

Skyline Church of Christ Employee Handbook November, 2007

The Employee Handbook serves as a human resources policy guideline for employees of the Skyline Church of Christ. The handbook is not an agreement, but is designed to be informational and allow for fair and consistent treatment of all Skyline staff members. The Employee Handbook may be changed or altered at any time without notice.

Office Hours

Weekdays 8:00 a.m. - 12:00 noon
1:00 p.m. - 5:00 p.m.
Saturdays -- closed

Support Staff Working Hours

Weekdays 8:00 a.m. - 12:00 noon and 1:00 p.m. – 5:00 p.m.
Lunch period 12:00 noon - 1:00 p.m.
The staff will have lunch together each Thursday which requires a longer lunch period.

Attendance

Few things are more important than being on your job each day. Excessive absenteeism or tardiness may jeopardize your chances for continued employment. If you must be absent, it is your responsibility to notify your supervisor.

Sunday Attendance for Ministerial Staff

As ministerial staff your first allegiance is to God and then to your family and to your health. You are expected to be present every Sunday (for each service if possible) and to make yourselves visible and available during those times. Exceptions would include the Sundays accompanying your vacation times or other Sundays which involve your ministry responsibilities.

Because you effectively have a "work" day on Sunday, you are allowed to be out of the office during the Monday-Friday week either a half or a whole day which is scheduled so others on staff know when you will be out. Please supply the administrative elders with a calendar (three to six months in advance) identifying the absences on given Sundays which will accompany your vacation times.

Classification of Employment

All employment with the Skyline Church is "at will." Employees may be terminated at any time with or without cause. It is the policy of the Skyline Church of Christ that paid employees be active members at Skyline, fully engaged in ministry activities and fully supportive of the leadership of the elders. Any exceptions to this policy will be determined by the administrative elders on a case-by-case basis.

Full-Time Employees

Employees who work as many as 8 hours a day, 40 hours a week, are considered full-time employees.

Part-Time Employees

Employees who work less than 40 hours per week are considered part-time employees.

Temporary Workers

Temporary workers are fully qualified persons who offer their services on a non-permanent relief basis as needed by the church. Temporary employees shall accrue no vacation time or employee benefits as a result of employment.

Holidays

Employees are allowed the following holidays per year:

New Year's Day

Memorial Day

July 4th

Labor Day

Thanksgiving Day and Day After

Christmas Day

Christmas Eve or Day after Christmas

The office will close at noon the Wednesday before Thanksgiving and at noon on New Year's Eve (December 31).

When an observed day (New Year's Day, July 4, or Christmas) falls on Saturday or Sunday either Friday or Monday will be observed.

Employee Benefits

Health insurance

Full-time, non-temporary employees are provided an opportunity to enroll in a health insurance group plan, if they choose. The premium is paid by the Skyline Church.

Cancer Care

Cancer insurance is available for purchase by full-time employees at their own cost.

Dental insurance

Dental insurance is available for purchase by full-time employees at their own cost.

Retirement Program

None at present

Leaves of Absence

Jury Duty

All employees called for jury duty are urged to fulfill this civic obligation and will receive regular pay while serving. Notice must be given to the employee's supervisor and the administrative elders.

Vacation Time

It is expected that all vacations be scheduled in a way that will insure orderly operation of each department. Vacations are to be scheduled through your supervisor and the administrative elders.

All full-time employees with up to five years of employment at Skyline will receive two weeks (10 working days) paid vacation per year. This vacation time is earned at the rate of 5 days for each six (6) months of employment during that calendar year. All full-time employees with six years of employment will receive fifteen vacation days beginning their sixth calendar year. After completing ten years employment, twenty days vacation time is allowed beginning the next calendar year. Vacations may be taken at any time after earned during any period of the year. It is expected that all vacations be scheduled in a way that will insure orderly operation of each department. Vacations are to be scheduled through your supervisor and the administrative elders. If a legal holiday occurs during the vacation period, the period will be extended one additional day.

Vacation days are not accumulative, and must be taken in the calendar year in which they fall, or the employee forfeits the proportion not used.

The first vacation may be taken only after six months of continuous employment; thereafter, vacations may be taken as earned within the calendar year and are subject to approval by the supervisor. Employees who are discharged for cause will not receive compensation for unused but accrued vacation.

You may be asked to participate in Skyline mission trips. Your time on such a trip will not count against vacation time.

Compensatory Travel Time

One additional day of vacation will be granted to any ministry staff member whenever he/she spends a minimum of three days and nights (up to one week), over and above a standard five-day work week, continuously away from home and unaccompanied by family due to involvement in a ministry event. These vacation days may be used at the minister's discretion during the calendar year in which they are earned, subject to supervisor approval.

Funeral Leave

Full wage compensation will be allowed each employee for absence due to the death of a member of the employee's immediate family. The immediate family is defined herein to include: employee's spouse, children, mother, father, brothers, sisters, and mother and father of employee's spouse. This will also include any relative with whom the employee may permanently reside. The number of days of funeral leave will be determined on a case by-case basis by the administrative elders, not to exceed three days.

Sick Leave

Full compensation will be allowed to full-time employees for sick leave up to 8 days per calendar year. Time off exceeding 8 days will be evaluated on an individual basis by the supervisor or the administrative elders. Part-time and temporary employees will not receive sick leave.

Maternity Leave

The church will follow applicable maternity leave practices as dictated by state law or federal regulation.

Additional Education

All employees wishing to pursue additional schooling through one of the local institutions of higher learning should submit, in writing, a request to the administrative elders. This request should contain the class(es) requested to be taken, an estimation of the time involved, and statement of rationale for pursuing the particular class(es).

The administrative elders will review the request and respond to the employee making the proposal. Additional education is done at the employees' expense. Upon approval of the request, it is understood that Skyline secretarial staff will not be utilized during office hours to assist in completion of required school work. Staffs are encouraged to negotiate with secretarial staff their willingness and expected compensation for assisting or producing required school work after normal office hours. Use of Skyline equipment is not prohibited, however, each staff is expected to document and reimburse for use of substantial amounts of paper goods or copying.

Continuing Education

Skyline encourages each minister to attend and participate in a continuing education program each year. Expenses for one such program per year will be provided. Ministry assistants may submit to the administrative elders a request to attend a continuing education program. Reimbursement of expenses will be approved on a case-to-case basis.

Additional Employment

It is the understanding of the administrative elders that all full-time employees will not hold additional employment without the approval of the administrative elders. A request should be submitted which includes: the type of work to be done, for whom, and how much time will be involved.

Following approval by the administrative elders, a schedule of outside employment should be provided to the administrative elders to facilitate office coverage and accountability.

Termination Policy

The church will strive to maintain continuous employment for all non-temporary employees, but recognizes that conditions may develop which preclude continuous employment and result in the termination of an employee or a reduction of staff. Therefore, all employment at Skyline is "at will."

Definitions of Employee Status

Probationary employees are all full-time, part-time and temporary employees during the first 3 months of employment.

Voluntary Terminations

A voluntary termination occurs when an employee resigns or is separated at his or her request. Any employee who intends to resign or leave voluntarily is expected to give at least two weeks notice in writing to his or her immediate supervisor.

The supervisor will then immediately notify the administrative elders. Payment will be made for accrued but unused vacation time provided proper two (2) week notice is given.

Involuntary Terminations

An involuntary termination is defined as follows:

Layoff: A reduction in the work force, either permanent or indefinite.

Termination: Based on the judgment of a supervisor with concurrence of the administrative elders and the elders, the inability of employee to perform the job assignment in an appropriate and satisfactory manner will result in termination of employment. See the Progressive Disciplinary Process outlined below.

References

Before the administrative elders can release any information, the former employee's consent must be granted in writing. Except where specifically requested by the former employee, only information pertaining to dates of employment and final salary will be released. Information regarding character, performance, attendance, ability, personal characteristics, etc. will be released only in response to an employee's written request.

Progressive Disciplinary Process

All Skyline employees are subject to the following general guidelines for performance improvement aimed to document and correct undesirable employee conduct as well as develop and/or improve specific job skills or behaviors. The purpose of these policies is to establish and maintain standards of conduct for all employees and staff that will support and promote effective ministry efforts and operations in the best interest of the Skyline Church of Christ.

If it is determined that an improvement in performance is necessary, this Performance Improvement Plan should be implemented. Each situation is unique, and facts and circumstances involved in each situation must be considered. In most cases, the following steps should be followed:

Oral Warning: A verbal discussion between the employee and the employee's supervisor. During this meeting, the supervisor should discuss with the employee the unacceptable behavior, including specifics about the incident(s) or event(s). It should be explained why the behavior is unacceptable. Suggestions should be made for how to improve the behavior. The employee should be told that this is step one in the performance improvement process, and this process can lead to more serious disciplinary action. Both the supervisor and the employee should sign a document that describes the nature and date of the oral warning, the specific time limits set on improving the behavior, and a copy should be placed in the employee's personnel file. This step may be repeated several times at the discretion of the supervisor.

Written Warning: If the behavior is not corrected after one or more oral warnings, a written warning should occur. This should include a listing of all the oral warning that have occurred prior to the written warning, along with specific times and dates and summaries of what was said in the oral warning(s). It should inform the employee about specific changes that must be done to correct or improve the situation. It should be discussed with the employee, along with any training or instructions necessary to achieve the desired goal. It should set a specific time limit when acceptable improvement should be achieved. It should state the consequences (including possible termination) for failure to make the changes required and actions that will

be taken if behavior or performance is not improved or corrected. The employee should sign this document indicating the conversation took place. If the employee refuses to sign the document, the supervisor should sign and date it, and a copy should go in the employee's personnel file. A written warning given to any employee should be approved by the administrative elders.

Probation: If further instances of unacceptable behavior or sub-par performance take place, or the employee fails to improve, the employee should be placed on probation for a period of not less than 30 days. This is a time during which further unacceptable behavior or instances of misconduct by the employee will result in termination of employment. Successful completion of the probationary period should be noted by a follow-up written conference documenting that the probationary period is over. If the behavior occurs again, discipline may proceed with another probation period or termination. Placing any employee on probation should have the approval of the administrative elders.

Termination: Continued failure to respond appropriately to prior corrective actions will result in termination of employment. Termination of a full-time ministerial staff member requires the approval of the full elder group. Termination of all other employees requires the approval of the administrative elders.

A full-time ministerial staff member who has been terminated may appeal the decision to the full elder group by written request to the chairman of the elders. All other employees may appeal a termination decision to the administrative elders by written request to the chairman of the elders.

Termination Allowances, Payments, and Benefits

Termination allowances may be provided at the church's sole discretion to terminated employees. Such termination allowances, except as provided below, will be made according to the normal church pay periods. The church may, at its option, stop termination allowances to former employees who obtain new employment. Employees terminated as defined in this section for any reason will receive vacation pay as described below:

Vacation Pay: Terminated employees will receive regular salary rates – but not overtime, bonus or other incentive pay - for vacation time earned, but not taken, by the last official day on the job.

Continuation of insurance: Group Insurance: All medical insurance remains in effect for 31 days after termination. An employee who receives a termination allowance may choose to continue medical insurance benefits, but he or she must authorize the continuing payments from personal funds. By law, these benefits can be extended 18 months from the termination date.

Pay Scale, Payday, Pay Period, and Time Sheets

Pay Scale

The Pay Scale is affected by many variables. Skills demonstrated, qualifications, training, dedication to assigned tasks, and length of service will be examined by the administrative elders. Pay will be based on their recommendations. Pay increases will be recommended by the administrative elders and the whole eldership, who will make a study of each employee's service record on a yearly basis (July 1).

Payday

Employees will be paid bi-weekly.

Time Sheets

Each hourly employee is responsible for submitting to his/her supervisor the completed Time Sheets for each pay period.