

VERSION 3  
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# PERSONNEL HANDBOOK



Trinity Heights United Methodist Church  
& Ark Early Childhood Learning Center  
3600 N Fourth Street  
Flagstaff, AZ 86004

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## INTRODUCTION

Employees of Trinity Heights United Methodist Church and the Ark Early Childhood Learning Center play a key role in successfully serving God and the Flagstaff community. Many important functions are fulfilled by the employees. As with any organization, Trinity Heights and the Ark require leadership, management, structure, policies and procedures to operate effectively. The following manual summarizes policies and procedures for the employees of Trinity Heights United Methodist Church (from this point forward referred to as THUMC) and the Ark Early Childhood Learning Center (from this point forward referred to as the Ark). They are guidelines and expectations to provide a safe and operational environment for all.

The Personnel Handbook applies to all employees - exempt and non-exempt staff at THUMC and the Ark. Nothing in this manual is intended to create a contract, either expressed or implied, between THUMC and its employees.

Note: The Ark is an integral part of Trinity Heights and from this point forward all references to THUMC include the Ark except where noted. The pastors at THUMC are on a separate contract, so this handbook does not refer to them as employees of THUMC.

It is important that employees read, understand, and become familiar with the handbook and comply with the standards that have been established. Any questions or clarifications should be directed to a supervisor.

THUMC recognizes that it is inevitable that conditions may occur that are insufficiently addressed in these policies and procedures. THUMC also recognizes that it is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, Church Council with input from Staff-Parish Relations Committee (from this point forward referred to as SPRC) reserves the right to alter, eliminate or add to any policy, provisions or procedure at any time, with or without notice, as it deems necessary or appropriate.

If there is a conflict between the provisions, benefits, and policies in this employee handbook, Church Council, in communication with SPRC and the Pastor(s) or Ark Director, will attempt to make personnel decisions that are fair and equitable, while at all times assuring that the best interests of THUMC is served.

## ADOPTION

The following policies were originally adopted by the Church Council on July 18, 2001 (revised December 9, 2009, December 3, 2014, and May 10, 2017). These policies replace all policies previously adopted and, from this point of adoption, will be the policies for all employees of THUMC. The Church Council will consider amendments submitted by SPRC in the future and, if approved, such amendments will become a part of this document.

If there is a difference in interpretation or if a conflict arises between these Personnel Policies and the current *Book of Discipline of the United Methodist Church*, the current *Book of Discipline* will supersede THUMC policies.

## WELCOME MESSAGE

Welcome to Trinity Heights United Methodist Church! We pray that your time at THUMC is a happy and productive one. We intend the working atmosphere here to be pleasant, and that your work here to be personally and spiritually rewarding. We look forward to working with you as a member of the THUMC ministry team. Your gifts and talents that you bring to this ministry are an integral part of the success of the church, and we will do what we can to help you achieve your highest level of service to God in this ministry.

As an employee of the church, you represent this ministry in both your work and private life. As a result, you are expected to be sensitive to how others may see you biblically, spiritually, and ethically. We encourage you to strive toward living a life that is an example to others of your relationship with God and your belief in the church's mission, vision, and core values.

Welcome and we look forward to working with you! Blessings,  
Lynn and Ron Bartlow  
Co-pastors, Trinity Heights United Methodist Church

## MISSION, VISION, AND CORE VALUES

To help one another grow into deeply committed followers of Jesus Christ, courageously working to change our world.

### OUR VISION:

Trinity Heights United Methodist Church is an exciting and thriving community of faith seeking to live after the character of Jesus. The church invites ordinary people into active connection with God and others, through practices both ancient and modern. We are intentional about helping one another to grow as followers of Jesus Christ and to serve others.

We trust God, working through Jesus Christ and the Holy Spirit, to do the extraordinary in our lives, our community, and our world. God calls us to act with love, grace, humility, respect, and justice. Together we work to improve lives and change our world, one person at a time.

### OUR CORE VALUES:

In all we do, our behaviors will demonstrate our commitment to our values of:  
Love, Community, Integrity, Prayer, and Service

### OUR CORE BELIEFS:

We hold to the historic teachings of the Christian faith. We at Trinity Heights summarize the foundational teachings as follows:

1. God is uniquely revealed in Jesus Christ, who works in us through the Holy Spirit for our salvation.
2. God's activity in our world – described in Scripture as the “grace” of God – is for all people.
3. Our experience of God's grace in our lives moves us to serve others.
4. All people are gifted by God to be in ministry, and the church works to equip and empower them to do so.
5. Our preaching and teaching are grounded in Scripture, Christian tradition, experience, and reason.

You can find out more about The United Methodist Church and what it believes by visiting [www.umc.org](http://www.umc.org).

## SECTION 1: EMPLOYMENT

### INTRODUCTION

THUMC hereby asserts that:

- it has the right to employ the best qualified persons available;
- the continuation of employment is based on the need for work to be performed, availability of revenues, faithful and effective performance, proper personal conduct, and continuing fitness of employees;
- all employees are terminable at will.

Conversely, employees deserve:

- to be fully informed of their duties and responsibilities;
- to be provided with adequate administrative and supervisory direction;
- to be informed of their performance levels;
- to be compensated based on the value of their contributions;
- to be considered for promotional opportunities;
- to be treated with dignity and respect at all times.

Therefore, the policies set forth in this Personnel Handbook prescribe the terms, conditions, and standards of personnel operations for THUMC, the content of which is neither contractually binding upon THUMC nor restrictive in terms of amendment or interpretation by THUMC. These personnel policies are not intended to alter the employment-at-will relationship in any way. Employees are expected to acquaint themselves fully with the content of these policies in order to establish an employment relationship based on a complete understanding of THUMC personnel requirements, expectations, and methods of conducting personnel matters. Because it is the policy of THUMC to encourage employee participation in all matters that affect their work, employees are encouraged to offer suggestions for improvement to these policies, employment practices, or working conditions by contacting their supervisor to bring it to SPRC.

### EMPLOYMENT AT WILL

All employees are hired conditionally on the basis of continuing need. THUMC does not guarantee employment for any specified length of time. Rather, employment is at the mutual consent of the employee and THUMC and can be terminated at will by the employee or THUMC. Completion of an introductory period or the conferral of another employment status will not change this employment-at-will policy, nor will it restrict, in any way, THUMC's right to terminate such an employee or change his/her terms or conditions of employment. Neither SPRC, nor any other officer or employee of the church has the authority to make oral agreements guaranteeing employee's future employment, promotions, pay raises, benefits, reassignments or transfers. If such assurances are made, they must be in writing, recorded in SPRC's minutes and also signed by the chair of SPRC or approved by the Ark board and signed

by the Ark Director.

ARS Section 23-1501 states:

The employment relationship is severable at the pleasure of either the employee or the employer unless both the employee and the employer have signed a written contract to the contrary setting forth that the employment relationship shall remain in effect for a specified duration of time or otherwise expressly restricting the right of either party to terminate the employment relationship. Both the employee and the employer must sign this written contract, or this written contract must be set forth in the employment handbook or manual or any similar document distributed to the employee, if that document expresses the intent that it is a contract of employment, or this written contract must be set forth in a writing signed by the party to be charged. Partial performance of employment shall not be deemed sufficient to eliminate the requirements set forth in this paragraph. Nothing in this paragraph shall be construed to affect the rights of public employees under the Constitution of Arizona and state and local laws of this state or the rights of employees and employers as defined by a collective bargaining agreement.

#### **EMPLOYMENT OF RELATIVES / NEPOTISM**

Relatives of employees will receive the same consideration as any other applicant for a job opening and will not be accorded preferential treatment in employment matters.

Related persons shall not become employees of THUMC that would require that person to be responsible for, or responsible to, a member of that person's family (spouses, parents, children, in-law, etc.). Related persons may or may not be permitted to work in the same department because of employee morale, security, or other legitimate business reasons.

Approval of relatives working for THUMC must be authorized by SPRC.

No person shall be employed in a position that is directly guided and directed by SPRC, if they are related to a member of SPRC. In the event the applicant is the best qualified for the position, the SPRC member may tender his/her resignation from the committee.

#### **GENERAL CONDUCT OF EMPLOYEES**

An obligation rests with every employee of THUMC to render honest, efficient, and courteous performance of duties. All personnel will therefore be responsible and held accountable for adherence to all policies, rules, directives, and procedures prescribed by THUMC. All employees have a duty to report, verbally or in writing, promptly and confidentially, any evidence of any improper practice of which they are aware. As used here, the term "improper practice" means any illegal, fraudulent, racist, dishonest, negligent, or otherwise unethical action arising in connection with THUMC. Reports of improper or illegal activity should be reported to the

supervisor and/or a member of SPRC.

## HIRING

All position openings, both exempt and non-exempt, generally shall be advertised as widely as possible to provide the maximum exposure to all possible applicants. A job description will be provided by SPRC or the Ark Director for each position so that the duties and reporting assignment may be fully understood. SPRC or the Ark board will recommend wages or salaries and also make provisions for performance reviews.

To hire either new staff or to fill vacancies, the following steps are suggested:

- Make it known that a position is open and request suggestions from both laity and clergy the names of those persons who may be qualified to fill such a position.
- Publicize or advertise such openings through local church, district, conference or national publications and/or communications.
- Interview applicants and complete reference checks
- At the point of employment, the employee will be notified of his/her employment, wages, benefits (if any) and any other specifics of his/her employment. There will also be a statement concerning the introductory period. Notification of employment and wages will be done in writing by SPRC or the Ark Director.
- SPRC may designate some hiring to staff positions. SPRC will be notified in writing of any employees hired under this practice, his/her wages, benefits (if any) and any other specifics of his/her employment. Examples of this practice can include but not limited to: Ark employees, childcare workers, seasonal custodial.

## EMPLOYMENT STATUS CATEGORIES

**NON-EXEMPT EMPLOYEES:** Employees covered by overtime pay and other distinctive provisions of the Fair Labor Standards Act and applicable state laws. Such employees are entitled to overtime pay for work required over forty (40) hours per work week or as state and federal laws require. Non-exempt employees are hourly.

**EXEMPT EMPLOYEES:** Employees classified as exempt are ineligible for overtime pay and other employment conditions as provided for in the Fair Labor Standards Act and applicable state laws. THUMC will be in compliance to the Fair Labor Standards Act regarding Exempt and Non-Exempt employees. Generally, such employees are those occupying executive, administrative, or professional positions. Exempt employees are salaried.

In addition to the above employment status designation, which is required by law, all employees also will be classified in one of the following categories:

## DEFINITIONS OF EMPLOYMENT

**INTRODUCTORY EMPLOYEES:** New, rehired, or promoted employees who are supervised and evaluated in order to assess their ability and adaptation. Introductory employee(s) may be terminated at the will or discretion of SPRC or the Ark Director. The introductory period is 90 days.

**REGULAR FULL-TIME EMPLOYEES:** An exempt employee is also considered to be a regular full-time employee and is not restricted in the hours he/she may work for an established salary. A non-exempt employee who regularly works a minimum of forty (40) hours per week is entitled to overtime pay beyond the 40 hours per week.

**REGULAR PART-TIME EMPLOYEES:** Exempt and non-exempt employees who complete a satisfactory Introductory period and regularly work not less than twenty (20) but fewer than forty (40) hours per week on a continuous basis.

**TEMPORARY EMPLOYEES:** Employees holding jobs of limited or specified duration arising out of special projects, position vacancy pending appointment, the absence of a position incumbent, abnormal workloads, emergencies, or other reasons. Part-time, temporary and substitute employees shall be hired only when provided for in the budget and then only upon approval of the chair of SPRC or the Ark Director. Temporary employment is interpreted to mean any employment period less than four months within any 365-day period, beginning with the first day of employment.

## JOB DESCRIPTIONS

SPRC or the Ark Board will develop and approve written job descriptions and titles for the staff members. SPRC will work with the Pastor(s) in establishing job descriptions and/or responsibilities for the Associate Pastor when necessary. Such job descriptions should contain the designation as to whether the position(s) is categorized as exempt or non-exempt, and the supervisor to whom the employee reports. In addition, the description will include: distinguishing features, required knowledge, skills and abilities, essential job responsibilities and other pertinent information. All job descriptions will be reviewed annually by SPRC or the Ark board to determine their continued accuracy, completeness and compliance with applicable standards of state and federal laws, and relevance to pay and performance evaluation systems. Job descriptions shall be reviewed and signed by the employee with the original placed in the employee's personnel file and a copy provided to the employee. Job descriptions and the allocation of employees to positions may be revised or altered at the discretion of SPRC or the Ark board as a means of operational efficiency and the changing nature of the needs that arise. SPRC or Ark board will endeavor to advise affected employees of changes in job description details or their allocation to a specific position, including the determination to abolish positions, in which case employees may be offered other positions for which they are qualified.

## **INTRODUCTORY PERIOD**

The first 90 calendar days of employment for both exempt and non-exempt employees are considered to be an introductory period. During this time the supervisor will periodically evaluate his/her compatibility, ability, and interest in the job. If required, a background clearance must be successfully completed as a condition of continued employment. Positions requiring additional training (i.e. first aid & CPR) should be completed during the introductory period. Upon a performance review, the employee's introductory period can be considered completed. Following the successful completion of the introductory period of 90 days, the employee will be notified in writing that he/she is being placed on "regular" employment status.

After 90 days, an employee may continue on a "probationary" status for an additional length of time if deemed necessary by the supervisor and/or SPRC. During a probationary period, the supervisor will provide written goals to accomplish to be removed from the probationary status and will continue periodic evaluation during the time.

Holiday benefits for qualifying employees will be effective following the introductory period. Paid Time Off will accrue but can't be used until the introductory period is complete.

## **RECLASSIFICATION OF EMPLOYMENT POSITIONS**

If and when a change in job description necessitates raising the job level of a position, the employee currently filling said position will be given the opportunity to apply for that new position. The employee may be reclassified which means that, after a careful interview process, the person filling the position is deemed qualified to fill the requirements of the expanded job description. If, after the interview process, it is determined the person is not qualified for reclassification then the process for the filling of a vacant or new position will be followed.

## **SECTION 2: COMPENSATION AND RELATED ITEMS**

### **COMPENSATION POLICY AND WAGE RANGES**

A newly hired employee as well as other employees will have a salary or wage as assigned by SPRC or the Ark Board.

Newly hired employees may not be considered for an increase in compensation unless they have been employed for a period of 90 days or more, with the exception of increase given at the completion of the initial training period.

Wage increases shall be determined by SPRC or the Ark Board. Supervisors recommending staff

for wage increases shall make their recommendations and justifications in writing for consideration.

Additional pay (in the form is a bonus) will be approved by SPRC or Ark Board in communication with Church Council.

### **PAYROLL TIME REPORTS**

Most non-exempt employees are required to clock in and out the time they started work and finished work on a daily basis using the time clock outside the Ark office or their work computer. Confidential employee numbers are assigned to each person and shall not be shared with others. Employees are expected to arrive on time for work. Tardiness will be taken into account on performance evaluations.

A few non-exempt employees are considered to be working on fixed schedules. The individual fixed schedule is to be part of the personnel files of each employee.

### **PAYROLL PERIODS**

The THUMC payroll and payday periods are every two weeks with Sunday being the start of a new pay period. Payroll periods are separate and distinct from the workday or workweek, which are time periods used to determine overtime compensation calculations to be entered on payroll records for each payroll period in which overtime is earned.

Time sheets signed by the employee are to be prepared and promptly submitted to the employee's supervisor. Supervisors shall review, approve and forward to the person processing payroll, no later than 9:00 am Tuesday of each payroll week. Payroll record errors will be adjusted on the next payroll record with proper notations to explain the error and adjustment. Under no circumstances will paychecks be authorized for advance release and there will be no payroll advances given to any employee.

### **PAYROLL DEDUCTIONS AND ATTACHMENTS**

Deductions from each employee's gross pay period earnings are of two types: mandatory and voluntary. Mandatory deductions are those required to be made by law, court order, or other legally compelling influence on payroll. Such deductions include state and federal income tax withholding, Social Security, Medicare, and wage garnishments. Voluntary deductions are those requested by employees to be made on their behalf and may include such items as optional pension or retirement plans, credit union or savings accounts, etc.

**MANDATORY DEDUCTIONS** in accordance with applicable legal requirements will be made automatically. However, such mandatory deductions such as state/federal income tax where THUMC must rely on information provided by an employee, will be the sole responsibility of the employee to provide accurate information within legal limitations.

Attachments made to employee paychecks by legal authority of wage garnishment, regardless of cause, will be regarded as a mandatory deduction in the amount, and for the time, specified in the order. THUMC recognizes its obligations both to employee and laws that prohibit discrimination solely on the basis of wage garnishments for a single indebtedness. However, in cases where wage garnishments detrimentally reflect upon the employee's job duties and responsibilities, or reflect upon THUMC in a way that adversely affects its reputation or general business welfare, the employee may be subject to termination. Cases of this type will be reviewed by SPRC or the Ark Board to seek corrective measures prior to a termination decision, and to ensure that all termination decisions are based on non-discriminatory criteria.

### **OVERTIME APPROVAL**

Advance approval for overtime work must be approved by two of the following: immediate supervisor, Pastor(s) (as head[s] of staff), the Ark Director, and/or the Chair of SPRC. A report of overtime, which has been approved, together with the justification thereof, shall be filed with the staff member processing payroll.

### **OVERTIME COMPENSATION**

Payment for overtime shall be paid at one and a half times the regular rate of pay for work performed in excess of forty (40) hours in any regular workweek to non-exempt employees. Overtime is not based on hours worked per day. Work hours shall be calculated at straight time if actual hours worked in a work week are less than 40, but combined work hours and paid leave hours exceed 40.

### **COMPENSATORY TIME**

Every effort should be made to manage the workload during the allotted week. However, in rare instances, compensatory time may be used for a non-exempt employee. Compensatory time, or comp time require the advance approval of the employee's supervisor. According to the Fair Labor Standards Acts, the comp time must be used in the same pay period the overtime occurred. In addition if the employee works over 40 hours in a week, the comp time will be paid at time and a half.

For example, a full-time employee works 48 hours in one week and takes 8 hour of comp time the following week, working only 32 hours. The employee will be paid 72 hours at the straight-time rate and 8 hours at time and a half. In addition, the employee will not have to use paid time off for the 8 hours the employee didn't work in the second week. In this example, the employee isn't required take comp time in the second week. The employee could work 48 hours in week 1 and 40 hours in week 2 if agreed upon by the supervisor.

If a part-time employee is asked to work over their normal hours, the hours worked will be paid at the regular rate up to 40 hours. For example, an employee who normally works 30 hours is

asked to work 6 extra hours one week. The employee works 36 hours week 1 and then takes 6 hours of comp time the following week, working only 24 hours. The employee will be paid for 60 hours at the standard rate and will not have to use paid time off for the 6 hours the employee didn't work in the second week.

## **FLEXIBLE SCHEDULES**

With a flexible schedule the hours worked per week are the same but the time when they are accomplished may vary. Some positions cannot be completed in a standard 8 to 5 time frame and it may be necessary to work a flexible schedule. Time can also be flexed in smaller increments. In either situation, flex time needs approval of the supervisor. Below are some examples of a flexible schedule:

- Working 8:00 – 4:30 Monday – Friday (1 hour for lunch) and 2.5 hours on Saturday
- Working through lunch so employee can go to a doctor's appointment the last hour of the day
- Coming in two hours late because employee is presenting at a committee meeting that evening

## **EXEMPT EMPLOYEES AND OVERTIME**

Exempt employees are not eligible for overtime compensation for extra hours worked. However, there are instances when flexible work hours may be permitted with the supervisor's approval.

## **EXPENSE AND TRAVEL POLICIES**

Authorized reimbursable expenses will be paid on submission of approved monthly expense statements on the basis of prevailing rates set by SPRC and defined as below.

Any employee (as defined below) now or hereafter employed by THUMC shall be reimbursed for any ordinary and necessary business and professional expense incurred on behalf of THUMC, if the following conditions are satisfied: (1) the expenses are reasonable in amount; (2) the employee documents the amount, date, place, business purpose (and in the case of entertainment expenses, the business relationship of the person or persons entertained) of each such expense with the same kind of documentary evidence as would be required to support a deduction of the expense on the employee's federal tax return; and (3) the employee substantiates such expenses by providing the church treasurer with an accounting of such expenses no less frequently than monthly (in no event will an expense be reimbursed if substantiated more than 60 days after the expense is paid or incurred by an employee). Examples of reimbursable business expenses include local transportation, overnight travel (including lodging and meals), entertainment, books and subscriptions, education, vestments, and professional dues. Under no circumstances will THUMC reimburse an employee for business

or professional expenses incurred on behalf of THUMC that are not properly substantiated according to this policy. THUMC and staff understand that this requirement is necessary to prevent THUMC's reimbursement plan from being classified as a non-accountable plan.

**EXCESS REIMBURSEMENTS:** Any church reimbursement that exceeds the amount of business or professional expenses properly accounted for by an employee pursuant to this policy must be returned to THUMC within 60 days after the associated expenses are paid or incurred by the employee and shall not be retained by the employee.

**TAX REPORTING:** THUMC shall not include in an employee's W-2 form the amount of business or professional expense properly substantiated and reimbursed according to this policy, and the employee should not report the amount of any such reimbursement as income on Form 1040.

**RETENTION OF RECORDS:** All receipts and other documentary evidence used by an employee to substantiate business and professional expenses reimbursed under this policy shall be retained by the church in accordance with Federal tax laws.

All expenses incurred by employees under the above policy are to be charged to the appropriate budget as set up by the Finance Committee.

Annual Conference registration fees, room and board will be paid for every Lay Member of Annual Conference, and for ordained clergy and their spouses. If spouses and children of Lay Members attend, their expenses will not be covered.

## SECTION 3: WORK PRACTICES

### CONDUCT

THUMC respects employees' activities outside of work which are moral, private in nature and which in no way conflict with or reflect adversely upon THUMC. Every employee is expected to devote time and energy while on the job and not to engage in outside interests that interfere with employment attendance, performance or efficiency, as determined by THUMC. This extends to the use of THUMC's facilities, materials and resources.

### PERSONAL APPEARANCE

Employees are expected to present themselves during working hours in attire that is appropriate to their positions and to the nature of the work they are to perform. Employees having personal contact with visitors and church members should be particularly conscious of maintaining appropriate dress, grooming and hygiene standards. Extremes of dress should be avoided. No attire that includes holes, obvious wear, and non-faith based or non-THUMC logos should be worn. Exceptions can be made for extreme circumstances or special projects, approved the supervisor and/or Pastor(s). When in doubt, employees should consult their supervisor.

## **PERSONAL CALLS AND VISITORS**

Time spent on personal calls and personal visits is “off the clock” and should be kept to a minimum so as to not interrupt work.

## **COMPUTER USAGE**

The computers used at THUMC are the property of THUMC. This includes the passwords and data stored on them. Usage of work computers for personal business (including internet usage) should be kept to a minimum. Confidential THUMC business should not be used on personal devices such as cell phones and tablets unless the device is password protected.

## **CHILDCARE**

Employees have access to and are encouraged to utilize the Ark as space is available. Employees who need to bring their children to work need to have supervisor approval and do so sparingly (1-2 days per year). It is the employee’s responsibility to seek approval and communicate the days and times children will be in the workplace. It is the responsibility for the employee to manage and keep the children near them.

## **CONFIDENTIALITY**

THUMC maintains control over entrance to premises occupied by its personnel, access to work locations and records, computer information, and anything of monetary value. Personnel who are assigned keys, given special access, or assigned job responsibilities in connection with the security or confidentiality of records, equipment, etc. will be required to use sound judgment and discretion in carrying out their duties, and will be held accountable for any wrongdoing or acts of indiscretion or breaches of security.

Certain job functions require the employee to have access or knowledge of personal information (i.e. financial contributions, counseling appointments). It is imperative that employees keep confidentiality on sensitive information.

## **CLOSURE POLICY**

In the event of natural disaster, inclement weather (i.e. snow), special events (i.e. Emmaus weekends) the following will apply.

- If Northern Arizona University closes, then THUMC and the Ark will close. All regular employees will be paid at his/her current straight-time rate of pay for the hours he/she would have worked.
- Other closures such as natural disasters and/or special events will be at the discretion of the Pastor(s).

#### Ark Only

- If FUSD is closed, then the Ark opens at 9:00 am.
- If FUSD is on a two hour delay, it is up to the discretion of the Ark Director to determine when the Ark opens.

Employees should contact their supervisor as soon as possible if unable to report to work during inclement weather. If unable to report to work and THUMC is open, then the employee must use paid time off (PTO) or take time off without pay. For special events that close THUMC's normal course of business, the employee may take PTO unless needed for the event or other THUMC business.

## SECTION 4: PERSONNEL MANAGEMENT

### ADMINISTRATION OF PERSONNEL HANDBOOK

Ultimate authority for interpretation, application, and enforcement of Personnel Policies rests with SPRC. To assist the Committee in carrying out its duties, a Personnel Committee is established under provisions of ¶258 2f (11) of *the Book of Discipline*. SPRC will:

- Initiate amendments and revisions to these policies and procedures.
- Initiate and/or revise job descriptions, recommend wage and salary schedules for approval by the Charge (or All-Church) Conference, Church Council, along with benefit plans and programs, and performance evaluation systems.
- Ensure the maintenance and safekeeping of recruitment, selection evaluations, employment opportunity, and personnel records.
- Perform other duties that may be necessary to carry out the practices and provisions of a contemporary personnel system.
- Perform responsibilities as outlined in the *Book of Discipline* (Paragraph 258(f) 2000 Discipline)

### PERSONNEL FILES

Complete personnel files shall be kept containing job descriptions, employment applications and resumes, confirmations of employment, annual performance reviews, and annual payroll data for all exempt and non-exempt employees. These files shall be located at the THUMC office or the Ark office, and SPRC shall be responsible for their accuracy and confidentiality. Furthermore, SPRC is responsible for the documentation of personnel performance records and copies of such will be made available to personnel authorized by SPRC to receive them.

### EMPLOYEE CODE OF CONDUCT

Employees are expected to maintain certain standards of conduct and responsibility. Grounds

for disciplinary action or termination can be based, but not limited to the following: disorderly conduct; fighting, possession of weapons, harassing or coercive behavior; inappropriate racial or sexist comments; theft (including personnel files); damage to property; malicious conduct; sleeping on the job; asking for gifts; conflict of interest; tardiness; absenteeism; abuse of controlled substance; solicitation of co-workers or laity; lack of professionalism & confidentiality; lack of honesty; improper use of church facilities or equipment (including computer and internet access), secretly taping of other employees; insubordination and violation of any other policies, practices or procedures of THUMC. THUMC reserves the right to monitor internet and computer use. In addition to this policy, The Ark has a Training Manual that outlines conduct expected of Ark employees.

## PERFORMANCE EVALUATION

- Exempt and non-exempt personnel shall be evaluated annually by one or more of the following: SPRC, the employee's immediate supervisor and THUMC's ordained clergy or the Ark Director.
- The date for completing and submission of the annual performance evaluation for lay staff will be prior to July 1 of each year.
- SPRC will provide the employee with a copy of the evaluation report and provide input in a discussion with the employee. A completed, signed, and dated copy by the evaluator and the employee will then be placed in the employee's personnel file. During the discussion with the employee, another person can be present. This can be a member of SPRC or a Pastor.
- Where the evaluation has identified characteristics of an employee's performance needing improvement, the evaluator should be as specific as possible in describing the deficiency, and the ways and means of improving performance to an acceptable level.
- When the supervisor observes a marked change in the work performance of an employee that is critical in nature, an unscheduled performance evaluation should be completed in the same manner as an annual report. Typically, discretionary performance reports are completed by the immediate supervisor and are reviewed with the employee, and then placed in the personnel file as a means of formally recognizing the need to correct significant declines in an employee's performance.

A substandard rating, as applied to performance means any rating below the rating level of "satisfactory". Employees receiving a substandard rating or ratings will not be eligible to receive a merit pay increase.

SPRC will comply with the current edition of the Book of Discipline per appropriate paragraph regarding notification of and consultation requirements for employees whose employment is to be discussed at SPRC meetings.

## DISCIPLINARY PROCEDURE

As a matter of policy, SPRC and supervisors will seek to resolve conduct and performance problems in the most informal and positive manner possible, such as through counseling, additional training or supervision, verbal cautions, and the like. However, under those circumstances when disciplinary action, including termination, becomes a necessary means of modifying undesirable situations, SPRC has established the conditions and procedures that follow. The chair of SPRC shall be the immediate person who should be contacted when disciplinary procedure needs to be implemented.

The following are some disciplinary illustrations, however, the list is not exhaustive: improper or unauthorized use or abuse of paid leave, excessive absenteeism, engaging in a conflict of interest activity, conviction of a crime, knowingly falsifying, removal, or destruction of important and permanent types of information, soliciting outside work for personal gain during business hours, physical altercations, intoxication, use of illegal drugs, etc.

### TYPES AND PROGRESSION OF DISCIPLINE

Depending on the nature and circumstances of an incident, discipline will normally be progressive and bear a reasonable relationship to the violation. Disciplinary action occurs after informal conversation alerting the employee of areas of concern. The types of discipline that may occur are as follows in general order of increasing formality and seriousness:

- **VERBAL REPRIMAND:** A verbal statement by the supervisor, usually pointing out an unsatisfactory element of job performance, is intended to be corrective or cautionary. A verbal reprimand informally defines the area of needed improvement, sets up goals for the achievement of improvement, and informs the employee that failure to improve may result in more serious actions. A supervisor or the chair of SPRC must inform the employee that he/she is making a verbal reprimand and that there will also be documentation for future reference. Such documentation will be placed in the employees' personnel file.
- **WRITTEN REPRIMAND(S):** The written reprimand is issued by the chair of SPRC or Ark Board and supervisor, in consultation with the Pastor(s) and a copy is placed in the employee's personnel file. The employee will be asked to read it and sign it although he/she does not have to agree with the statement. If the employee does not agree, it should be so noted. Two or more written reprimands for the same infraction may lead to suspension depending upon the infraction. A written reprimand should always be delivered by the supervisor with an additional pastor or SPRC member in the room.
- **SUSPENSION:** An employee may be suspended from work with or without pay by the Pastor(s), Ark Director or the chair of SPRC or Ark Board. The maximum suspension for non-exempt employees is a period of five working days and for exempt employees a maximum

of two weeks. Suspensions of a longer duration require approval by SPRC/Ark Board. Under certain circumstances, it may be necessary to restrict an employee immediately from performing duties; such circumstances usually involve potential danger to the employee, co-workers, or the public, or the employee's inability to discharge assigned duties satisfactorily. Because of the need for immediate action, the decision to suspend an employee is typically the responsibility of the immediate supervisor. At least one other person will be present during suspension of the employee. The employee's supervisor taking the action to suspend an employee will immediately notify the Pastor(s) and the chair of SPRC and, as soon as possible, prepare a written statement of the action taken and the reasons for such action. Such a written statement will have a statement of the charges and any supporting evidence for suspension. The employee will be immediately (within the same working day) notified of such action by written communication.

- **DISMISSAL:** An employee may be terminated from employment if the employee is not successful in correcting the behavior or performance that led to disciplinary action. The Pastor will consult with the SPRC and shall prepare a letter to issue the employee. The Ark Director will consult with the Pastor(s) and shall prepare a letter to issue the employee. The employee will be asked to sign the letter and will be provided with a copy. Following the employee's departure, a note shall be placed in the employee's file that they are not eligible for re-hire. A copy shall also be provided to the SPRC or Ark Board. The Ark Board is not generally consulted on matters of personnel other than the Director or special circumstances that the Director needs guidance on.

Disciplinary notices to all employees should, as a general rule, contain the following information: a statement of the reason(s) for imposing the discipline and the nature of the violation; a statement of the disciplinary action to be taken and its effective date; attachment of any supporting material or evidence where appropriate.

## **GRIEVANCES OR ADMINISTRATIVE REVIEW**

Personnel who have complaints, problems, concerns or disputes may initiate an administrative review according to established procedures as outlined in this section. Such matters must have to do with specific working conditions, unfair treatment, disciplinary actions, compensation, job classification, reassignments, or any form of alleged discrimination.

All personnel who have a problem, complaint, or dispute should make every effort to resolve the matter through informal discussion with the Pastor(s), the Ark Director, the chair of SPRC or the chair of the Ark Board within ten (10) working days of the occurrence or cause of such matter. The Pastor/Ark Director/Chair will take the matter under consideration and attempt to resolve it verbally or provide a satisfactory explanation within five (5) working days, unless additional time is needed to gather adequate information. If additional time is needed, the employee will be notified in writing as to how long this would take and when to expect a reply.

If the employee's matter is unresolved, or not resolved to the employee's satisfaction through informal procedures, the aggrieved employee may file a written request for review with SPRC or Ark Board within five (5) working days following the Pastor/Ark Director or the chair's informal response.

Within five (5) working days of receiving the employee's written request SPRC or Ark Board has the discretion to arrange a meeting with the employee to allow the employee to present a personal and complete description of the situation. SPRC or Ark Board, after investigation or evaluation of the facts related to the situation, will render a written decision within a period of fifteen (15) working days, which is to be final and conclusive.

## **WORKERS COMPENSATION**

Any work-related injury or illness while on the job, no matter how trivial, must be reported at once by the employee to the immediate supervisor or Pastor(s). The employee in consultation with the Pastor(s) or immediate supervisor should see that proper medical treatment is obtained. All forms on which to report such accidents must be obtained from the church office.

## **UNEMPLOYMENT**

Wages paid by THUMC are not covered by Arizona Unemployment.

## **EMPLOYMENT SEPARATION (TERMINATION)**

Employee separation (or termination) includes: resignation by employee, discharged by employer, lay off by employer, or retirement by employee.

An employee wishing to leave employment with THUMC is expected to file a written resignation giving a minimum of two weeks' notice with his/her immediate supervisor, who will notify the chair of SPRC or Ark Board, stating specific reasons for the resignation.

It is possible that "layoffs" might be necessary and an employee may be subject to a non-disciplinary, involuntary termination in connection with a shortage of funds, abolition of a position, or lack of need for the work performed by an employee. In such cases, affected employees will be given as reasonable amount of advance notice as conditions permit.

Personnel who resign, retire, or are discharged or laid off will be required to have an exit interview with either the supervisor or a member of SPRC for the purpose of finalizing employment separation.

Termination for cause can be implemented immediately. The following are some examples of for cause situations that may result in termination. The list includes but is not limited to the following: abandonment of employment by an employee; breach of contract; refusal to perform duties, incompetency; neglect of duties; misconduct, insubordination, intoxication, fraud or

intentional misrepresentation, conduct that adversely affects the reputation of THUMC or criminal activities that would interfere with work or not be in line with the vision and values of THUMC. Cases of this type will be reviewed by SPRC to seek a corrective measure prior to a termination decision and to ensure that all termination decisions are based on non-discriminatory criteria.

Termination for cause may include an exit interview and will include the following items, but not limited to: written notes which will include the name of employee, date of exit interview and the person conducting the exit interview as well as names of any witnesses; discussion of the reason(s) for termination; inform the employee when he/she may expect final paycheck and the amount that can be expected; receive any keys to buildings from employee and any other property that belongs to THUMC.

Accumulated paid leave shall be compensated at a rate of 50 percent at the time of termination. An employee may not be re-hired within 90 days of termination for any reason.

## SECTION 5: SEXUAL MISCONDUCT

### THE BOOK OF DISCIPLINE AND THE BOOK OF RESOLUTIONS

THUMC affirms the 2000 Book of Resolutions; “Sexual Abuse within the Ministerial Relationship and Sexual Harassment within the Church.” This states that sexual abuse within the ministerial relationship and sexual harassment within the church is incompatible with biblical teachings of hospitality, justice and healing. In accordance with the “2013 Book of Discipline,” (¶161F), all human beings, both male and female, are created in the image of God, and thus have been made equal in Christ. As the promise of Galatians 3:26-29 states, all are one in Christ, we support equity among all persons without regard to ethnicity, situation, or gender. The following procedures are for both exempt and non-exempt employees; and the course of action which will be taken will depend upon whether a person is either clergy or a lay employee. THUMC has established a strict policy prohibiting unlawful harassment of employees and will take appropriate measures to resolve or correct the situation in an expeditious manner.

### DEFINITION OF SEXUAL MISCONDUCT

Sexual misconduct within the leadership role THUMC (ministerial and lay) occurs when a person within that role engages in sexual contact or sexual behavior with an employee, staff member, co-worker or volunteer. Sexual harassment is any unwanted sexual advance or demand, either verbal or physical that is reasonably perceived by the recipient as demeaning, intimidating, or coercive. Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender (Book of Discipline, 2000; Par. 161.II.1). Sexual harassment must also be understood as an exploitation of a power relationship rather than as an exclusively sexual issue.

## CLERGY SEXUAL MISCONDUCT

Sexual misconduct within the ministerial relationship involves a betrayal of sacred truth, a violation of the ministerial role and exploitation of those who are vulnerable. Those clergy who serve within the Desert Southwest Annual Conference and are employed by the Annual Conference will be subject to the “Policies and Procedures for Dealing with Clergy Sexual Misconduct” as recorded in the Conference Journal. Within that policy are procedures that will be followed as to how to report sexual misconduct and how investigation will occur as well the process for reconciliation and rehabilitation for clergy.

## PROCEDURES FOR NON-CLERGY EMPLOYEES AND SEXUAL MISCONDUCT

**Please note the critical time components involved in this process.**

- When allegations of sexual misconduct are brought to the attention the Pastor(s), Ark Director or the chair of SPRC, the greatest possible care should be taken to assure that the least possible additional harm be done to both the complainant and to the accused.

Any employee who feels that he or she has been the victim of sexual misconduct should contact the Pastor(s), Ark Director or the chair of SPRC within fifteen (15) days of the incident. This report can be oral or written, but a written and signed statement of the complaint must be submitted by the complaining employee within three (3) days of the initial report before an investigation can proceed.

- Persons accused of sexual misconduct are to be considered innocent until the accusation has been substantiated beyond a reasonable doubt.
- The protection of those involved, including the complainant or complainant’s family, the accused and the accused’s family, the staff and members of THUMC shall be maintained until all facts have been carefully considered and appropriate actions determined.
- When sexual misconduct is reported, the following procedures will be followed:
  - In the case of non-clergy employees or staff, a written grievance shall be brought to SPRC.
  - All parties, including the complainant and the respondent, may bring a support person to any meeting or hearing at any point in the process.
  - Request permission from the aggrieved person to use the written grievance, and their name in discussion with the accused; if unwilling, The Staff Parish Relations Committee shall share the grievance with the accused while protecting the anonymity of the aggrieved.
  - When there is a receipt of the written complaint, the Pastor(s) or the chair of SPRC will contact the person who allegedly initiated the sexual misconduct, and inform that person of the basis of the complaint and the opportunity to respond within seven (7) days to the complaint in writing.
  - Upon receipt of the written response, the Pastor(s) or the chair of SPRC after

conducting a thorough investigation, will submit in writing a confidential summary of the complaint, the response, and the facts of the investigation to SPRC for its information and advice. SPRC, after conducting a thorough review of the facts of the investigation, including possible interviews with all parties involved, will determine whether sexual misconduct has occurred. Both parties will be notified of SPRC's decision.

- If it is determined that sexual misconduct has occurred, appropriate disciplinary action up to and including termination will be taken. The severity of the discipline will be determined by the severity and frequency of the offense, or other conditions surrounding the incident.
- An employee's failure to report the allegations of sexual misconduct within fifteen (15) days of the occurrence may be deemed a waiver of any action by SPRC. Failure to file a written complaint within three (3) days of the verbal report will be considered a withdrawal of that report. If the person against whom the complaint of sexual misconduct is filed fails to respond to the complaint within seven (7) days of notification, the complaint will be taken as true, and the appropriate disciplinary measure will be taken if circumstances warrant.
- If the process outlined in II, 4 of the Personnel Policies does not resolve the complaint then the steps in the judicial process within the United Methodist Church as outlined in ¶2703.4 and 2704.4 in the *2004 Book of Discipline* will be activated, "Investigation of a lay member of a local church," and "Investigation Procedures" and the procedures of a church trial will begin. This procedure shall be for all non-clergy employees of THUMC. Lay members of any local United Methodist Church may serve on this committee. However, it is recommended that Lay Members be selected from churches where neither the complainant nor the accused are either members or regular attendees.
- If a non-clergy employee is proven to have engaged in sexual misconduct, there will be an attempt at reconciliation and rehabilitation for that person. This can take the form of a program of continuing education, leave of absence, early retirement, personal counseling or therapy, private reprimand, or dismissal from employment.
- If the offending person remains an employee of THUMC, he or she may be expected to pay for counseling for the victims as part of the rehabilitative process. This shall be at the discretion of SPRC.
- If it is determined that false reports or statements of sexual harassment have been made against the accused person, the complainant will be asked to make both a personal and, if appropriate, public apology to the one so falsely accused. In addition to this, if the complainant remains as an employee of THUMC, he or she may be expected to pay for counseling for the accused as part of the rehabilitative process and SPRC also may suggest that the one making the accusation undergo personal counseling or therapy.

## SECTION 6: EMPLOYEE BENEFITS

### HEALTH BENEFITS

THUMC does not provide health insurance to its employees.

### PAID TIME OFF (PTO)

**Takes Effect July 1, 2017**

Trinity Heights provides paid time off for all employees for the purpose of rest, relaxation, illness, personal and family needs. Taking time off is encouraged to maintain health and well-being of its employees. Paid Time Off (PTO) provides employees flexibility to use time off to meet personal needs for events such as: vacations, personal or family illness, doctor's appointments, school, volunteerism or emergencies. PTO can be used for anything. However, it is also the responsibility of the employee to manage their available PTO. Keeping some PTO in reserve is recommended for unexpected emergencies or illnesses.

Paid Time Off (PTO) includes vacation, sick and personal leave. It provides time off with pay. This PTO policy offers leave greater than and inclusive of Sick Leave requirement of Arizona State Law.

#### ELIGIBILITY

All employees are eligible to accrue and use PTO. For employees in the introductory period, Paid Time Off will accrue but can't be used until the introductory period is complete unless approved by a supervisor.

- Employees working less than 30 hours a week accrue PTO at a rate of one hour for every 30 hours worked (0.034).
- Employees working 30 hours or more a week accrue PTO at a rate of 0.057 hours earned for each hour worked.

#### ACCRUAL OF PTO

PTO will be calculated and accrued each pay period worked. The amount of PTO earned will depend on the length of service worked at THUMC and the number of hours. The tables below are based on a 40 hour work week. Employees working less than 40 hours but at least 30 hours per week will accrue PTO on a prorated basis. Tables 3 & 4 are the same except one is represented in hours and the other in days. Payroll calculations utilize Tables 1 & 2. Tables 3 & 4 are for information purposes only.

Employees hired prior to July 1, 2017, may continue accruing at the amount previously arranged.

TABLE 1 – ACCRUAL RATE FOR EMPLOYEES WORKING LESS THAN 30 HOURS (FOR CALCULATING PRORATED HOURS)

	<b>Accrual Rate</b>	<b>Maximum PTO Hours Earned per Year</b>	<b>Cap in Hours</b>
Beginning first day of employment	0.034 hours per hour worked	40 hours	60 hours

TABLE 2 – ACCRUAL RATE FOR EMPLOYEES WORKING 30+ HOURS (FOR CALCULATING PRORATED HOURS)

<b>Years of Service *</b>	<b>Accrual Rate</b>	<b>Maximum PTO Hours Earned per Year</b>	<b>Cap in Hours</b>
Up to & including year 4	0.057 hours per hour worked	120 hours	184 hours
Beginning year 5	0.077 hours per hour worked	160 hours	240 hours

TABLE 3 (BASED ON FULL-TIME – 40 HOURS/WEEK)

<b>Years of Service *</b>	<b>PTO Hours Earned per Pay Period (every two weeks)</b>	<b>Maximum PTO Hours Earned per Year</b>	<b>Cap in Hours</b>
Up to & including year 4	4.56 hours	120 hours	184 hours
Beginning year 5	6.16 hours	160 hours	240 hours

TABLE 4 (BASED ON FULL-TIME – 40 HOURS/WEEK)

<b>Years of Service *</b>	<b>PTO Days Earned per Pay Period (every two weeks)**</b>	<b>Maximum PTO Days ** Earned per Year</b>	<b>Cap in Days**</b>
Up to & including year 4	0.57 days	15 days	23 days
Beginning year 5	0.77 days	20 days	30 days

\* one year = one year of service working at least 30 hours per week

\*\* one day = 8 hours

#### PTO CARRY OVER

PTO Carry Over- Although employees may carry over unused PTO from year to year, there is a cap on the amount of PTO a person can accumulate. This encourages employees to use PTO and allows THUMC to responsibly manage its financial obligations. Once an employee reaches the determined cap (see tables 3 & 4), he/she will not accumulate any more PTO until some of the time is used. Once below the cap the accrual of PTO will resume. Employees will not receive retroactive credit for time worked while at the cap limit. PTO is capped at one and half times the maximum allowable annual accrual rate.

#### PTO PROTOCOL

- PTO must be scheduled in advance and approved by the supervisor, whenever possible.
- PTO will be requested by the employee to the supervisor in the manner determined by THUMC.
- Payment for approved PTO is straight-time rate of pay within the regularly

scheduled work period.

- Employees who miss more than three consecutive unscheduled days, may be required to present a doctor's certification to verify the absence or a release that permits the employee to return to work to their supervisor
- Supervisors reserve the right to request any employee who is visibly sick to go home, thus promoting wellness to the employee and reducing the possibility of spreading the illness to other staff. The employee will use PTO or otherwise be placed on leave without pay.
- Employees may not use PTO before it has been earned without approval from his/her supervisor and SPRC.
- Employees who use all their PTO are unpaid for additional absences and may be subject to disciplinary action if deemed necessary by the supervisor.

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#### TERMINATION OF EMPLOYMENT

Accumulated paid leave shall be compensated at a rate of 50 percent at the time of termination. An employee may not be re-hired within 90 days of termination for any reason.

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#### TRANSITION PROVISION

Non-eligible employees who accrued sick or vacation time before January 1, 2015 will have all their hours converted to PTO. The hours must be used by December 31, 2015 or they will be forfeited. No new hours will be accrued for non-eligible employees.

Eligible employees will convert and carry over all hours of existing vacation/sick/personal leave hours to PTO on January 1, 2015. No hours will be lost even if the employee exceeds the PTO cap. If the employee exceeds the PTO cap, no new hours will accrue until the hours are below the cap.

For employees with more than 80 hours of sick time at the time of transition, they will be allowed to keep their sick time in a separate account. The purpose of the account is for extended sick leave (more than two consecutive days) and can be used for the next five years. The hours in this account will not count towards the maximum PTO cap. This account will never increase and on January 1, 2020 any remaining hours in the account will be forfeited.

Upon termination, the unused hours will be forfeited. Basically, the temporary sick account is insurance for unexpected extended illnesses or injuries.

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#### HOLIDAYS

Trinity Heights and the Ark recognize specific holidays during the year and provide paid time off for all regular employees working 20 or more hours per week.

<b>Paid Holidays</b>	<b>Ark employees</b>	<b>Trinity Heights employees</b>
New Year's Day	X	X
President's Day	X	X
Good Friday	X	
Monday after Easter		X
Memorial Day	X	X
Independence Day	X	X
Labor Day	X	X
Veteran's Day	X	X
Thanksgiving	X	X
Day after Thanksgiving	X	X
Christmas Eve	X	X
Christmas	X	X
<b>Total</b>	<b>11</b>	<b>11</b>

\* In addition, the ARK will be closed for 2-3 UNPAID holidays at Christmas.

Holidays falling on a Saturday will be observed on Friday and holidays falling on a Sunday will be observed on Monday. However, for an eligible employee whose normal day off falls on a holiday (whether the actual holiday or the observed day), the holiday will be observed on either the preceding or following workday as agreed upon by the supervisor. For example: if the holiday falls on Sunday and Monday was the observed holiday but the employee has Monday as their normal day off, then Tuesday would be considered the holiday for that individual.

An eligible employee who cannot be excused from his/her duties on a holiday will be granted equivalent time off, with pay, during the same pay period.

An eligible employee who is scheduled to work less than full-time, but more than 20 hours per week, will receive time off for the holiday on a prorated basis. This will be based on his/her average hours worked each week, regardless of his/her regularly scheduled hours for that day. For example: If an employee works an average of 20 hours per week then he/she will receive four hours of pay on a holiday; if an employee averages 30 hours per week then he/she will receive 6 hours of holiday pay. This may require rearranging the work schedule for the week in which the holiday falls so the total hours worked for the week are equal to the employee's average.

## SPECIAL HOLIDAY PAY PROVISIONS

For some designated employees required to work on the following holidays to support worship experiences, the rate of pay will be at time-and-a-half. These include but are not limited to:

- Christmas Eve
- Christmas Day

## CHRISTMAS BREAK

The Ark will be closed the following UNPAID days: 2 or 3 days of Christmas week to be determined by the Ark Director. Employees are encouraged to use accrued paid time off. Trinity Heights may be closed the following UNPAID days: 2 or 3 days Christmas week to be determined by the Pastor(s). Employees are encouraged to use accrued paid time off.

## CONDITIONS

Unauthorized absences prior to or following a holiday will cancel the holiday pay.

## PAYMENT

An eligible employee who observes the holiday will be paid at his/her current straight-time rate of pay for the hours he/she would have worked.

An eligible employee who is required to work on a holiday shall be paid at the current straight-time rate of pay for all hours worked. In addition, an employee working on a holiday will be granted commensurate time off during the same pay period.

Holidays falling within a vacation or sick leave period will be treated as holidays; therefore, will not be charged to vacation or sick leave.

An employee who is on an unpaid leave of absence is not entitled to receive pay or credit for holidays that fall within that leave.

If an employee's last day of employment falls on a holiday, he/she will not be paid for the holiday.

## CONTINUING EDUCATION & PROFESSIONAL EXPENSES

### CONTINUING EDUCATION

SPRC or Ark Board may provide funding for job related continuing education as agreed upon with the employee, as available funds allow during each year's budget process.

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## PROFESSIONAL EXPENSES

Protecting the church's assets is a matter of good stewardship of the gifts that have been entrusted to the church to do God's work in the community and the world. Professional expenses are provided for the Pastors on an annual basis to cover extra incidentals. The amount is determined each year by SPRC and approved at Charge Conference. Professional expenses may also be provided for other staff as approved by SPRC or the Ark Board.

The general guidelines for using professional expenses include the following items:

- Professional Resources
- Relationship building expenses (e.g. lunch with new member)
- Mileage (e.g. to visit shut-ins)

As monies from this account are used, documentation (including receipts) shall be submitted to the church office before payment is issued.

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## EXTENDED LEAVE OF ABSENCE

There may be a need for an employee to take extended time away from work. This time may be with pay by using accrued paid time off or it may be leave without pay. An extension of leave may be requested to the supervisor and SPRC for approval.

Paid time off will only accrue while an employee is on a paid leave.

## JURY DUTY

An employee called upon for jury duty will be granted leave sufficient to provide the service. Any employee who receives a fee as a juror in accordance with A.R.S. 12-303 shall either remit fee to THUMC or have an equal amount deducted from his/her pay. Reimbursements for travel expenses may be retained by the employee.

Salary or wages will be paid during any absence for jury duty provided the remuneration (payment) for serving on the jury is submitted to the church office. Reimbursements for travel expenses may be retained by the employee. For extended jury duty service, salary or wages may be capped as determined by SPRC.

The supervisor should be notified as soon as possible when an employee has been selected for jury duty so that proper arrangements may be made. If an employee is released from jury duty during his/her regular working hours, he/she should report back to work for the remainder of the scheduled work hours.

## **SOCIAL SECURITY/MEDICARE AND UNEMPLOYMENT**

The employer's share of Social Security and Medicare taxes will be paid by THUMC.

THUMC does not participate in the Arizona Unemployment system. Employees once terminated are not eligible for unemployment benefits.

## **CHILD CARE BENEFITS**

Benefit-eligible employees (30+ hours/week) may enroll their children in the Ark Early Childhood Learning Center as space is available. Children are defined as anyone that the employee can claim as a dependent on their federal income taxes or anyone that the employee has full-custody. The employee is entitled to a discount as follows (currently non-taxable up to \$5,000).

After 90-day probation:	15% discount of total day care charges
6 month's employment:	25% discount of total day care charges
After 1 year of employment:	50% discount on 1 <sup>st</sup> child & 25% discount on subsequent children

Employees that currently use this benefit may continue to use any previously approved arrangement for current children enrolled. Any additional children enrolled at a later date will fall into the new guidelines.

Employees who qualify for DES benefits may choose to apply the child care benefit to their DES-imposed co-pay.

## **COMPASSIONATE TRANSFER OF LEAVE**

An employee may voluntarily transfer accrued paid time off to other benefit eligible employees that are unable to work due to catastrophic illness or injury; or so they may care for an immediate family member facing such circumstances with the supervisor's approval.

## **PENSION**

All employees are eligible to enroll in the THUMC Employees Pension Plan (UMPIP, United Methodist Personal Investment Plan) administered by the General Board of Pensions & Health Benefits beginning the first day of employment. Employees may contribute any amount subject to IRS guidelines to the PIP (Personal Investment Plan) portion without meeting any further employer-sponsored plan requirements beginning the first day of employment.

Employees working a minimum of 20 hours per week on a continuous basis for one year are eligible, subject to participation requirements, for pension match. Enrollment dates for pension match are 1/1 and 7/1. Contributions made by the employee will be matched by THUMC or the

Ark. Currently, the maximum matching amount is 3% of the employee's annual salary.

Below are few examples:

Employee contributes 3% and TH/Ark matches 3%

Employee contributes 1% and TH/Ark matches 1%

Employee contributes 5% and TH/Ark matches 3%

(A copy of this will be filed in every employees personnel file)

**EMPLOYEE STATEMENT OF ACKNOWLEDGMENT**

This is to acknowledge that I have received a link of the Personnel Handbook of Trinity Heights United Methodist Church and Ark Early Childhood Learning Center. I understand that they provide guidelines and summary information about THUMC personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established by these policies. I further understand that THUMC reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that both THUMC and I, have the right to terminate the employment relationship at any time as outlined in the Personnel Handbook and that this employment-at-will relationship will remain in effect throughout my employment with Trinity Heights United Methodist Church or Ark Early Childhood Learning Center unless it is specifically modified by an express written agreement signed by me and the chair of the Staff Parish- Relations Committee or Ark Director.

Employee's Name: *(Please Print)* \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date \_\_\_\_\_

SPRC Chair or Ark Director: \_\_\_\_\_ Date \_\_\_\_\_

I have read and agree to abide by the most recent Safe Sanctuaries Policy adopted by Trinity Heights United Methodist Church.

Employee's Signature: \_\_\_\_\_ Date \_\_\_\_\_