

# The Human Resources Policies of Alaska United Methodist Conference

## INTRODUCTION

This manual has been prepared to inform employees about Alaska United Methodist Conference's employment standards, practices and policies. Throughout the manual, there are references to "Alaska United Methodist Conference," "the Conference," and "employer," all of which are intended to represent the Alaska United Methodist Conference, a Missionary Conference of the United Methodist Church. As no manual can answer every question, employees are encouraged to discuss anything in this manual with their supervisor, or the chair of the Conference Coordinating Council (CCC), which serves as the human resources management body of the annual conference.

The following policies, which apply to all exempt and non-exempt personnel, were approved by the Conference Coordinating Council on February, 2011. These policies replace all personnel policies previously adopted and, from this point of adoption, are the policies for all employees of Alaska United Methodist Conference. These policies are guidelines, not contracts, and the Conference reserves the right to amend, make exception to, or discontinue any policy or practice at anytime it believes is in the best interests of the Conference. In exercising its right to amend this document, the Conference Coordinating Council will carefully consider proposed revisions and, if approved, incorporate them into this document. Employee suggestions for revisions to this manual are welcome and should be directed through the supervisor to the CCC.

Alaska United Methodist Conference employs individuals on the basis of their job-related qualifications, skills and expertise. The Conference intends to administer all policies without discrimination or regard to race, color, national origin, religion, age, sex, sexual orientation, political belief or activity, veteran status, or status as a qualified individual with a disability who is able to perform the essential functions of the job. U.S. citizenship is not a requirement for employment; however, employees must provide proof of eligibility to work in the United States, as required by the U.S. Immigration and Naturalization Service.

Any descriptions and summaries of insurance policies and other employee benefits included in this manual are general information provided for convenience and do not constitute commitments or obligations of the respective providers or the Conference. For specific information regarding benefits plans and provisions, employees are encouraged to contact the Conference's current benefit plan administrator.

This manual is considered the property of the Conference and must be returned to the Conference office should the employment be concluded.

## **PURPOSE AND PRINCIPLES OF THE HUMAN RESOURCES POLICIES**

It is the purpose of these policies to establish and maintain a uniform system for managing the Conference's human resources and related matters; to comply with applicable employment laws; and to provide the standards, terms and conditions of employment within Alaska United Methodist Conference.

Alaska United Methodist Conference endeavors to employ the best qualified persons available and to provide a professional, team-based work environment. To be successful in this environment, 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 their efforts and contributions; to be considered for promotional opportunities; and to be treated with dignity and respect at all times.

Employees are expected to fully acquaint themselves with the content of these policies in order to establish an employment relationship based on a complete understanding of Alaska United Methodist Conference's requirements, expectations, and methods of addressing human resources matters. Employees are encouraged to offer suggestions for improvement to these policies, the Conference's employment practices, and/or their working conditions by contacting their supervisor, or the chair of the Conference Coordinating Council.

### **"The Discipline" of the United Methodist Church**

If there is a difference in interpretation or if a conflict arises between these policies and the current *Book of Discipline* of the United Methodist Church, the current *Book of Discipline* will prevail in interpretation as well as resolution of any such questions.

## EMPLOYMENT

### Employment At-Will

All employees are hired conditionally to meet the current needs of the Conference. At-will employment is at the mutual consent of the employee and Alaska United Methodist Conference and can be terminated at any time by the employee or by the Conference, for any reason not prohibited by law, or for no reason. These policies are not to be construed as a guarantee of employment. Professional staff persons who are clergy have certain Disciplinary rights; therefore, their termination must be in accordance with the current *Book of Discipline*.

Completion of the introductory period or other changes in employment status do not change this employment at-will relationship, nor do they restrict in any way the Conference's right to change an individual's conditions of employment. Neither the Conference Coordinating Council, nor any other officer or employee of the Conference has the authority to make oral agreements guaranteeing employees' future employment, promotions, pay raises, benefits, reassignments or transfers. In the rare situation that such type of a written agreement is made, the agreement must be approved in advance by the CCC, documented in writing, and recorded in dated meeting minutes.

### Employment Status

All employees will be designated as non-exempt or exempt as provided below:

**Non-exempt:** Employees covered by the Fair Labor Standards Act. Such employees are paid on an hourly basis and are entitled to overtime pay for work over forty (40) hours per work week or as state law requires.

**Exempt:** Employees not covered by the Fair Labor Standards Act. Such employees are ineligible for overtime pay and other employment considerations provided in this act. Generally, exempt employees are those occupying executive, administrative, or professional positions.

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

- 1) **Introductory Employees:** New, rehired, or newly promoted employees who are supervised and evaluated in order to assess their ability and adaptation for their new position and its requirements. The introductory period shall usually be the first 90 days of employment. Introductory employee(s) may be terminated at any time during the introductory period at the discretion of the CCC. Upon successful completion of the introductory period, the employee will be notified that he/she will be placed on regular status.

- 2) **Regular Full-Time Employees:** Employees working 36-40 or more hours per work week on a consistent and regular basis. Exempt employees are not restricted in the number of hours they work for an established salary. Non-exempt employees who work more than 40 hours in a workweek are entitled to overtime compensation at 1&1/2 times their hourly pay rate for time worked in excess of 40 hours. Regular full-time employees are eligible to participate fully in all employee benefit programs.
- 3) **Regular Part-Time Employees:** Employees working less than 40 hours per week on a consistent and regular basis. For employees regularly scheduled more than 20 hours but less than 40 hours per week, employee benefit days such as vacations, holidays, and sick days will be prorated based on the number of regularly scheduled hours of work.

[Example: An employee regularly scheduled 20 hours per week would receive 50% of the vacation and holiday time afforded to full-time employees.]

Employees regularly scheduled less than 20 hours per week are not eligible for the benefit days listed above.

Employees regularly scheduled at least 30 hours per week are also eligible to participate in the health insurance plan, with a prorating of the employee contribution.

- 4) **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 work loads, emergencies, or other reasons established by the Conference Coordinating Council. Temporary employees shall be hired only with approval of the CCC, and only when provided for in the budget, or when an offsetting personnel vacancy creates short-term funding for a temporary position. Temporary employment is interpreted to mean any employment period less than 275 consecutive days within any 365-day period, beginning with the first day of employment.

### **Equal Employment Opportunity**

Alaska United Methodist Conference will provide equal employment opportunity to qualified candidates without regard to race, color, national origin, age, political belief or activity, veteran status, or status as an individual with a disability who is able to perform the essential functions of the job.

The policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, compensation, benefits, social and recreational programs, layoff, termination, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

It is the policy of the Conference to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Therefore, Alaska United Methodist Conference will provide reasonable accommodation to qualified applicants and employees with physical or mental disabilities so long as they are able to safely perform the essential functions of the job and the Conference does not incur undue hardship.

Management is primarily responsible for seeing that Alaska United Methodist Conference's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions, the policies are effective and apply uniformly to everyone.

Any employee, including a supervisor, involved in discriminatory practices will be subject to discipline up to and including dismissal.

### **Hiring**

All position openings and required qualifications shall be advertised as widely as possible to provide the maximum exposure to all possible applicants. A job description will be provided by the CCC or hiring authority to each applicant so that the duties and reporting assignment may be fully understood. The CCC will establish wages or salaries and also make provisions for performance reviews. The exceptions to this provision are the clergy appointed to Alaska United Methodist Conference by the Bishop of the Alaska Conference.

To fill vacancies, the following steps shall be followed to the extent practicable.

- 1) The CCC, a designated sub-committee, or a designated supervisor advertises that a position is open for recruitment.
- 2) Advertisements are placed through local church, conference or national publications or communications, as well as other recruitment resources (e.g., newspapers, job boards, professional associations, etc.).
- 3) The CCC, the designated sub-committee, or the designated supervisor will evaluate all potential employees and make a final decision.
- 4) At the point of employment, the employee will be notified of his or her employment, wages, benefits (if applicable) and any other specifics of the employment. There will also be a statement concerning the introductory period. Notification of employment and wages will be done in writing by the supervisor.

### **Introductory Period**

All lay employees shall be employed on an introductory status for a period of 90 calendar days. During this time, the supervisor will periodically evaluate the employee's compatibility, ability, and interest in the job. Following the successful completion of the introductory period, the employee will receive written notification that he/she is being

placed on “regular” employment status. Newly hired staff members then become eligible for employee benefits in accordance with the terms and conditions of the various benefit programs.

### **Nepotism**

Unless authorized in advance by the CCC, an individual shall not be employed by Alaska United Methodist Conference in any position that would directly report to, or directly supervise, a member of that person’s family (spouse, parents, children, in-law, etc.) who is already employed by Alaska United Methodist Conference. Likewise, two family members cannot directly report to the same supervisor.

### **Outside/Secondary Employment**

Outside employment meeting the following criteria may be permitted:

- 1) It does not interfere with or compromise the operations of the organization, or conflict with normal work hours;
- 2) It does not interfere with the employee’s ability to perform the job;
- 3) It does not constitute, or appear to cause, a conflict of interest; and
- 4) It does not compromise the Conference’s reputation or credibility.

This policy is not intended to preclude activities occasionally engaged in by employees for pay that are performed in pursuit of a hobby or recreational activity.

An employee requesting authorization shall submit a written request to his or her supervisor. Written authorization must be obtained from the supervisor prior to an employee engaging in outside employment.

### **Separation From Employment**

Separation from employment may occur in one of three ways:

- 1) An employee wishing to leave employment with Alaska United Methodist Conference in good standing must file a written resignation with the supervisor, who will notify the Chair of the CCC. Notice of less than two weeks shall state the reasons for the resignation. At least four weeks notice is expected to be given by program staff members and two weeks notice by support staff members, not to include unused vacation days.
- 2) In the event of a layoff or reduction in force, 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 the employee. In

such cases, affected employees will be given as reasonable an amount of advance notice and severance consideration as conditions permit.

- 3) Consistent with the employee discipline policy, an employee may be dismissed due to misconduct. Under such conditions, the employee is not entitled to prior notice or severance consideration.

Personnel who resign, retire, or are discharged or laid off are expected to participate in an exit interview with either the supervisor or the chair of the CCC for the purpose of finalizing the employment separation. All church property, including keys, manuals, etc. must be returned prior to issuance of the final paycheck. Accumulated sick leave is not compensable upon separation.

## **EMPLOYEE CONDUCT**

### **Employee Code of Conduct**

Employees are expected to maintain certain standards of conduct and responsibility. The Alaska United Methodist Conference expects employees to report to work as scheduled and effectively perform their assigned duties in a professional manner.

Examples of behavior that interfere with work and will be grounds for disciplinary action up to and including dismissal, can be based on, but are not limited to the following: disorderly conduct; illegal possession of weapons; harassing or coercive behavior; theft (including documents); damage to property; malicious conduct; sleeping on the job; conflict of interest; tardiness; absenteeism; abuse of paid leave; solicitation of co-workers or members or constituents of the Conference; performing unauthorized personal work on Conference time; violation of dress code and/or grooming standards; lack of professionalism; inappropriate demeanor; breach of confidentiality; lack of honesty; improper use of conference facilities; insubordination; violation of safety guidelines; and violation of any other of the conference's written policies, practices or procedures.

Alaska United Methodist Conference is committed to providing a work environment where all employees can work together comfortably and productively, free from sexual harassment or harassment because of race, color, national origin, religion or disability. Such behavior is illegal under both Federal and State law, and is strictly prohibited. This policy applies to employees during all phases of their employment – including recruitment, testing, hiring, reclassification, promotion or demotion, transfer, layoff, and termination. It also covers any type of employment action, including those relating to salary, benefits, training, travel and participation in sponsored business and social events.

Employees shall not be retaliated against by virtue of having brought a concern and/or complaint forward, and/or assisted in the investigation of such a complaint, under the guidance of supervision and/or management. Complaints of such retaliation will be promptly investigated. Employee complaints shall be treated as confidential and will be shared only with those who have a legitimate need to know. No information on employee complaints shall be placed in employees' personnel files.

Sexual Harassment is addressed in the Sexual Misconduct policy of this manual.

Harassment based on race, color, gender, national origin, age or disability is a violation of federal and state law and is grounds for termination of employment. Harassment is defined to include: Verbal or physical conduct that creates an intimidating, hostile or offensive work environment or that unreasonably interferes with an employee's work performance. Examples of conduct that may constitute harassment include, but are not limited to: the use of racial, religious or gender-based slurs; epithets or negative stereotyping; the use of socially unacceptable words at the workplace, even between



employees of the same racial, ethnic or religious group or gender; written materials that show hostility because of race, color, religion, national origin, age or disability; or treating someone as if that person were inferior to you. This includes condescension (refusing to take someone seriously), verbal abuse (making negative or derogatory comments), exclusion (overlooking or denying someone access to places, people or information, especially when opportunities for advancement are involved).

### **Computer and Software Use**

Church computers are provided for the express benefit of the Conference. Email and the Internet may be used for personal communication not related to church activities, so long as this use is not for personal gain and does not interfere with the employee's job performance. Employee owned computer games should not be loaded on church computers, nor are any computer games to be used for entertainment during working hours.

Alaska United Methodist Conference does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusion rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117). Employees shall not duplicate software.

### **Confidentiality**

Our members, staff and friends entrust Alaska United Methodist Conference with important information relating to their personal lives. The nature of this relationship requires the absolute maintenance of confidentiality. In safeguarding the information received, Alaska United Methodist Conference earns the respect and further trust of these individuals. Employment with Alaska United Methodist Conference assumes an obligation to maintain confidentiality, even when an individual is no longer employed.

Any violation of confidentiality seriously injures Alaska United Methodist Conference's reputation and effectiveness. Therefore, employees shall not discuss Alaska United Methodist Conference business with anyone who does not work for the Conference, and shall NEVER discuss pastoral issues with anyone who does not have direct association with the matter. When in doubt, staff should maintain confidence and speak with the supervisor about the appropriateness of sharing information. Because of its seriousness, disclosure of confidential information could lead to immediate dismissal.

### **Dress Code/Grooming**

Employees are expected to dress and groom themselves in accordance with accepted social and business standards, particularly if their job involves dealing with members or visitors in person. A clean, neat, and professional appearance contributes to the positive impression our staff makes on our members and visitors. Staff members are expected to

be suitably attired and groomed during working hours and when otherwise representing Alaska United Methodist Conference.

### **Personal Phone Calls and Mail**

Personal phone calls should be kept to a minimum, and they must not interfere with the performance of work. Employees are permitted to make limited local area calls on Church telephones for essential personal business during lunch or “break” periods only.

Emergency calls regarding illness or injury to family members, changed family plans, or calls for similar reasons may be made at any time. Alaska United Methodist Conference should not be used as a personal mailing address, nor should the Conference’s postage meter be used for personal outgoing mail.

### **Smoking**

Alaska United Methodist Conference is a smoke-free environment except in designated smoking areas.

### **Substance Abuse**

Alaska United Methodist Conference is committed to providing its employees with a safe workplace and an atmosphere that allows them to protect assets placed in their care. Our employees should not be subject to any safety threats from fellow workers. All employees are expected to be in suitable mental and physical condition while at work, allowing work to be performed effectively and safely.

Alaska United Methodist Conference recognizes that the use of mood-altering substances, both on-the-job and off-the-job, can have an impact on our workplace, as well as our ability to provide a safe and secure work environment. Therefore, employees are expected to report to the workplace free from non-prescription mood-altering substances. The possession, sale or illegal use of mood-altering substances in the workplace, or coming to work under the influence of such substances, is a violation of safe work practices and will be subject to immediate disciplinary action up to and including dismissal.

## **SEXUAL MISCONDUCT AND HARASSMENT**

The Alaska United Methodist Conference is committed to providing all employees with a working environment free of sexual harassment. The Conference, therefore, strictly prohibits any form of sexual harassment in the workplace. The Conference will not tolerate sexual harassment in the workplace, whether committed by male or female, supervisory or non-supervisory personnel.

### **Definition of Sexual Misconduct:**

Sexual misconduct within the leadership role (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. Examples of prohibited conduct include, but are not limited to: sexually suggestive looks or gestures; leering, whistling or making obscene gestures; sexual jokes, innuendoes or lewd comments; deliberate touching or “brushing” of another employee, cornering or pinching; offensive or unwelcome sexual flirtations, advances, propositions; continual or repeated verbal abuses of a sexual nature; display of sexually explicit pictures, greeting cards, articles, books, magazines, photos, or cartoons.

### **Complaint Procedure**

Any employee who is subjected to any instance of sexual harassment should immediately report to his or her immediate supervisor. If the employee is uncomfortable in discussing the matter with his or her immediate supervisor, the employee should report the conduct immediately to any member of management.

The Conference will promptly and fairly investigate all complaints to the highest degree possible, allowing for a fair investigation, the Conference will treat all complaints in strictest confidence. At a minimum, the investigation will include interviews with the employee bringing the complaint and the employee accused of sexual harassment.

### **Corrective Action**

Any employee found to be in violation of this policy will be subject to disciplinary action, including possible dismissal.

### **Non-Retaliation**

No employee will suffer retaliation or intimidation as a result of bringing a sexual harassment complaint or assisting in the investigation of such a complaint.

### **Safe Sanctuary**

In addition to the above discussion of sexual misconduct, all employees whose duties include caring for, education, or otherwise working with children in any church activities are

required to follow the Safe Sanctuaries policy of the AUMC and the local church which employs them.

## **COMPENSATION & JOB CLASSIFICATION**

### **Compensation**

Salary amounts are determined based on a number of factors, including the level of the position, the type and scope of job responsibilities, salaries being paid for comparable positions, job market factors, and the employee's performance of the job.

All employees will receive a salary or an hourly wage as assigned by the Conference Coordinating Council or other conference entity authorized by the Conference Coordinating Council to grant employment status. Salaries are reviewed annually by each supervisor and the CCC. Increases may be granted as employee performance warrants and budget considerations allow. New employees are not eligible for any raise in salary before the satisfactory completion of six months as a "regular" employee.

### **Overtime Compensation**

Non-exempt (hourly) employees are eligible to receive overtime compensation. Payment for overtime shall be made at 1 ½ times the regular rate of pay for time worked in excess of forty (40) hours in a regular work week. All work done within the limit of forty (40) hours will be paid at the regular rate. The supervisor's prior approval is required when overtime is to be worked.

### **Job Descriptions**

The CCC and/or PMU or other conference entity, with the aid and assistance of the supervisor, will be responsible for developing and maintaining thorough job descriptions on all classes of employment.

Job descriptions shall include the responsibilities for the position, the required or desired qualifications, and the skills needed. A copy of this description shall be filed in the employee's personnel file. Job descriptions will be reviewed periodically by the CCC and/or PMU to determine their continued accuracy, completeness, and compliance with applicable state and federal employment laws. As job descriptions are revised, affected employees will be advised of these changes as soon as possible.

### **Reclassification of Positions**

If and when a change in job description necessitates raising the job level of a position, the employee filling said position would 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 this person is not qualified for reclassification, then the process for the filing of a vacant or new position will be followed.

## **HUMAN RESOURCES ADMINISTRATION**

Ultimate authority for interpretation, application, and enforcement of Personnel Policies rests with the CCC. The CCC will be involved, either directly or through delegation to another conference entity, in the:

- 1) Initiation of amendments and revisions to these policies and procedures.
- 2) Initiation or revisions to job descriptions, recommendation of wage and salary schedules to be approved annually by the Administrative Council or the Charge Conference, and recommendation of changes to benefits plans and programs.
- 3) Recruitment, selection, and evaluation of staff; provision of equal employment opportunity; and maintenance of personnel records.
- 4) Performance of other duties that may be necessary to carry out the practices and provisions of a human resources system.
- 5) Performing of responsibilities as outlined in the Book of Discipline for those positions whose work is mandated or regulated by the Book of Discipline.

### **Performance Appraisal**

Employees will receive a written performance appraisal at least every twelve months. Performance appraisals shall be administered as follows:

- 1) The CCC will ensure that all staff are evaluated annually by the committee or the designated supervisor.
- 2) During presentation of the annual appraisal, the employee will be given a copy of a written evaluation report and provided an opportunity to discuss the appraisal. A completed, signed, and dated copy will then be placed in the employee's personnel file.
- 3) Where the annual evaluation has identified characteristics of an employee's performance needing improvement, the reviewer should be as specific as possible in describing the deficiency, and the ways and means of improving performance to an acceptable level.
- 4) When the supervisor and/or the CCC observe a marked change in the work performance of an employee that is not critical in nature, an interim performance evaluation should be completed in the same manner as an annual evaluation. Typically, discretionary performance reports are completed by the immediate supervisor and 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.
- 5) A substandard rating, as applied to performance, means any rating below the rating level of "satisfactory." Employees receiving a substandard rating or rating will not be eligible to receive a merit pay increase and may be separated.

## **Personnel Files**

Complete personnel files shall be kept containing Personnel Policies, legally required employment documentation, 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 in the supervisor's office, and the supervisor will be responsible to the CCC for their accuracy and confidentiality.

## **Employee Discipline**

Alaska United Methodist Conference believes that employee disciplinary action should be progressive whenever possible. This means that formal actions will usually be taken only when less formal actions have not corrected the situation. Obviously, there may be times when disciplinary action cannot be progressive due to the serious and/or criminal nature of an offense. In these situations, more severe disciplinary action, up to and including dismissal, are warranted. These situations may include:

- Abusive action to a child, Church employee or Church member/visitor
- Gross insubordination
- Theft
- Possession of or being under the influence of illegal drugs or alcohol
- Falsification of documents or records
- Leaving the work area or job without the supervisor's prior approval

When progressive discipline is used to deal with an employee's unsatisfactory behavior or performance, the following steps will usually be used:

### ***Step 1***

The supervisor will hold an ***informal counseling session*** with the employee, clearly identifying the area(s) of concern. The employee will be afforded an opportunity to provide input relative to the issue(s). The supervisor will discuss what the employee must do to improve his/her behavior or performance, note the time frame by which the improvement is expected, and advise the employee that if improvement is not made, further disciplinary action may be taken. The supervisor will record notes from the counseling session and maintain a copy in his/her supervisor's file.

### ***Step 2***

If the employee continues to demonstrate unacceptable behavior or performance, the supervisor will issue a formal ***written warning*** to the employee. This written warning shall identify the behavior or performance problems and reference the prior Step meeting. The warning shall also solicit employee input relative to the issue(s). Finally, the warning will note that if improvement is not made, further disciplinary action, up to and including dismissal, will be taken. The supervisor will present the warning to the employee in person (if possible) and obtain his/her signature on the

document acknowledging its receipt and discussion. A copy of the warning shall be provided to the employee, a copy shall be placed in the employee's personnel file, and a copy shall be provided to the Chair of the CCC.

### **Step 3**

If the employee's behavior or performance remains at an unacceptable level, the supervisor will consult with the Chair of the CCC regarding **dismissal** of the employee. If a dismissal is approved, a letter of dismissal shall be prepared and issued to the employee. The dismissal shall occur following the delivery of the letter. As in Step 2, the employee will be asked to sign and will be provided a copy of the letter. Following the employee's departure, the supervisor shall note on the letter that the employee is not eligible for rehire. A copy of the dismissal letter will be placed in the employee's personnel file and a copy will be provided to the Chair of the CCC.

## **Injuries**

Any injury during employment, 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 supervisor, should see that proper medical treatment is obtained. Both the supervisor and the employee should complete a written report of the incident within forty-eight (48) hours, if possible. These records should be kept indefinitely in the event of a Worker's Compensation case being opened.

## **Work Schedules**

All non-exempt employees are considered to be working on fixed schedules. The individual fixed schedule is to be part of the personnel file of each employee. Deviation from the fixed schedule requires written documentation to be filed with the supervisor prior to the close of the pay period in which the exception occurs (i.e., sick leave, vacation, bereavement leave, etc.).



## **EMPLOYEE BENEFITS**

### **Holidays**

New Year's Day  
Martin Luther King, Jr, Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving & the day following  
½ Day on Christmas Eve  
Christmas Day  
½ Day on New Year's Eve Day

In addition to the above, employees have a "floating" holiday to be used anytime during the year, so long as prior supervisory approval is obtained.

Holidays are administered as follows:

- 1) In the event holidays fall on Saturday, the preceding Friday shall be taken instead.
- 2) If above holidays fall on Sunday, the following Monday shall be taken instead.
- 3) If work is required of and approved for non-exempt employees on any of the above holidays, the rate of pay shall be double their regular hourly rate.
- 4) If the holiday(s) occurs during an approved period of vacation, it shall not be charged against vacation leave.
- 5) Part-time employees shall be entitled to holiday allowances computed on a prorated basis in relationship to the time worked in a normal forty (40) hour work week.
- 6) In order to be eligible for holiday payments a non-exempt employee must work a full day the working day before and the working day after the holiday. If the absence was due to illness or with prior approval by the supervisor, eligibility for holiday payment shall be maintained.

## **Vacation**

The vacation year begins with **the employee's hire-date anniversary**. Full-time employees will accrue paid vacation according to the following schedule (annual totals are rounded to the nearest whole day):

- After 1-4 consecutive years of employment – 10 days per year
- After 5-9 consecutive years of employment – 15 days per year
- After 10 or more years of consecutive employment – 20 days per year

An employee shall become eligible for paid vacation leave after completion of six months of "regular" employment. For part-time regular employees, vacation is prorated based on the amount of regularly scheduled hours they work compared to a 40 hour work week.

A maximum of five (5) vacation days may be carried over to the next vacation year, only after approved consultation with the employee's supervisor. Any accrued vacation days over five (5) earned but not taken and carried over will be forfeited.

An approved holiday falling within a vacation period shall be considered a holiday and not a vacation day. Vacations must be scheduled at least one (1) month in advance. In most cases, vacations may not be taken during the busy seasons of the Conference (i.e., 2 weeks before annual conference session, fall meetings, and winter meetings.).

Employees who separate from employment with a vacation leave balance shall have that balance paid along with their final paycheck.

It is the responsibility of the supervisor to maintain a record of vacation days taken

## **Health Insurance**

Health insurance benefits will be provided by the CCC according to established church policies, approved by the Administrative Unit and administered by the conference approved benefits officer.

Health insurance benefits are available immediately upon the beginning of employment.

More detailed information can be obtained from the Conference benefits Officer of the Pacific Northwest Annual Conference.

## **Sick Leave**

Employees who have successfully achieved “regular” status are eligible to accrue sick leave and take time off with pay due to illness or injuries that prevent them from being able to work. Sick leave is administered as follows:

- 1) If an employee must be absent from work because of a personal illness, he/she will be eligible to receive regular straight time pay, eight (8) hours per day, for up to twelve (12) days per calendar year. Sick leave must be taken in units of no less than two (2) hours at any one time. Employees are expected to notify their supervisor as soon as possible when they are absent from work due to illness.
- 2) Sick leave may be used for the purpose of visiting doctors, dentists or other practitioners in their offices. This time may also be used for tending to a serious illness suffered by a member of an employee’s immediate family, in the event the illness requires the employee’s personal time and attention. For purposes of this section, immediate family member includes spouse, child, parent, or other close family members. Employees are requested to schedule routine doctor visits as early or as late in the work day as possible to minimize disruption in completion of work responsibilities.
- 3) Alaska United Methodist Conference may request documentation from the health care practitioner to verify the need and appropriate use of sick leave. Likewise, the Conference may also use a church-appointed physician to examine the employee to determine whether he/she is able to be at work.
- 4) If an employee takes a Family and Medical leave of absence due to long-term disability, any accrued sick leave will be paid when the leave commences; should the leave extend beyond thirty (30) days, sick leave will not continue to accrue.
- 5) When periods of sick leave extend beyond thirty (30) calendar days, sick leave time will not continue to accrue.
- 6) This sick leave policy does not apply if sick leave is needed as a result of self-inflicted injury, illegal substance abuse or alcohol abuse, or illness or injury incurred while in the act of committing a felony.
- 7) In the event of an illness or injury covered by Workers’ Compensation, this sick leave policy will not apply, but will defer to state statutes.

No payment is made for accrued sick leave upon the separation of an employee.

## **Family and Medical Leave Act (FMLA) Absences**

A leave of absence is an official authorization to be absent from work with and/or without pay for a specified period of time. Eligible employees may be entitled to job-protected family or medical leaves of absence if they are unable to work due to pressing family or medical concerns. Family and Medical Leave must be approved by the Conference Coordinating Council in consultation with the supervisor.

Family and Medical Leaves of Absence are administered as follows:

- 1) Employees are eligible if they have been actively employed at the Conference for the preceding 12 months, and when they have worked at least 1,250 hours during those 12 months, and when they or their applicable family members have a serious health condition as defined in the FMLA.
- 2) No employee shall have more than 12 weeks of approved leave during any one-year period. Salary or wages for work normally scheduled will be paid for the first 2 weeks (10 work days) of the approved leave. An additional 10 weeks (50 work days) of unpaid leave may also be granted.
- 3) Family leave may be granted for the birth or adoption of a child, or for the serious health condition of an employee's child, spouse, or parent.
- 4) A medical leave may be granted due to an employee's serious health condition.
- 5) In some circumstances, the Conference may require an employee to be examined (at the Conference's expense) by a church-designated health care professional before granting a medical leave of absence.
- 6) Paid benefits will continue during a leave of absence, but never for more than 12 weeks. If the leave extends beyond the 12-weeks provided under the FMLA, the employee will be given the opportunity to purchase continuing health coverage in accordance with plan administration guidelines.
- 7) Other benefits will not accrue during the period of leave.

## **Jury Duty**

Alaska United Methodist Conference will allow employees to serve, and support them in their service, when called to jury service. The employee will receive their regular salary or wage, less any compensation received from the court system for their service. If an employee receives money for mileage from the court system, they are allowed to keep this, regardless of whether they are called to serve. Of course, if the period of time for which an employee is called (e.g., federal grand jury service lasting for 6 months or more) creates an excessive hardship for the Conference, the Conference may write a letter explaining that the employee is too valuable to day-to-day operations to be gone for such a length of time. The employee will notify the Conference at the time jury duty notice is received.

### **Bereavement Leave**

Employees are entitled to take up to three (3) workdays with pay to attend the funeral and care for personal matters related to the death of a close family member in-state. In the event the death is out-of-state, employees may take up to an additional two (2) workdays with pay. In general, close family shall be understood to be a parent, spouse's parent, child, spouse's child, grandchild, and sibling. One (1) day of paid bereavement leave will be granted in the case of the death of an extended family member not listed above.

### **Retirement Plan**

All employees working 20 hours or more per week are eligible to participate in the Retirement Plan after one year of continuous employment. Participation may begin on the first day of any month following eligibility. The employee contribution is 3% of salary, and the employer contribution is 6%. There is an optional salary reduction plan available for contributions exceeding the 3%. More detailed information can be obtained from the Business Administrator.

### **No Unemployment Insurance**

Wages paid by Alaska United Methodist Conference are not covered by Alaska Unemployment Insurance.

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## EMPLOYEE STATEMENT OF ACKNOWLEDGMENT

This is to acknowledge that I have received a copy of the Human Resources Policy Manual of Alaska United Methodist Conference. I understand that it provides guidelines and summary information about its 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. I further understand that Alaska United Methodist Conference 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 further acknowledge that both Alaska United Methodist Conference and I have the right to terminate the employment relationship at any time as outlined in these policies and that this employment-at-will relationship will remain in effect throughout my employment with Alaska United Methodist Conference.

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Employee's Name (Please Print)

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Employee's Signature

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Date