

# EVANGELICAL FRIENDS CHURCH – EASTERN REGION

## SUGGESTIONS FOR LOCAL CHURCH EMPLOYEE HANDBOOK

*This outline is not meant to be all-inclusive, but to cover the important areas of employer – employee relationships. Actual samples are available online as well as under Finance & Administration Team resources.*

### I. INTRODUCTION

- A. *Church Mission and Values* – Summarize the church’s current mission, vision, and core values, adding that church staff are a vital part of fulfilling the mission.
- B. *Human Relations* – A brief message stating the importance of employee – employer relationship, communication, and means to accomplish those.

### II. STATUS OF EMPLOYEES

- A. *Exempt* – Employees under Federal law considered exempt from overtime pay. See supervisor for status.
- B. *Non-exempt* – Employees under Federal law that are entitled to overtime pay for hours worked beyond 40 hours per week. See supervisor for status.
- C. *Full-time* – Employees who work at least \_\_\_\_\_ hours per week.
- D. *Part-time* – Employees who work more than \_\_\_\_\_ hours per week.
- E. *Contractual* – Persons/organizations hired for a specific time or task. 1099 forms will be issued on a yearly basis for non-incorporated entities receiving at least \$600.00 compensation per year.

### III. BENEFITS

- A. *Paid Time Off* – Holidays, Sick Leave, Personal Leave, Vacation, Bereavement, Jury Duty, etc.
- B. *Leave of Absence* – Unpaid time off and under what circumstances
- C. *Insurance* – Type of insurance(s) and who is eligible
- D. *Retirement* – Type of plans and who is eligible
- E. *Other* – Type of plans and who is eligible

### IV. POLICIES

- A. *Hiring and Firing* – Procedures including “for any reason termination.”

- B. *Background Checks* – What checks and who pays fees
- C. *Orientation and Training* – What time period, who and what
- D. *Probationary Period* – What time period, who signs off
- E. *Job Description* – Qualifications and duties for each position
- F. *Clergy Housing Allowance* – How declared and how reported
- G. *Evaluations* - How often and who conducts
- H. *Compensation* – Church policy or determined on individual basis
- I. *Use of Church Technology* – Personal use of church computers, tablets, email, social media, etc.
- J. *Reimbursement of Expenses* – What is covered and procedure
- K. *Other Employment* – What is allowed and when scheduled
- L. *Continuing Education* – What is expected and/or required and who pays for
- M. *Graduate Study* – Time allowed and who pays for
- N. *Breaks* – Time allowed during working day
- O. *Scheduling* – Set hours or flexible time

**V. EMPLOYEE CONDUCT**

- A. *Attendance* – Hours expected, calling off, emergencies, etc.
- B. *Dress Code* – Appropriate to position, task, location, etc.
- C. *Standard of Conduct/Integrity/Confidentiality* – guidelines for interaction, work ethic, honesty, team work/loyalty, maintaining confidences, etc.
- D. *Substance Abuse* – Prohibitions and disciplinary course of action
- E. *Security and Safety* – Provisions provided by church, supervision, risk taking, etc.

Employee Acknowledgment and Signature

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Date: \_\_\_\_\_