. Employees may review their personnel file upon request to the SPRC Chairperson.

It is important that personnel files accurately reflect each employee's personal information. Employees are expected to inform the Church of any change in name, home address, home and/or mobile phone number, and emergency contact information.

### **3.8 Social Media**

The use of social media, including mobile phones for non-work-related functions during working hours is discouraged. Employees should use good judgment when engaging in social media activities on and off the job avoiding actions and discussions that could harm the interests of our community, faith, or other persons. Employees are reminded that online posts are permanent and the Internet archives almost everything. This means even deleted posts can still be searched and discovered.

### **3.9 Confidentiality**

The protection of confidential information provided to the Church and its staff is vital to the work and mission of the Church. If there is a question about whether certain information is confidential, consult with pastoral staff or SPRC. The Church's confidential information includes, but is not limited to:

- Compensation data that is not disclosed in church financial ledgers
- Personal information concerning those who have sought the advice and counsel of the Church and its staff, except where state or federal law requires disclosure.
- Medical and other personal information - (In compliance with the Health Insurance Portability and Accountability Act [HIPAA], medical information on individual employees is treated as and protected by the Church from inappropriate disclosure. All employees who have knowledge of an individual's medical information have a responsibility to respect and maintain the confidentiality of that information.)

Employees who break confidentiality will be subject to disciplinary action. See Article 8. Discipline.

## **4. Employee Classification**

### **4.1 Exempt/Nonexempt Employee**

Each employee is designated as either nonexempt or exempt via federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. An employee's exempt or nonexempt classification may be changed only upon written notification by the SPRC chair.

### **4.2 Part Time, Full Time, Regular, or Temporary Status**

Part-time or full-time status depends on the number of hours per week an employee is normally scheduled to work. Employees who are normally scheduled to work fewer than 30 hours receive a part-time classification. Employees who are normally scheduled to work at least 30 hours per week receive a full-time classification. Part-time and full-time employees are often referred to as regular employees. Regular employees, unless otherwise stated, are eligible to receive certain benefits.

From time to time the Church may hire employees for specific projects or periods of time as temporary employees. Temporary employees may work either part-time or full-time, but generally are scheduled to terminate by a certain date. Temporary employees who remain on duty past the scheduled termination remain classified as temporary. Only the Staff Parish Relations Chairperson may change an employee's temporary status. Temporary employees are not eligible for employment benefits.

## **5. Attendance**

### **5.1 General Attendance**

The Church maintains normal office hours of 9:00 a.m. to 3:00 p.m. However, an employee's work hours may be different depending on job responsibilities. The Supervisor or designee will provide employees with their work schedule. Should an employee have any questions regarding their work schedule, the employee should contact the supervisor or personal liaison.

Employees who will be late to or absent from work should notify the supervisor in advance, or as soon as practicable in the event of an emergency. Chronic absenteeism may result in disciplinary action.

Employees who need to leave work early, for illness or otherwise, should inform the supervisor or designee or personal liaison before departure. Unauthorized departures may result in disciplinary action.

### **5.2 Tardiness**

The Church recognizes that situations arise which hinder punctuality. However, employees are expected to arrive on time and ready for work every work day. An employee who arrives after his/her start time is tardy. Repeated tardiness can result in disciplinary action.

### **5.3 Breaks**

While there are no formal break schedules, employees are expected to communicate to co-workers whenever they take a break. Abuse of breaks resulting in failure to timely complete assigned tasks or to be located in case of emergency may result in disciplinary action.

## 6. Leaves

### 6.1 Vacation Leave, r.3/5/19, 4/2/19 (Revised and retroactive to 1/1/19)

For regular employees who work 12 months of the year, WUMC provides paid Vacation leave per the information below. Employees must earn and accrue Vacation benefits before they may be used. Vacation leave is accrued from January 1 - the anniversary date - for all employees. However, no Vacation leave is earned (credited) until completion of the introductory period and no Vacation leave may be taken until completion of six months of employment. In the first 10 years of employment unused Vacation leave will be lost if not taken within the anniversary year following the accrual. After ten years of employment, all earned, accrued and unused Vacation leave will be retained and not lost to a maximum of 8 equivalent work weeks.

Vacation leave for Employees hired before 12/31/18

Length of service begins on January 1 of the hire date.

Accrual and anniversary dates begin January 1, 2019.

Length of Service	Vacation Leave Accrual Rate
Less than 5 years or as negotiated	3 equivalent work weeks per year – accrued at 0.0577 hours per hour worked
Completion of 5 years or as negotiated	4 equivalent work weeks per year – accrued at 0.07692 hours per hour worked
Completion of 10 years or as negotiated	4 equivalent work weeks per year – accrued at 0.07692 hours per hour worked. 2 unused weeks may carry over to the third year after it is accrued to a max of 8-weeks.

Vacation Time for Employees hired after 12/31/18

Length of service, accrual and anniversary dates begin January 1 of the hire date.

Length of Service	Vacation Leave Accrual Rate
Less than 5 years	2 equivalent work weeks per year – accrued at 0.03847 hours per hour worked
Completion of 5 years	3 equivalent work weeks per year – accrued at 0.0577 hours per hour worked
Completion of 10 years	4 equivalent work weeks per year – accrued at 0.07692 hours per hour worked. 2 unused weeks may carry over to the third year after it is accrued to a max of 8 weeks.

(Accrual rates are calculated by dividing the equivalent week by 52. Example: the 2-equivalent week accrual rate =  $2/52 = 0.03846$ . Therefore, if you worked 30 hours per week for 52 weeks you would have worked 1,560 hours and accrued  $1560 \times 0.03846 = 60$  hours. If you take 20 hours of paid Vacation leave in the first anniversary year, you have 40 hours of that earned Vacation leave to take in your second anniversary year. You will continue to accrue at the appropriate rate your second year, but you will lose the 40 carried over

Vacation leave hours if you don't take it before the end of your second anniversary date. The life of a Vacation leave hour is one year after the anniversary year in which it was accrued.)

An employee can request and use Vacation leave at the time requested by the employee upon the supervisor's, or designee's approval, providing necessary church functions can be covered in order to ensure the smooth operations at the church. Vacation leave is granted in whole hour increments.

Vacation leave benefits do not accrue during any period of extended leave of absence. Employees will not be paid for any unused Vacation leave upon termination of employment. However, if an employee leaves employment and is rehired within 37 weeks of leaving, any earned and unused Vacation leave that the employee had at the time of separation will be reinstated.

## **6.2 Voting Time Off**

Employees are encouraged to participate in elections. If there are circumstances that prevent an employee from voting before or after work, with prior permission of the supervisor, the Church grants incremental time off to cast a ballot in an election. Voting time off is granted on an unpaid basis. Should extenuating circumstances arise while voting, notify the supervisor or designee as soon as possible.

## **6.3 Military Leave**

Employees called to active military duty, military reserve or National Guard service may be eligible to receive time off under the Uniformed Services Employment and Reemployment Rights Act of 1994. To receive time off, employees must provide notice and a copy of their report orders to the supervisor. Upon return with an honorable discharge, an employee may be entitled to reinstatement and any applicable job benefits they would have received if present, to the extent provided by law.

## **6.4 Mission Leave**

The Church supports employees who are involved in local, national or international mission efforts. With an advanced request including the description of the mission and the dates involved, and approval by the supervisor a paid leave up to a week may be granted for Mission efforts during normal working hours.

## **6.5 Jury Duty Time Off**

The Church understands that occasionally employees are called to serve on a jury. Employees who are selected for jury duty must provide a copy of their jury summons to the supervisor or designee. Time taken for jury duty is granted, up to one employee's work week, on a paid basis. Employees released from jury duty with 4 hours remaining in the workday, are expected to report to work.

## **6.6 Earning Sick/Safe leave r. 4/2/19 (Revised and retroactive to 1/1/19)**

Pursuant to Maryland Labor law, employees are entitled to earn sick/safe leave at the rate of 1 hour for every 30 hours that an employee works up to a maximum of 40 hours per year. However, effective 1/1/19 employees at WUMC accrue Sick/Safe leave at significant higher rates.

Employees hired prior to 12/31/18 accrue annually 1 hour Sick/Safe leave for every 13 hours\* worked to a maximum of accrued hours equal to the hours normally worked in 4 weeks.

Employees hired after 12/31/18 accrue annually 1 hour Sick/Safe leave for every 17 hours\*\* worked to a maximum of accrued hours equal to the hours normally worked in 3 weeks.

All employees may carry forward any earned but unused Sick/Safe leave, but an employee may not accrue more than 6 times the hours in the his/her normal work week.

The year commences on January 1 and ends on December 31.

An employee does not earn accrue Sick/Safe leave during:

1. a two-week pay period in which the employee worked fewer than 24 hours total;

r. 12/4/18

2. a one-week pay period if the employee worked fewer than a combined total of 24 hours in the current and preceding pay period;
3. a pay period in which the employee is paid twice per month and the employee worked fewer than 26 hours in the pay period.

An employee who is exempt from the overtime provisions of the Fair Labor Standards Act is assumed to work 40 hours per week.

Employees will not be paid for any unused sick/safe leave upon termination of employment. However, if an employee leaves employment and is rehired within 37 weeks of leaving, any earned and unused sick/safe leave that the employee had at the time of separation will be reinstated.

\* The formula that gives the sick/safe earn factor for 4 weeks of vacation leave is:  $y$  (hours worked per week)  $\times$  52 (weeks per year) /  $f$  (sick/safe leave earn factor) = 4 weeks of sick/safe leave  $\times$  hour worked per week or  $y \times 52 / f = 4y$  which becomes  $f = y \times 52 / 4y$ . Assume 30 hours worked per week yields  $f = 30 \times 52 / 120 = 13$ .

\*\* The formula that gives the sick/safe earn factor for 3 weeks of vacation leave is:  $y$  (hours worked per week)  $\times$  52 (weeks per year) /  $f$  (sick/safe leave earn factor) = 3 weeks of sick/safe  $\times$  hour worked per week or  $y \times 52 / f = 3y$  which becomes  $f = y \times 52 / 3y$ . Assume 30 hours worked per week yields  $f = 30 \times 52 / 90 = 17$ .

### 6.7 Using Sick/Safe Leave r.4/2/19

When Sick/Safe leave is needed notify your supervisor, or designee. If the leave is foreseeable please provide up to 7 days' notice. If leave is not foreseeable, provide notice as soon as practicable.

Employees are not permitted to use Sick/Safe leave during the first 106 calendar days of their employment.

An employee can use earned Sick/Safe leave under the following conditions:

- To care for or treat the employee's mental or physical illness, injury or condition;
- To obtain preventative medical care for the employee or the employee's family member;
- To care for a family member with a mental or physical illness, injury or condition;
- For maternity or paternity leave; or
- The absence from work is necessary due to domestic violence, sexual assault or stalking committed against the employee or the employee's family member and the leave is being used: (1) to obtain medical or mental health attention; (2) to obtain services from a victim services organization; (3) for legal services or proceedings; or (4) because the employee has temporarily relocated as a result of the domestic violence, sexual assault or stalking.

### 6.8 Holidays

WUMC observes the following twelve [12] holidays:

1. New Year's Day (January 1)
2. Martin Luther King Day (3rd Monday in January)
3. Presidents' Day (3rd Monday in February)
4. Good Friday (Friday before Easter Sunday)
5. Easter Monday (The day after Easter Sunday)
6. Memorial Day (last Monday in May)
7. Independence Day (July 4)
8. Labor Day (1<sup>st</sup> Monday in September)
9. Thanksgiving (4<sup>th</sup> Thursday in November) and the day after
10. Day After Thanksgiving (following 4<sup>th</sup> Thursday in November)
11. Christmas (December 25) and the day after

## 12. Day after Christmas (December 25)

Holiday pay will be calculated based on the employee's base pay rate times the number of hours the employee would otherwise have worked on that day.

### 6.9 Leave of Absence

Leave of absence that are granted are unpaid and will not be considered until an employee has exhausted all accrued vacation leave balances. Continuation of other employee benefits during a leave of absence will be addressed on an individual basis, as required by law. A request for a leave of absence must be submitted in writing in advance to the employee's supervisor. Include in the request specific information about start of leave, duration, and return date. In the supervisor's response, if the request is granted, will be the expectation of regular communication and a statement that failure to return as stated may result in termination.

### 6.10 Bereavement Leave

Employees may take up to three equivalent days of paid bereavement leave for the death of an immediate family member. Immediate family is defined as your spouse, parent, child, sibling; your spouse's parent, child, or sibling; your child's spouse; and your and your spouse's grandparents, and grandchildren, including step relatives. Request bereavement leave from your supervisor or designee.

If more than 3 workdays are needed you may request available vacation leave or unpaid time off.

To take time off due to the death of another individual not defined as immediate family, submit a leave request to your supervisor or designee. Indicate that leave time should be charged to available vacation time or as unpaid leave.

## 7. Work Performance

### 7.1 Expectations

WUMC expects every employee to act in a professional manner. Satisfactory performance of job duties and responsibilities is key to this expectation. Employees should attempt to achieve their job objectives, and act with diligence and consideration always. Poor job performance can result in disciplinary action, up to and including termination. See Article 8. Discipline.

### 7.2 Reviews

The Church, at least annually, will formally evaluate an employee's performance. An employee may request of their supervisor more frequent reviews in order to be sure performance expectations are clear and being met.

The goal of a performance review is to identify areas where an employee excels and areas that need improvement. The Church uses performance reviews as a tool to determine retention, pay increases, promotions and/or terminations. Employees should note that a performance review does not guarantee a pay increase or promotion.

Written performance evaluations may be made at any time to advise employees of unacceptable performance. Evaluations or any subsequent change in employment status, position or pay does not alter the employee's at-will relationship with the Church.

An employee may bring any questions about performance expectations or evaluation to the person(s) conducting the evaluation or the personal liaison.

### 7.3 Problem and Conflict Resolution, and Insubordination

WUMC is committed to establishing an open atmosphere that promotes candid dialogue on all issues

with fair and honest treatment of all employees. Supervisors and employees should interact with mutual respect and common courtesy and are encouraged to offer positive comments and constructive criticisms. If a problem or conflict occurs the Church would like problem solving and or conflict resolution to occur as informally as possible. Attempts to resolve problems should be made by everyone involved.

Employees are expected to take instruction from the supervisor or other persons of authority. If an employee disagrees with the supervisor, the employee should first try to mediate the situation by explaining their position. If possible, a compromise might be met. Failure to comply with reasonable instructions from the supervisor or unreasonably delaying compliance may be considered insubordination. Acts of insubordination are subject to disciplinary action, up to and including termination by the SPRC.

#### **7.4 Additional Employment**

All employees are judged by the same performance standards and subject to the Church's scheduling demands, regardless of their additional outside work requirements. Additional (outside) employment having an adverse impact, presenting a conflict of interest, or interfering with the job performance for the Church will be documented. A conference will be held with the employee in a timely manner and/or discussed at a performance evaluation. Such other employment adversely affecting the Church job performance may result in termination.

## **8. Discipline**

### **8.1 Grounds for Disciplinary Action**

The Church reserves the right to discipline and/or terminate any employee who violates church expectations, practices or rules of conduct. Poor performance and misconduct are also grounds for discipline or termination. The following actions are unacceptable and considered grounds for disciplinary action. This list is not comprehensive; rather, it is meant merely as an example of the types of conduct that this church does not tolerate. These actions include, but are not limited to:

- Engaging in acts of discrimination or harassment in the workplace;
- Possessing, distributing or being under the influence of illicit controlled substances or alcohol at work, on church premises, or while engaged in church business;
- Unauthorized use of church property, equipment, devices, or assets;
- Damage, destruction or theft of church property, equipment, devices, or assets;
- Removing church property without prior authorization or disseminating church information without authorization;
- Falsification, misrepresentation or omission of information, documents, or records;
- Lying
- Insubordination or refusal to comply with directives;
- Failing to adequately perform job responsibilities;
- Excessive or unexcused absenteeism or tardiness;
- Disclosing confidential or proprietary church information without permission;
- Illegal or violent activity;

- Falsifying injury reports as reasons for leave;
- Possessing unauthorized weapons or explosives on premises or off the premises if at a work function;
- Disregard for safety or security procedures;
- Disparaging or disrespecting supervisors and/or co-workers; and
- Any other action or conduct that is inconsistent with church procedures, standards or expectations.

This list exhibits the types of actions or events that are subject to disciplinary action. It is not intended to indicate every act that could lead to disciplinary action. The Church reserves the right to determine the severity and extent of any disciplinary action based on the facts and circumstances of each case.

## **8.2 Discipline Procedures**

Disciplinary action is any one of several options used to correct unacceptable behavior or actions. Discipline may take the form of oral warnings, written warnings, probation, suspension, demotion, discharge, removal, or some other disciplinary action, in no particular order. The course of action will be determined by the Church at its sole discretion as it deems appropriate.

## **8.3 Termination**

An extreme disciplinary action is involuntary termination of employment. For information about termination see article 11.

# **9. Employee Health and Safety**

## **9.1 Workplace Safety**

The Church takes every reasonable precaution to ensure that employees have a safe working environment. The safety measures and rules that are in place are for the protection of all employees. Ultimately, it is the responsibility of each employee to help prevent accidents to himself/herself, other employees, or persons on church property. To ensure the continuation of a safe workplace, all employees should review, understand, and practice all provisions of the Church's workplace safety measures and rules.

Employees should use all safety and protective equipment provided to them and maintain work areas in a safe and orderly manner, free from hazardous conditions. Employees who observe an unsafe practice or condition should report it to the supervisor or their personal liaison immediately.

In the event of an accident, employees must notify the supervisor immediately. Report every injury, regardless of how minor, to the supervisor immediately. See Article 9.4 Incident/Accident Reporting. Physical discomfort caused by repetitive tasks must also be reported. For more information about on the job injuries, refer to the Workers' compensation article of this Handbook, article 10.3.

Employees should recognize any potential fire hazards and be aware of fire escape routes and fire drills. Do not block fire exits, tamper with fire extinguishers or otherwise create fire hazards.

Employees are prohibited from making threats against anyone in connection with his/her work or engaging in violent activities while in the employ of the Church. 5

Any questions regarding safety and safe practices should be directed to the supervisor or personal liaison.

## **9.2 Workplace Security**

Employees must be alert and aware of any potential dangers to themselves or their coworkers. Take every precaution to ensure that your surroundings are safe and secure up to and including locking interior and exit



doors when their use is not expected. Unexpected or unknown visitor(s) not a church member or with a known person should always be escorted until they exit. Report any suspicious activity to the supervisor immediately.

### **9.3 Emergency Procedures**

In the event of an emergency, dial 911 immediately. If a fire alarm or other emergency alert system is sounded, proceed quickly and calmly to the nearest exit. Once the building has been evacuated, only the supervisor, or emergency responders may authorize employees to reenter.

### **9.4 Incident/Accident Reporting**

In the event of an unusual event, or an employee has an on-the-job accident regardless of how minor it appears, the supervisor is to be notified and a report is to be completed as soon as possible. (If necessary, an injured employee will be referred to a medical care facility. The employee should retain all paperwork provided to them by the medical facility.) The incident/accident form, where the information can be typed is found at [http://www.wumcmd.org/uploads/1/4/7/0/14700582/incident\\_report.pdf](http://www.wumcmd.org/uploads/1/4/7/0/14700582/incident_report.pdf) or in the Church office. An employee's report should contain as many details as possible, including the date, time, description of the illness, injury, or unusual incident, and the names of any witnesses.

Once completed, submit or forward the report it to the church's Administrative Assistant.

## **10. Employee Benefits**

This Handbook contains descriptions of our current employee benefits. For additional information or to learn if there are plan documents available the employee can speak to the supervisor or personal liaison. In the event of any inconsistencies between this Handbook or any other oral or written description of benefits and a formal plan document, the formal plan document will govern.

### **10.1 Health Insurance**

The church makes group health benefits available to eligible employees and their family members. After working for two months, full time employees are eligible to participate in the Health program provided by, and consistent with the Conference Health Plan. Health benefits may be paid in part by the church. The remainder of the costs is the employee's responsibility. Employees can receive details about benefits provided, contribution rates, and eligibility from their supervisor or designee.

### **10.2 Retirement Plan**

Employees who work 20 plus hours a week are eligible to sign up for a retirement plan through the UMC Wespath. Employee must pay a minimum of 3 percent and up to 19 percent of their church work pay to enroll and participate. For employees hired after 5/31/18 the church will match the employee's contribution up to 6 percent. Enrollment can occur on July 1, or January 1.

### **10.3 Workers' Compensation**

Workers' compensation is a form of insurance providing wage replacement and medical benefits to employees injured in the course of employment in exchange for mandatory relinquishment of the employee's right to sue their employer for the tort of negligence. As required by law, the church provides workers' compensation benefits for the protection of employees with work-related injuries or illnesses.

If an employee is injured or becomes ill because of his/her job, it is the employee's responsibility to immediately notify the supervisor or designee of their injury and submit an incident report to the Church's Administrative Assistant (see article 9.4). The Administrative Assistant will advise the employee of the procedure for submitting a workers' compensation claim and open the Worker's Compensation Claim with the Church insurer. A representative of the Church insurer will contact the employee regarding claim procedures. Failure to report a work-related illness or injury promptly could result in denial of benefits.

The Church's insurance company administers the workers' compensation claims. Representatives of the insurance company may contact injured employees regarding their benefits under the plan.

## **11. Termination**

### **11.1 Voluntary/Involuntary Termination**

The church recognizes situations may arise which require the termination of employment, either initiated by the employee or by the Church. Should termination be initiated by the employee the Church requests that the employee provide written notice at least two weeks prior to the termination date. Vacation time cannot be taken after notice of termination is given without permission of the supervisor and the SPRC chairperson.

A request for a voluntary termination, or a situation that leads to an involuntary termination - that can occur at any time - does not alter an employee's at-will relationship with the church.

Upon notice of termination, in addition to all normal job expectations, an employee is required:

- to continue to work until the last scheduled day of employment;
- to turn in all reports and paperwork required to be completed by the employee when due and no later than the last day of work;
- to return all files, documents, equipment, keys, access cards, software or other property belonging to the church that are in the employee's possession, custody or control, and turn in all passwords to the supervisor.

All rights and privileges of employment with the church terminate upon the date of separation.

The employee will be asked to participate in an exit interview. (See article 11.4.)

### **11.2 Final Pay**

Following the voluntary or involuntary termination of employment, the former employee of the Church will receive his/her final pay, including pay for unused vacation leave up to 8 weeks unless the termination was initiated by the Church due to a discipline issue, by direct deposit into the bank account normally used no later than the next regularly scheduled pay date. There will not be a payout for unused sick/safe leave.

### **11.3 COBRA - Continuation of Health Benefits**

A church with fewer than 20 employees is not covered under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA). Maryland, however, requires that under certain circumstances, a qualified employee who terminates employment (for reasons other than gross misconduct on the employee's part) or who loses health and dental coverage due to a reduction in work hours may temporarily continue group health and dental coverage for him/herself, his/her spouse, and any covered dependent children at the full premium rate plus administrative fees. Details of the state continuation of benefits are available from the supervisor or designee.

### **11.4 Exit Interview**

The Church will request an exit interview with the employee upon notice of termination. The purpose of the exit interview could be to complete necessary forms, collect Church property and discuss employment experiences with the Church.

## **12. Acknowledgment of Receipt**

**See Next 2 Pages.**

## Acknowledgement of Receipt for Employee Handbook

(Employee Copy - Keep with Handbook)

I acknowledge that I have received a copy of the Employee Handbook. I understand that I am responsible for reading the information contained in the Handbook.

I understand that the Handbook is intended to provide me with a general overview of the Church's practices and procedures. I acknowledge that nothing in this Handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I understand and accept that my employment with the Church is at-will. I have the right to resign at any time with or without cause, just as the Church may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in the Handbook or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and supervisor or the chairperson of SPRC.

I acknowledge that the Church may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the practices or procedures outlined in this Handbook or elsewhere, in whole or in part, with or without notice at any time, at the Church's sole discretion.

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_

(Church Representative) (Position)

\_\_\_\_\_  
(Date)

## Acknowledgement of Receipt for Employee Handbook

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(Signature of Employee)

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(Church Representative)

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(Position)

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(Date)