**Handbook of**

**Personnel Policies of [Employer/Church Name]**

**of the Diocese of Arkansas**

(Revised **[date])**

# The Hiring Process

## A. Application and Interview Process

You will be required to complete an employment application. The **[Diocese/Church/Employer]** relies upon the accuracy of the information contained in the employment application and provided during the interviews, as well as the accuracy of other information presented throughout the hiring process and employment. Information submitted on the application form, during an interview or the hiring process and/or throughout your employment may be independently verified.

If you misrepresent or falsify any information, or you omit any material fact, during the application, interview or hiring process or during your employment, this is cause to exclude you from further consideration or, if you have already been hired, to terminate your employment.

In its discretion, the **[Diocese/Church**/**Employer]** may make a job offer contingent upon: successful completion of a reference, background and/or other check; a negative result on a post-offer drug test; verification of any required licenses, certifications, degrees and/or transcripts; successful completion of any required post-offer health, psychological screenings and/or other screenings, examinations, or immunization requirements; and/or any other lawful requirement imposed by the **[Diocese/Church/Employer]**. Job offers to members of the clergy are also subject to the Constitution and Canons of The Episcopal Church and of this diocese.

## B. Classification of Employees Upon Hire

Upon hire, each employee is classified as one of the following:

* **Full-time**: An employee who is regularly scheduled to work for 40 or more hours per week; or
* **Part-time**: An employee who is regularly scheduled to work less than full-time employees.

Further, some employees may be classified as “Temporary.” A temporary employee is one who is scheduled to work, either on a full-time or part-time basis, but who has been hired with the understanding that his/her employment shall terminate upon completion of a specific assignment or project.

You will be informed of your initial employment classification during the hiring process. If there is a change in your employment classification, the **[rector/bishop/staff member who performs human resources functions]** will inform you of such change.

The applicability to you of specific provisions of this Handbook may depend upon your employment classification. Employees should be aware, however, that such status is not necessarily determinative of eligibility for benefits and leave time. Rather, eligibility for benefits and leave depends upon the requirements of the law, applicable plan terms, and **[Diocesan/Church/Employer]** policy.

Questions regarding your employment classification and the applicability of any provision of this Handbook should be directed to the **[rector/bishop/staff member who performs human resources functions]**.

# Background Checks and Required Screenings

Consistent with applicable law, the **[Diocese/Church/Employer]** may, from time to time, require you to submit to periodic criminal checks, background checks, reference checks, health screenings, and/or other similar checks and/or screenings, as may be necessary. It is a condition of your hire and/or continued employment that you agree to grant to the **[Diocese/Church/Employer]** (or its designee)the authority to conduct such criminal checks, background checks, reference checks, health screenings, and/or other similar checks and/or screenings, and that you agree to sign any consent forms or other documents, as required in connection with such checks or screenings. Failure to provide any such consent and/or failure to comply with any request in connection with any such check or screening may subject you to disciplinary action, up to and including termination.

# Proof of Identity and Authorization to Work

U.S. immigration law requires that any employee who is hired or recruited for a fee after November 6, 1986, be subject to a document inspection process. The requirement applies to U.S. citizens as well as to non-citizens. The verification process must take place within 3 business days of the date on which the individual starts work. As part of this verification process, you must complete and sign Section 1 of the U.S. Citizenship and Immigration Services Employment Eligibility Verification (Form I-9). By completing such form, you will be testifying that you are:

* A citizen or national of the United States; or
* An alien lawfully admitted for permanent residence; or
* An alien authorized to work in the United States.

Each employee also must present documents to prove his/her identity and employment eligibility, consistent with federal law. The **[Diocese/Church/Employer]** will physically examine these documents andcomplete and sign Section 2 of the Form I-9**,** and a copy of each such document will be attached to the employee’s I-9 and maintained, in confidence, in the employee’s personnel file.

**Employee Personnel Files**

Employee personnel files are the property of the **Bishop’s Office**, not the employee. The Bishop’s Office will maintain medically-related documents in a medical file separate from the employee’s other records.

# Job Descriptions

# The [Diocese/Church/Employer] will endeavor to provide, in writing, a clearly defined general description of each position and its requirements. From time to time, the [Diocese/Church/Employer] may review and, in its discretion, modify a position’s job description.

If you have any questions about your job duties or responsibilities, or you believe that your job description does not accurately reflect your actual duties and responsibilities, you should bring these issues to the attention of the **[rector/bishop/staff member who performs human resources functions]**.

# Modifying or Ending the Employment Relationship

As a mutually voluntary relationship, except where the employment at-will doctrine is modified for certain clergy by internal Episcopal church constitutions, canons, resolutions, policy or practice (whether issued by General Convention or Diocesan Convention), the employment relationship is of an indefinite duration, but it may be terminated by either the **[Diocese/Church/Employer]** or by at-will employees, at any time with or without causefor any reason (except an unlawful reason) or no reason, at any time with or without prior notice. Additionally, the **[Diocese/Church/Employer]** reserves the right to modify employees’ employment, including demotion (e.g., a change in title or a decrease in salary or number of hours worked), at any time with or without causefor any reason (except an unlawful reason) or no reason, at any time with or without prior notice. This relationship is defined as employment “at-will.”

Employees’ “at-will” employment status may only be altered or modified through a written agreement, which specifically states the intention to alter or modify the at-will employment status and is signed by the employee and the **[rector/bishop/executive]** or his/her duly authorized designee.

In general, the **[Diocese/Church/Employer]** will strive to give to the employee its reason for ending the employment relationship to help ensure the **[Diocese/Church/Employer]** has acted in a fair, dignified and just manner. The **[Diocese/Church/Employer]** will not routinely end all employment relationships upon the change of the **[rector/bishop/*list other person in charge*]**. Further, in accordance with resolutions of the General Convention, when an employment relationship ends:

* Whenever possible, if the **[Diocese/Church/Employer]** or youseek to end the employment relationship, the party seeking to end the relationship is encouraged (but not required) to provide notice to the other party of such termination;
* Whenever possible, if the **[Diocese/Church/Employer]** seeks to terminate your employment for performance-related reasons, the **[Diocese/Church/Employer]** will provide you with a brief written statement stating the performance-related employment reasons for such termination;
* The **[Diocese/Church/Employer]** and you shall respect the dignity of all parties and, whenever possible, should mutually agree upon the manner in which the affected community will mark the end of the employment relationship; and
* Upon the end of the employment relationship for any reason, the **[Diocese/Church/Employer]** shall pay the employee his/her final compensation on the next regularly scheduled payday.

Nothing contained in this Handbook, including the above guidelines, is intended to, nor should be read to alter or modify, the at-will employment relationship that the **[Diocese/Church/Employer]** maintains with all employees except clergy as otherwise provided for by internal church constitutions, canons, resolutions, policy or practice (whether issued by General Convention or Diocesan Convention). While the above guidelines of General Convention are to be followed whenever possible, such guidelines are not intended to alter the employment at-will doctrine under the law.

# Post-Retirement Employment

If you are a lay employee previously retired from service with the Episcopal Church, or any entity affiliated with it, and you are presently receiving pension benefits from the Episcopal Church Lay Employees’ Retirement Plan, your pension benefits may be affected by your employment with the **[Diocese/Church/Employer]**.

If you are receiving pension benefits from these plans, you should contact the Church Pension Fund to determine whether your retirement benefits will be suspended as a result of your employment with the **[Diocese/Church/Employer]**.

# Equal Employment Opportunity

The **[Diocese/Church/Employer]** is committed to and fully supports the principle of equal employment opportunity. All employees are responsible for supporting the concept of equal employment opportunity.

The **[Diocese/Church/Employer]** will not discriminate in lay employment on the basis of an individual’s race, color, sex, national origin, age, familial status, disability, veteran or military status, sexual orientation, general identity, or gender expression.

Nothing contained in this Policy is intended to create a legal right where none would have existed in the absence of this Policy or General Convention Resolution D032: 76th General Convention, 2009 (or any other internal Church canons, resolutions, policy or practice (whether issued by General Convention or Diocesan Convention)), nor does the **[Diocese/Church/Employer]** concede that it is covered by or subject to any federal, state or local laws.

Nothing contained in this Policy is intended to alter the **[Diocese/Church/Employer]**’s right to make employment decisions with respect to clergy and other individuals who fall within the ministerial exemption under applicable law(s).

If you believe you have been the subject of employment discrimination, you should immediately report the problem to one or more of the following:

* Your supervisor.
* Anyone in your supervisory chain.
* The bishop.
* The canon to the ordinary.

“Immediately” normally means the same day of the alleged discrimination. The failure to make a timely report of alleged discrimination may be a factor used in deciding the merits of the allegation. Your complaint will be properly investigated. You will be advised of the findings and conclusions. All employees are expected to cooperate fully in such investigations. To the extent feasible, all internal investigations and/or actions taken to resolve complaints of employment discrimination will be confidential.

Retaliation against any employee for making a complaint under this policy or for providing information during an investigation is strictly prohibited, will not be tolerated, and is a violation of this policy.

# Sexual Harassment

The **[Diocese/Church/Employer]** prohibits sexual harassment of **[Diocesan/Church/Employer]** Personnel by anyone (including supervisors or decision-makers, co-workers, consultants, vendors and other non-employees). The behavior of individuals engaging in such conduct, or supervisors or decision-makers who knowingly allow such behavior to continue, will not be tolerated.

All **[Diocesan/Church/Employer]** personnel, whether supervisory or non-supervisory, and whether paid or volunteer, are proscribed from engaging in the conduct prohibited by this policy.

## A. Prohibited Behavior

Specific definitions and examples of sexual harassment are set forth in the latest edition of the Diocese of Arkansas document entitled, “Respecting the Dignity of Employees.”

## B. Retaliation for Reporting

Discrimination or retaliation against any employee for making a complaint under this policy for providing information during an investigation is strictly prohibited, will not be tolerated, and is a violation of this policy.

Any **[Diocesan/Church/Employer]** employed who violates this policy will be subject to appropriate disciplinary action, up to and including immediate termination from employment, and any other **[Diocesan/Church/Employer]** Personnel who violates this policy may be removed from their volunteer work or face other appropriate corrective or disciplinary action or penalty.

## C. Procedure for Reporting Suspected Sexual Harassment and/or Retaliation

If you believe that you have been the subject of sexual harassment of by anyone, you must immediately give notice of your concern to one or more of the following:

* Your supervisor
* Anyone in your supervisory chain
* **[*For parishes*: The rector or clergy person in charge of the congregation]**
* **[*For parishes*: A warden of the congregation]**
* The bishop and/or
* The **[*specify another staff member or officer by name, title or role, e.g., Canon to the Ordinary, Safe Church Coordinator*]**

“Immediately” normally means the same day of the allege harassment. The failure to make a timely report of alleged harassment may be a factor in determining the merits of the allegation.

You may formally or informally complain to any of the above personnel via any of the following:

* A telephone call
* A letter
* An e-mail
* An in-person meeting

All employees, including but not limited to supervisors and decision-makers, are required to report all formal and informal complaints, as well as any suspected or known policy violations, immediately to the **[*for parishes*: rector or clergy person in charge of the congregation]** **[*for dioceses*: Canon to the Ordinary, Safe Church Coordinator, or bishop]** **[*for other employers*: *specify staff member or officer, such as a staff member who performs human resources functions, an executive director, etc.*]**, even if the complainant asks to keep the complaint confidential or does not wish to file a formal complaint.

All supervisors and decision-makers are expected to act promptly and appropriately to prevent (1) sexual harassment in the **[Diocese/Church/Employer]**, and (2) retaliation against those who make a good faith complaint of sexual harassment, or those who participate honestly and in good faith in either an investigation of a complaint or opposition to illegal or prohibited sexual harassment in the **[Diocese/Church/Employer]**.

All complaints of sexual harassment will be reviewed and investigated promptly and impartially by the **[Diocese/Church/Employer]** and/or its designee. If necessary, intermediate measures may be taken before completing the investigation to ensure that further sexual harassment does not occur. Complaints regarding members of the clergy will be handled in accordance with the Constitution and Canons of the Episcopal Church and of this diocese.

You will be advised of the findings and conclusions. All employees are expected to cooperate fully in such investigations. To the extent feasible, all internal investigations and/or actions taken to resolve complaints of employment discrimination will be confidential.

**D. Violations**

Corrective or disciplinary action will be taken against any **[Diocesan/Church/Employer]** Personnel found to have engaged in sexual harassment. Such action may include counseling and/or appropriate disciplinary measures, up to and including immediate termination from employment or removal from volunteer position, as applicable. Members of the clergy are subject to the provisions of the Constitution and Canons of the Episcopal Church and of this diocese.

Individuals who knowingly bring false charges of sexual harassment against another individual shall be subject to disciplinary action up to and including immediate termination from employment or removal from volunteer position, as applicable.

## E. Education and Training Requirements

**[Diocesan/Church/Employer]** Personnel are required to be familiar with and follow the requirements contained in the latest editions of the Diocese of Arkansas documents entitled, “Respecting the Dignity of Employees.”

# Sexual Exploitation

## A. Prohibition Against Sexual Exploitation

Sexual exploitation is the development or attempted development of a sexual relationship between a person in any ministerial position, lay or ordained, and an individual with whom he/she has a Pastoral Relationship. Specific definitions and examples of sexual exploitation are set forth in the latest edition of the Diocese of Arkansas document entitled, “Respecting the Dignity of Adults.”

## B. Reporting Suspected Sexual Exploitation

If you believe that you or someone else has been subjected to sexual exploitation, actions that violate this policy or inappropriate behavior, you should immediately report your concerns in accordance with the following:

Reports of suspected or known sexual exploitation may be reported to:

* **[*For parishes*: the rector or clergy person in charge of the congregation]**
* **[*For parishes*: the Senior Warden of the congregation]**
* The bishop
* **[*For dioceses*: *specify other diocesan staff member or officer*]**
* **[*Specify another person by name, title or role* (*e.g.*, *Canon to the Ordinary, Safe Church Coordinator*)]**

Via any of the following:

* Telephone call
* Letter
* E-mail
* In-person meeting

“Immediately” normally means the same day of the allege harassment. The failure to make a timely report of alleged harassment may be a factor in determining the merits of the allegation.

All complaints of sexual exploitation will be reviewed and investigated promptly and impartially by the **[Diocese/Church/Employer]** and/or its designee. If necessary, intermediate measures may be taken before completing the investigation to ensure that further sexual exploitation does not occur. Complaints regarding members of the clergy will be handled in accordance with the Constitution and Canons of the Episcopal Church and of this diocese.

The **[Diocese/Church/Employer]** will not retaliate against an individual because such individual (1) in good faith and with a genuine belief that he/she, or someone else, has been subjected to sexual exploitation, made an honest complaint about such conduct, (2) participated honestly and in good faith in any investigation into a sexual exploitation complaint, and/or (3) in good faith opposed acts of sexual exploitation.

If you believe you have been subjected to retaliation in violation of this Policy, you should report your complaint immediately in the manner specified in this Section B.

## C. Violations

Disciplinary action, up to and including immediate termination from employment, will be taken against any **[Diocesan/Church/Employer]** Personnel found to have engaged in sexual exploitation, or who in any other way violates this policy. Members of the clergy are subject to the provisions of the Constitution and Canons of the Episcopal Church and of this diocese.

## D. Education and Training Requirements

**[Diocesan/Church/Employer]** Personnel are required to take training on sexual exploitation and the organization’s sexual exploitation policy, as outlined in the latest edition of the Diocese of Arkansas document entitled, “Respecting the Dignity of Adults.”

# Protection of Children & Youth

The **[Diocese/Church/Employer]** is committed to preventing abuse and neglect among children and youth involved in church activities and services. Toward that end, you are required to comply with the latest edition of the Diocese of Arkansas document named “Respecting the Dignity of Children and Youth.”

Further, if you are a mandated child abuse reporter (i.e., your job position or credentials/license requires you to report child abuse and/or neglect), you must make all such reports as required by law.

If you have any questions concerning your duties and obligations under this policy, please contact the **[rector/bishop/staff member who performs human resources functions]**.

Failure to comply with this policy may subject you to disciplinary action, up to and including immediate termination from employment.

**[Diocesan/Church/Employer]** Personnel are required to take training on the protection of children & youth as outlined in the latest edition of the Diocese of Arkansas document named “Respecting the Dignity of Children and Youth.”

# Tobacco-Free Environment

The **[Diocese/Church/Employer]** is committed to providing a tobacco-free and smoke-free environment to protect the health and comfort of all its employees and all people who use the **[Diocesan/Church/Employer]** facilities and/or services. Therefore, smoking and the use of tobacco products are not permitted at any time in any **[Diocesan/Church/Employer]** public or work areas (i.e., any indoor location at which **[Diocesan/Church/Employer]** employees perform services, including but not limited to vehicles, parish halls, office space, **[Diocesan/Church/Employer]** offices, camps and conference centers, and schools), or in any indoor premises owned by, leased by, operated by, borrowed by, used by, or otherwise under the jurisdiction of the **[Diocese/Church/Employer]**.

For pastoral reasons, however, the **[Diocese/Church/Employer]** may, in its sole discretion, establish certain “Designated Smoking Areas” (such as, for example, an outdoor location away from building entrances, or an employee’s residential quarters not used for work purposes or meetings) consistent with any applicable laws. If the **[Diocese/Church/Employer]** establishes such areas, all employees are required to restrict their smoking and tobacco use to such designated areas.

# Employment of Relatives

Employment of employees’ relatives is discouraged. For purposes of this policy, “relative” is defined to include an individual’s Spouse, children, step-children, parents, step-parents, grandparents, grandchildren, siblings, nieces or nephews, any person who lives with the individual or is otherwise considered part of the individual’s immediate family, and/or persons related to an individual’s Spouse in the above listed ways; the term “Spouse” is defined as an individual’s husband, wife, domestic partner, orperson in a close personal relationship.

The **[Diocese/Church/Employer]** may refuse to hire an employee’s relative where the **[rector/bishop/staff member who performs human resources functions] [and/or the [warden/president/chair] of the [vestry/diocesan standing committee/diocesan council/*specify other applicable board*]]]** determines, in **[his/her/their]** sole discretion, that the hiring of such relative may create an actual or potential conflict of interest, the appearance of improper influence or favoritism, actual or potential problems with safety, security, or morale, or other actual or potential business problems.

If current employees become relatives after starting employment with the **[Diocese/Church/Employer]**, then such employees must promptly notify the **[rector/bishop/staff member who performs human resources functions] [and/or the [warden/president/chair] of the [vestry/diocesan standing committee/diocesan council/*specify other applicable board*]]**, in writing, with respect to their change in status. The **[Diocese/Church/Employer]** will review the circumstances to determine whether there is an actual or potential conflict of interest, the appearance of improper influence or favoritism, actual or potential problems with safety, security, or morale, or other actual or potential business problems, and if there are concerns, the **[Diocese/Church/Employer]** shall take action as the **[Diocese/Church/Employer]** deems appropriate, in its sole discretion, to remedy the situation. Such action may include, without limitation, transfers, reassignments, schedule changes and termination from employment.

Any questions relating to the employment of relatives and this policy should be addressed to the **[rector/bishop/staff member who performs human resources functions] [and/or the [warden/president/chair] of the [vestry/diocesan standing committee/diocesan council/*specify other applicable board*]]**.

# Definition of Workweek, Pay Day & Pay Procedures

## A. DEFINITION OF WORKWEEK

The workweek officially begins at 12:00 a.m. **[*or insert another time*: \_\_\_\_\_\_\_\_\_\_ a.m./p.m.]** on **[*insert day of week*]** and ends at 11:59 p.m. **[*or insert another time* \_\_\_\_\_\_\_\_\_\_ a.m./p.m.]** on **[*insert day of week*]**.

## B. PAY DAY

All employees are paid **[weekly/bi-weekly/once a month/twice a month]** on **[*specify day of week or month*]**. If a regularly scheduled payday falls on a national, state, or **[Diocesan/Church/Employer]**-observedholiday, you will receive your pay on the day preceding such holiday.

Your paycheck will include earnings for all work performed by you through the end of the previous payroll period.

# Standard Work Hours

The **[Diocese/Church/Employer]**’s standard work hours vary by job position.

# Classification of Employees for Overtime Eligibility

Each employee is classified as either exempt or non-exempt from the overtime requirements of the federal Fair Labor Standards Act (FLSA) and applicable state law. The definitions of employee classifications are summarized as follows:

* **Exempt**: Employees who meet the exemption requirements for the FLSA and applicable state law are ineligible for overtime pay; or
* **Non-exempt**: Employees who do not meet the exemption requirements for the FLSA and applicable state law are eligible for overtime pay.

You will be informed of your initial employment classification during the hiring process. If there is a change in your employment classification, the **[rector/bishop/staff member who performs human resources functions]** will inform you of such change.

The applicability to you of specific provisions of this Handbook may depend upon your employment classification. Employees should be aware, however, that such status is not necessarily determinative of eligibility for benefits and leave time. Rather, eligibility for benefits and leave depends upon the requirements of the law, applicable plan terms, and **[Diocesan/Church/Employer]** policy.

Questions regarding your employment classification and the applicability of any provision of this Handbook should be directed to the **[rector/bishop/staff member who performs human resource functions]**.

# Compensation

Upon hire, the **[Diocese/Church/Employer]** will inform you, in writing, of your starting hourly rate or salary, as applicable. The **[Diocese/Church/Employer]** reserves the right to modify an employee’s compensation at any time, upon written notice to the affected employee, in accordance with applicable law.

# Payment of Overtime

The **[Diocese/Church/Employer]** pays non-exempt employees overtime pay at 1½ times their hourly rate for time worked in excess of 40 hours per week. For purposes of calculating eligibility for overtime, the **[Diocese/Church/Employer]** counts only hours worked. Non-exempt employees will be paid for all hours worked with no exceptions. All hours worked must be reported accurately and completely. Employees are forbidden from performing work at any time that is not reported as hours worked.

Non-exempt employees (i.e., employees who are eligible for overtime) are required to obtain prior approval from **[their/the supervisor/rector/bishop/staff member who performs human resources functions]** for all overtime hours worked, as well as for work performed off-site and/or outside their normal work hours. Prior approval is required for all such work, including but not limited to, any time worked from home, time spent checking work e-mail, and work-related time spent on electronic devices.

Non-exempt employees may not take compensatory time in lieu of overtime pay.

A non-exempt employee who works unapproved overtime will be paid for such overtime but may be subject to disciplinary action, up to and including immediate termination from employment, for failure to comply with **[Diocesan/Church/Employer]** policy.

# Attachments & Garnishments

The **[Diocese/Church/Employer]** will comply with any valid attachment, garnishment, child support order, or other legally enforceable claim against an employee’s wages.

If you have any questions about a deduction made to your wages in accordance with this Policy, please contact the **[rector/bishop/staff member who performs payroll and/or human resources functions]**.

# General Statement of Insurance Benefits, Statutory Benefits, Reimbursement & Other Optional Benefits

The **[Diocese/Church/Employer]** provides a variety of employee benefits. Some are required by law and others are offered at the **[Diocese/Church/Employer]**’s option. Each benefit plan has its own set of eligibility criteria and contribution requirements. Benefits include health and dental insurance, pensions, and access to short-term and long-term disability insurance. For more information or to enroll in a benefit plan, contact the **[rector/bishop/staff member who performs human resources functions]**. As with other policies, programs and plans, the **[Diocese/Church/Employer]** reserves the right to add, change, or discontinue any benefit plan at any time.

The **[Diocese/Church/Employer]** will advise each employee of the benefits upon hire.

# Business & Travel Expenses

Employees who incur business and/or travel expenses for business purposes will be reimbursed by the **[Diocese/Church/Employer]** in accordance with this policy and, to the extent consistent with the law and this policy, the standards set forth in the Manual of Business Methods in Church Affairs. Except, however, in its discretion, the **[Diocese/Church/Employer]** may reduce or deny a request for reimbursement for any reason, including, for example, if travel or an expense is deemed extravagant, part of a vacation, or for travel outside of the United States.

Except as otherwise provided for in this policy or as authorized in writing by the **[rector/bishop/staff member responsible for finances or human resources functions]**, you must obtain prior approval for any business and/or travel expenses. You must submit a written request for reimbursement of your business and/or travel expenses to the **[staff member responsible for finances or human resources functions]** within \_\_\_ **[days/weeks]** **[*insert reasonable period of time not to exceed 60 days*]** of incurring such expenses stating, at a minimum, the date(s) on which the expenses were incurred, and the nature and purpose of the expenses. **For any amount of $ \_\_\_ or higher [*for qualified plans, the amount cannot exceed $75*]]**, you must provide original receipts and/or invoices satisfactory to the **[Diocese/Church/Employer]**. The **[Diocese/Church/Employer]** may request additional information to substantiate any reimbursement request.

The following are examples of business and/or travel expenses that are generally eligible for reimbursement: Expenses associated with business travel, including transportation fares, meals, lodging, cleaning and laundry expenses, and telephone use while away from home. With limited exceptions, travel must be overnight to receive certain reimbursements.

The following are examples of business and/or travel expenses that are generally not eligible for reimbursement: general entertainment (e.g., in-room movies), personal telephone calls while traveling, valet services, moving violations or parking violations, or other personal incidental expenses.

From time to time, the **[Diocese/Church/Employer]** may authorize certain employees to use a **[Diocesan/Church/Employer]** credit card for approved business and/or travel expenses. Employees may not use a **[Diocesan/Church/Employer]** credit card for any non-business or personal purpose or for cash advances. Employees shall comply with any policies and/or procedures adopted by the **[Diocese/Church/Employer]** concerning the use of such credit cards. Any employee who uses a **[Diocesan/Church/Employer]** credit card in violation of this policy or any other policies and/or procedures adopted by the **[Diocese/Church/Employer]** may be subject to disciplinary action, up to and including immediate termination from employment. Any employee who incurs unauthorized charges on a **[Diocesan/Church/Employer]** credit card must immediately reimburse the **[Diocesan/Church/Employer]** for such charges.

# Office Equipment/Return of Company Property

Any office equipment purchased by the **[Diocese/Church/Employer]** for the use of its employees remains the property of the **[Diocese/Church/Employer]**. Any decision for an employer and the **[Diocese/Church/Employer]**to jointly purchase equipment must be approved by the **[title of approving person],** as well as the disposition of the equipment should the employee cease working for the **[Diocese/Church/Employer]**.

Employees are responsible for all **[Diocese/Church/Employer]** property issued to them or in their possession or control. All **[Diocese/Church/Employer]** property must be returned by employees on or before their last day of work. As permitted by law, the **[Diocese/Church/Employer]** e may withhold from an employee’s paycheck the cost of any items that are not returned. The **[Diocese/Church/Employer]** may also take any action deemed appropriate to recover or protect its property.

# Unemployment

In accordance with applicable law, **[Diocesan/Church/Employer]** employees are notcovered by unemployment laws and, therefore, employees are not eligible for unemployment benefits.

# Workers’ Compensation

In accordance with applicable law, all **[Diocesan/Church/Employer]** employees are covered by workers’ compensation laws if they suffer a work-related injury or illness.

Employees must secure immediate medical attention on all except minor injuries. Employees must report all job-related accidents or injuries, no matter how slight, to their supervisor immediately. In no event should an accident or injury be reported later than the end of the workday in which the accident occurred. Failure to timely and fully report an injury may result in disciplinary action and the delay or denial of benefits and payment of medical bills.

# Social Security & Medicare

In accordance with applicable law, the **[Diocese/Church/Employer]** will make mandatory deductions to lay employees’ compensation for Social Security and Medicare, and will pay the **[Diocese/Church/Employer]**’s portion of such taxes. “Ministers” who are “performing ministry” are generally treated as self-employed for purposes of Social Security and Medicare. Episcopal clergy should consult their tax advisor and discuss their Social Security and Medicare tax status with the **[Diocese/Church/Employer]**.

# Holidays

On an annual basis, the [Diocese/Church/Employer] will provide employees with a list of observed holidays.

Although the list is subject to change, the [Diocese/Church/Employer] observes the following holidays each year:

* **[*List regularly observed holidays*]**

If a holiday falls on a Saturday or Sunday it will be observed on a day to be determined by the **[rector/employer].**

# Vacation Leave

Eligible Employees will accrue vacation leave annually on **[January 1/on the first day of the fiscal year/the employee’s anniversary date of hire/*specify some other date*]** as follows:

|  |  |
| --- | --- |
| **[Years of Service/Grade Level/Other Characteristic]** | **Vacation Leave Per Leave Year** |
| **(*Specify information for your organization*)** | **(*Specify information for your organization*)** |
|  |  |

Up to **[insert amount of time]** unused vacation leave from one year may be carried over to the next year.

The **[office]**will not pay an employee for any accrued but unused vacation leave upon the employee’s separation from service.

**SICK LEAVE**

**1. Eligibility for Sick Leave**

Upon **[hire/completion of \_\_\_[days/weeks/months] [of continuous service (i.e., uninterrupted employment)],** all **[lay/clergy/exempt/non-exempt/full-time/part-time/part-time employee who work at least \_\_\_ [hours/days/weeks] per \_\_\_ [week/month/year]/temporary]** employeesare eligible to accrue paid sick leave as set forth in this policy (such employees will be referred to as “Sick Leave Eligible Employees”).

**[Insert number of days or weeks that may accrue]**

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**2. Purposes for Which Sick Leave May Be Used**

Sick leave may be used for absences necessitated by personal illness and visits to the doctor, dentist, or another health care provider. Up to **[insert time]**of this accrued sick leave may also be used to care for a family member who is ill or must attend a doctor, dentist or another health care provider appointment. For purposes of this policy, “family member” means spouse, domestic partner/partner to a civil union, child, and parent.

Employees may not carry over sick leave from one year to another. Employees will not be entitled to any unused accrued sick leave remaining at the end of a year.

The **[office]** will not pay an employee for any accrued but unused sick leave upon the employee’s separation from service.

# Bereavement Leave

The **[Diocese/Church/Employer]** provides up to \_\_\_ days paid bereavement leave to **[all/lay/clergy/full-time/part-time]** employees **[who have been employed at least** \_\_\_ **[days/weeks/months]]** upon the death of an immediate family member **[[and] up to** \_\_\_ **days paid bereavement leave upon the death of an extended family member], and up to** \_\_\_ **days paid bereavement leave upon the death of any other family member]]**.

For purposes of this policy, an “immediate family member” is defined as spouse, domestic partner/partner to a civil union, child, and parent]; and “extended family member” is defined as sibling, grandparent, grandchild, child of domestic partner/partner to a civil union, parent-in-law, grandparent-in-law, sibling-in-law, step-sibling, aunt, uncle, individual living with the employee as a member of the employee’s immediate family or household, and godparent. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

**[All/lay/clergy/full-time/part-time**] employees [who have been employed at least \_\_\_ **[days/weeks/months]]** may use accrued **[vacation or personal time/PTO]** if they need additional time off due to the death of an immediate family member, or if they need time off due to the death of an individual who is not an “immediate family member.”

If you need bereavement leave, you must notify **[your/the supervisor/ rector/bishop/staff member who performs human resources functions]** as soon as possible. At the time of your request for bereavement leave, you must state your relationship to the deceased family member.

For non-exempt employees, paid bereavement leave hours are not counted toward hours worked for purposes of calculating overtime.

# Jury Duty Leave

The **[Diocese/Church/Employer]** encourages employees to fulfill their civic responsibilities by serving on a jury when required. All **[lay/clergy/exempt/non-exempt/full-time/part-time/temporary]** employees are eligible for jury duty leave.

You must provide **[your/the supervisor/rector/bishop/staff member who performs human resources functions]** with a copy of any jury summons within \_\_\_ daysafter receipt.

When you are excused from jury service or are placed on a call-in system, you are expected to report to work during work hours. Similarly, if you are not required to report for jury duty at the beginning of your workday, you must report to work. The [Diocese/Church/Employer] will provide you with a reasonable amount of time to travel from work to the courthouse. If you fail to report to work as outlined in this policy, the time of absence will be charged against yourvacation time.

**Military Leave**

The **[Diocese/Church/Employer]** will comply with all applicable laws and regulations relating to military leave for employees serving in the uniformed services or military services of the United States.

Therefore, an employee who serves in the uniformed services or military services of the United States shall, in accordance with all applicable federal, state and local laws and regulations:

* + Be granted a leave of absence;
	+ Be reinstated upon return from a qualified leave; and
	+ Be provided with any other rights and/or benefits granted by applicable laws and regulations.

Employees called for duty must provide a copy of their report orders to the **[rector/bishop/staff member who performs human resources functions]** as soon as possible after receipt.

# Legally Required Miscellaneous Leave

The **[Diocese/Church/Employer]** acknowledges that the provisions of this Handbook do not address all situations in which an employee might be entitled to leave. Therefore, the **[Diocese/Church/Employer]** reaffirms its commitment to providing employees with all leaves to which they are entitled under applicable federal, state, and/or local law.

# Maternity and Paternity Leave

All **[lay/clergy/exempt/non-exempt/full-time/part-time/part-time who work at least \_\_\_ [hours/days/weeks] per [week/month/year]/temporary] [who have completed \_\_\_** **[days/weeks/months] [of continuous service (i.e., uninterrupted employment)]]** employees are eligible to apply for up to **[\_\_\_ weeks] of paid maternity leave and up to an additional [\_\_\_\_ weeks]** of unpaid maternity or paternity leave. This leave is **not** Family and Medical Leave Act (“FMLA”) leave.The **[Diocese/Church/Employer]** is not subject to the provisions of the FMLA. The **[Diocese/Church/Employer**] is not legally required to offer employees maternity or paternity leave..

The **[Diocese/Church/Employer]** will evaluate each request for maternity and paternity leave on a case-by-case basis. The **[Diocese/Church/Employer]** reserves the right to deny a request for this leave for any reason.

# Administrative Leave

All employees are eligible to apply for administrative leave, which may be either paid or unpaid. The **[Diocese/Church/Employer**] is not legally required to offer administrative leave.

The **[Diocese/Church/Employer]** will evaluate each request for administrative leave on a case-by-case basis. The **[Diocese/Church/Employer]** reserves the right to deny a request for this leave for any reason.

# Standards of Conduct

To ensure a positive work environment and orderly operations consistent with the **[Diocese/Church/Employer]**’s mission, goals, and religious culture, the **[Diocese/Church/Employer]** expects employees to abide by its established standards of conduct. The **[Diocese/Church/Employer]** retains exclusive discretion to determine whether employees have abided by such standards.

In specific, the **[Diocese/Church/Employer]** requires that all employees:

* Respect the tenets of the Episcopal faith, including the doctrine, discipline, and worship of The Episcopal Church, and conduct themselves professionally in a way that does not undermine such tenets;
* Refrain from behavior that embarrasses or discredits the **[Diocese/Church/Employer]** and/or is disruptive to the workplace; and
* Abide by all **[Diocesan/Church/Employer]** policies and procedures, including but not limited to the policies specified in this Handbook.

Employees who are unsure whether conduct is appropriate shall refrain from such conduct. Employees who have questions about the applicable standards of conduct should contact **[their/the supervisor/rector/bishop/staff member responsible for human resources functions]**.

Employees who violate this policy may be subject to disciplinary action, up to and including immediate termination from employment.

# Illegal Conduct

The **[Diocese/Church/Employer]** expects employees to act in compliance with all applicable laws. Regardless of when and where such conduct occurs, any employee who engages in illegal conduct may be subject to disciplinary action, up to and including immediate termination from employment. The **[Diocese/Church/Employer]** will fully cooperate with law enforcement and/or governmental authorities in any investigation and/or prosecution of cases regarding such illegal conduct.

# Performance Appraisals

The **[Diocese/Church/Employer]** is committed to providing its employees with feedback about their job performance, both formally and informally. As reasonably possible, **[Your/The supervisor/rector/bishop/staff member who performs human resources functions/[warden/chair/president] of the [vestry/diocesan council diocesan standing committee/*specify other applicable board*]** will try to provide employees with informal performance feedback on an ongoing basis, and formal performance feedback as agreed to with each employee.

You are encouraged to seek feedback about your job performance at any time. If you have questions about your job performance or your job duties and responsibilities, you should promptly bring them to the attention of **[your/the supervisor**/**rector/bishop/staff member who performs human resources functions [wardens/chair/president] of the vestry diocesan council/diocesan standing committee/*specify other applicable board*]]**.

# Disciplinary Process

The **[Diocese/Church/Employer]** reserves the right to discipline employees as it deems appropriate under the circumstances. Nothing in this policy changes the at-will status of **[Diocese/Church/Employer** employees. Disciplinary action, up to and including immediate termination from employment, may result for poor performance (i.e.¸ deficiencies in the quality or quantity of work performed or the inability to perform certain job functions), misconduct (i.e., deficiencies in the manner in which an employee conducts himself/herself while at work or dealing with others), and failure to adhere to **[Diocesan/Church/Employer]** policies and procedures and standards of conduct. This list is not meant to be all-inclusive.

The **[Diocese/Church/Employer]** will strive to treat each employee with dignity and respect during the disciplinary process and requests the same from all employees. The **[rector/bishop/staff member who performs human resources functions/[warden/chair/president] of the [vestry/diocesan standing committee/diocesan council/*specify other applicable board*]]**, in his/her discretion, shall make the final decisionconcerning discipline. The **[Diocese/Church/Employer]** shall keep a record of all discipline in the employees’ personnel files.

The **[Diocese/Church/Employer]** will endeavor to keep a record of all discipline in the employees’ personnel files.

# Changes to this Handbook of Policies

The **[Diocese/Church/Employer]** may make changes to this Handbook at any time. When doing so, the **[Diocese/Church/Employer]** will make available a copy in either written or electronic form to each employee in a timely manner.

# Acknowledgement

I acknowledge that I have received the Handbook of Personnel Policies of the Bishop’s Office and that I have read and understand the policies, including the policies on discrimination and harassment. If I do not understand some portion of the policies, I agree to contact my supervisor immediately.

I understand that this Handbook represents only current policies and benefits, and that it does not create a contract of employment. The Bishop’s Office retains the right to change these policies and benefits as it deems advisable.

I understand and agree that my employment is “at will.” I understand that I have the right to terminate my employment at any time, with our without cause or notice, and that the Bishop’s Office has the same right. I further understand that my status as an “at-will” employee may not be changed except in writing and signed by the bishop and his/her duly authorized designee.

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Signature Date

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Printed Name