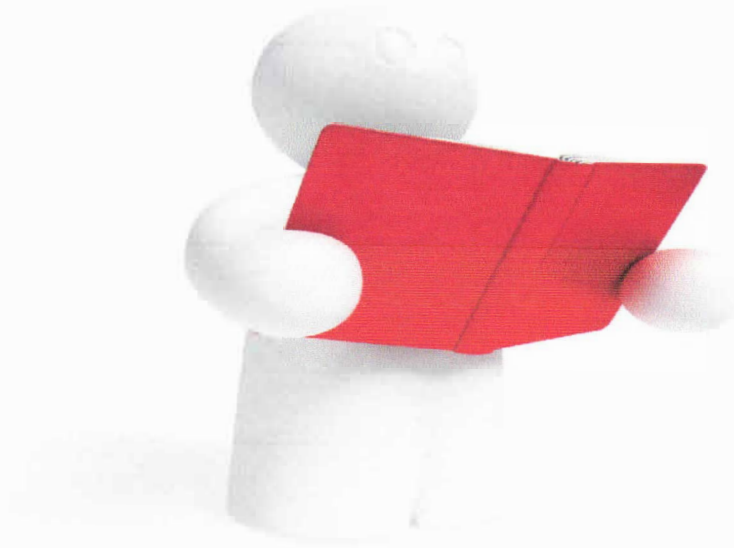


EMPLOYEE HANDBOOK

FAIRHILL MANOR CHRISTIAN CHURCH

APPROVED BY BOARD JULY 12, 2023



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Employee Handbook

Fairhill Manor Christian Church

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Introduction

Your Guide as an Employee of Fairhill Manor Christian Church

This employee handbook defines who we are and how we work together. We know that some of you are long-time employees of our church and some of you are very new. We will do everything possible to create a fair and productive workplace, but we need your help. As a result, our Personnel Committee has created this handbook for your reference and use.

This handbook isn't a contract or guarantee of employment. It is a collection of our expectations, commitments, and responsibilities. Several items in this manual are policies and procedures that were derived from our Personnel Committee Policy Manual that was approved by the Board in November 2022. We encourage you to read this employee handbook carefully and refer to it when you need to. Questions and clarifications that you may have can be referred to any member of the Personnel Committee.

Some History on Fairhill Manor Christian Church

Fairhill Manor Christian Church began in 1903 as Second Christian Church that was located on Wylie Avenue, in Washington, PA. In 1963 the name was changed to Fairhill Manor Christian Church and in 1964 a new church was built on Montgomery Avenue, in Washington, PA where our worship continues today. Our church is a large 3-floor facility that is slightly under 14,000 square feet with beautiful outside property and a large parking lot which provide a beautiful setting for festive activities, such as the annual Drive-Thru-Nativity and Trunk or Treat.

Our Mission

Fairhill Manor Christian Church of Washington, PA has proclaimed the love of God to our community and world since 1903. We work together as a family of God, giving of our blessings of time, talent, and money. We do this through our ministries which include Worship, Membership Care, Faith Formation, Fellowship, Outreach and Evangelism, and Stewardship Finance.

Our Calling

We believe Fairhill Manor Christian Church is called to serve God through Jesus Christ in the power of the Spirit by:

- Realizing spiritual growth and Biblical understanding
- Reaching out to those in need of a church home and community
- Raising up Godly children and youth
- Responding to the needs of our community and the world

Basics of Employment

In this section, we explain the different types of employment.

Employment Contract Types

At Fairhill Manor Christian Church we have 3 different contract types for our employees, and they are defined by the amount of time that is required to perform the job.

1. Full-Time Employees

This group is comprised of the Senior Pastor and the Associate Pastor. They are full-time employees and are paid an annual salary along with a housing allowance.

2. Part-Time Employees

This group is comprised of the Administrative Assistant and the Custodian. These employees work approximately 25 hours per week. The Custodian also may work on special occasions such as weddings. In those situations, the payment is a flat fee as defined in the Wedding Policy.

3. As Required Employees

This group is comprised of the Financial Secretary, Choir Director, Organist, and Wedding Coordinator. The first 3 of these employees are paid an annual salary and their work schedules are based on an as needed basis required to fulfil the requirements of the position. The Wedding Coordinator is paid a flat fee for each wedding that is conducted at our church and is defined in more detail in the Wedding Policy. The Organist may also work on special occasions such as weddings and funerals and is paid a flat fee for these services.

Equal Opportunity Employment

Fairhill Manor Christian Church is an equal opportunity employer. We don't tolerate discrimination against protected characteristics (gender, age, sexual orientation, race, nationality, ethnicity, religion, disability, or veteran status). We expect all employees to treat others with respect and professionalism. In practice, this means that we:

- Hire people based on skills, experience, or potential and try to reduce bias in every process (e.g., through structured interviews)
- Make accommodations to help people with disabilities move about our facility in a safe manner and we communicate the importance of safety within the facility.
- Require Safe Conduct Training (Abuse Prevention) on an annual basis for all employees.
- Perform Background Checks on all employees every three years as required under our Safe Conduct Policy.
- Evaluate each employee's performance annually to drive continuous improvement.

Apart from these actions, we commit to penalizing every discriminatory, offensive, or inappropriate behavior. To do this properly, we ask that you report any discriminatory action against yourself to the Personnel Committee. Every effort will be made to keep any report regarding this confidential. Our church will not retaliate against you if you file a complaint or discrimination lawsuit. Any employee who retaliates or discriminates will face disciplinary action.

WORKPLACE POLICIES

WHAT FMCC DOES FOR THEIR EMPLOYEES

I. PAY

The employees of Fairhill Manor Christian Church are paid bi-weekly by Direct Deposit which covers the previous two weeks that they worked.

II. RECORDING OF TIME WORKED

Our Part-Time Employees are required to complete a timesheet to report time worked, paid vacation days, paid sick days, and for non-paid absences. At the end of the 2 week pay period, the timesheets will be turned into their supervisor who will review, approve, and submit to the Financial Secretary for processing.

Fairhill Manor Christian Church has a Wedding Policy that covers payments for services provided for a wedding for either a member or non-member. The fee is paid in advance by the party requesting a wedding at the church and covers services for the Pastor, Wedding Coordinator, Organist, Custodian, and Sound Technician. The Organist, Custodian, Wedding Coordinator, and the Sound Technician, complete a special time sheet which will be approved a Pastor and turned into the Financial Secretary for the payment of these services. Please refer to the FMCC Wedding Policy for further information.

III. WAGE DEDUCTIONS

The law requires that the church deduct social security (F.I.C.A Tax), federal income tax, Pennsylvania State Tax and Local Tax. The federal tax withholding is based on the information provided by the employee on a Form W-4. FMCC is required to provide a W-2 to each employee by January 31st of each year and to remit the payroll taxes to the appropriate authorities on a timely basis.

IV. PERFORMANCE EVALUATIONS

Fairhill Manor Christian Church takes great pride in managing their employees and providing them the training and the tools to perform their job. As a result, employee performance evaluations for lay employees will be conducted in the fall of each year prior to the completion of the annual budget.

V. RETIREMENT AND SAVINGS PLANS

Fairhill Manor Christian Church in conjunction with the Pension Fund of the Christian Church allows the Senior and Associate Pastor to participate in a Defined Benefit Pension Plan where the employer or employee can make contributions towards a monthly retirement benefit. The dues to fund the plan are 14% of the gross salary which is used to provide two types of benefits.

- An annual pension paid at retirement (11%)
- Death & Disability coverage prior to reaching retirement (3%)

The dues can be split between the Pastors and the Employer but here at Fairhill Manor Christian Church, the employer contributes the entire 14%.

Our lay employees may make contributions to a Tax Deferred Retirement Account (TDRA) which is a 403(b) plan.

There are also Individual Plan Options that all employees can participate in which include contributions to a Traditional IRA and or Roth IRA as well as an after-tax savings account known as a Benefit Accumulation Account. If you are interested in participating in these plans please contact a member of the Personnel Committee.

WHAT FMCC EXPECTS FROM THEIR EMPLOYEES

Fairhill Manor Christian Church prides itself in serving the congregation and the community to the highest level possible. The following are the basic work rules for an employee, with which you as an employee, should become familiar with.

WORK RULES

A. Sexual Harassment and Substance Abuse

Harassment including sexual advances, jokes, or comments of any kind, is prohibited. An employee found guilty of such acts will be terminated. An employee being harassed by another employee, volunteer, or any other person can contact the Pastors or any Personnel Committee member. Please refer to the FMCC Safe Conduct Policy manual for further information.

Substance abuse is defined as the use of illegal drugs and/or the abuse of legal drugs or alcohol.

If abuse in either case is suspected, an investigation will be conducted by the Personnel Committee at the request of the Pastors. If substance abuse or the violation of the Safe Conduct Policy by an employee is substantiated after investigation, the Personnel Committee will make a recommendation to address the situation to the church management, after consulting legal counsel if appropriate.

B. Personal Appearance

Employees are expected to dress in an appropriate and professional manner and to be bathed and neatly groomed. A Pastor or the Personnel Committee may call the employee's attention to any dress or grooming not deemed appropriate. Their decisions are final and any further dress or grooming in that style could lead to disciplinary action.

C. Smoking

Fairhill Manor Christian Church is a smoke-free environment. If an employee smokes, they can only smoke outside the church building and away from all entrances.

D. Causes for Employee Termination without Formal Warning

The items listed below are for an employee's protection and to give FMCC the legal grounds for acting against an employee who could prove dangerous to the well-being of the church. The church may terminate an employee without formal warning if the employee engages in any of the following actions or behaviors.

1. Willful damage or gross negligence to church property.
2. Possession of a weapon on church premises.
3. Drinking, intoxication, or possession of alcoholic beverages on the job.
4. Being under the influence of narcotics, use of narcotics, or possession or solicitation of narcotics for use while at work, other than prescription drugs as prescribed by a physician.
5. Gambling on church premises.
6. Absence without authorization for three or more workdays (consecutive or otherwise) during any consecutive 12 months.
7. Disclosure of confidential or sensitive church information.
8. Assaulting or fighting with another employee, volunteer, or a member on church property, on or off duty.
9. Conviction of a felony or serious misdemeanor.
10. Willful falsification of church records, such as an employment application, payroll information, or financial or insurance records.
11. Absence from work beyond the period for which a leave of absence has been granted by the church.
12. Taking other unauthorized employment while on a leave of absence.
13. Theft of church property.
14. Willful violation of church policy.
15. Engaging in viewing or distributing pornographic material on church premises.
16. Any other action that could pose a danger to the church, its personnel, its volunteers, or its members.

E. Work Safety

1. Employees must report any accident by any employee or church visitor to the supervisor immediately.
2. Employees must not operate any church equipment or machine unless they have received instructions and have authorization to use it.
3. Employees must be careful not to lift objects that are too heavy or bulky for them to handle. They must get help!
4. Wet floors can cause serious accidents.
 - a. Employees must wipe up any spills at once.
 - b. When the floor section is wet, SLOW DOWN.
 - c. Pick up any object on a floor surface, except glass. Glass should be swept into a dustpan and placed in the trash.
5. Watch where they are walking. Be careful when walking on stairways.
6. Use a ladder, not a box, or chair to reach items in high places.

7. Report any unusual occurrences in the building to the Trustee as soon as possible.

SAFE CONDUCT COMPLIANCE

Fairhill Manor Christian Church has a Safe Conduct Policy in place that details the requirements of our employees as well as our volunteers. The section below outlines some of the key requirements that you as an employee of our church must adhere to. Appendix E of the Safe Conduct Policy outlines actions and behaviors which are consistent with our church. Please refer to Page 143 of the Safe Conduct Policy which is available on the church website. If you have any questions, feel free to contact any member of the Personnel Committee.

1. You are required to take Safe Conduct Training courses on an annual basis which are overseen by the Personnel Committee.
2. You will be subject to background checks every three years. You will be responsible for completing the Tier I background checks while the Tier II background checks will be handled by the Personnel Committee.

DRUG & ALCOHOL COMPLIANCE

I. PURPOSE

Fairhill Manor Christian Church is a smoke-free, drug-free, and alcohol-free work and congregational space. The health and well-being of our employees, visitors and members are very important to the church. Alcohol and drug abuse pose a threat to the health and safety of our employees and all who enter our church as well as to the security of our equipment and facilities. For these reasons, Fairhill Manor Christian Church is committed to prohibiting the use of drugs and alcohol in the house of our Lord.

II. PERSONNEL COVERED

All employees, volunteers, church officers, members, contractors, visitors, or anyone else, on church property at any time.

III. RESPONSIBLE FOR ADMINISTERING

Pastors, Church Officers, & Personnel Committee

IV. POLICY

This policy provides an overview of the important practices and procedures designed to correct instances of identified alcohol and/or drug use in the church. This policy applies to all employees, volunteers, church officers, members and non-members, contractors, visitors, or anyone entering church property.

Drug-Free Awareness

Drug and alcohol misuse have a number of adverse health and safety consequences. They can have an impact on the success of the employees and volunteers and the safety and protection of the children and youth. It is strongly recommended that the employees and volunteers speak with a trusted healthcare provider for information about the impacts of drug and alcohol misuse.

Fairhill Manor Christian Church commits to assist and support employees and volunteers who voluntarily seek help for drug or alcohol abuse problems before becoming subject to discipline and/or termination under this and other policies. Such employees or volunteers may be allowed a leave of absence, referred to treatment providers, and otherwise accommodated as required by federal, state, and local law. Employees who remain employed and are seeking help for drug or alcohol abuse problems may be required to document that they are consistently following prescribed treatment and to take and pass follow-up tests to ensure they are on a path of recovery.

It is imperative that employees and volunteers report to work fit for the duties they have committed to in the position they have taken. This requires them to report to work free of any adverse effects of illegal drugs or alcohol. Fairhill Manor Christian Church permits the legal use of prescribed drugs on the job if they do not impair an employee's ability to perform the essential functions that they have been asked to do, effectively and safely without endangering others. Employees and volunteers must, however, consult with their doctors about the effect of medications as it relates to their fitness for duty and their ability to work safely and promptly disclose any work restrictions to their supervisor.

Work Rules

The following Work Rules apply to all employees and volunteers of Fairhill Manor Christian Church.

- Whenever employees and volunteers are working, operating any church vehicle, present on church property, (including parking lots or other outside buildings owned by the church), and are conducting work off-site for the church they are prohibited from:
 - Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (including possession of drug paraphernalia).
 - Being under the influence of alcohol, marijuana or an illegal drug as defined in this policy.
- The presence of any detectable amount of illegal drugs or illegal controlled substance in an employee or volunteer's body while performing church business or functions or while in a church facility is prohibited.
- Fairhill Manor Christian Church will not allow any employee, volunteer, or church officer to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to perform their duties safely and effectively. Employees or volunteers taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
- Any illegal drugs or drug paraphernalia will be turned over by Fairhill Manor Christian Church to an appropriate law enforcement agency.

Required Testing

Fairhill Manor Christian Church retains the right to require the following tests from any or all employees and volunteers.

1. **Pre-Employment:** All candidates who have received a written offer of employment will be required to undergo testing for commonly abused controlled substances in accordance with this policy.
2. **Reasonable Suspicion:** Employees and volunteers are subject to testing based on observations by a supervisor, pastor, church officer, or personnel committee member of apparent onsite use, possession, or impairment. The Pastors must be consulted before sending an employee or volunteer for testing.

- **Post-Accident:** Employees or volunteers are subject to testing when they cause or contribute to accidents that seriously damage a church vehicle or any other equipment or property, and/or result in an injury to themselves, another employee or volunteer requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the incident, if not sooner.
- **Follow-Up:** Employees or volunteers who have tested positive, or otherwise violated this policy, are subject to discipline up to and including discharge. Depending on the circumstances and their history/record, the church may offer an employee or volunteer who violates this policy or tests positive the opportunity to return to work at the church on a “last chance” basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies for a minimum of one (1) year but not more than (2) two years. If the employee or volunteer does not agree to undergo treatment, complete his/her treatment program or tests positive after completing the treatment program, he/she will be subject to immediate discharge from employment or voluntary work.

Substances Covered by Drug & Alcohol Testing

Candidates will be tested for their use of commonly abused controlled substances, including amphetamines, barbiturates, benzodiazepines, opiates, cannabinoids, cocaine, methadone, methaqualone, phencyclidine, (PCP), propoxyphene and chemical derivatives of these substances.

Candidates must advise the testing lab of all prescription drugs taken in the past month before the test and be prepared to show proof of such prescriptions to testing lab personnel.

Testing Methods and Procedure

All testing will be conducted by a licensed independent medical laboratory, which will follow established testing standards. Testing will be conducted on a urine sample provided by the candidate to the testing laboratory under procedures established by the laboratory to ensure the privacy of the employee or volunteer, while protecting against tampering/alteration of the test results.

Fairhill Manor Christian Church will pay for the cost of the testing, including the confirmation of any positive test results by gas chromatography. The testing lab will retain samples in accordance with state law, so that a candidate may request a retest of the sample at his/her own expense if he/she disagrees with the test results.

Consequences

Employees or volunteers of Fairhill Manor Christian Church who refuse to cooperate immediately in required tests or who use, possess, buy, sell, manufacture, or dispense an illegal drug in violation of this policy will be terminated.

The first time an employee or volunteer tests positive for alcohol or illegal drug use under this policy will be disciplined up to and including termination.

Employees will not be paid for time spent in alcohol or drug testing if the testing results are positive. They will be suspended pending the result of the alcohol and/or drug tests. After the results of the tests are received, a date/time will be scheduled to discuss the results of the test; this meeting will include the Pastors, the Board Moderator, and the Personnel Committee. Should the results prove to be negative, and the test was for an employee, the employee will receive back pay for the times/days of suspension.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations will be provided to a medical review officer (MRO). The (MRO) is a licensed physician and responsible for receiving and reviewing lab results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results. All test results shall be kept confidential to the extent required by law and maintained in secure files separate from the normal personnel files. Any records of this nature will also be scanned as part of the electronic records of Fairhill Manor Christian Church. Any electronics that fall under this category will be password protected.

Inspections

Fairhill Manor Christian Church reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband. All employees, contract employees, contractors, volunteers, church members, non-church members, or visitors, may be asked to cooperate in inspections of their work areas and property that might conceal a drug, alcohol, or other contraband. Employees or volunteers who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including termination.

NEW EMPLOYEES

NEW HIRE ORIENTATION

Each new employee will have a new hire orientation completed by their supervisor. During this period, they will be given a tour of the church facility, informed of church building rules, work safety and fire prevention rules. They will also be instructed how to complete timesheets and how to request for time off. All new employees will be informed of who to contact if they need additional training. The supervisor will complete a checklist during orientation period, review it with the new employee and provide a copy of the completed form to the employee for their records once the orientation process is complete. Any employee that has questions can contact their supervisor or a member of the Personnel Committee.

NEW HIRE PROBATIONARY PERIOD

When a new employee is hired at Fairhill Manor Christian Church they will be monitored under a 30-60-90-day probationary period during which, their performance will be evaluated by their immediate supervisor. At the end of the first 30 days of their employment they will meet with their supervisor who will provide feedback on their job performance. A form will be used to identify any areas that need to be addressed and that will be communicated to the employee. The same process will occur after the first 60 days and 90 days. Employees who have not met expected performance requirements will be subject to termination.

WORK SCHEDULES & PAID TIME OFF

WORKING HOURS

As referenced in the Basics of Employment section of this handbook, work schedules vary depending on which of the three categories an employee falls under. This section of the handbook identifies the work hours for each job classification.

Senior Pastor & Associate Pastor

The Pastors are full-time salaried employees. Their work schedule normally is Monday through Friday with one day off during the week for rest. They are scheduled on Sundays for worship and on days as needed for conducting weddings and funerals.

Administrative Assistant & Custodian

The Administrative Assistant and Custodian are part-time employees and are paid by the hour and work approximately 25 hours per week. The Administrative Assistant may work from home on certain days of the week as agreed upon with the Pastors. In addition to the regular schedule the Custodian is scheduled for days the church conducts a wedding or other special events and is paid by the hour for those services. These employees are required to submit a timesheet for hours worked to their supervisor for approval.

Choir Director, Organist, & Financial Secretary

The Choir Director, Organist, and Financial Secretary are paid an annual salary. The Choir Director and Organist are scheduled for Sunday Worship, Thursday evening choir practice, and special services as needed. The Organist will be asked to accompany weddings and funerals for which they will be paid an additional fee. The Financial Secretary works as needed to complete their responsibilities.

PAID TIME OFF (PTO)

Fairhill Manor Christian Church has a Vacation & Sick-Day Policy for their employees which can be referenced on the church website. The policy is driven by which category the employee falls under. The policy identifies vacation and sick-day eligibility which is summarized below.

FULL-TIME GROUP

This group consists of the Senior Pastor and the Associate Pastor. The eligibility chart below defines an extra week of vacation eligibility after Year 5. The maximum vacation under this policy is 4 weeks which include 4 Sundays. A minimum of three weeks at the beginning of the pastorate is in the policy to ensure the health of the Pastor.

YEARS OF SERVICE *	TOTAL VACATION DAYS ELIGIBLE	MAXIMUM SUNDAYS INCLUDED
1-5	15	3
OVER 5	20	4

**** Immediate eligibility in first year of (3) weeks to ensure the health of the pastor***

PART-TIME GROUP

The Part-Time Group includes the Administrative Assistant and the Custodian. Each currently work 25 hours per week. Therefore, one week of vacation will comprise 25 hours of pay at their designated hourly rate. The table below defines the vacation eligibility under the policy for this group.

YEARS OF SERVICE *	VACATION DAYS ELIGIBLE
1 TO 5	5 DAYS
6 TO 10	10 DAYS
11 TO 15	15 DAYS
OVER 15	20 DAYS

****Requires one year of service to be eligible for vacation and sick days.***

AS REQUIRED GROUP

The third group is the As Required Group. This is a unique group because they do not have a defined schedule. The Choir Director and Organist work on Sunday during worship, during weeknight choir practice, and as needed during the week to prepare for the upcoming service.

VACATION ELIGIBILITY – AS REQUIRED GROUP - REQUIRES 2 WEEKS NOTICE

Choir Director 3 Weeks

Organist 4 Weeks

Financial Secretary Time as needed up to a maximum of 4 weeks provided there is a replacement to do the work or the work can be deferred without disruption to the church and its finances.

Employees who are requesting vacation time are required to fill out the following form and submit it to their supervisor or the Administrative Assistant so that their vacation days can be tracked accordingly.

**VACATION REQUEST FORM
FAIRHILL MANOR CHRISTIAN CHURCH**

Employee Name: _____

Date: _____

Vacation Dates Requested:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Footnotes:

1. Requests for vacations that are a week or more require at least 2 weeks' notice. Any time over 2 weeks requires special approval.
2. Requests for individual vacation days require a week's notice unless it is an emergency.
3. Requests for vacation need to be reviewed and approved by the supervisor so that arrangements can be made for substitutes to do the work while the employee is off.
4. Submit this form to the Administrative Assistant, who will give copies of it to the Pastor, Associate Pastor, and Financial Secretary.

Employee Signature

Date

Supervisors Signature

Date

HOLIDAYS

Below are the holidays that are observed by Fairhill Manor Christian Church. The church office is closed these days. The holiday listing is also posted on the church website.

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Friday After Thanksgiving
- Christmas Day

SICK DAYS /EXCUSED ABSENCES

Fairhill Manor Christian Church understands that there will be times when an employee or family member is ill. The position of the church is that if an employee or family member is ill, then the employee should not come to work. There will also be times when other situations arise, and an employee is unable to come to work. The Vacation & Sick Day Policy approved by the Board in November 2021 allows for a total of 5 sick days for the following employees. The Choir Director and Organist are not eligible for sick days because of their schedule but the church will allow for time off on a Sunday if they are ill.

Senior Pastor

Associate Pastor

Administrative Secretary

Custodian

Financial Secretary

EMPLOYEE BENEFITS

RETIREMENT BENEFITS

Employee Benefits offered for employees at Fairhill Manor Christian Church do not include Medical, Dental or Vision coverage. However, in April 2020 Fairhill Manor Christian Church signed an agreement with the Pension Fund of the Christian Church (Disciples of Christ) which allows lay employees of Fairhill Manor Christian Church to voluntarily participate by contributions through payroll deduction to a qualified 403b Tax Deferred Retirement Account as well as Individual Savings Accounts including a Traditional IRA and or a Roth IRA. The Individual Savings Accounts allow for rollovers from other accounts and also allow for spousal participation.

Employees who are interested in participating in a qualified 403b Tax Deferred Retirement Plan Account, a Traditional or Roth IRA, or an Individual Savings Account Plan should reference the website pensionfund.org. The contact information for the Pension Fund of the Christian Church is as follows.

Phone: 866.495.7322

Fax: 317.634.4071

Email: pfcc1@pensionfund.org

Mailing Address: P.O. Box 6251, Indianapolis, IN 46206-6251

Physical Address*: 1099 N. Meridian St., Ste. 720, Indianapolis, IN 46204

Hours of Operation: 8:30am to 4:30pm EST.

* For shipping packages or overnight mail.

HOUSING ALLOWANCE

Fairhill Manor Christian Church also provides a Housing Allowance to the Senior Pastor and the Associate Pastor. The allowances are not subject to Federal Income Tax, provided it is properly designated by the church before January 1 of each year. The amount that can be excluded from Federal Income Tax is the lesser of the amount designated by the church, the amount actually incurred through receipts, or the fair market value rental of the home plus utilities.

Housing Allowance is subject to Pennsylvania Income Tax and is reported as compensation on line 1a of PA-40. However, the fair market value of the use of employer owned property (car or housing) is not subject to Pennsylvania Income Tax.

EXPENSE REIMBURSEMENTS

Should an employee incur an expense such as for the purchase of office or other supplies required by the church, they can be reimbursed by completing a voucher and providing a copy of the receipt of purchase to the Trustees, who will approve the voucher and submit it to the Financial Secretary for payment. It is important that you as an employee know what is in the budget of your particular area and that those costs are managed accordingly.

Pastoral Support expenses are included in the annual operating budget of the church. Clergy employees of Fairhill Manor Christian Church are also reimbursed for business mileage, assemblies, and conferences, as well as books and professional fees.

EMPLOYEE EVALUATIONS

WHY ARE THEY REQUIRED?

Fairhill Manor Christian Church is an organization that even though they are a tax - exempt organization it is still a regulated entity. In addition, Fairhill Manor considers their employees to their most important asset. As a result, it is important that employees know where they stand, and that the organization provides them with a guide as to what is expected. Employees have a right to express their opinion regarding their position and are encouraged to ask for help when needed or raise any concerns they may have. In addition, continuous improvement is what drives any organization. Therefore, the purpose of the evaluation is to identify whether current performance goals are being met while establishing goals for the following year so that you as an employee continue to grow in your position. Finally, employee evaluations help to determine what wage increases are factored into the church budget for the following year. Salaries and benefits comprise over 75% of the church budget. As a result, it is important that our employees are paid for their services accordingly because they provide a vital part in the mission of the church.

TIMING OF PERFORMANCE EVALUATIONS

Fairhill Manor Christian Church conducts employee evaluations on an annual basis. However, you as an employee have the right to inquire about your performance at any time during the year. The evaluation process begins in early October with Employee Feedback Forms being distributed to you by the Personnel Committee. Normally you will have a two-week period to complete them and return them to the Personnel Committee or bring them to your evaluation. The evaluations will normally have the Senior Pastor and or Associate Pastor, your supervisor, and at least one member of the Personnel Committee present. Annual Evaluations must be completed by the end of October so that any adjustments to the annual budget can be made before it is presented to the Board on the second Wednesday of November.

WHAT IS REQUIRED OF THE EMPLOYEE

In order to complete the evaluation properly, an Employee Feedback Form will be completed by the employee. A copy of the form is on the following pages. You as an employee should give careful thought when completing the form because it will be discussed with you at your evaluation and allows you to express your opinion about your performance during the preceding year.

**FAIRHILL MANOR CHRISTIAN CHURCH
EMPLOYEE FEEDBACK FORM**

EMPLOYEE NAME _____

EVALUATION PERIOD _____

JOB TITLE _____

ARE ALL YOUR NECESSARY CLEARANCES ON FILE? _____

PLEASE COMPLETE THIS FORM AND RETURN TO THE CHAIRPERSON OF THE PERSONNEL COMMITTEE. YOU WILL BE CONTACTED AS TO WHEN YOUR REVIEW WILL BE COMPLETED.

1.) In the space below please provide a Self-Description of your job position at Fairhill Manor Christian Church.

2.) In the space below please list what you find most fulfilling in your job.

3.) In the space below please list what you find most challenging in your job.

4.) In the space below please list areas of your job description you need clarification on.

**FAIRHILL MANOR CHRISTIAN CHURCH
EMPLOYEE FEEDBACK FORM**

EMPLOYEE NAME _____

EVALUATION PERIOD _____

JOB TITLE _____

ARE ALL YOUR NECESSARY CLEARANCES ON FILE? _____

5.) In few sentences are you clear about what you are responsible for as it relates to your job?

6.) Do you have any ideas of how to make your job better and more beneficial to the church?

7.) Please list any resources, training, equipment, or supplies that you are needing to make your job easier, more efficient, or more fulfilling.

8.) In what ways can the church or the Pastors make your job better?

**FAIRHILL MANOR CHRISTIAN CHURCH
EMPLOYEE FEEDBACK FORM**

EMPLOYEE NAME _____

EVALUATION PERIOD _____

JOB TITLE _____

ARE ALL YOUR NECESSARY CLEARANCES ON FILE? _____

9.) In the space below please identify three ways your wish to make improvements in your job in the next six months and year.

10.) Please list two or three job performance goals you would like to establish for yourself for the following year?

Employee Signature Date

WHAT IS REQUIRED OF THE SUPERVISOR

The supervisor of each employee is responsible for completing the Employee Performance Evaluation Form during the evaluation. For each question on the form there is a performance rating box that will be checked. At the end of the form is an overall rating which will be used to help determine what if any, actions need to be taken and will also be used to determine the wage increase that will be factored into the budget and awarded to the employee. The employee, supervisor, and chairperson of the Personnel Committee will sign the form after the evaluation is completed and the employee will be given a copy for their records.

TERMINATION

VOLUNTARY TERMINATION

We as Fairhill Manor Christian Church hope that none of our employees will voluntarily leave our organization except for retirement. However, if voluntarily leave employment we will support their decision to the fullest extent. A voluntary leave from employment requires at least one months' notice for lay employees and three months' notice for clergy employees. Lay employees include the Choir Director, Organist, Administrative Assistant, Custodian, Financial Secretary, and the Wedding Coordinator.

PROGRESSIVE DISCIPLINE & INVOLUNTARY TERMINATION

At Fairhill Manor Christian Church we believe that our employees will always be with us except when they decide that they want to move to another job. However, our policy on discipline is progressive in nature and is documented on Employee Evaluation Forms when discipline is issued. The levels of discipline are as follows:

1. **Written Warning:** An oral warning is usually given to an offender prior to issuing a written warning.

Examples of situations justifying Written Warning notices:

- a) A performance evaluation overall rating of "Marginal" or "Unsatisfactory"
- b) Unauthorized or unexcused absenteeism
- c) Repeated tardiness
- d) Violation of work or safety rules
- e) Improper relations or sexual harassment
- f) Violations of the FMCC Safe Conduct Policy
- g) Violation of the Drug & Alcohol Policy

2. Suspension for Fact Finding

Employees who commit or who are suspected of committing any violations that are listed under the reasons for termination on Page 7 of this handbook will be suspended for a period not to exceed three days. During this period a full investigation of the circumstances will be made by church management. The employee will be advised at the time of the suspension that an investigation will be conducted and that they will be advised of the decision within three days. Once a decision is made the employee will be advised of that decision in person.

EXIT INTERVIEWS

Fairhill Manor Christian Church will conduct an exit interview for any employee, who is leaving the church voluntarily or involuntarily. The interview will be scheduled with the employee before the employee leaves the organization. The exit interview will be conducted by the employee's supervisor, Senior Pastor, Associate Pastor, and at least one member of the Personnel Committee who will coordinate the interview. An exit interview form will be completed during the interview which will include important questions so that the church will learn from the experience. The employee may request a copy of the completed exit interview form for their records.

EMPLOYEE FORMS & RECORDS

Employee records are vital to both the employee and our church. It is important that we have updated records such as an employee's home address, phone number, emergency contact information, and updated payroll information regarding federal and local tax withholding and bank information so that our employees are paid in an accurate and timely fashion. There are also forms for our employees to participate in contributory retirement and savings plans with the Pension Fund of the Christian Church. Those forms are available from any member of the Personnel Committee. Below is a summary of the types of forms that we use to ensure that we have pertinent information from our employees.

EMERGENCY CONTACT INFORMATION FORM

It is your responsibility as an employee of Fairhill Manor Christian Church to make sure the church has your correct home address, phone number, and emergency contact information. This will help to make sure payroll information is correct especially for year-end tax information forms such as Form W-2, and they are delivered to you in a timely manner. In addition, should the church need to reach a family member in an emergency it is extremely important that we have primary and secondary contact. When there are changes to this information, we ask that you complete this form and turn it into the church office. A copy of the form is on Page 32 of this handbook.

FORM W-4 – FEDERAL TAX WITHHOLDING FORM

It is important that you as an employee of Fairhill Manor Christian Church make sure that you are having the correct federal tax withheld from your pay, especially if both you and your spouse work or you work multiple jobs. You should review your federal withholding on an annual basis to make sure it is accurate. You can do this by going to [IRS.Gov](https://www.irs.gov) and navigating to the Withholding Estimator which is a unique online tool that will help you determine your withholding requirements. If you have your taxes completed by a professional tax preparer, they can help you determine your withholding requirements. A copy of the W-4 form is on Page 33 of this handbook, but you should go to [IRS.Gov](https://www.irs.gov) to obtain the latest form when requesting changes to your withholding. The completed form needs to be submitted to the Financial Secretary who will update your withholdings and you should keep a copy with tax records.

LOCAL RESIDENCY WITHHOLDING FORM

Local Tax withholding rates vary from school district, township, or borough. Rates are normally higher in the city and your home address is also a key part of the determination. You pay the higher rate of where you live vs. where you work. Because Fairhill Manor Christian Church is in the City of Washington the tax rate maybe higher than where you live. As a result, if you move your tax rate of your new location may be higher than the City of Washington, which is 1.20%. Therefore, it is important that we have your correct address so that the correct amount of local tax is withheld from your pay. If it is not you may owe additional tax at the end of the year. A copy of the form to make changes to your local tax information is on Page 34 of this handbook. You should keep a copy of the change form with your tax records.

AUTHORIZATION FOR DIRECT DEPOSIT FORM

Fairhill Manor Christian Church does Direct Deposit of payroll for all their employees. There may be times when you as an employee may change banks or bank accounts. When that occurs, it is important for you to provide the church with your latest bank information so that you receive your pay on time. The form requires you to attach a copy of a voided check from the bank and account you are requesting your pay get deposited to. A copy of the form must be completed and signed by the employee and a sample of the form is on Page 35 of this handbook. You should keep a copy of the completed form for your records.

Emergency Contact Information Form

Fairhill Manor Christian Church

**This information will be extremely important in the event of an accident or medical emergency
Please be sure to sign and date the form**

Name: _____
Last First Middle Initial

Phone: _____
Home: _____ Cell: _____

Home Email Address: _____

Address: _____
Street City State Zip Code

Primary Emergency Contact Name: _____
Last First

Relationship: _____

Phone: _____
Home: _____ Cell: _____ Work: _____

Secondary Emergency Contact Name: _____

Relationship: _____

Phone: _____
Home: _____ Cell: _____ Work: _____

Preferred Local Hospital: _____

Insurance Information:

Company: _____ Policy #: _____

Comments (include any special medical or personal information you would want an emergency care provider to know or special contact information:)

Signature: _____ Date: _____

Employee's Withholding Certificate

Department of the Treasury
Internal Revenue Service

**Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
Give Form W-4 to your employer.
Your withholding is subject to review by the IRS.**

2023

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.

**Step 2:
Multiple Jobs
or Spouse
Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Reserved for future use.

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate

TIP: If you have self-employment income, see page 2.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependent and Other Credits	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 \$ _____ Multiply the number of other dependents by \$500 \$ _____ Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here	3	\$
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$

Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	_____ Employee's signature (This form is not valid unless you sign it.)		_____ Date

Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)
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RESIDENCY CERTIFICATION FORM

Local Earned Income Tax Withholding

TO EMPLOYERS/TAXPAYERS:

This form is to be used by employers and taxpayers to report essential information for the collection and distribution of Local Earned Income Taxes to the local EIT collector. This form must be used by employers when a new employee is hired or when a current employee notifies employer of a name or address change. Use the Address Search Application at dced.pa.gov/Act32 to determine PSD codes, EIT rates, and tax collector contact information.

EMPLOYEE INFORMATION – RESIDENCE LOCATION

NAME (Last Name, First Name, Middle Initial)			SOCIAL SECURITY NUMBER <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
STREET ADDRESS (No PO Box, RD or RR)					
ADDRESS LINE 2					
CITY		STATE	ZIP CODE	DAYTIME PHONE NUMBER	
MUNICIPALITY (City, Borough or Township)					
COUNTY		RESIDENT PSD CODE <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		TOTAL RESIDENT EIT RATE	

EMPLOYER INFORMATION – EMPLOYMENT LOCATION

EMPLOYER BUSINESS NAME (Use Federal ID Name)			EMPLOYER FEIN <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
STREET ADDRESS WHERE ABOVE EMPLOYEE REPORTS TO WORK (No PO Box, RD or RR)					
ADDRESS LINE 2					
CITY		STATE	ZIP CODE	PHONE NUMBER	
MUNICIPALITY (City, Borough or Township)					
COUNTY		WORK LOCATION PSD CODE <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		WORK LOCATION NON-RESIDENT EIT RATE	

CERTIFICATION

Under penalties of perjury, I (we) declare that I (we) have examined this information, including all accompanying schedules and statements and to the best of my (our) belief, they are true, correct and complete.

SIGNATURE OF EMPLOYEE		DATE (MM/DD/YYYY)
PHONE NUMBER	EMAIL ADDRESS	

For information on obtaining the appropriate MUNICIPALITY (City, Borough, Township), PSD CODES, and EIT (Earned Income Tax) RATES, please refer to the Pennsylvania Department of Community & Economic Development website:

dced.pa.gov/Act32

Authorization for Direct Deposit - Employee Form

This authorizes Fairhill Manor Christian Church to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) indicated below and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries.

Note: Enter your company name in the blank space above.

Account #1

Account #1 Type (check one): Checking Savings

Employee Bank Name

Bank Routing # (ABA#)

Account #

Percentage or Dollar Amount to be Deposited to This Account

Account #2 (remainder to be deposited to this account)

Account #2 Type (check one): Checking Savings

Employee Bank Name

Bank Routing # (ABA#)

Account #

Please attach a voided check for each account here.

This authorization will be in effect until the Company receives a written termination notice from myself and has a reasonable opportunity to act on it.

Signature

Printed Name

Employee ID #

Date

IMPORTANT: This document must be signed by employees requesting automatic deposit of paychecks and retained on file by the employer. Do not send this form to Intuit. Employees must attach a voided check for each of their accounts to help verify their account numbers and bank routing numbers.

Employee: Please fill out and return to your employer

Employer: Please save for your files only.

Ver. 041708 DD

Employee Acknowledgement

Please sign to acknowledge that you have received and read this handbook and that you are committed to following the policies of our church. If you have any questions please feel free to contact any member of the Personnel Committee. Please return it to the Administrative Assistant who will forward it to the Chairperson of the Personnel Committee. Please keep a copy for your records.

Date: _____

Employee Name: _____