***(CHURCH NAME)***

**Personnel Policy and Handbook**

**(Updated August 14, 2021)**

***Prepare a Cover Page with ADGL seal or Church seal to be attached to the front of this Handbook/Policy***

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**1. MISSION STATEMENT**

***“(CHURCH NAME) “Put in your Mission Statement”***

**2. INTRODUCTION**



***We always give thanks to God for you and mention you in our prayers, constantly remembering before our God your work of faith and labor of love and steadfastness of hope in our Lord Jesus Christ.*** – 1 Thessalonians 1:2-3

(CHURCH NAME) is pleased to welcome you. This Handbook sets forth our personnel policies and methods of work within (CHURCH NAME). Please familiarize yourself with these practices as they describe what is expected of you as well as what you can expect from the Church.

As the Handbook is intended to be used as a ready reference to (CHURCH NAME) personnel policies, updates to the Handbook will be prepared and distributed whenever changes occur.

In the interest of brevity, the Handbook is not exhaustive. If amplification of any policy is needed, or if some concerns are not covered, ask your supervisor or the Rector or Senor Warden for clarification.

The materials contained in this Handbook are presented for informational purposes and can be changed at any time by (CHURCH NAME) with or without notice. These materials do not constitute an employment contract, expressed or implied. All employees of (CHURCH NAME) are employees-at-will and either the employee or (CHURCH NAME) can terminate the employment relationship at any time for any reason not prohibited by law. No representative of (CHURCH NAME) has the authority to enter into an agreement with an employee that is contrary to the foregoing

***2.1 Employer Responsibilities***

(CHURCH NAME) will endeavor:

* To employ people in accordance with the applicable Federal and State laws concerning equal employment opportunity
* To provide salaries and employee benefits which are reasonable considering the job to be performed and overall economic conditions.
* To establish reasonable hours of work.
* To maintain safe and healthful working conditions.
* To welcome constructive suggestions which relate to methods, procedures, working conditions and the nature of the work performed.
* To permit each employee as much discretion and responsibility as is consistent with his or her job assignment and a well-coordinated and effective operation.

***2.2 Employee Responsibilities***

Each employee is expected:

* To give a productive day’s work.
* To arrive at his or her workplace and begin work on time.
* To demonstrate a professional, considerate, friendly, and constructive attitude toward fellow employees and members of the Church.
* To respond to management direction and comply with applicable work rules.

**3. EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION**

**POLICY AND OBJECTIVES**

***Yet, O Lord, you are our Creator, we are the clay, and you are our potter; we are all the work of your hand.*** – Isaiah 64:8

***3.1 Equal Employment Opportunity and Non-Discrimination***

(CHURCH NAME) is an equal opportunity employer as indicated in the following:

(CHURCH NAME) affirms its moral and legal commitment to support and implement a program of Equal Employment Opportunity, which in accordance with the law.

***3.2 Equal Employment Opportunity and Non-Discrimination Objectives***

* To make personnel administration decisions so that the principle of Equal Employment Opportunity is furthered.
* To administer personnel policies and procedures, including those governing compensation, benefits, and training.

***3.3 Sexual Harassment***

(CHURCH NAME) is committed to a collegial work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. Sexual harassment, whether verbal, physical or environmental, whether in the workplace or in church sponsored settings, is unacceptable and will not be tolerated. This policy applies to all clergy and (CHURCH NAME) employees (exempt and non-exempt), whether related to conduct engaged in by fellow Church staff, clergy, employees or volunteers, or someone not employed by (CHURCH NAME) (e.g., outside vendors, consultants, or tenants, etc.)

* Sexual Harassment constitutes discrimination and is illegal under Federal, State, and local laws. For purposes of this policy, sexual harassment is defined as it is in the Equal Opportunity Commission Guidelines promulgated in 1980 as unwelcome sexual advances, requests for sexual favors, and other verbal 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.
* Sexual Harassment may include a range of subtle and not so subtle behaviors. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances; subtle or overt pressure for sexual favors; sexual jokes, flirtations, innuendos, advances or propositions; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, touching, pinching, assault, coerced sexual acts, or suggestive, insulting, or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures.
* Clergy and supervisors have an affirmative duty to maintain the workplace free of sexual harassment. Clergy and supervisors shall discuss this policy with the staff and assure them that they are not required to endure insulting, or exploitative sexual treatment. Clergy and supervisors shall make every effort to ensure that complaints of sexual harassment are resolved promptly and effectively.
* Any employee who believes that he or she has been the subject of sexual harassment should report the alleged act immediately to the Rector, or in their absence Senior Warden of the vestry. If the employee believes the Rector or their supervisor is sexually harassing them, they should, instead, report the alleged act to the Senior or junior warden of the vestry.
* Confidentiality will be maintained to the extent practicable and appropriate under the circumstances to protect the privacy of persons involved.

***3.4 Other Types of Harassment***

It is the policy of (CHURCH NAME) to prohibit harassment of its employees based on such factors as race, color, national origin, sex, age, disability, creed, or marital status by any person in any form. All charges or complaints should be addressed using the same procedures as those found under sexual harassment.

**4. EMPLOYMENT STATUS**

***I am confident of this, that the one who began a good work among you will bring it to completion in the day of Jesus Christ.*** – Philippians 1:6

***4.1 Non-Clergy Exempt and Non-Exempt Employees***

For payroll and benefit purposes, (CHURCH NAME) recognizes two major categories of non-clergy employees:

* Exempt Employees: Employees who are exempt from the provisions of the Federal Fair Labor Standards Act. This category generally applies to management and administrative staff.
* Non-Exempt Employees: Employees who are non-exempt from the provisions of the Fair Labor Standards Act. This category generally applies to support staff.
	1. ***Clergy Employees***
* Ordained ministry is unique in nature -- It is both an employer-employee relationship and at the same time something more. Clergy roles are governed by covenants of mutual accountability, both interior to the congregation and exterior to the community, denomination and to God. Clergy are generally “called” to a position of ministry rather than “hired.” This nuance signifies a call to mutual service of the clergy and congregation. Adherence to employment policies are expected of all clergy, however, other ecclesial expectations may also be present.
* Depending on context, the roles, titles, and types of authorization for clergy may vary. This handbook will refer to the term “clergy” as those recognized with formal authorization for ministry on behalf of Anglican Church in North America (ACNA) and engaged in a formal compensated relationship with (CHURCH NAME). This includes settled, interim, supply, designated, senior, associate, or other descriptors of the clergy role.
* For payroll and benefit purposes, clergy are subject to Federal, State, and local statutes regarding taxation. Clergy shall be treated as “self-employed” with respect to Social Security withholding and be subject to Self-Employment Tax (SECA). Clergy are exempt from income tax withholding and are individually responsible to pay estimated income taxes unless they have formally entered into a voluntary withholding agreement with (CHURCH NAME).
* This Handbook shall govern employment status and conditions of employment except as otherwise defined in his/her respective Job Description and the disciplinary procedures of the Church, Diocese and/or the ACNA.
	1. ***Temporary Employees***

Temporary employees, as the term is used in this Handbook, are individuals employed for a limited period (either full-time or part-time) or who work on call. They supplement the regular work force when necessitated by periods of peak workload, employee absences or other situations as may be determined. Temporary employees are not entitled to benefits.

* 1. ***Part-time Employees***

Part-time employees, as used the term is in this Handbook, are individuals who are regularly scheduled to work less than a normal work week.

***4.5 Trial (Probationary) Period***

All new full-time and part-time **exempt and** **non-exempt** employees shall be placed on trial basis for a period of three months. Upon successful completion of this trial period the employee will be given regular status. In no event shall the change of status to regular be considered as creating a contractual relationship between the employee and (CHURCH NAME). Either party may terminate the relationship at any time for any reason not prohibited by law. New employees during the trial period are not eligible for paid absences except holidays.

***4.6 Regular Employees***

Regular employees, as the term is used in this Handbook, are all full-time and part-time employees not classified as temporary, except for exempt and non-exempt employees who have not successfully completed their trial period. (CHURCH NAME) does not offer health care as a benefit to any employees.

***4.7 Employment -At-Will***

All employees of (CHURCH NAME) are employees-at-will. Nothing in this Employee Handbook is to be construed as a guarantee that any employee's employment will continue for any specified period of time or end under certain conditions. Furthermore, (CHURCH NAME) may from time to time, in its sole discretion, amend, supplement, modify or eliminate one or more of the benefits, work rules or policies described in this Handbook without prior notice. Whenever changes are made, updates to the Handbook will be prepared and distributed.

* 1. **Clergy Employment**
* Authorized clergy employed by (CHURCH NAME) are expected to perform their duties to the same standards in the same manner and with the same devotion as any employee. Clergy have a fiduciary role and are expected to perform, support, and administer the terms of this Handbook and other professional obligations to the highest standard. Failure to consistently meet the expectations of (CHURCH NAME) and to fulfill the leadership principles of the ADGL and the ACNA shall be basis for discipline up to and including termination.
* (CHURCH NAME) is a member of the Anglican Diocese of the Great Lakes (ADGL) and the Anglican Church in North America (ACNA). All persons serving in authorized ministries within this Church shall hold standing in the ADGL as a condition of continued employment.
* Employment is contingent on fulfilling requirements for a background check and credit check (to the extent permitted by law or the custom of (CHURCH NAME) as may be required by the ADGL and the ACNA.

***4.9 Independent Contractors (Consultants)***

Independent contractors (consultants), as the term is used in this Handbook, are persons engaged to perform distinct functions on an independent basis. Independent contractors are not employees; therefore, they do not receive benefits. Nor do the personnel policies apply to independent contractors except where specifically indicated.

**5. COMPENSATION**

***Let the favor of the Lord our God be upon us and prosper for us the work of our hands.*** – Psalm 90:17

***5.1 Wage and Salary Administration***

Remuneration shall be paid based upon the nature of the work performed and in accordance with the base salary established by (CHURCH NAME). Compensation shall be at the salary agreed upon at the commencement of employment subject to subsequent adjustments.

* Employee Wage and Salary Bases - The Compensation base for all positions will be reviewed periodically. Adjustments may be made based on cost of living data, salary survey data, consideration of salaries paid by other similar employers and other such factors deemed appropriate by (CHURCH NAME). Automatic cost of living increases are not given to employees.
* Clergy Salary – Compensation for clergy shall be reviewed not less often than annually with primary consideration given to the compensation guidelines of the denomination. Methods of compensation other than defined by denominational guidelines may be subject to additional tax obligations which shall be the responsibility of the clergy affected. The (CHURCH NAME) shall strictly comply with Federal, State, and local tax withholding obligations. In all cases, loan obligations, if any, of clergy to (CHURCH NAME) shall be payable in full upon termination of employment. Eligible severance pay if any will be reduced up to the amount of the principle of any loan obligation outstanding at the date of termination.

***5.2 Work Week, Pay Periods and Overtime***

* Work Week - The normal work week is (Stipulate Days of the week) beginning and ending at midnight on Sunday. For non-exempt employees, the scheduled work week is forty hours 40 hours. All work schedules include one-hour mandatory unpaid lunch period. Subject to laws governing overtime, (CHURCH NAME) may schedule regular working hours to include Saturday and Sunday as it determines is necessary to serve (CHURCH NAME) and ministry. Exempt employees are salaried and are expected to complete their assigned tasks and should work a minimum of 40 hours per week. Full time clergy are expected to work \_\_\_hours a week. (Archbishop Rober Duncan recommended 50 hours for the Diocese of Pittsburgh which included tithes and offerings – others have utilized 44 hours – tithe only).
* Pay Period - The pay period is semi-monthly, spanning the 1st through the 15th and 16th through the last day of each month.
* Overtime Compensation - Exempt Employees & Clergy – Exempt employees and clergy are not eligible for overtime compensation.
* Overtime - Non-Exempt Employees - Overtime work will be the exception. Non-exempt employees must obtain prior approval for overtime from their supervisor.
	+ The employee will be paid at hourly straight time for work not exceeding 40 hours per work week, and one and one-half (1.5) times his/her regular hourly salary rate for overtime in excess of 40 hours per work week.
	+ Compensatory time may be granted in lieu of overtime pay at the employee's discretion. Compensatory time for hours exceeding 40 hrs. per work week will be given at the rate of one and one-half (1.5) hours per hour worked over 40 hours. Compensatory time must be taken within the same pay period in which it is earned.

***5.3 Employee Performance Evaluation (EPE)***

Each (CHURCH NAME) employee, including clergy, will participate in a performance evaluation process at least once a year. The purpose is to provide the opportunity to assess performance and progress against the goals previously mutually agreed upon for the evaluation period, identify areas of concern and plans of action, establish goals for the coming performance evaluation period and develop strategies for their accomplishment. The annual employee performance evaluation becomes a permanent part of the employee's personnel record.

Periodic midterm reviews are encouraged.

If an evaluation is at an unsatisfactory level performance reviews are encouraged monthly but in no case less than quarterly.

**6. EMPLOYMENT**

***The works of God’s hands are faithful and just; all of God’s precepts are trustworthy. They are established forever and ever, to be performed with faithfulness and uprightness.*** - Psalm 111:7-8

***6.1 Employing Relatives***

(CHURCH NAME) may employ a relative or cohabitant of an employee, including a non-ordained spouse/partner of clergy, provided the individual possesses the usual qualifications for the specific employment. However, those persons will not be given work assignments which require one to direct, review or process the work of the other, or which permits one to have access to the personnel records of the other. Any exception to this policy must be approved by the Vestry and the Diocesan Bishop or the president of the ADGL standing committee should be notified.

An exception to this policy applies only with respect to clergy who are called together as spouses.

***6.2 Outside Employment***

Outside employment by employees shall be done on the person’s own time, shall not interfere with his/her employment with (CHURCH NAME) and shall only be permitted if no conflict of interest is perceived.

Clergy who engage in other professional employment not related to (CHURCH NAME), shall do so on premises and using (CHURCH NAME) resources only with prior approval of the vestry after consideration of matters of indemnity, safety and security. Insurance maintained by the Church shall **not** apply to other non-related professional activities of clergy.

***6.3 Termination of Employment***

Employment-at-will: All employees of (CHURCH NAME) are employees-at-will, and either the employee or (CHURCH NAME) can terminate the employment relationship at any time, for any reason not prohibited by law. Authorized clergy are subject to the clergy requirements of the ADGL and the Cannons of the ACNA.

Resignation is a voluntary choice, freely made by the employee for whatever reason.

* Exempt employees may resign by giving a written two-week notice or by mutual agreement. Failure to give the required notice may result in forfeiture of benefits.
* Non-exempt employees are expected to give two weeks' notice. Failure to give the required notice may result in forfeiture of benefits.
* An unexcused absence of three consecutive working days is considered job abandonment and a voluntary resignation.

Discharge is an involuntary termination imposed for failure on the part of an employee to meet performance standards, for misconduct or for other reasons deemed sufficient to warrant discharge in the judgment of (management).

* Reasons for discharge for unsatisfactory performance may include, but are not limited to
	+ failure to satisfy conditions of employment;
	+ repeated unexcused tardiness or absence;
	+ failure to meet effectiveness and productivity standards; or
	+ unsatisfactory performance evaluation.
* Reasons for discharge for misconduct may include, but are not limited to:
	+ discriminatory acts;
	+ sexual harassment;
	+ insubordination including but not limited to, refusing to carry out the order of a supervisor where personal safety is not at issue, and defaming, assaulting or threatening to assault a supervisor;
	+ dishonesty;
	+ wrongful appropriation and/or misuse of church property or funds;
	+ sabotaging or willfully damaging equipment or property of other staff;
	+ theft, including, but not limited to the removal of church property or the property of another staff member from the workplace without prior authorization;
	+ falsification of employment records, altering church records, or the unauthorized use or disclosure of confidential information;
	+ fighting or provoking a fight on work premises;
	+ sale, purchase, distribution or use of illegal substances on work premises;
	+ carrying weapons on work premises; or
	+ any other act of misconduct not described above that the Rector, Vestry, Bishop of the Diocese or the Standing Committee of the Diocese in its judgment believes to be serious.
* Except in cases in which the Rector, Vestry Bishop of the ADGL or The Standing Committee of the ADGL believes that immediate discharge is necessary, a strategy, including progressive disciplinary or other actions, will be designed to assist the employee to achieve the desired performance and/or conduct. A written record of disciplinary actions, interviews, counseling sessions, etc. regarding the employee will be kept. If the problem cannot be resolved, a discharge date shall be established. All unused earned vacation shall be paid. No severance pay shall be given.

Reduction in Work Force – Termination of an employee may occur because of the discontinuation of a position, retrenchment in budget, or for other circumstances arising through no fault of the employee. If the employee has served at least one year, the following shall apply:

* The official termination date will be established as the later of the date last worked, the end of the notice period, or the end of the severance pay period.
* Termination of non-exempt regular employees shall take effect with at least two weeks' notice, or payment of equivalent salary in lieu of such notice.
* Termination of exempt regular employees shall take effect with at least thirty (30) days’ notice, or payment of equivalent salary in lieu of such notice.
* Payment for accrued vacation pay up to date of the termination will be made.
* Severance pay will be paid to the employee. This is in addition to any salary paid in lieu of notice.
* Benefits, such as annuity, health, dental, life and disabilities, are not paid in addition to severance pay, and will be discontinued at the end of the month of termination.

Severance Pay – An employee will be eligible for severance pay, if he or she is terminated after one full year or more of full-time service as a result of:

* Reduction in the workforce;
* Elimination of the position;
* Termination for the convenience of the employer; or
* Dissolution of (CHURCH NAME).

An employee will not be eligible for severance pay if he or she:

* Resigns or voluntarily terminates for any reason;
* Is discharged for misconduct or unsatisfactory job performance;
* Is laid off for a period of one year or less; or
* Retires.

Severance pay shall be an amount equal to one week of regular pay for each full year of credited longevity up to a maximum of twenty (20) weeks. Severance allowances will be paid in installments on regular pay dates during the period the employee is eligible. Severance pay is subject to all applicable federal, state, and local taxes. Severance pay will be granted in addition to pay for any earned vacation to which the employee is entitled.

Clergy Severance – Clergy shall not be entitled to severance pay unless specified in a Letter Agreement or severance is otherwise approved by (CHURCH NAME) vestry at the time of termination and subject to other approval as may be required by the canons of the ADGL and the canons of the ACNA..

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**7. EMPLOYEE BENEFITS**

***And let us consider how to provoke one another to love and good deeds, not neglecting to meet together, as is the habit of some, but encouraging one another and all the more as you see the Day approaching.*** -- Hebrews 10:24-25

***7.1 Employee Leaves (Time Away from Work) – General Policies***

Upon return from any leave described below, an employee shall be restored to his or her original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. Except for certain accrued or earned benefits specifically identified in individual leave descriptions below, an employee returning from leave shall be restored to the same benefits as if he/she had continued to work during the entire leave period.

Use of leave time shall not result in the loss of any benefits accrued or earned prior to the leave. Timing of raises will be affected if employee is out more than two months. Use of leave time shall not be counted as a break in service for purposes of vesting or eligibility to participate in benefit programs.

Failure to return to work at the expiration of an approved leave without prior authorization shall be considered a voluntary resignation. The effective date of the resignation shall be the date the leave expired.

***7.2 Holidays***

Certain holidays during the year are observed by giving employees a day off with pay as follows:

* Full- time employees and clergy will receive their regular rate of pay.
* Part- time employees will receive holiday pay only for holidays they would normally be scheduled to work, and only for their regularly scheduled number of hours.
* Temporary employees and independent contractors (consultants) are not eligible to receive holiday pay.
* The (CHURCH NAME) provides for paid holiday to regular full-time employees on the holidays listed below:

● New Year’s Day (January 1)\*

● Martin Luther King Day (3rd Monday of January)

● Memorial Day (last Monday in May)

● Independence Day (July 4)

● Labor Day (first Monday in September)

● Thanksgiving Day (fourth Thursday in November)

* Friday after Thanksgiving

● Christmas Day (December 25)\*

* One Floating Holiday at the discretion of employee

\*The (CHURCH NAME) office is closed Christmas Day through New Year’s Day.

Vacations with pay at the employee’s regular rate will be granted to regular employees. The established vacation year for scheduling purposes is the calendar year. Calculation and crediting of earned vacation shall be done semi-monthly.

Vacation time shall be scheduled in consultation with each employee's supervisor(s). Paid holidays that occur during one's vacation will not be charged as vacation.

Earned vacation shall be taken within each year, unless the employee has requested in writing to, and received approval from the supervisor, to defer taking the unused portion of his or her vacation, and it cannot otherwise be scheduled before the end of the calendar year. Employees are permitted to carry over no more than five vacation days, which must be used in the first quarter of the following year.

Upon separation from employment with (CHURCH NAME), regular employees shall receive payment for any earned vacation. If at the date of separation from employment an employee has taken more vacation than he or she has earned to date, they will reimburse (CHURCH NAME) for such unearned vacation.

Vacation earned during the trial period shall be credited only upon successful completion of the trial period. Full-time employees become eligible to take vacation after successful completion of the trial period.

Full-time employees earn vacation for each full calendar month of paid employment at the appropriate rate according to the following schedule:

|  |
| --- |
| **Vacation Accrual – Vacation Hours** |
| **Years Worked** | **Hours per Pay Period** | **Days per Year** |
| 01-02 | 3.35 | 10 |
| 03-06 | 5.0 | 15 |
| 07-09 | 6.67 | 20 |
| 10 & over | 7.33 | 22 |

Clergy in good standing with (CHURCH NAME) who have worked at least 1 year will receive (15 or 20 “Most common” chose one) days of vacation (up to 10 days in consecutive order).

Part-time **non-exempt** employees who work at least 20 hours per week (1,080 hours per year) are entitled to vacation on a pro-rata basis. Part-time regular **exempt** employees who work a minimum of twenty hours per week shall earn and be eligible for vacation in proportion to their approved part-time status, e.g., one-half time, three-quarter time, etc. The employee's supervisor shall recommend, and the Vestry shall approve the part-time status.

***7.4 Personal Leave (Personal Days)***

Personal leave is provided for employees to accommodate the rare occasion when it is necessary to be absent from work for reasons other than those covered under other leave policies.

All regular full-time employees and all clergy are eligible for five (5) paid personal leave days each calendar year. The five (5) days will be available at the beginning of each calendar year, or, if hire date is other than the first day of the calendar year, on a pro-rata basis beginning on hire date and ending on the last day of the calendar year during first year of employment. Personal days are eligible to be taken, subject to the limitations below, when available. Part-time regular employees who work at least 20 hours per week are eligible on a pro-rata basis.

Reasons for personal leave include:

* Attendance at weddings and funerals, and funerals for the death of a blood relative, or that of a spouse or partner.
* Personal business which cannot be conducted outside normal working hours;
* Religious observances; or
* Other absences of an emergency nature.
* Two additional days are allowed only for the death of a child or spouse or partner.

An employee should schedule and request approval for personal leave with his or her supervisor one week in advance.

The following limitations apply to Personal Leave:

* Personal leave days are not cumulative and must be used within the calendar year.
* Personal leave days may only be used after successful completion of the trial period.
* A terminated employee (voluntary or involuntary) is not entitled to receive payment for any unused personal leave days. If the employee has taken more personal days during the calendar year than earned on a pro-rata basis, employee will reimburse (CHURCH NAME) for such unearned personal days.
* Personal leave shall not be considered or treated as additional vacation or sick leave days.

***7.5 Health and Welfare Leave***

Health and Welfare Leave is to provide income continuation to employees who are unable to work as a result of illness or injury, or the occasional time when he or she is needed to care for an ill member of the household. It is the expectation that sick leave will be used when an illness exists and that employees will accumulate sick leave to provide for their needs in the event, they or a family member is faced with a serious illness.

All full-time regular employees (upon completion of the trial period when applicable) are eligible for one day of health and Wellness Leave for each full month worked (If in Good standing / Not under disciplinary action). Part-time regular employees (upon completion of the trial period when applicable) who work a minimum of twenty hours per week are eligible for sick leave on a pro-rata basis.

The following limitations apply to paid sick and maternity leave:

* Health and Welfare leave is cumulative up to 30 days.
* A sick leave absence of ten days or more requires a physician’s verification that he or she can return to work.

***7.6 Short Term/Long Term Disability***

(CHURCH NAME) does not offer short term or long-term disability Insurance.

***7.7 Family and Medical Leave Policy (FMLA)***

The *Family Medical Leave Act* (FMLA) provides job protection and no loss of accumulated service for time off taken by an employee for one or more of the following:

* To care for seriously ill child, parent, spouse, domestic partner, or family member of the household.
* Upon request, permission may be granted in exceptional cases for FML to care for other seriously ill family members.
* For the birth or placement of a child for adoption or foster care.

FMLA leave eligibility, duration and conditions are as follows:

* Leave will be granted for up to 30 working days in a twelve-month period, beginning on the date the first request for leave was granted within that twelve-month period. Holidays are included in calculating the 30 working days.
* Leave may not exceed 30 working days in any twelve-month period.
* Spouses or domestic partners employed by (CHURCH NAME) are entitled a combined total of 30 working days of leave for the birth or placement of a child for adoption or foster care, and to care for a parent (but not a parent-in-law) who has a serious health condition.
* Leave shall be unpaid unless the employee has accrued vacation and/or health and wellness leave and/or personal leave days. All such paid leave must be used before unpaid leave will be granted.
* When paid leave is used, it applies to the maximum limit of 30 days; it is not added to the 30-day total eligibility.
* When leave is necessary on an intermittent or reduced hours basis, (CHURCH NAME) may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule, provided that the position has equivalent pay and benefits.
* Credit for service for vacation and sick leave will not accrue during leave.
* The (CHURCH NAME) does not offer childcare services. No children, dependent or non-dependent, of an employee of (CHURCH NAME) is allowed on premise for an extended period of time during an employee’s working hours.

***7.8 Military Leave***

An employee enlisted in the Armed Forces of the United States who performs active or inactive duty with the Armed Forces while a member of a Reserve component, will be granted a Military Leave of Absence for active service. An employee whose period of active service exceeds two weeks will not receive his salary during military leave. A reservist employee who is granted a leave of absence not exceeding two weeks to perform active duty for training will receive his or her regular salary for the period of active duty less the amount of their military pay, provided they have completed one year of service with (CHURCH NAME) . Such military leave not exceeding two weeks will be granted in addition to the employee's regular vacation, and if the employee elects to take his/her vacation and military leave of absence at the same time, he or she will receive vacation pay and salary less the amount of military pay received.

***7.9 Jury Duty Leave***

Full time regular employees and part-time regular employees who work a minimum of twenty hours per week who are called to perform jury duty will be granted leave for the required period. He or she will receive his or her regular salary less the amount of jury duty compensation received.

***7.10 Leaves of Absence – Exceptional***

An employee who desires to interrupt her or his employment for a period of time may, at the discretion of the vestry, and the Bishop of the ADGL be granted a leave of absence under certain circumstances. Terms of leave shall be negotiated with the vestry and the Bishop of the ADGL. During the leave of absence, employee salary and benefits are not paid and do not accrue.

***7.11 Sabbaticals***

Sabbaticals - After (Pick four, five or six) years of service, a full-time priest is eligible for sabbatical leave that has accrued at the rate of (Pick number of weeks or days to be equal to or less than three months) per year of service, up to a maximum of three months of leave. Congregations should build provision into their budgets to cover the expenses of a sabbatical, which include program and travel costs as well as liturgical and pastoral care coverage for the congregation. A periodic sabbatical is a healthy and effective means of preventing burnout and of renewing and enhancing a professional’s capabilities for dealing effectively with problems facing those who need help. A written description of the sabbatical plan should be submitted to the Bishop no fewer than 90 days before it commences. (See Clergy Compensation Guide for more information).

***7.12 Relocation and Moving Expenses***

When a national search has been conducted, reasonable relocation and moving expenses shall be paid for newly clergy who is relocating to (CHURCH NAME).

Covered expenses may include:

* Packing, shipping, unpacking, and insuring of up to 15,000 lbs. of household goods and personal effects.
* Transportation of the employee and his/her family at the time of the move.
* One round trip of up to five (5) days for the purpose of searching for housing accommodations for the employee and spouse.
* Temporary living expenses following the relocation for a period not to exceed 30 days.
* Moving allowance will be paid based on 5% of the sum of annual base salary plus annual housing allowance.
* This allowance can be used by the employee to help defray extraordinary expenses.

***7.13 Training and Development***

Clergy and professional or licensed employees of (CHURCH NAME) have primary responsibility for their own career development and each is encouraged to further his or her own growth through training, academic study, and personal experience. Discussion of, and planning for, personal and career development or licensing requirements is appropriate as part of one's annual performance evaluation.

Financial and Other Support – With the approval of the vestry, financial assistance and time off from work for individual growth experiences which are job related may be available to regular employees who have pre-employment understandings or who have completed one year of service. Financial assistance is contingent upon the employee's satisfactory completion of the program and the availability of funds. Payment includes reasonable tuition and books. (CHURCH NAME) will also pay for training that enhances skills that will benefit (CHURCH NAME) immediately (e.g., Word, Excel, PowerPoint, etc.).

Memberships - Professional and Civic -- Membership fees, dues and other expenses in professional or ministerial associations, which are relevant to the employment position, may be reimbursed when such membership have been pre-approved by vestry and are subject to the availability of funds.

**8. OTHER STATUTORY BENEFITS**

***The way of the righteous is level; O Just One, you make smooth the path of the righteous.* --** Isaiah 26:7

***8.1 Social Security and Medicare***

All employees are required to participate in Social Security under the Federal Insurance Contribution Act (FICA). Contributions will be withheld from the employee's pay checks for the employee's share and (CHURCH NAME) will pay the employer's share. These will be forwarded to the Internal Revenue Service (IRS) as prescribed by law.

Those employed as clergy are treated as “self-employed” for FICA purposes and responsible to pay SECA (Self-Employment Tax) for which there is no employer matching contribution. Clergy are also required to pay their own estimated income taxes; income tax is not withheld by (CHURCH NAME) unless clergy have formally entered into a voluntary withholding agreement with the church. (See 4.2)

***8.2 Workers' Compensation***

Employees who are injured and/or unable to work as a result of an accident occurring in the course and scope of employment may be entitled to medical and income benefits under Workers' Compensation insurance. All accidents or injuries that occur while performing church business, regardless of the location, must be reported promptly to the employee's supervisor and then to the Rector or in their absence the Vestry of (CHURCH NAME). The supervisor will then report the claim to the insurer promptly by telephone or on-line as the insurer specifies. While investigations of cause are required, reporting may not be delayed pending completion of an investigation.

***8.3 Unemployment Insurance***

The (CHURCH NAME) is exempt under Federal law from participation in unemployment insurance programs. Therefore, unemployment insurance is not available to employees who may be laid off from employment.

**9. COMPLAINT AND/OR GRIEVANCE PROCEDURES**

***Salt is good but if salt has lost its saltiness, how can you season it? Have salt in yourselves and be at peace with one another.*** -- Mark 9:50

***9.1 Objective of Procedures***

It is the declared objective of (CHURCH NAME) to encourage fair and prompt resolution of employee complaints about work-related situations. Employees will be provided with an opportunity to present their complaints and appeal a supervisor's decision through complaint and grievance procedures.

***9.2 Definition of a Grievance***

A grievance is defined as an employee's expressed feeling of dissatisfaction concerning conditions of employment or treatment by supervisors or other employees. Examples of actions which may be causes of grievances include:

* Application of (CHURCH NAME) policies, practices, and procedures believed to be unfair.
* Treatment considered unfair by an employee, such as coercion, reprisal, harassment, or intimidation.
* Alleged discrimination because of religion, race, color, national origin, gender, age, sexual orientation, disability, or marital status.

***9.3 Rights of Employees***

Employees are encouraged to use the Grievance Steps and will not, under any circumstances, be penalized for doing so. (CHURCH NAME) is responsible for ensuring that each grievance is fully processed until the employee is satisfied with the decision or until the employee's right of appeal is exhausted. Employees are encouraged to first address complaints as defined above with their supervisor.

***9.4 Informal Grievance Discussions***

Employees are encouraged to discuss their concerns informally and confidentially with their supervisors. If a satisfactory resolution cannot be reached, an informal appeal may be made to the Rector or in their Absence the senior warden of the vestry.

***9.5 Formal Grievance Steps***

Whenever an employee believes that he or she has a work-related problem which the informal complaint and/or grievance did not resolve, or when that process is deemed inappropriate, and the employee wishes to initiate a formal grievance, he or she may submit a written complaint to his or her supervisor. Should the grievance involve the employee's supervisor, or the rector, the matter may be referred directly to the vestry.

***9.6 Confidentiality***

Information concerning an employee grievance will be received in strict confidence. Supervisors and other members of the staff will discuss a grievance only with those individuals who are involved in processing the grievance.

**10. DRUGS AND NARCOTICS**

***Finally, beloved, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is pleasing, whatever is commendable, if there is any excellence and if there is anything worthy of praise, think about these things.* --** Philippians 4:8

The use, sale or dispensing of illegal drugs and narcotics (controlled dangerous substances) at the (CHURCH NAME) offices is strictly prohibited.

An employee reporting to work under the influence of drugs, including alcohol, to a degree that his or her performance is impaired, will not be permitted to enter the premises. If an employee is discovered under the influence while on the job, he or she will be required to leave the premises and will be escorted home by another employee as approved by a supervisor or sent by a taxi.

An employee bringing illegal drugs or narcotics to the workplace and using them on premises will be subject to disciplinary action. These do not include over-the-counter drugs and prescription drugs. Employees who have been prescribed a narcotic or similar medication which impair judgment or physical performance shall have written clearance from their attending physician to attend work.

Supervisors who observe unusual behavior patterns on the part of their employees which may be the result of drug use, shall request the employee to have a medical examination performed at the expense of (CHURCH NAME).

An employee who is medically diagnosed to be a substance user or abuser requiring treatment may be granted a leave of absence subject to the leave provisions of the (CHURCH NAME) to undertake rehabilitation treatment. The employee may not be permitted to return to work until a release is presented to (CHURCH NAME) certifying that he or she is rehabilitated.

**11.** **DISCIPLINARY PROCEDURES**

***And you have forgotten the exhortation that addresses you as children- “my child, do not regard lightly the discipline of the Lord, or lose heart when you are punished by him; for the Lord disciplines those whom he loves, and chastises every child who he accepts.”*** --Hebrews 12:5-6

***11.1 Progressive Discipline***

Disciplinary action at several levels, including oral and written warnings, improvement plans, and disciplinary probation will normally be employed to achieve proper behavior or performance. The frequency and severity of misconduct will determine the level of disciplinary action to be applied up to and including suspension and termination. Behavior subject to discipline may include by way of example, but is not limited to, absenteeism, tardiness, personal use of church assets, insubordination, and rude or unprofessional behavior.

***11.2 Immediate Dismissal***

Regardless of the terms of 11.1, above, any employee who is involved in serious misconduct in the judgment of the Rector or in their absence the senior warden of the vestry is subject to immediate dismissal.

***11.3 Recordkeeping***

Supervisors shall maintain records of incidents and counseling of employees under their direction. When discipline rises to the level of a written warning or improvement plan, a record shall be entered in the personnel file and a copy shall be provided to the employee.

***11.4 Tardiness policy***

Repeat incidents of tardiness will be handled as follows:

* Two unexcused late arrivals will result in a documented verbal warning from your supervisor.
* A total of four unexcused late arrivals will incur a written warning signed by the supervisor and employee.
* A total of six, seven and eight unexcused late arrivals will result in probation (the employee will be sent home with loss of pay for the day).
* The ninth unexcused incident will be cause for immediate termination.

***11.5 Employee Appeal***

An employee, non-exempt or exempt, who believes he or she has been too severely or improperly disciplined can appeal the decision by using the grievance procedure.

***11.6 Discipline of Clergy***

Subject to the governing documents of the (CHURCH NAME), disciplinary procedures of the ADGL and ACNA and the individual Letter Agreement (if any), procedures above apply to authorized clergy employed by (CHURCH NAME) in any capacity.

**12. GENERAL INFORMATION**

***We always give thanks to God for you and mention you in our prayers, constantly remembering before our God your work of faith and labor of love and steadfastness of hope in our Lord Jesus Christ.*** – 1 Thessalonians 1:2-3

***12.1 Open Door Policy***

(CHURCH NAME) encourages communication among employees and especially between employees and supervisors.

***12.2 Personnel Records***

(CHURCH NAME) maintains a record for each employee which is directly related to employment. Each file shall contain all such information as is needed by the (CHURCH NAME) or is required by Federal, State, or local laws. With a request in advance, an employee may review his or her personnel file.

***12.3 Verification of Employment Eligibility***

In compliance with Federal law, (CHURCH NAME) verifies that every new employee is either a U.S. citizen or authorized to be employed in the U.S. All employees are required to provide document(s) necessary for verifying employment eligibility. That the I 9 form and W 4 are completed and in file.

***12.4 Employment of Minors***

When minors are hired for temporary and part-time positions, a valid work permit shall be obtained in advance of employment for all new hires under age eighteen. A valid work permit will be kept in the individual's personnel file.

***12.5 Work Environment***

Safety and Health: Employees are expected to support Dioceses’ objective to provide a safe and healthful work environment for all employees. (CHURCH NAME) fully intends to comply with published workplace safety standards of Federal, State, and local agencies. Employees are expected to perform their work within those standards to assure the health and safety of themselves and others, and to advise supervisors of any concerns they may have with respect to skills, training or equipment related to a task they are expected to perform.

Smoking: Smoking is not permitted in the buildings or on the grounds of the (CHURCH NAME) at any time or at church-sponsored activities away from the premises.

***12.6 Patents, Copyrights and Employee Work Product***

All patents and copyrights resulting from the investment of (CHURCH NAME) resources shall be available for (CHURCH NAME) use without payment of royalty. All such intellectual property rights remain the property of (CHURCH NAME) unless otherwise agreed in writing. Any work products completed by an employee becomes the property of (CHURCH NAME) and cannot be duplicated or reproduced without the express written consent of the Vestry of (CHURCH NAME).

***12.7 Non-Clergy Honoraria***

Honoraria received by employees while performing their responsibilities as a representative of (CHURCH NAME) are to be remitted to the Treasurer to help defray travel expenses incurred. (See Travel Policies, below)

***12.8 Travel & Expense Reimbursement Policies***

Reimbursement of Expenses - Expense of approved travel performed in the course of conducting (CHURCH NAME) business is reimbursable in accordance with IRS reimbursement regulations and (CHURCH NAME) travel reimbursement policy in effect at the time the expense was incurred.

Expense Reports -- Upon the completion of travel, the employee must prepare an expense report and attach necessary supporting receipts. In all cases, expense reports require supervisory signature approval prior to submitting the expense report to the Financial Administrator. Expense reports of the Rector or Associate clergy shall be approved by the (Vestry). The Financial Administrator cannot approve or reimburse their own expense reports. Employees are required to submit their expense reports with necessary receipts and documentation within 30 days of concluding travel itinerary.

Credit Cards -- When credit cards are issued to employees, all charges must be accounted for in accordance with the (CHURCH NAME)’s expense reporting procedures. Personal charges are never permitted. All cards must be returned upon an employee's termination of employment or upon request.

***12.9 Community Involvement***

 (CHURCH NAME) encourages employees to become involved in the ministries of their own church or other organizations serving their respective community. It is expected that those activities would always be carried out on the employee’s own time and expense. Some exceptions may be permitted when an activity or event runs concurrent with an activity of (CHURCH NAME) and the employee’s participation would equally serve both.

**13. COMPUTER NETWORK & INTERNET ACCESS POLICY**

***Do not work for the food that perishes, but for the food that endures for eternal life, which the Son of Man will give you.*** – John 6:27 (NRSV)

***13.1 Disclaimer***

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to receipt of unsolicited e-mail containing offensive content. Additionally, having an email address on the internet may lead to receipt of unsolicited e-mail containing offensive content. Employees or Users accessing the Internet do so at their own risk and (CHURCH NAME) is not responsible for material viewed or downloaded by users from the Internet. To minimize these risks, and to assure that computer use is related to the business of (CHURCH NAME), use of the Internet at work is governed by the following policy:

***13.2 Permitted Use of Internet and Company Computer Network***

The computer network (all software and hardware) is the property of (CHURCH NAME) and may only be used for legitimate business purposes. Users are provided access to the computer network to assist them in the performance of their jobs. Additionally, Users are also provided with an email account with access to the Internet through the computer network. All Users have a responsibility to use computer resources and the Internet in a professional, lawful, and ethical manner. Abuse of the computer network, email accounts, or the Internet, may result in disciplinary action, including possible termination.

***13.3 Computer Network Use Limitations - Prohibited Uses***

Without prior written permission from (CHURCH NAME), the computer network may not be used to disseminate, view or store any defamatory material, commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, self-replicating programs, etc.), political material, pornographic text or images, or any other unauthorized materials. Users may not use the Internet connection to download games or other entertainment software (including screen savers), or to play games over the Internet. Additionally, Users may not use the computer network to display, store or send (by e-mail or any other form of electronic communication such as bulletin boards, chat rooms, Usenet groups, etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful. Furthermore, anyone receiving such materials must notify his/her supervisor immediately.

***13.4 Illegal Copying***

Users may not illegally copy material protected under copyright law or make that material available to others for copying. Users are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, music, videos, and other material you wish to download or copy. Users may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of (Your Church Treasurer).

***13.5 Communication of Trade Secrets***

Unless expressly authorized to do so, User is prohibited from sending, transmitting, or otherwise distributing proprietary information, data, trade secrets or other confidential information belonging to (CHURCH NAME). Unauthorized dissemination of such material may result in severe disciplinary action as well as substantial civil and criminal penalties under state and federal Economic Espionage laws. Note: Proprietary information includes such items as membership lists or other details regarding individual members.

***13.6 Duty Not to Waste or Damage Computer Resources***

Accessing the Internet -- To ensure security and avoid the spread of viruses, Users accessing the Internet through a computer attached to the church’s network must do so through an approved Internet firewall or other security device. Bypassing the church’s 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 Company’s network.

Emails and Frivolous Use of Computer Resources -- Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, the User 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-business-related uses of the Internet.

Virus Detection -- Files obtained from sources outside the company, 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 computer network. Users should never download files from the Internet, accept e-mail attachments from unknown parties, or use disks from non-church sources, without first scanning the material with church-approved virus checking software. If it is suspected that a virus has been introduced into the network, notify the church’s IT department or servicing vendor immediately.

**13.7 No Expectation of Privacy**

Employees are given computers, email accounts, and Internet access to assist them in the performance of their jobs. Employees should have no expectation of privacy in anything they create, store, send, or receive using the (CHURCH NAME)’s computer equipment. The computer network is the property of (CHURCH NAME).

Waiver of Privacy Rights -- User expressly waives any rights of privacy in anything he or she creates, stores, sends, or receives using the church’s computer equipment, email account or Internet access. User consents to allow church management access to and review of all materials created, stored, sent, or received by User through any church network or Internet connection.

Monitoring Computer and Internet Usage – (CHURCH NAME) has the right to monitor and log 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.

Blocking Sites and Inappropriate Content – (CHURCH NAME) has 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 in the workplace.

**Acknowledgement – Computer Network & Internet Policy**

I have read and agree to comply with the terms of this policy governing the use of the (CHURCH NAME) ’s computer network. I understand that violation of this policy may result in disciplinary action, including possible termination.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Copy to be kept with Handbook

**EMPLOYEE HANDBOOK ACKNOWLEDGEMENT**

I acknowledge receipt of a copy of (CHURCH NAME) Personnel Handbook/Policy

My supervisor provided an introduction to the policy. Specifically, we reviewed the policy, stating that all employees of (CHURCH NAME) are employees-at-will and either the employee or (CHURCH NAME) can terminate the employment relationship at any time for any reason not prohibited by law."

A copy of this Personnel Handbook/Policy will remain in my possession although it is the property (CHURCH NAME). Upon my leaving, I will return this Handbook to my supervisor.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

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Printed Name

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Date

**ANNUAL ATTESTATION**

**Internet Policy Acknowledgement**

I have read and agree to comply with the terms of this policy governing the use of the (CHURCH NAME) ’s computer network. I understand that violation of this policy may result in disciplinary action, including possible termination.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

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Printed Name

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Date

**Employee Handbook Acknowledgement**

I acknowledge receipt of a copy of (CHURCH NAME) Personnel Handbook/Policy

My supervisor provided an introduction to the policy. Specifically, we reviewed the policy, stating that all employees of the (CHURCH NAME) are employees-at-will and either the employee or (CHURCH NAME) can terminate the employment relationship at any time for any reason not prohibited by law."

A copy of this Personnel Handbook/Policy will remain in my possession although it is the property (CHURCH NAME) . Upon my leaving, I will return this Handbook to my supervisor.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

cc: Personnel File