

First Christian Church (Disciples of Christ)
Leavenworth, Kansas

Personnel Policies and Procedures Document

Approved by the General Board October 8, 2024

First Christian Church

Personnel Policies and Procedures

The development of a manual relating to the everyday operation of the personnel and business affairs of First Christian Church is not only a matter of importance, it is one of necessity.

This document pertains to matters relating to personnel concerns of First Christian Church. It is intended to be used by the leadership of this congregation in addressing and assisting in the administration of the life of First Christian Church.

Nothing in this personnel policy shall be construed to create a contract of employment with any person employed or who contracts services with First Christian Church. Further, nothing in this personnel manual shall be construed to adopt or incorporate provisions of any Federal, state, or local law where otherwise not applicable.

1. DEFINITIONS

Church: Except where it otherwise required, Church means the General Board of First Christian Church.

Disability: An Employee of the Church is disabled when by reason of accident, illness, or disease, requiring treatment by a physician, the Employee is unable to perform each of the material duties of the occupation that he or she regularly performs for the Church.

Employee: A person in the service of the Church under any express Letters of Calling or Terms of Employment where the Church, through its authorized officers and agents, has the power or right to control and direct the person in the material details of how his or her work is to be performed. All Ministers are Employees.

Full-Time Employee: Full-Time Employees are hired to work during the Church's general operations of a forty-hour work week on a regular basis and as defined in the individual employee's Terms of Employment contract.

Minister: A person ordained by the usages of some church or associated body of Christians in good standing for the preaching of the Gospel and filling of a pastoral office. The Senior Minister shall be designated by the General Board. The Senior Minister reports to the Moderator of the General Board.

Part-Time Employee: Part-time Employees are hired to work fewer than forty hours per week on a regular basis and as defined in the individual employee's Terms of Employment Contract.

Supervisor: All employees shall be supervised directly by individuals identified in the position descriptions. Except in exceptional circumstances which are approved by both the Personnel Committee and the General Board, only persons who are paid employees of the Church shall be designated by the General Board to supervise other employees.

Terms of Employment/Letter of Calling: The Terms of Employment is the agreement signed by the employee and a Church representative (Moderator or their designee) at the time of hiring. For Ministers, the Terms of Employment is referred to as a Letter of Calling. All Ministers must be in good standing at the time of hire.

2. EMPLOYMENT

Unless specifically stated otherwise, full-time employment by the Church is under the condition of at-will employment. The Ministerial staff is hired by the congregation. Those persons who are not of the Ministerial staff are hired by the Minister in consultation with the Personnel Committee.

3. ABSENCES

- a) In case of absence due to death in the family, the Employee shall be paid three days from scheduled work (as defined in the Terms of Employment contract). Absence due to a family death may be approved by the Moderator with later ratification by the Personnel Committee. All such absences must be approved by the Personnel Committee. For the purposes of this paragraph, "family" means any spouse, ancestor, descendant, sibling, or family member residing in the household of the employee, or other related persons at the discretion of the Personnel Committee.
- b) Should an Employee be summoned to serve as a juror or subpoenaed as witness, the Employee shall be paid for the time required for jury or witness duty. Any payment received for such services shall be retained by the Employee. If the Employee's service as a juror or witness is not required for the entire day, the Employee shall report for work for the remainder of the day. The Employee is also expected to report to work on any regular scheduled work day when the employee's presence is not required in court.
- c) Should the full-time or part-time Employee request a leave of absence for any other reason (e.g., illness in the family), such leave shall be subject to formal approval of the Minister in consultation with the Chair of the Personnel Committee. Employees shall first use available vacation days and/or accrued sick days during the leave of absence.

4. ABSENCE DUE TO INJURY OR ILLNESS

- a) Illness requiring absence from regularly assigned duties shall always be reported to the Minister. The Moderator should be notified no later than 1 hour before report time on the first day of absence and shall include the best possible information concerning the date of expected return to service.
- b) Sick Days: Employees shall receive sick-day benefits at a rate of one day per completed month of consecutive service. Part-time employees shall receive sick days, including accumulation of sick days, figured on the basis of the proportion of the employee work week (e.g., if the employee works one-half time, he or she shall accumulate one-half day per completed month). Up to thirty (30) sick days may be accumulated. Sick days may only be used in the case of sickness and cannot be accumulated and used as extra

vacation time. After the maximum sick days have been used, any vacation earned may be applied to cover additional sick days at the Employee's request and if approved by the Minister or the Chair of the Personnel Committee if the Minister is not available. Absences which extend beyond the days accumulated will be unpaid. No payments for accumulated sick days will be awarded at the time of termination of employment. An injury or illness that extends beyond 30 consecutive days will be considered a disability and will be covered under Section 4.d.

- c) If an employee has an illness that allows work from home, the employee may request to exercise that option with permission from the Minister or the Moderator. Hours worked and tasks performed must be substantially the same as an in-office work day.
- d) Disability: All Employees shall be encouraged to procure their own disability coverage by means of insurance. In the event of the Disability of a Minister or other Full-Time Employee –
 - 1) Short Term: Shall be defined as a Disability which exists for between 30 and 90 continuous days. Full salary and benefits shall be continued for the duration of the temporary Disability.
 - 2) Long Term: Shall be defined as a Disability which exists for 91 continuous days or more. Full Salary and benefits shall be continued for the first ninety days of the Disability as set forth above. All salary and benefits shall cease at the end of 90 days of Disability.
 - 3) Long term disability benefits will not be available until the Minister has satisfactorily completed one year of service to the church. During the 90 day period the Minister will provide monthly reports to the Moderator on the disabling condition and the likelihood of recovery. After 90 days, if the likelihood of recovery is non-existent or extremely low the Church reserves the right to initiate termination procedures and begin the search for a new pastor.
 - 4) Days of disability do not include any days on which the Employee received disability benefits from an insurance provider.

5. PARENTAL LEAVE

All Full-Time Employees of the Church are to receive paid leave and benefits on account of the birth or adoption of a child for up to eight (8) weeks for the mother and eight (8) for the father. An additional four (4) weeks of leave can be taken, and can either be unpaid or paid using accrued vacation days. Benefits will continue for the duration of the leave.

6. HOLIDAYS

- a) All Employees of the Church are to receive time off with pay for the following holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas day and the day after Christmas. In

the event that Christmas or New Year's Day or Independence Day falls on Saturday, the paid holiday will be the preceding Friday. If the Holiday falls on Sunday, the paid holiday will be the following Monday.

- b) In the event that a holiday falls during the vacation period of an Employee, that holiday will not be counted as a vacation day. If a holiday falls on an Employee's regular day off, that person will be given a deferred holiday approved by the Personnel Committee to be used within 30 days of said holiday that was deferred.
- c) Part-time Employees with regularly scheduled hours which fall on a holiday will be paid for those hours.

7. VACATION

Full-Time Employees are entitled to vacation as follows, based on a calendar year, unless otherwise provided in their Terms of Employment:

- a) Full-time Ministers are granted four weeks of paid vacation per year (one week per quarter), except that in any year in which sabbatical leave is taken, the minister's vacation days for that year will be reduced in proportion to the portion of the year that the minister is absent due to sabbatical. [For instance, if the minister takes three months sabbatical leave, the minister's vacation days for that year would be reduced by one-fourth].
- b) All other Full-Time Employees who have been an Employee for six (6) continuous months are granted 10 days' paid vacation per year. After four years of continuous employment, 15 days per year are granted. After ten years of continuous employment, 20 days per year are granted. Vacation must be taken in a minimum of one-day increments. All increases in the number of vacation days shall be effective on January 1 of the year in which the employee will achieve the relevant employment anniversary. For employees in their first year of employment, any vacation days awarded on the six-month anniversary of hire shall be pro-rated for the remaining portion of the calendar year, and no employee shall exceed 10 vacation days before the one-year anniversary of the employees' hire.
- c) Part-time Employees shall receive paid vacation time only if provided in their Terms of Employment. Vacation time will be figured on the basis of the proportion of the employee work week (e.g., if the employee works one-half time, he or she shall accumulate one-half the time given to full-time employees.)
- d) No compensation for accumulated vacation days will be awarded at the time of termination of employment.
- e) Vacation must be used in the year it is earned. There will be no pay out of unused vacation to encourage respite and time away from work.
- f) All vacations are to be coordinated with and approved by the Minister or Personnel Committee.

- g) Employees requesting vacation that have exhausted their vacation pay will not be paid during their absence if the time off is approved. Utilizing future accrued vacation will not be permitted.

8. MINISTERS ABSENT ON CHURCH BUSINESS

- a) The Church encourages its ministers to serve on outside boards related to the Church's mission. When Ministers are invited to serve on outside boards or business related to the ministry of the larger church, such time shall be scheduled with the Moderator of the General Board. Time required for such involvement shall not exceed three weeks on an annual basis, unless approved by the Moderator of the General Board and the Personnel Committee.
- b) Participation in Regional and General Assemblies of the Church is part of the ministry of the whole church. Time devoted to such is an extension of the local church ministry.
- c) Attendance at any such meetings described in paragraphs (a) and (b), above, shall be coordinated with the Moderator of the General Board. Compensation for Ministers' expenses for such activities, if not covered by the outside organization, is to come from the Ministers' professional expenses fund.

9. BENEFITS AND COMPENSATION

The Church offers certain benefits to all full-time Employees.

- a) Pension Fund: After a full-time Employee has been employed by the Church for a period of thirty (30) consecutive days (except for new employees that are previously enrolled with the Pension Fund of the Christian Church [Disciples of Christ] at the time they are employed by the Church), the Church will pay the annual dues of 14% of the full-time Employee's salary and housing allowance (the housing allowance applying to full-time Ministers only) into the Pension Fund of the Christian Church (Disciples of Christ), which shall be subject to all terms and conditions of such Pension Fund.
- b) Health Insurance: After a full-time Employee has been employed by the Church for a period of thirty (30) consecutive days, the Church will pay single health insurance benefits, unless otherwise provided in the Terms of Employment. Benefits shall be subject to all terms and conditions of such health insurance plan. The health insurance benefits are more fully described in the respective plan's master contract, and all eligible Employees will be provided with summary plan descriptions when eligible.
- c) Relocation and moving expenses: The Church will pay moving expenses when a new Minister is employed, as provided in the Terms of Employment.

10. CONTINUING EDUCATION LEAVE

In addition to vacation and Church business leave, it is commendable at all times for Ministers to seek improvement in ministerial skills. Time for periodic 6 continuing education seminars, workshops, etc. will be considered annually on an individual basis. Compensation for incurred expenses will come from the Ministers' professional expenses fund. Such leave must be approved by the Moderator of the General Board or Personnel Committee.

11. SABBATICAL LEAVE

The profession of ministry demands continued creativity, renewal and energy. Members of the Ministerial staff are encouraged to pursue continuing education as described in this Personnel Policies and Procedures Document. Occasions for longer-term opportunities (sabbaticals) may be granted under the conditions detailed below. Sabbaticals benefit both the minister and the congregation by providing opportunities for renewal of spirit, extended study and reflection, planning and creative growth that normal routines do not allow.

- a) A Minister shall become eligible to apply for a sabbatical leave of up to three months to be taken after five years of continuous service. After a sabbatical has been completed, the minister shall complete the required two-year period of additional service thus satisfying the conditions of the sabbatical leave. The Minister then shall be eligible to apply again for a sabbatical to be taken after five more years of service. For purposes of sabbaticals, only years of service with First Christian Church, Leavenworth, Kansas shall be counted towards the service requirements.
- b) Sabbatical leaves are intended for the mutual benefit and growth of both the minister and the congregation. The length of the leave and timing for the leave are concerns and must be compatible with the congregation's present needs, climate and programming. Completion of five years of service shall not, in and of itself, be the determining factor as to whether a sabbatical proposal shall be approved by the Personnel Committee.
- c) The minister shall develop a formal written proposal that includes the expectations, focus of the sabbatical, any courses of study to be pursued and anticipated benefits to the Minister. A clear vision of how the sabbatical will impact the Minister's work should be presented. A detailed listing of the work that is being left behind and its current state of completion should be included. It should also detail the proposed handling of the ministry (work) being left behind. A clear connection of the sabbatical to how the sabbatical studies will be used in congregational life or how the congregation will benefit from the sabbatical should be a part of the proposal. The Minister should submit the Sabbatical Proposal to the Personnel Committee at least a year before the intended sabbatical beginning date or as otherwise agreed upon. A series of discussions between the Personnel Committee and the Minister shall be held to be certain all parties agree on the use of time and items to be completed. This process of negotiation should be completed at least six months before the sabbatical is scheduled to begin. The contents of the proposal shall be considered negotiable and shall be approved by the Personnel Committee and recommended to the General Board for approval.
- d) During the sabbatical year, no other continuing education time will be provided.

- e) A Minister will be expected to serve First Christian Church at least two years after the completion of a sabbatical.
- f) All expenses for the sabbatical will be borne by the Minister, unless reimbursed in accordance with the Professional Expense Policy. All normal compensation and benefits (salary, housing, etc.) will continue during the sabbatical.
- g) Only one Minister may take a sabbatical in any calendar year. If two ministers apply for a sabbatical during the same calendar year, the matter shall be referred to the Personnel Committee.
- h) Sabbaticals shall not be considered a use of the Minister's vacation time. Earned vacation time would not be ordinarily used to extend the period of absence of a sabbatical.
- i) Evaluations of the sabbatical and its impact on the Minister and the congregation are helpful means for planning such future opportunities. An evaluative report will be submitted to the Personnel Committee by the Minister within thirty days after the sabbatical is completed. The report will include the value of the leave, the benefits and disappointments of the sabbatical for the Minister and specific plans for the implementation of knowledge gained in new or improved programs for the congregation. The reports will then be presented to the General Board and shared with the congregation.

12. CONFIDENTIALITY

Ministers and other employees of the church will from time to time learn confidential information about members of the congregation or the general public, incident to the employees' employment with the Church. All employees shall keep such information confidential and refrain from disseminating confidential information to any other person consistent with the ethical obligations of the employee's profession, or whenever the circumstances indicate that confidentiality is expected. Employees shall not disclose confidential information to any other person except where expressly permitted by the person who is the subject of such information, as required by law, or in order to protect any person from a clear danger of death or physical or psychological harm. This provision shall not prohibit ministers or employees of the Church from sharing confidential information among employees and officers of the Church when necessary to further the mission and objectives of the Church and the employee's employment duties.

13. PERFORMANCE REVIEWS AND EMPLOYEE CONDUCT

All ministers shall be evaluated annually and at such other times that the Personnel Committee deems advisable. Ministers shall be evaluated by the Moderator of the General Board, Elder Chair, and one other Elder of the Minister's choosing. The Minister shall evaluate all non-ministerial employees annually and at such other times that the Minister deems advisable. The Minister shall report any unsatisfactory evaluations to the Personnel Committee at its next regular meeting.

Depending on the nature and circumstances of any unsatisfactory evaluation, discipline will be commensurate and progressive. To the extent possible, discipline shall proceed in accordance with the following steps, except when the nature of any circumstances demands other action. Because employment by the Church is at-will, the Church is not required to follow these steps prior to discipline or discharge if the Moderator of the General Board or Personnel Committee believe any other action is appropriate.

- a) Verbal Reprimand: This is a verbal statement to an Employee, usually pointing out an unsatisfactory element of job performance or behavior. This is intended to be corrective or cautionary. A verbal reprimand identifies the needed area of improvement, sets goals for achieving the appropriate level of improvement, and informs the Employee of the consequences of failure to improve. Verbal reprimands will be recorded in the Employee's personnel file and the Personnel Committee will be notified.
- b) Written Reprimand: A written reprimand to the employee is issued and a copy is signed by the Employee, Personnel Committee representative (Moderator) and Minister, and is placed in the Employee's personnel file. The Employee may request a hearing with the Personnel Committee to express a grievance with the reprimand (see section 16).
- c) Discharge: If both the Verbal and Written Reprimands are not heeded, the next step may be termination of employment. Employees should be aware that their employment relationship with the Church is based on the conditions of employment at will.
- d) Circumstances in which the Employee's behavior is considered by the Personnel Committee to be illegal, unethical, immoral, or contrary to the best interests of the Church and/or its mission may result in immediate suspension or termination by the Personnel Committee, who shall report any such action to the General Board as soon as is practical (see section 14).

14. SALARY INCREASES

Recommendations for increases will be submitted by the Personnel Committee to the Finance and Stewardship Ministry within limits of funds designated for this purpose in the annual budget. There shall be no automatic salary increases for any member of the staff.

15. ENDING THE EMPLOYMENT RELATIONSHIP

- a) Retirement – Staff members planning to retire shall give a minimum of 60 days' notice to the Personnel Committee and the Moderator of the General Board. In the event of the retirement or resignation of the Senior Minister, it is not the policy of this Church that the other ministerial staff must, at the same time, leave employment of this Church.
- b) Resignation – Full - time ministerial staff shall give 60 days' notice of intent to resign to the Personnel Committee and the Moderator of the General Board. All other staff shall give two weeks' notice of intent to resign to the Personnel Committee and the Head of Staff .
- c) Termination – In the event it has been determined that termination is the appropriate course of action, the following steps will be followed:

- 1) Termination of Employment for Senior Minister – The Personnel Committee will recommend a course of action to the General Board.
- 2) Termination of Employment for Other Ministerial Staff – The Moderator of the General Board in consultation with the Personnel Committee may immediately suspend the Minister with written notice and recommend a course of action to the General Board.
- 3) Termination of Employment for all other employees – The Minister, in consultation with the Personnel Committee, may immediately suspend or terminate the Employee.

16. GRIEVANCES

Any Employee who feels that he/she has been aggrieved shall have the opportunity to resolve the grievance through administrative remedies. Any aggrieved Employee must first discuss the issue with the Minister, unless the grievance is with the Minister, in which case the Employee shall first discuss the issue with any member of the Personnel Committee. If the grievance is not resolved as a result of this action the Employee may appeal the matter to the Personnel Committee. The appeal to the Personnel Committee shall be made in writing and delivered to the Chair of the committee. If the Senior Minister feels aggrieved, such grievance may be taken to the Personnel Committee directly by advising the committee Chair in writing.

The Chair shall meet with the Employee(s) involved to attempt to resolve the grievance. If the matter is not satisfactorily resolved, the full Personnel Committee shall meet with the Employee(s) who will have the opportunity to present any relevant facts. Upon hearing the relevant facts the committee shall vote to either uphold or deny the grievance. If the grievance is upheld the Personnel Committee shall take appropriate action to remedy the situation giving rise to the grievance. The decision of the Personnel Committee shall be final.

The obligation to exhaust the internal remedies set forth above shall be mandatory before the Employee has the right to seek any other relief allowed by law.

17. FAMILY MEDICAL LEAVE ACT (FMLA)

The Family Medical Leave Act applies to all:

- a) Public agencies including local, state, and federal employers and local education agencies (schools) and
- b) Private sector employers who employ 50 or more employees for at least 20 work weeks in the current or preceding calendar year – including joint employers and successors of covered employees.

Since First Christian Church, Leavenworth, Kansas does not meet the coverage requirements, FMLA cannot be offered.

18. OUTSIDE EMPLOYMENT

Should a minister want to take an additional paid position, a letter stating the conditions of the second position must be approved by the Personnel Committee. This should be done

prior to acceptance of any outside position. Failure to comply with this policy may be grounds for termination.

19. PERSONNEL FILES

The Personnel Committee maintains confidential personnel files on each Employee. These files contain documentation regarding all aspects of the Employee's tenure with the Church, such as performance appraisals, beneficiary designation forms, disciplinary warning notices, and letters of commendation. The Employee may review his/her personnel file on request. To ensure that an Employee's personnel file is up-to-date at all times, the Employee should notify the chair of the Personnel Committee of any changes in the Employee's name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, the individuals to notify in case of an emergency, and so forth. NOTE: These files are currently maintained in the Pastor's office.

20. WORK HOURS

- a) It is the Church's policy to comply with the applicable laws requiring records to be maintained of the hours the Employee's work. To ensure that the Church keeps accurate records of the hours actually worked and of the sick time or other leave taken, and to ensure that Employees are paid in a timely manner, all non-salaried Employees are required to record time worked and submit the information to the Treasurer for payment of work done. Absences of full-time/part-time employees will also be recorded by the Minister or in the absence of the Minister, the Moderator. Employees must be certain that they accurately record hours worked and report leave time taken. Falsification of a time record is grounds for disciplinary action, up to and including termination of employment. The Minister or the Moderator, in the absence of the Minister, shall be responsible for ensuring that an appropriate system to track the accrual and use of sick days and vacation days is in place and properly utilized.
- b) Non-salaried Employees may take two paid, ten-minute breaks, one in the morning and one in the afternoon. One hour, without pay, is allotted for lunch. Breaks and lunch hours must be scheduled with the Employee's supervisor.
- c) In the event of extraordinary circumstances, the ability to work off-site can be approved by the Personnel Committee.

21. REGULAR PAY PROCEDURES

All Employees are paid on the 1st day of each month, unless otherwise negotiated with the Treasurer. If a scheduled pay day falls on a holiday, employees will usually be paid on the day preceding the holiday. All required deductions, such as those for federal, state and local taxes, and all authorized voluntary deductions shall be withheld automatically from employees' paychecks. Employees shall complete the necessary forms to authorize these deductions. It is the Employee's responsibility to review paychecks for errors. If an Employee finds a mistake, he or she should report it to the Treasurer immediately. The necessary steps to correct the problem will be taken.

22. APPLICATION OF PERSONNEL POLICIES AND PROCEDURES

These Personnel Policies and Procedures apply only to Employees of First Christian Church. Employees of the Jack and Jill Preschool/Day Care and independent contractors providing custodial or other services are specifically excluded from these policies.

23. INCLEMENT WEATHER

a) Normally, First Christian Church makes every attempt to hold Sunday services as scheduled. Should the weather be hazardous and the decision to cancel is made by the Moderator and Minister(s), every effort will be made to notify the congregation. There are two notification methods:

- 1) Notify Fox 4 News that our church is cancelling services. Our “tag” is First Christian Church, Leavenworth, and it will be noted as “cancelled” on the television screen.
- 2) Also post a notice on the home page of the church website. (leavenworthchristian.com)

b) Inclement weather happening during the work week with regards to the Minister and full-time/part-time employees, needs to be addressed separately. First Christian Church has traditionally relied on the National Weather Service and has closely monitored when the Leavenworth/Lansing/Ft. Leavenworth school districts close due to inclement weather in making an informed decision as to whether to arrive later when it is safe to drive, close the office for the day, or just work remotely.

- 1) Close the church office for the day: Employees will be notified by the Moderator (telephonically) that the office has been closed and they will not be expected to report to the church office for work. However, if what they were to accomplish during the normal course of business can be accomplished remotely, then they are encouraged to do so, provided they have not lost electrical/internet power. There would be no reduction in pay.
- 2) Employees may arrive up to 1-2 hours after the start of a normal work day when it is safe to drive with no deduction in pay.
- 3) On days when the inclement weather gets worse as the day goes on, employees may be released from work to go home early with no reduction in pay.