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PERSONNEL POLICIES AND PROCEDURES
WESTMINSTER PRESBYTERIAN CHURCH
ANN ARBOR, MICHIGAN

Introduction

Westminster Presbyterian Church (WPC), a part of The Presbyterian Church (USA), is a community of faith called into being by God's grace in Jesus Christ and known by its convictions as well as by its actions. We as a church, and as a part of the body of Christ, acknowledge God's sovereignty over the world and recognize and use the gifts of all, including employees, for the purposes of God. The relationship between the church and its employees is one of mutual respect and in which both parties agree to function together to promote the mission of the church. The management style is supportive in nature, a style that recognizes individuality, shared rights, responsibility, and accountability. These procedures have been written to provide the employee with general guidelines and information related to employment with Westminster. They are designed to enhance our relationships through a better understanding of our mutual expectations. Please take the time to read through them carefully.

As a part of the body of Christ and members of this church, we are all called to service to Him who is our creator. The question then arises, when should we be monetarily compensated for this service? While there is no formal policy to cover every activity and individual, there are general guidelines.

Compensation is appropriate for those involved in the day-to-day administration and maintenance of church activities. And it is appropriate for those who take a leadership role in regular activities of church worship where the majority of church members will be impacted. In general, if specific skills are required, and the activity is deemed to be a regular part of worship, then compensation is appropriate. However, a trial period to be specified by Pastoral Head of Staff with concurrence of the Administration and Personnel Ministry Team (Admin Team) may be recommended before compensation will be considered.

We emphasize that a monetarily compensated part-time church activity does not imply that that activity is more important to the life of the church than volunteer activities. Indeed, the teachers of our children and youth are among our most important assets.

These personnel policies are intended to serve as a guide to the administration of the rights and responsibilities of the church and all its employees arising out of the employment relationship. **These policies do not constitute a contractual commitment and should not be perceived as such by employees. Westminster is an "at will" employer. "At will" employment means that an employee is free to resign at any time and likewise Westminster may terminate employment at any time with or without reason.** Westminster is free to amend these policies at any time by action of the Admin Team and approval of Session and will keep employees informed of policy and personnel changes relating to their employment.

General Employment Provision
Article I – Definitions

- A. Ministerial Staff - ordained members of the staff, e.g., Pastoral Head of Staff, Associate Pastor, and Parish Associate, if any.
- B. Professional Staff – those who have specialized education, training or experience in a particular ministry of the church, e.g., Director of Music, Organist/Accompanist
- C. Support Staff – those skilled in the support services necessary to the ministry of the church, including, but not limited to, Office and Facilities Administrator, Bookkeeper, Director of Media and Communication, and Custodian.
- D. Regular Employee – one who is scheduled to work for an indefinite period regardless of the hours worked per week.
- E. Interim (Temporary) Employee – an employee hired to fill an open position for a specific length of time.
- F. Full-Time Employee – an employee, salaried or hourly, who has been hired to work 35 or more hours per week.
- G. Part-Time Employee – an employee (other than Full-Time Employee), salaried or hourly, who has been hired to work, on average, less than 35 hours per week.

Article II – Equal Employment Opportunity Employer

WPC will recruit, hire, call, train and promote all persons in all job classifications without regard to race, national origin, color, gender, age, height, weight, disability, sexual orientation, gender identity, or marital status.

Article III – Process of Employment

- A. Position Description
A written description that accurately reflects the job functions will be developed by the Admin Team. A position description shall not be required for temporary or interim employees.
- B. Advertisement
Any advertisement should state that the Westminster Presbyterian Church is an Equal Opportunity Employer.
- C. Equal Opportunity Enforcement
The Equal Employment Opportunity policy of the church shall be followed in consideration of applicants for interviews and employment.

D. Applications

Applications shall be kept for six (6) months only from the date of the employment decision in order to comply with the legal requirements of equal employment opportunity. They will be destroyed thereafter.

E. Children and Youth Protection Policy

Every employee involved in the supervision or custody of children or youth shall read, sign and comply with the Children and Youth Protection Policy of the church.

F. Sexual Misconduct Policy

Every employee shall read, sign and comply with the Sexual Misconduct Policy of the church.

G. Criminal Records Check

Each employee will provide authorization for a biennial criminal records check. An Admin Team member will complete the criminal records check. Any concerns from the criminal records check will be immediately reported to the Pastoral Head of Staff. The criminal record check authorization form and the results of the report will be stored in the employee's personnel file.

H. Privacy

Care must be taken during the interview to ensure that the privacy of the individual is protected. Questions shall be job-related.

Article IV – Employee Rights and Responsibilities

A. Rights

Each employee will receive adequate information from which to develop an understanding of his/her role and to function in the total structure of the church. Initially, this information will consist of the job description and interviews with the Pastoral Head of Staff and/or representatives of the Admin Team; a copy of the Personnel Policies and Procedures will be provided to the employee. The employee and supervisor will complete the annual job planning and review process as described in Article V and receive a copy of the document annually. Any changes in the job description and hours worked will be made in consultation with the employee.

WPC will treat each person with consideration and respect and will actively encourage constructive ideas and suggestions to improve methods, procedures, working conditions, and the nature of the work performed.

Employment with WPC is voluntarily entered into, and the employee is free to resign from a position at will, at any time, with or without cause. Similarly, WPC may terminate the employment relationship at will at any time, with or without

notice or cause, so long as there is no violation of applicable federal or state law. Termination of a Pastoral Call must follow the appropriate Presbytery procedures.

B. Responsibilities

It is the responsibility of the employee to carry out conscientiously the duties of the position as stated in the job description. A salaried position, either full or part-time, is one in which some of the tasks as given in the job description cannot be carried out in routine fashion at regularly scheduled times. The employee is expected to devote sufficient time to fulfill these tasks. The working hours must therefore be flexible and are at the discretion of the employee with approval of the Pastoral Head of Staff. However, the employee should be sensitive to the time constraints of other staff and church members and attempt to maintain some reasonable, although not necessarily regular, hours when he/she would be available. WPC believes that personal time for spiritual growth and contemplation is important for staff members and may be integrated into their work schedules. The appropriate use of such time is at the discretion of each staff member.

Employees are expected to use WPC's resources, such as time, equipment facilities and supplies, with the same care they would toward their own personal resources.

Work-related concerns of the employee should be communicated either orally or in writing to the Pastoral Head of Staff, the employee's supervisor, and/or a member of the Admin Team.. WPC wishes to resolve work-related concerns by working directly with all staff members. With open communication as the goal, it is best to maintain an atmosphere of openness. It is preferable to voice concerns so they may be dealt with promptly.

It is important for an employee to keep personnel records up to date. Please notify the bookkeeper of any changes in your address, telephone number, or other information of record.

Article V – Annual Job Planning and Feedback Process

- A. As part of its Staff Development process, WPC utilizes an annual cycle of planning and feedback. This process should help employees grow in their work and find satisfaction in what they do. The feedback process is to be ongoing, providing employee support throughout the year.
- B. The direct supervisor, in most cases the Pastoral Head of Staff, and the employee are responsible for administering this process. The Admin Team is responsible to ensure that the process is being followed and to act as agent for the direct supervisor or the Pastoral Head of Staff in the Planning and Feedback Process.
- C. The employee's annual work plan should be based upon priorities established by the Session and upon planning and goal-setting discussions with other staff members and the Pastoral Head of Staff.
- D. The annual process shall follow these steps:

Annually in September

Current job descriptions will be distributed to staff members for review. Each staff member will be asked to comment on whether his/her job description needs revision given the day-to-day expectations. These comments will then be reviewed by the Admin Team to determine whether changes should be made in the job description or changes made to the number or types of positions that form the staff.

Annually in March

A blank Staff Member Review and Planning form (Attachment A) will be distributed to each staff member, and a new plan for the year will be developed. Each staff member will meet with the Admin Team liaison and the Pastoral Head of Staff to discuss how their position might be changing and what goals they have for the coming year. The form will be signed and put in the employee's personnel file, and a copy given to the staff member.

Monitoring progress throughout the year

The Admin Team liaison will meet informally with the staff member during the year to discuss how things are going with the plan, offering support and encouragement along the way.

Article VI – Disciplinary Action

Situations may arise when corrective action does not resolve a problem. Violation of personnel policies or conduct that is offensive to and/or inconsistent with the mission and operation of the church may lead to disciplinary action as determined by the Admin Team and Session. Conduct that subjects the offender to discipline includes, but is not limited to:

1. Unsatisfactory work performance
2. Intimidation, physical or sexual abuse of a person (see Sexual Misconduct Policy)
3. Insubordination
4. Neglect in the care and/or use of church property, personnel, or funds
5. Dishonesty
6. Excessive absence/tardiness

WPC is an at-will employer and reserves the right to terminate employment for any reason, at any time, with or without notice.

Hours of Work and Wage Administration

Article VII – Work Week

Employee hours of work depend upon job descriptions, which describe the job function and responsibilities. Employees are expected to complete their work in the hours specified in the job description.

Article VIII – Wage Administration

A. Pay Periods

There shall be two (2) pay periods per month – 1st through 15th and 16th through the end of the month.

B. Pay Date

Employees will be paid for all regularly scheduled hours worked in the pay period on the 15th and the last day of the month. Should the pay date fall on a weekend or holiday, the employee's pay will occur on the last scheduled workday before the weekend or holiday.

C. Compensation

The Admin Team is responsible for recommending to the Finance Ministry Team and Session all compensation changes. Compensation levels shall be maintained in a manner that is responsive to the employee's performance reviews and complies with provisions of the minimum wage laws.

D. Overtime

Hourly employees are eligible for overtime pay at a rate of time and a half for any hours worked greater than 40 hours per week. All overtime must be approved in advance by the Pastoral Head of Staff.

Benefits

Article IX – Social Security

All employees, with the exception of ordained ministerial staff (who are considered self-employed), are covered by Social Security. The employee's share of the tax shall be withheld from the wages of qualifying staff.

Article X – Worker's Compensation

The Worker's Compensation Law of Michigan covers all employees. Benefits include compensation (wages), medical services and funeral expense as defined in the law.

Employees must report injuries promptly to the Office and Facilities Manager or Pastoral Head of Staff.

Article XI – 403(b) Retirement Plan

Employees have the option of having contributions withheld from their pay and contributed to the 403(b) Retirement Plan through the Presbyterian Church USA. See the Bookkeeper for general information and forms. Special questions can be directed to the Pastoral Head of Staff.

Article XII – Medical Insurance

Medical insurance is available to ordained staff through the Board of Pensions of the Presbyterian Church (USA). WPC offers medical insurance to all full-time employees and to part-time professional staff who regularly work more than 20 hours per week. Plan selection and contribution levels are determined by Session. For general information on the current medical benefits plan see the Bookkeeper or Admin Team Chair. Special questions can be directed to the Pastoral Head of Staff.

Employees who do not need or do not want to be covered under the medical insurance provided by WPC shall acknowledge so by “opting out” on the insurance application form. Employees who opt out of coverage are not entitled to any additional compensation.

Article XIII – Vacation

A. Ministerial Staff

Vacation for ministerial staff is determined by the Presbytery and is stated in the terms of call. Ministerial staff will submit a report annually to the Admin Team of vacation time taken.

B. Professional and Support Staff

Unless specified in the position description, professional and support staff shall be entitled to a paid vacation each year, varying with the length of service. To avoid disruption of work or inconvenience to fellow employees, employees shall complete a Vacation Request Form and submit it to their direct supervisor at least two weeks in advance. We understand that occasionally, situations will arise that cannot be foreseen and accommodations for these circumstances will be made by the head of staff. Notification of approval shall be given to the employee within 5 business days. A copy of this form shall also be given to the Bookkeeper for tracking purposes.

1. Full-Time Professional Staff

For full-time professional staff, 2.5 weeks (2.5 * 40 = 100 hours) of vacation are accrued on the first day of the fiscal year (July 1st). After five years of

employment, based on the fiscal year, four weeks of vacation are accrued on the first day of the fiscal year (July 1st). If an employee usually works Sundays, it is assumed they will not exceed the number of Sundays off proportional to their normal week.

2. Part-Time Professional Staff, Support Staff and Hourly Employees

For part-time professional staff, support staff, and hourly employees, vacation days are accrued as described in Article XIII.B.1, but pro-rated according to the appointment fraction. The appointment fraction for salaried employees is the weekly hours described in the job description divided by a nominal 40-hour work week. For hourly employees, the appointment fraction is based on the current job description for the employee.

Each employee will work with the Head of Staff to determine a reasonable weekly schedule allowing fulfillment of both employment-related tasks and personal life. Vacation time will be taken on an hourly basis going forward to allow for a more flexible work schedule. Fractional hours of vacation time will be rounded to the closest half-hour

One week of vacation (based on the weekly hours in each employee's job description) may be carried over into the following fiscal year. During a grace period ending June 30, 2025, two weeks of vacation may carry over into the following fiscal year.

3. Examples:

- A full-time salaried employee who is hired on April 18, 2024, will accrue 25 hours of vacation on their start date (3 months x (100 hours/12 months)). The employee will then accrue 2.5 weeks (100 hours) of vacation on July 1, 2025 ($2.5 * 40 = 100$ hours)
- A half-time salaried employee hired on April 18, 2024, will accrue 12.5 hours of vacation on their start date (3 months*(100 hours/12 months)*0.5). The employee will then accrue 50 hours of vacation on July 1, 2025 ($2.5 * 40 * 0.5$)
- An hourly employee is hired on April 18, 2024, to work an estimated 25 hours per week. The employee will accrue 15.50 hours of vacation on their start date (3 months*(100 hours/12 months * (25/40))). The employee will then accrue 62.5 hours of vacation on July 1, 2025 ($100 \text{ hours} * (25/40)$)

C. Paid Holidays

For professional and support staff, the following paid holidays will be observed: New Year's Day, Memorial Day, 4th of July, Juneteenth, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day and the day after Christmas.

D. Holidays During Vacation or a Weekend

In the event a paid holiday occurs during an employee's vacation period or on a weekend, the employee shall be entitled to an additional day of vacation with pay.

E. Termination

In the case of termination for any reason, payment for vacation earned but not taken shall be added to the final paycheck. In the event that an employee was granted and paid for vacation not yet earned, the unearned portion already paid will be subtracted from the final pay.

F. Regular and Temporary Employees

Regular and temporary employees shall not be entitled to any paid vacation.

Article XIV – Sick Leave

All full-time professional and support staff are provided twelve days of sick leave per year to be used as needed. A maximum of 3 of these days may be designated as Personal Business days. During the first calendar year, sick days will be pro-rated based on the month of hire (one day per month, including the month of hire). Sick days do not accumulate from one year to the next, and employees are not paid for unused sick days at year-end or at termination. The Admin Team may require independent verification of illness/injury. Temporary and regular employees do not qualify for paid sick leave.

For part-time professional and salaried employees, sick leave days are pro-rated according to the appointment fraction. For part-time hourly employees, sick leave days are pro-rated from the ratio of the average hours worked per week from the previous calendar year (when applicable) to a 40-hour week. Calculated sick leave days are rounded up to the nearest whole day.

For ordained clergy, each situation shall be decided on its merits and the particular circumstances, upon recommendation of the Admin Team and approval of Session.

Article XV – Leave of Absence

A. Continuing Education

1. Ministers

All ministerial staff shall receive two (2) weeks Continuing Education Leave per year. This leave may be accumulated up to a maximum of six (6) weeks for a particular purpose approved in advance by the Admin Team. Funding may be accumulated through three years.

2. Professional and Support Staff

Professional and support staff may receive Continuing Education Leave as approved by the Admin Team.

3. Funding

Funds for continuing education are allocated during the budgeting process for staff members as recommended by the Admin Team and the Finance Ministry Team and approved by Session.

B. Bereavement

All staff who have a regular weekly duty assignment shall be allowed up to five days off, including weekends, to attend the funeral of a close family member (brother, sister, parent, grandparent, spouse or child, including those related by marriage). Upon the death of other relatives, up to three days off, including weekends will be allowed as determined by the Pastoral Head of Staff. This policy applies to each bereavement and the employee will be paid for those hours or days on which the employee would normally work.

Example: The sister of an employee dies. The employee normally works Monday, Wednesday and Friday. The employee takes Thursday through Monday (five days) off. The employee would be paid for the two days normally worked during this period (Friday and Monday).

C. Jury Duty

WPC recognizes that jury duty is a civic responsibility of each and every employee-citizen of the community. During such absence, the employee shall be paid at his/her regular rate of pay for a normal work shift, less any compensation or fees earned by him/her for service as a juror.

D. Religious Leave

Any employee whose non-Christian religious affiliation requires the observance of holidays shall be excused from his/her employment for the observance of such holiday without pay.

E. Parental Leave

WPC will assist new parents through the provision of paid and unpaid leave benefits. This leave applies to professional and support staff. Eligible employees may elect up to two months paid and two months unpaid parental leave for the birth or adoption of a child. The leave must be taken in the period immediately preceding and/or within the six months of the birth or placement of the child. Parental leave normally should be for a continuous period of time.

F. Leave for Good Cause

The Session, upon the favorable recommendation of the Admin Team, may grant leave, without pay, for up to sixty (60) calendar days to any employee for good cause, as determined by the Session.

ATTACHMENT A
Staff Member Review and Planning Form for _____ (year)

Staff member _____ Staff position _____

Mission of Westminster PRESBYTERIAN Church

To show the love of Jesus Christ by:

- Welcoming everyone, without exception, into the full life of the church
- Participating in the joyful worship of God
- Engaging in regular study, reflection, prayer and sharing of our faith
- Committing ourselves and our resources to the spiritual and physical needs of our church family and neighbors near and far
- Seeking to be a good neighbor in our neighborhood

VISION of Westminster PRESBYTERIAN Church

We are an open and welcoming Christian community in service to God and our neighbors.

Looking Back:

1. What about your job has shifted the most in the last year?

2. What areas of your job performance are you the most proud of?

3. Where do you see areas for growth, opportunity and clarity?

PERSONNEL POLICIES AND PROCEDURES
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Change Log

Note: The date reflects the date the change was approved by Session.

- 6/19/01 Article XV - Leave of Absence, Section E - Parental Leave. Change 'one month paid and one-month unpaid parental leave' to 'two months paid and two months unpaid parental leave.'
- 12/19/02 Article XIII - Vacation, Section C. Remove examples due to errors in examples.
- 1/21/03 Article XIII - Vacation, Section C. Add examples that reflect the correct number of vacation days per year.
- 11/18/03 Article I – Definitions, Section G. Add definition of full-time employee.
- Article XII – Medical Insurance. Change to include medical insurance coverage for full-time employees.
- Article XIII – Vacation, Section A. Remove specific titles of ministerial staff. Add requirement of annual report on vacation time taken.
- Article XIII – Vacation, Section B. Clarify vacation accrual process. Change from vacation accrued in days to hours to allow for accurate and fair vacation accrual for part-time employees. Change to tracking by calendar year. Correct examples.
- 11/21/06 Article VIII - Wage Administration, Add Section D.D. Overtime
 Hourly employees are eligible for overtime pay at a rate of time and a half for any hours worked greater than 40 hours per week. All overtime must be approved in advance by the Pastoral Head of Staff.
- Article XIII, B. 2. Add the following sentence: Part-time employees must have a 37.5% appointment fraction (15 hours a week) to accrue vacation.

- 2/19/08 Article V – Annual Job Performance Review Process
- A. Changed the words “Prior to” to “As part of”.
 - B. Added the words “and designated” after ministerial in first line.
- Added the following sub paragraphs 1 – 3:
- 1. Some professional and support staff, as designated by the Administration Committee, may receive an abbreviated annual performance review (Partial). This review will not include a review by the Head of Staff unless the person being reviewed specifically requests a review by the Head of Staff.
 - 2. All newly hired staff (within 3 years) will receive a full annual review (Full) to include a review by the Head of Staff.
 - 3. Partial reviews may only be given to staff every other year and only by consent of the staff member.
- C. Changed the comma after the word “staff” to a period and added the following before the word “professional”:
- At least one member from the Administration Committee will meet with all

- 05/20/08 Article XIV – Sick Leave
- Added the following sentence: A maximum of 3 of these days may be designated as Personal Business days.

- 11/18/08 Article XI – 403(b) Retirement Plan
- 1. Deleted the phrase “working 20 or more hours per week” from the first sentence due to changes received from PCUSA Retirement Program
 - 2. In the last sentence, changed “office manager” to “bookkeeper”

12/13/11 Article XII – Medical Insurance

Changed existing language as follows:

Medical insurance is available to ordained staff through the Board of Pensions of the Presbyterian Church (USA). Westminster offers medical insurance to all full-time employees and to part-time (20 hours per week or more) professional staff, with plan selection and contribution levels determined by Session. For general information on the current medical benefits plan see the Bookkeeper or Administration Committee Chair. Special questions can be directed to the Head of Staff.

11/27/12

Article I – Changed staff titles to current organization

Article III – Added Section E. Children and Youth Safety Policy and Section F. Criminal Records Check

Article IV Employee Rights and Responsibilities Added: The employee and supervisor will complete the annual job planning and review process as described in Article V and added the sentence “Termination of a Pastoral Call must follow the appropriate Presbytery procedures.”

Article V – Annual Job Planning and Feedback Process Removed Job Performance Review Process and added new procedure for the Job Planning and Feedback Process

Article VI – Capitalized the last sentence concerning the At Will Employer

Article XII – Medical Insurance Clarified language concerning eligibility and added “opt out” language

Article XIII – Vacation. Removed special vacation clause for music staff
Numerous editorial corrections

11/15/2016

Article I – full-time definition changed to “35 or more hours per week”

Article V – New annual planning and review procedure replaced previous procedure

Article XII – Opting out of medical insurance no longer requires a paper document, rather the employee waives coverage via online registration.

2017 update

- Introduction – added definition of “WPC”
- Article IV – Changed the designation of “open door” policy to “atmosphere of open communication”
- Article XIII B – wording changed to require rather than suggest completing a vacation request form.
- Article XIII F – added policy regarding early approval and use of unearned vacation in the event of termination
- Throughout – various grammatical and formatting corrections
 - Change in designation from “committee” to “ministry team”
 - Changed various designations of “Head of Staff” to “Pastoral Head of Staff” as defined in Introduction

2020 update

- Article I
 - C. Added “Director of Media and Communications” to Support Staff
 - D. Omitted examples of “regular employee”
 - E. & F. Combined “Temporary Employee” and “Interim Employee” into a single definition “Interim (Temporary) Employee”
- Article II
 - Added “sexual orientation, gender identity, or” to the EEO statement
- Article III
 - E. Changed “Children and Youth Safety Policy” to “Children and Youth Protection Policy”
 - F. Added new “F.” – Sexual Misconduct Policy
 - H. Privacy - Changed “assure” to “ensure” (formerly “G”)
- Article VI
 - 2. Added reference to Sexual Misconduct Policy
- Article XV
 - B. Added “those related by marriage” to eligible bereavement Policy

2022 update

- Article I
 - B. Changed position title from “Minister of Music” to “Director of Music.
- Article V, Appendix A
 - Annual Staff Review and Planning Process was substantially revised.
- Article XIII
 - C. Added Juneteenth to the list of paid holidays.

12/19/23

Removed the following from Article VIII - Vacation B.1, B.2 and B.3 and replaced as shown.

~~1.—Full Time Professional Staff~~

~~For full-time professional staff, one eight-hour day of vacation time is earned per month (including the month hired) and is available at the end of the month. Vacation may be accrued to a maximum of 25 days (200 hours). After five years employment, based on the calendar year, vacation is accrued at the rate of one and one-half days per month (12 hours). If an employee usually works Sundays, it is assumed they will not exceed the number of Sundays off proportional to their normal week.~~

~~2.—Part Time Professional Staff, Support Staff and Hourly Employees~~

~~For part-time professional staff, support staff and hourly employees, vacation days are accrued as described in Article XIII.B.1, but pro-rated according to the appointment fraction. Appointment fraction for salaried employees is the weekly hours described in the job description divided by a nominal 40-hour work week. For hourly employees the appointment fraction is the average hours worked per week from the previous calendar year divided by a nominal 40-hour work week. Vacation may be accrued to a maximum of 200 hours times the appointment ratio. Part-time employees must have at least a 37.5% appointment fraction (15 hours a week) to accrue vacation.~~

~~3.—Examples:~~

- ~~(a) A full-time salaried employee who is hired on April 18, 2018 will be eligible to accumulate vacation beginning April 1. The employee will accumulate $(9 / 12) \times 12 \text{ days} \times 8 \text{ hours} = 72 \text{ hours}$ of vacation by the end of the year. The employee would have 96 hours of vacation during calendar year 2019.~~
- ~~(b) A half-time salaried employee hired on April 18, 2018 would accumulate $(9 / 12) \times 12 \times 8 \text{ hours} \times 20 / 40 = 36 \text{ hours}$ of vacation by the end of the year. The employee would be able to take $12 \times 8 \text{ hours} \times 20 / 40 = 48 \text{ hours}$ of vacation during calendar year 2019.~~
- ~~(c) An hourly employee is hired on April 18, 2018 to work an estimated 30 hours per week. The employee will accumulate $(9 / 12) \times 12 \text{ days} \times 8 \text{ hours} \times 30 / 40 = 54 \text{ hours}$ of vacation by the end of the year. If the employee works an actual average of 27.5 hours per week during calendar year 2019, he/she will have $(27.5 / 40) \times 12 \times 8 = 66 \text{ hours}$ of vacation during calendar year 2019.~~

1. Full-Time Professional Staff

For full-time professional staff, 2.5 weeks ($2.5 * 40 = 100$ hours) of vacation are accrued on the first day of the fiscal year (July 1st). After five years of employment, based on the fiscal year, four weeks of vacation are accrued on

the first day of the fiscal year (July 1st). If an employee usually works Sundays, it is assumed they will not exceed the number of Sundays off proportional to their normal week.

2. Part-Time Professional Staff, Support Staff and Hourly Employees

For part-time professional staff, support staff, and hourly employees, vacation days are accrued as described in Article XIII.B.1, but pro-rated according to the appointment fraction. The appointment fraction for salaried employees is the weekly hours described in the job description divided by a nominal 40-hour work week. For hourly employees, the appointment fraction is based on the current job description for the employee.

Each employee will work with the Head of Staff to determine a reasonable weekly schedule allowing fulfillment of both employment-related tasks and personal life. Vacation time will be taken on an hourly basis going forward to allow for a more flexible work schedule.

One week of vacation (based on the weekly hours in each employee's job description) may be carried over into the following fiscal year. During a grace period ending June 30, 2025, two weeks of vacation may carry over into the following fiscal year.

4. Examples:

- A full-time salaried employee who is hired on April 18, 2024, will accrue 25 hours of vacation on their start date (3 months x (100 hours/12 months)). The employee will then accrue 2.5 weeks (100 hours) of vacation on July 1, 2025 ($2.5 \times 40 = 100$ hours)
- A half-time salaried employee hired on April 18, 2024, will accrue 12.5 hours of vacation on their start date (3 months*(100 hours/12 months)*.5). The employee will then accrue 50 hours of vacation on July 1, 2025 ($2.5 \times 40 \times .5$)
- An hourly employee is hired on April 18, 2024, to work an estimated 25 hours per week. The employee will accrue 16 hours of vacation on their start date ($100 \text{ hours} / 12 \times 3 \text{ months} \times (25/40)$). The employee will then accrue 62.5 hours of vacation on July 1, 2025 ($100 \text{ hours} \times (25/40)$)

11/19/24

Article III G. Added “biennial” preceding ‘criminal records check’

Article IV B: Removed “An employee may, on occasion, encounter a work-related matter that is disturbing. When this happens, it is often best for all involved if the matter is raised as quickly as possible

after it becomes a concern.” Comments were more commentary than procedural

Article VIII C: Changed “salary increases” to “compensation changes” and changed “salary” to “compensation”

Article X Paragraph 2: Employees must report injuries ~~immediately~~ ‘promptly’ to the Office and Facilities Manager or Pastoral Head

Article XIII B: Intro: Added sentence :We understand that occasionally situations will arise that cannot be foreseen, and accommodations for these circumstances will be made by the head of staff.”
B: Section 2, paragraph 2: Added final sentence “Fractional hours of vacation time will be rounded to the closest half hour.”
B: Section 3, paragraph 3: changed calculation of first 3 months’ vacation from 16 hours to 15.5 hours to be more accurate.

Article XV Section 2: Added support staff eligibility for continuing education Leave
Section 3: Changed “ministerial and professional staff members” to “staff members”