



PERSONNEL POLICIES HANDBOOK

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Emanuel United Church of Christ
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GENERAL INFORMATION

The following policies and procedures are intended as guidelines for equitable treatment of all employees and pastors. These policies and procedures are not intended as minimal standards. It is expected that the policies and procedures will be applied to all employees in an equitable manner. This handbook was prepared and approved by the Church Council.

Employees of the church should conduct themselves in a professional manner. The lifestyles of church employees should reflect positively on the ministry and witness of the church in our community and beyond. Violation of basic standards of Christian conduct is therefore discouraged and could result in termination of employment.

Any questions regarding the interpretation of the policies and procedures contained in this handbook should be referred to the pastor and/or Church Council for clarification.

It is important that all new employees be fully informed immediately upon reporting to work regarding these policies. It shall be the responsibility of the pastor to carry out this assignment in each case.

1. Purpose of this Handbook

- 1.1 This handbook sets forth the guidelines governing the employees of EMANUEL UCC and is established to define and coordinate the personnel administration of EMANUEL UCC. It is intended to:
 - (i) help employees understand the working conditions at EMANUEL UCC,
 - (ii) form a basis for treating all employees fairly, and
 - (iii) generally, create a healthy and happy working environment where the mission and ministries of the church can be effectively, efficiently, and enthusiastically developed and implemented.
- 1.2 It is understood that the policies and procedures established in this handbook will be administered with Christian love and compassion and that reconciliation, redemption and restoration and the well-being of the church body.
- 1.3 This handbook provides basic information about EMANUEL UCC policies, procedures, and benefits.
- 1.4 All employees will receive a copy of the handbook. Upon receipt they should read the entire policy and acknowledge that they have done so by signing the attached Employee Acknowledgement Form.
- 1.5 Any amendments should be read and signed by each employee of EMANUEL UCC. Signed acknowledgements will be kept in each employee's personnel file.

2. Authority and Administration of this Handbook

- 2.1 This Handbook and any subsequent revisions will be approved by the Church Council.
- 2.2 The pastor will be responsible for administration of the policies in the approved handbook. Each employee of EMANUEL UCC is subject to the provisions of the approved handbook. Revisions of this Handbook will be distributed to all EMANUEL UCC employees as soon as possible after Church Council approval.
- 2.3 It is the intent of the Church Council and EMANUEL UCC that the policies in this handbook comply with the provisions of the most current version of the Bylaws. To the extent any policy in this Handbook is found to conflict with the Bylaws, the conflicting policy will be interpreted and/or revised to comply with the provisions of the Bylaws.

3. At-Will Employment

- 3.1 All employees of EMANUEL UCC are employees at will and, as such, are free to resign at any time with or without reason, unless a formal written contract of employment has been entered into between EMANUEL UCC and the employee.
- 3.2 EMANUEL UCC likewise retains the right to terminate an employee's employment at any time for any reason.
- 3.3 The contents of the handbook do not constitute or imply an employment contract. Nothing contained in this handbook is intended to be a guarantee that employment or any benefit program will be continued for any period.
- 3.4 No representative of EMANUEL UCC other than the Church Council has the authority to enter into an agreement for employment for any specified period or to make any promises of commitments contrary to the terms stated above.

4. Procedures for Classifying, Hiring, and Terminating Employees

- 4.1 Each employee will be classified as Full-Time or Part-Time based on his or her job description and the terms of his or her employment.
- 4.2 All employees will be hired and/or terminated pursuant to the applicable section of the church Bylaws.

5. Employment Conditions

- 5.1 Conditions of employment will be provided to the new employee by the Church Council with a copy going to the personnel file in the church office. The employment conditions shall include the job description, personnel policies and benefits handbook, and compensation package.

6. Employment Status

- 6.1 Regular full-time employees are those who routinely are scheduled and paid for not less than thirty-two (32) hours per week in a budgeted full-time position.
- 6.2 Regular part-time employees are those who routinely are scheduled for and work less than thirty-two (32) hours per week.

7. Employment of Relatives

- 7.1 Relatives of employees will receive the same consideration as any other applicant and will not be accorded preferential treatment in employment matters.

8. Immigration Reform and Control Act

- 8.1 The church is committed to full compliance with federal immigration laws and regulations and will not knowingly employ anyone not having a legal right to work in the United States. As an ongoing condition of employment, documentation will be required verifying identity and legal authority to work in the United States. Federal immigration law requires that an I-9 form be filled out and signed, and stipulated documents provided for the employer within three (3) business days of the date of employment begins.

9. Personnel Files

- 9.1 The pastor will be responsible for maintaining a personnel file for each employee. Each document included in the folder should be signed and dated by the employee. The pastor should provide each employee with a copy of any document added to that employee's personnel file. Upon request, an employee will be allowed to review the contents of his or her personnel file.

10. Performance Evaluations

- 10.1 All staff will receive a regular performance evaluation. The Church Council, pastor, and Pastoral Relations Committee will be responsible for the evaluation. Performance evaluations may be conducted as often as the Church Council deems appropriate, but at least once every twelve (12) months.
- 10.2 Performance evaluations should provide constructive instruction and an objective basis for the Church Council to consider wage or salary increases. During the evaluation process, employees should be encouraged to express any concerns about their work environment and to set new goals for the coming year.

11. Dispute Resolution

- 11.1 Disputes concerning staff will be resolved by the pastor and/or Church Council. The Church Council may choose not to use the dispute resolution procedures described here in.

12. Equal Employment Opportunity

- 12.1 Every EMANUEL UCC employee and applicant for employment will be given equal employment opportunity and treatment regardless of race, color, sex, national origin, age, disability, veteran's status, or other legally protected class. EMANUEL UCC will not discriminate based on any protected category.
- 12.2 EMANUEL UCC will monitor the areas of selection process, working conditions, training and development, and community relations. Records required by Equal Employment Opportunity laws and regulations will be retained by EMANUEL UCC.
- 12.3 Any request or inquiry by any governmental agency, contractor, customer, or organization regarding Equal Opportunity compliance with any employment related law, regulation, executive order, desegregation of any facility, or location is to be forwarded by the employee receiving the request to his or her immediate supervisor for appropriate action.
- 12.4 Employees who feel that they have been discriminated against due to race, color, sex, age, national origin, disability, veteran's status, or other legally protected status are urged to bring these allegations directly to the pastor and/or Church Council.
- 12.5 To alleviate fears of retaliation, all reasonable efforts will be made to treat any allegations confidentially. Alleged discriminatory acts will be identified and, when appropriate, programs will be developed and implemented that will eliminate discrimination.

13. Personal Appearance Standard

- 13.1 Employees are expected to wear appropriate work attire to their position and the nature of work performed. Employees who are in doubt or have questions about personal appearance standards should consult with the pastor. Any employee who appears for work wearing unprofessional attire may be required to return home to correct the situation and the time required to do so may be considered unpaid time off for the employee.

14. Employee Health and Safety

- 14.1 EMANUEL UCC strives to provide working conditions that are healthy and safe, and employees are expected to be safety conscious, use good judgment, report, and reduce potential or obvious hazards. Unsafe conditions in any work area or public area that might result in an accident should be reported immediately to the Pastor.
- 14.2 If an employee is injured in connection with employment, regardless of the severity of the injury, the employee must immediately notify the pastor. The pastor will arrange necessary medical attention and complete required reports.
- 14.3 In any case of serious injury, employees are to receive prompt and qualified medical attention followed by documenting the injury with workers compensation.
- 14.4 Should an injury prevent an employee from returning to work, the pastor or designee will contact EMANUEL UCC's Workers Compensation carrier and notify the employee of employment benefits applicable to that condition.

15. Confidentiality

- 15.1 Employees of EMANUEL UCC may be exposed to privileged and sensitive information, including individual members' contribution and pledge records. Such information must be held in strictest confidence. Any questions on confidentiality issues should be addressed to the pastor.

16. Security

- 16.1 Employees should make every effort to be aware of strangers on EMANUEL UCC premises. Any employee who notices an unfamiliar or unauthorized person on EMANUEL UCC premises should contact the pastor or law enforcement.
- 16.2 It is not considered good practice for an employee to work alone in a church building at night. If night work cannot be avoided, great care should be taken to lock all entrances upon entering and leaving the building.

17. Harassment and Discrimination

- 17.1 EMANUEL UCC is committed to providing a work environment free of discrimination. EMANUEL UCC prohibits unlawful harassment, including sexual harassment.
- 17.2 Sexual harassment of employees by pastoral staff, co-workers, vendors, or members is strictly prohibited. Examples of sexual harassment include, but are not limited to, unwelcome sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; unnecessary touching of an individual; graphic comments about an individual's appearance or body; a display in the workplace of sexually suggestive objects or pictures; sexually explicit or offensive jokes, stories, or nicknames; or physical assault.

17.3 Any employee, who believes he or she is being, or has been harassed in any way, or has observed harassment in any way, must report the facts of the incident(s) to the pastor and the Church Council immediately, without fear of reprisal.

17.4 In determining if the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated, and documented in writing by the Church Council and/or its appointees.

18. Hours of Work

18.1 EMANUEL UCC's office will be open from 9:00 AM to 3:00 PM Monday, Tuesday, and Thursday, unless the pastor or Church Council makes an exception.

18.2 The pastor will set the schedule for each EMANUEL UCC employee. The schedule of office staff will be to ensure there is a minimum of 1 employee, if possible, in the office during the work week. If all employees need to be out of the office, other work arrangements may need to be made by the Pastor.

18.3 The organist and choir director schedules are determined by the worship life of the congregation.

18.4 EMANUEL UCC's office will be closed on the following nine (9) days: New Year's Day, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (2 days), Christmas Eve, and Christmas Day.

19. Compensation

19.1 The Budget Committee and Church Council will annually review wages and salary. Recommendations will be approved by EMANUEL UCC upon adoption of the annual budget. Adjustments will be considered at the beginning of each budget year.

19.2 Compensation and benefits (if applicable) for new staff will be approved by the Church Council.

20. Pay Schedule

20.1 All salaried and hourly employees will be paid on a monthly schedule. No advances in wages or salaries will be permitted.

21. Social Security

21.1 EMANUEL UCC pays the employers' part of F.I.C.A. insurance for all eligible employees.

22. Workers' Compensation

- 22.1 EMANUEL UCC pays Workers' Compensation Insurance. Any employee who suffers a personal injury arising on the job or on EMANUEL UCC-related business is responsible for reporting such injury immediately to the pastor. Compensation will be paid in the manner and extent provided by the State Workers' Compensation laws.
- 22.2 An accident report should be submitted to the supervisor within twenty-four (24) hours of the incident when possible. A copy of this report will be filed in the employee's personnel file in the church office.
- 22.3 Failure to file an accident report will be considered negligence of job duty responsibilities. The report should minimize any problems associated with the handling of insurance claims and timely distribution of appropriate compensation from the proper insurance provider.

23. Automobile Expense

- 23.1 EMANUEL UCC will reimburse for all job-related mileage expenses. Reimbursement will be made according to the standard mileage rate established by the Internal Revenue Service.

24. Requests for Reimbursement

- 24.1 From time to time, Staff may incur "out of pocket" expenses pertaining to the ministry of EMANUEL UCC. Those expenses must be approved by the pastor and/or Church Council. To be reimbursed, these expenses must be submitted for reimbursement with a disbursement request form and receipt that includes the payee, date, and reason for the expense within five (5) business days of the transaction.

25. Vacation

- 25.1 It is the intent of the church to provide employees with vacation from work.
- 25.2 The Administrative Assistant will be granted one (1) week of vacation per year.
- 25.3 The organist will be granted four (4) Sundays of vacation per year.
- 25.4 All employees will submit "Leave Authorization" forms in advance to the pastor for final approval. Copies of all signed "Leave Authorization" forms will be filed with the pastor and will present a timely report of vacation time used to the church Council for review. Approval is subject to the needs of the church.
- 25.5 Vacation time will not carry over from year to year unless approved by the Church Council.

25.6 Some additional policies governing vacations are as follows:

- (i) A week of vacation is defined as five (5) working days.
- (ii) Vacation missed will not be compensated by the church except in the case of a resignation; and the vacation pay will only apply when appropriate notice of the resignation is given to the church.
- (iii) Part time personnel (20–32 hours) will not accrue vacation until after one (1) years' service.

26. Paid Sick Leave

26.1 All employees will accrue paid sick leave at a rate of 1 hour per 30 hours worked with a cap of 40 hours per year. Employees are allowed to carry over up to 80 hours per year.

27. Employee Absences

27.1 Any employee who is absent from work for any reason is expected to notify the Pastor as soon as the employee is aware an absence will occur.

28. Disciplinary Procedures

28.1 Whenever it is determined that a staff member has committed a disciplinary offense, the pastor and the Church Council will decide upon an appropriate disciplinary action. The range of disciplinary action may include written warning, suspension, or discharge. The appropriateness of the penalty in each case will be determined by the Church Council depending on its judgment as to the seriousness of the offense, the staff member's prior history and other relevant circumstances.

29. Termination

29.1 Employees who resign are asked to give as much notice as possible. Resignations are to be submitted in writing through the pastor to the Church Council. A minimum of thirty (30) days' notice is requested.

30. Reservation of Rights

30.1 EMANUEL UCC Church Council reserves the right to interpret, change, suspend, cancel, or dispute, with or without notice, all or any part of the policies, procedures, or benefits described in this handbook. Employees will be notified before any change is implemented.

30.2 The Church Council is responsible for any employment-related matter not covered in this handbook.

31. Other Laws and Regulations

31.1 The provisions of this handbook will apply in addition to, and will be subordinate to, any requirements imposed by applicable federal, state, local laws, regulations, or judicial decisions.

32. Revision of Personnel Policy Handbook

32.1 Church Council may change provisions of this handbook. Suggested changes should be submitted in writing to the president of the Church Council.

33. Employee Acknowledgement

33.1 Employees are required to acknowledge receipt of a copy of this handbook by signing the written acknowledgment on the following page.

Employee Acknowledgement

I hereby acknowledge receiving a copy of the Personnel Policies Handbook of Emanuel United Church of Christ, Jackson, MO.

I understand I am responsible for familiarizing myself with the information contained in this handbook and any later revisions.

I also understand EMANUEL UCC may occasionally change the policies, procedures, and practices outlined in this handbook.

I understand that neither the statements in the Handbook nor this acknowledgment constitute a contractual obligation, express or implied, on the part of EMANUEL UCC pertaining to any portion of this handbook or any aspect of my employment.

Information is provided in the Handbook to give me a general overview of EMANUEL UCC's expectations of its Employees and to provide information and guidelines, policies, programs, and procedures of EMANUEL UCC.

I further understand every aspect of my employment relationship with EMANUEL UCC is on an at-will basis, meaning I or EMANUEL UCC may terminate my employment at any time, for any reason, with or without cause. My at-will employment status cannot be changed except in a writing signed by the Church Council.

As part of this at-will policy, I understand EMANUEL UCC expressly reserves its authority to manage and control its ministry and to exercise its sole discretion to determine all issues pertaining to my employment, including but not limited to, job assignment, promotion, demotion, transfer, work force size, and discipline.

I have read the foregoing and have had an opportunity to ask questions.

Date

Employee Printed Name

Employee Signature