

Crestwood Christian Church (Disciples of Christ)
Lexington, Kentucky

Personnel Policies and Procedures Document

Approved by the Administrative Board November 1994

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Crestwood Christian Church
Personnel Policies and Procedures

The development of a manual relating to the everyday operation of the personnel and business affairs of Crestwood Christian Church is not only a matter of importance, it is one of necessity.

This document pertains to matters relating to personnel concerns of Crestwood Christian Church. It is intended to be used by the leadership of this congregation in addressing and assisting in the administration of the life of Crestwood.

Nothing in this personnel policy shall be construed to create a contract of employment with any person employed or who contracts services with Crestwood Christian Church. Further, nothing in this personnel manual shall be construed to adopt or incorporate provisions of any Federal, state, or local law where otherwise not applicable.

1. DEFINITIONS

Church: Except where it otherwise required, Church means the Administrative Board of Crestwood Christian Church.

Disability: An Employee of the Church is disabled when by reason of accident, illness, or disease, requiring treatment by a physician, the Employee is unable to perform each of the material duties of the occupation that he or she regularly performs for the Church.

Employee: A person in the service of the Church under any express Letters of Calling or Terms of Employment where the Church, through its authorized officers and agents, has the power or right to control and direct the person in the material details of how his or her work is to be performed. All Ministers are Employees.

Full-Time Employee: Full-time Employees are hired to work the Church's normal, full-time thirty-seven-and-one-half-hour work week on a regular basis.

Head of Staff: The Head of Staff shall be the Senior Minister, or in the absence of the Senior Minister, the person designated by the Administrative Board on the recommendation of the Personnel Committee.

Minister: A person ordained by the usages of some church or associated body of Christians for the preaching of the Gospel and filling of a pastoral office. The Senior Minister shall be designated by the Administrative Board.

Part-Time Employee: Part-time Employees are hired to work fewer than thirty-seven-and-one-half hours per week on a regular basis.

Supervisor: All employees shall be supervised directly by the Head of Staff or by such other person designated by the Head of Staff. Except in exceptional circumstances which are approved by both the Personnel Committee and the Church Board, only persons who are paid employees of the Church shall be designated by the Head of Staff to supervise other employees.

Terms of Employment/Letter of Calling: The Terms of Employment is the agreement signed by the employee and a Church representative at the time of hiring. For ministers, the Terms of Employment is referred to as a Letter of Calling.

2. EMPLOYMENT

Unless specifically stated otherwise, full-time employment by the Church is under the condition of at-will employment. The Ministerial staff is hired by the congregation. Those persons who are not of the Ministerial staff are hired by the Head of Staff in consultation with the Personnel Committee.

3. ABSENCES

- a) In case of absence due to death in the family, the Employee shall be paid for a reasonable absence from scheduled work (as defined in the Terms of Employment) for a period not to exceed one week. All such absences must be approved by Head of Staff. For the purposes of this paragraph, “family” means any spouse, ancestor, descendant, sibling, or family member residing in the household of the employee, or other related persons at the discretion of the Head of Staff.
- b) Should an Employee be summoned to serve as a juror or subpoenaed as witness, the Employee shall be paid for the time required for jury or witness duty. Any payment received for such services shall be retained by the Employee. If the Employee’s service as a juror or witness is not required for the entire day, the Employee shall report for work for the remainder of the day. The Employee is also expected to report to work on any regular scheduled work day when the employee’s presence is not required in court.
- c) Should the Employee request a leave of absence for any other reason (e.g., illness in the family), such leave shall be subject to formal approval of the Head of Staff in consultation with the chair of the Personnel Committee. Employees shall first use available vacation days and/or accrued sick days during the leave of absence.

4. ABSENCE DUE TO INJURY OR ILLNESS

- a) Illness requiring absence from regularly assigned duties shall always be reported to the Head of Staff. Such report should be received by no later than 9 a.m. on the first day of absence and shall include the best possible information concerning the date of expected return to service.

- b) Sick Days: Employees shall receive sick-day benefits at a rate of one day per completed month of consecutive service. Part-time employees shall receive sick days, including accumulation of sick days , figured on the basis of the proportion of the employee work week (e.g., if the employee works one- half time, he or she shall accumulate one-half day per completed month). Up to thirty (30) sick days may be accumulated. Sick days may only be used in the case of sickness and cannot be accumulated and used as extra vacation time. After the maximum sick days have been used, any vacation earned may be applied to cover additional sick days at the Employee’s request and if approved by the Head of Staff. Absences which extend beyond the days accumulated will be unpaid. No payments for accumulated sick days will be awarded at the time of termination of employment. An injury or illness that extends beyond 30 consecutive days will be considered a disability and will be covered under Section 4.c.
- c) Disability: All Employees shall be encouraged to procure their own disability coverage by means of insurance. In the event of the Disability of a Minister or other Full-Time Employee –
 - 1) Short Term: Shall be defined as a Disability which exists for between 30 and 90 continuous days. Full salary and benefits shall be continued for the duration of the temporary Disability.
 - 2) Long Term: Shall be defined as a Disability which exists for 91 continuous days or more. Full Salary and benefits shall be continued for the first ninety days of the Disability as set forth above. Thereafter, Salary shall be one half for the next ninety days, and benefits identified in Section 9 shall continue in full force and effect. All salary and benefits shall cease at the end of six months of Disability, unless otherwise agreed between the Employee and Head of Staff or Personnel Committee
 - 3) Days of disability do not include any days on which the Employee received disability benefits from an insurance provider.

5. PARENTAL LEAVE

All Full-Time Employees of the Church are to receive paid leave and benefits on account of the birth or adoption of a child for up to eight (8) weeks for the mother and eight (8) for the father. An additional four (4) weeks of leave can be taken, and can either be unpaid or paid using accrued vacation days. Benefits will continue for the duration of the leave.

6. HOLIDAYS

- a) All Employees of the Church are to receive time off with pay for the following holidays: New Year’s Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, two

days at Christmas time (as approved by the Head of Staff). In the event that New Year's Day or Independence Day falls on Saturday, the paid holiday will be the preceding Friday. If the Holiday falls on Sunday, the paid holiday will be the following Monday.

- b) In the event that a holiday falls during the vacation period of an Employee, that holiday will not be counted as a vacation day. If a holiday falls on an Employee's regular day off, that person will be given another day approved by the Head of Staff.
- c) Part-time Employees with regularly scheduled hours which fall on a holiday will be paid for those hours.

7. VACATION

Full-Time Employees are entitled to vacation as follows, based on a calendar year, unless otherwise provided in their Terms of Employment:

- 1) Full-time Ministers are granted four weeks of paid vacation per year, except that in any year in which sabbatical leave is taken, the minister's vacation days for that year will be reduced in proportion to the portion of the year that the minister is absent due to sabbatical. [For instance, if the minister takes three months sabbatical leave, the minister's vacation days for that year would be reduced by one-fourth].
- 2) All other Full-Time Employees who have been an Employee for six (6) continuous months are granted 10 days' paid vacation per year. After four years of continuous employment, 15 days per year are granted. After ten years of continuous employment, 20 days per year are granted. Vacation must be taken in a minimum of one-day increments. All increases in the number of vacation days shall be effective on January 1 of the year in which the employee will achieve the relevant employment anniversary. For employees in their first year of employment, any vacation days awarded on the six-month anniversary of hire shall be pro-rated for the remaining portion of the calendar year, and no employee shall exceed 10 vacation days before the one-year anniversary of the employees' hire.
- 3) Part-time Employees shall receive paid vacation time only if provided in their Terms of Employment.
- 4) No compensation for accumulated vacation days will be awarded at the time of termination of employment.
- 5) Vacation must be used in the year it is earned.
- 6) All vacations are to be coordinated with and approved by the Head of Staff.

8. MINISTERS ABSENT ON CHURCH BUSINESS

- a) The Church encourages its ministers to serve on outside boards related to the Church's mission. When Ministers are invited to serve on outside boards or business related to the ministry of the larger church, such time shall be scheduled with the Head of Staff. Time required for such involvement shall not exceed three weeks on an annual basis, unless approved by the Head of Staff and the Personnel Committee.
- b) Participation in Regional and General Assemblies of the Church is part of the ministry of the whole church. Time devoted to such is an extension of the local church ministry.
- c) Attendance at any such meetings described in paragraphs (a) and (b), above, shall be coordinated with the Head of Staff. Compensation for Ministers' expenses for such activities, if not covered by the outside organization, is to come from the Ministers' professional expenses fund.

9. BENEFITS AND COMPENSATION

The Church offers certain benefits to all full-time Employees.

- a) Pension Fund: After a full-time Employee has been employed by the Church for a period of thirty (30) consecutive days (except for new employees that are previously enrolled with the Pension Fund of the Christian Church [Disciples of Christ] at the time they are employed by the Church), the Church will pay the annual dues of 14% of the full-time Employee's salary and housing allowance (the housing allowance applying to full-time Ministers only) into the Pension Fund of the Christian Church (Disciples of Christ), which shall be subject to all terms and conditions of such Pension Fund.
- b) Health Insurance: After a full-time Employee has been employed by the Church for a period of thirty (30) consecutive days, the Church will pay single health insurance benefits, unless otherwise provided in the Terms of Employment. Benefits shall be subject to all terms and conditions of such health insurance plan. The health insurance benefits are more fully described in the respective plan's master contract, and all eligible Employees will be provided with summary plan descriptions when eligible.
- c) Relocation and moving expenses: The Church will pay moving expenses when a new Minister is employed, as provided in the Terms of Employment.

10. CONTINUING EDUCATION LEAVE

In addition to vacation and Church business leave, it is commendable at all times for Ministers to seek improvement in ministerial skills. Time for periodic

continuing education seminars, workshops, etc. will be considered annually on an individual basis. Compensation for incurred expenses will come from the Ministers' professional expenses fund. Such leave must be approved by the Head of Staff or Personnel Committee

11. SABBATICAL LEAVE

The profession of ministry demands continued creativity, renewal and energy. Members of the Ministerial staff are encouraged to pursue continuing education as described in this Personnel Policies and Procedures Document. Occasions for longer-term opportunities (sabbaticals) may be granted under the conditions detailed below. Sabbaticals benefit both the minister and the congregation by providing opportunities for renewal of spirit, extended study and reflection, planning and creative growth that normal routines do not allow.

- a) A Minister shall become eligible to apply for a sabbatical leave of up to three months to be taken after six years of continuous service. After a sabbatical has been completed, the minister shall be eligible to apply again for a sabbatical to be taken after six more years of service. For purposes of sabbaticals, only years of service with Crestwood shall be counted towards the service requirements.
- b) Sabbatical leaves are intended for the mutual benefit and growth of both the minister and the congregation. The length of the leave and timing for the leave are concerns and must be compatible with congregation's present needs, climate and programming. Completion of six years of service shall not, in and of itself, be the determining factor as to whether a sabbatical proposal shall be approved by the Personnel Committee.
- c) The minister shall develop a formal written proposal that includes the expectations, focus of the sabbatical, any courses of study to be pursued and anticipated benefits to the Minister. A clear vision of how the sabbatical will impact the Minister's work should be presented. A detailed listing of the work that is being left behind and its current state of completion should be included. It should also detail the proposed handling of the ministry (work) being left behind. A clear connection of the sabbatical to how the sabbatical studies will be used in congregational life or how the congregation will benefit from the sabbatical should be a part of the proposal. The Minister should submit the Sabbatical Proposal to the Personnel Committee at least a year before the intended sabbatical beginning date. A series of discussions between the Personnel Committee and the Minister shall be held to be certain all parties agree on the use of time and items to be completed. This process of negotiation shall be completed at least six months before the sabbatical is scheduled to begin. The contents of the proposal shall be considered negotiable and shall be approved by the Personnel Committee and recommended to the Administrative Board for approval.
- d) During the sabbatical year, no other continuing education time will be provided.

- e) A Minister will be expected to serve Crestwood at least one year after the completion of a sabbatical.
- f) All expenses for the sabbatical will be borne by the Minister, unless reimbursed in accordance with the Professional Expense Policy. All normal compensation and benefits (salary, housing, etc.) will continue during the sabbatical.
- g) Only one Minister may take a sabbatical in any calendar year. If two ministers apply for a sabbatical during the same calendar year, the matter shall be referred to the Personnel Committee.
- h) Sabbaticals shall not be considered a use of the Minister's vacation time. Earned vacation time would not be ordinarily used to extend the period of absence of a sabbatical.
- i) Evaluations of the sabbatical and its impact on the Minister and the congregation are helpful means for planning such future opportunities. An evaluative report will be submitted to the Personnel Committee by the Minister within thirty days after the sabbatical is completed. The report will include the value of the leave, the benefits and disappointments of the sabbatical for the Minister and specific plans for the implementation of knowledge gained in new or improved programs for the congregation. The reports will then be presented to the Administrative Board and shared with the congregation.

12. CONFIDENTIALITY

Ministers and other employees of the church will from time to time learn confidential information about members of the congregation or the general public, incident to the employees' employment with the Church. All employees shall keep such information confidential and refrain from disseminating confidential information to any other person consistent with the ethical obligations of the employee's profession, or whenever the circumstances indicate that confidentiality is expected. Employees shall not disclose confidential information to any other person except where expressly permitted by the person who is the subject of such information, as required by law, or in order to protect any person from a clear danger of death or physical or psychological harm. This provision shall not prohibit ministers or employees of the Church from sharing confidential information among employees and officers of the Church when necessary to further the mission and objectives of the Church and the employee's employment duties.

13. PERFORMANCE REVIEWS AND EMPLOYEE CONDUCT

All ministers shall be evaluated annually and at such other times that the Personnel Committee deems advisable. Ministers shall be evaluated by the Head of Staff, except the Senior Minister shall be evaluated by the Personnel Committee. The Head of Staff shall evaluate all non-ministerial employees annually and at such other times that the Head of Staff deems advisable. The Head of Staff shall report

any unsatisfactory evaluations to the Personnel Committee at its next regular meeting.

Depending on the nature and circumstances of any unsatisfactory evaluation, discipline will be commensurate and progressive. To the extent possible, discipline shall proceed in accordance with the following steps, except when the nature of any circumstances demands other action. Because employment by the Church is at-will, the Church is not required to follow these steps prior to discipline or discharge if the Head of Staff or Personnel Committee believe any other action is appropriate.

- a) Verbal Reprimand: This is a verbal statement to an Employee, usually pointing out an unsatisfactory element of job performance or behavior. This is intended to be corrective or cautionary. A verbal reprimand identifies the needed area of improvement, sets goals for achieving the appropriate level of improvement, and informs the Employee of the consequences of failure to improve. Verbal reprimands will be recorded in the Employee's personnel file and the Personnel Committee will be notified.
- b) Written Reprimand: A written reprimand to the employee is issued and a copy is signed by the Employee, Personnel Committee representative and Head of Staff, and is placed in the Employee's personnel file. The Employee may request a hearing with the Personnel Committee to express a grievance with the reprimand (see section 15).
- c) Discharge: If both the Verbal and Written Reprimands are not heeded, the next step may be termination of employment. Employees should be aware that their employment relationship with the Church is based on the conditions of employment at will.
- d) Circumstances in which the Employee's behavior is considered by the Head of Staff and/or Personnel Committee to be illegal, unethical, immoral, or contrary to the best interests of the Church and/or its mission may result in immediate suspension or termination by the Head of Staff, who shall report any such action to the Personnel Committee as soon as is practical (see section 14).

14. SALARY INCREASES

Recommendations for increases will be submitted by the Personnel Committee to the Finance Ministry Team within limits of funds designated for this purpose in the annual budget. There shall be no automatic salary increases for any member of the staff.

15. ENDING THE EMPLOYMENT RELATIONSHIP

- a) Retirement – Staff members planning to retire shall give a minimum of 60 days' notice to the Personnel Committee and the Head of Staff. In the event of the retirement or resignation of the Senior Minister, it is not the policy of this Church

that the other ministerial staff must, at the same time, leave employment of this Church.

- b) Resignation – Full - time ministerial staff shall give 60 days’ notice of intent to resign to the Personnel Committee and the Head of Staff. All other staff shall give two weeks’ notice of intent to resign to the Personnel Committee and the Head of Staff .
- c) Termination – In the event it has been determined that termination is the appropriate course of action, the following steps will be followed:
 - 1) Termination of Employment for Senior Minister – The Personnel Committee will recommend a course of action to the Administrative Board.
 - 2) Termination of Employment for Other Ministerial Staff – The Head of Staff in consultation with the Personnel Committee may immediately suspend the Minister with written notice and recommend a course of action to the Administrative Board.
 - 3) Termination of Employment for all other employees – The Head of Staff, in consultation with the Personnel Committee, may immediately suspend or terminate the Employee.

16. GRIEVANCES

Any Employee who feels that he/she has been aggrieved shall have the opportunity to resolve the grievance through administrative remedies. Any aggrieved Employee must first discuss the issue with the Head of Staff, unless the grievance is with the Head of Staff, in which case the Employee shall first discuss the issue with any member of the Personnel Committee. If the grievance is not resolved as a result of this action the Employee may appeal the matter to the Personnel Committee. The appeal to the Personnel Committee shall be made in writing and delivered to the Chair of the committee. If the Senior Minister feels aggrieved, such grievance may be taken to the Personnel Committee directly by advising the committee Chair in writing.

The Chair shall meet with the Employee(s) involved to attempt to resolve the grievance. If the matter is not satisfactorily resolved, the full Personnel Committee shall meet with the Employee(s) who will have the opportunity to present any relevant facts. Upon hearing the relevant facts the committee shall vote to either uphold or deny the grievance. If the grievance is upheld the Personnel Committee shall take appropriate action to remedy the situation giving rise to the grievance. The decision of the Personnel Committee shall be final.

The obligation to exhaust the internal remedies set forth above shall be mandatory before the Employee has the right to seek any other relief allowed by law.

17. OTHER POLICIES

The Church's Anti-Discrimination and Anti-Harassment Guideline and the Church's E-Mail, Internet, and Other Electronic Communications Policies are incorporated herein by reference.

18. OUTSIDE EMPLOYMENT

Should a minister want to take an additional paid position, a letter stating the conditions of the second position must be approved by the Personnel Committee. This should be done prior to acceptance of any outside position. Failure to comply with this policy may be grounds for termination.

19. PERSONNEL FILES

The Personnel Committee maintains confidential personnel files on each Employee. These files contain documentation regarding all aspects of the Employee's tenure with the Church, such as performance appraisals, beneficiary designation forms, disciplinary warning notices, and letters of commendation. The Employee may review his/her personnel file on request. To ensure that an Employee's personnel file is up-to-date at all times, the Employee should notify the chair of the Personnel Committee of any changes in the Employee's name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, the individuals to notify in case of an emergency, and so forth.

20. WORK HOURS

- (a) It is the Church's policy to comply with the applicable laws requiring records to be maintained of the hours the Employee's work. To ensure that the Church keeps accurate records of the hours actually worked and of the sick time or other leave taken, and to ensure that Employees are paid in a timely manner, all non-salaried Employees are required to record time worked and absences on the Church's time record form. Absences will also be recorded by the Office Administrator. After reviewing the form and resolving any discrepancies the Office Administrator will sign the form and forward it for processing. Employees must be certain that they accurately record hours worked and report leave time taken. Falsification of a time record is grounds for disciplinary action, up to and including termination of employment. The Head of Staff shall be responsible for ensuring that an appropriate system to track the accrual and use of sick days and vacation days is in place and properly utilized.
- (b) Non-salaried Employees may take two paid, ten-minute breaks, one in the morning and one in the afternoon. One hour, without pay, is allotted for lunch. Breaks and lunch hours must be scheduled with the Employee's supervisor.
- (c) In the event of extraordinary circumstances, the ability to work off-site can be approved by the Personnel Committee.

21. REGULAR PAY PROCEDURES

All Employees are paid on the 1st and 15th day of each month, unless otherwise negotiated with the bookkeeper. If a scheduled pay day falls on a holiday, employees will usually be paid on the day preceding the holiday. All required deductions, such as those for federal, state and local taxes, and all authorized voluntary deductions shall be withheld automatically from employees' paychecks. Employees shall complete the necessary forms to authorize these deductions. It is the Employee's responsibility to review paychecks for errors. If an Employee finds a mistake, he or she should report it to the Head of Staff immediately. The Head of Staff will assist in taking the necessary steps to correct the problem.

22. APPLICATION OF PERSONNEL POLICIES AND PROCEDURES

These Personnel Policies and Procedures apply only to Employees of Crestwood Christian Church. Employees of the Crestwood Christian Church Child Care Center and independent contractors providing custodial or other services are specifically excluded from these policies.