

**Volume**

**3**

IMAGO DEI METROPOLITAN COMMUNITY CHURCH

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IDMCC Policy Committee

# Employee Handbook

IDMCC POLICY COMMITTEE

# Employee Handbook

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## CHAPTER 1: Welcome & Introduction

**W**elcome to Imago Dei Metropolitan Community Church! We consider each employee to be a gift from God and look forward to working with you as a member of our team.

This Employee Policies & Procedures Manual is designed to provide guidance and help assure uniformity in the handling of personnel practices for all paid employees. This handbook is not all inclusive and is intended only as a set of guidelines for use by the Pastor, as Director of Personnel, and all other paid staff.

All personnel policies and guidelines are governed by the Bylaws of Metropolitan Community Churches (MCC) and the Standard Operating Procedures (SOPs) of Imago Dei MCC. Any policy in conflict with the MCC or Imago Dei MCC SOPs shall be superseded by those Bylaws or SOPs. These policies and the implementation of these policies are intended to comply with all applicable federal and state employment laws and regulations.

This handbook does not constitute an expressed or implied contract of employment or an agreement of employment or benefits for any definite period of time. Employment at Imago Dei MCC is at will. Consequently, both the employee and Imago Dei MCC have the right to terminate the employment at any time, with or without advance notice. This employment-at-will relationship is in effect from the date of hire through the date of termination unless specifically modified by an expressed written agreement signed by both the employee and a duly authorized representative of Imago Dei MCC.

This handbook supersedes any previous manual or written or unwritten policies. Imago Dei MCC reserves the right to establish, administer, change or delete policies, guidelines, benefits and procedures at any time.

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## INTRODUCTION

### Scope

The Imago Dei Metropolitan Community Church Policy Manual consists of five (5) volumes:

#### **Volume 1: Organizational Manual**

Volume 1 aids in the effective and efficient functioning of staff, ministry groups and church members. This manual serves to bring the entire organizational structure of the church together in one concise manner. This manual also serves as an effective means for communicating to church members and training new staff members.

#### **Volume 2: Policies & Procedures Manual**

Policies and procedures become invaluable for identifying and delegating responsibilities, preserving a consistent level of quality performance and protecting church leaders and the congregation. Most procedures are referenced to applicable form(s) that would be used to document the transaction or event. Links are added to the Employee Handbook.

#### **Volume 3: Employee Handbook**

As a church or ministry begins to hire employees, it becomes critical that the organization develops and maintains an official Employee Handbook. This Handbook will address and guide the employee in a broad range of employment-related issues. The employee is provided with links that direct them to related policies found in the official Policies and Procedures Manual, or to organizational issues, as found in the official Organizational Manual. Links are also provided to administrative forms as found in the official Administrative Forms Manual.

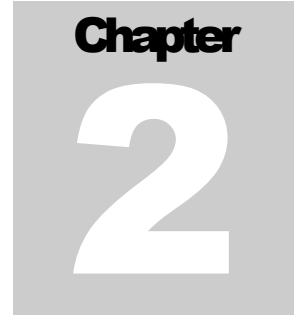
#### **Volume 4: Internal Audit Checklists**

Volume 4 provides a means for reviewing the internal workings of the ministry on a periodic basis. This resource explains how to establish an effective Internal Audit Committee for the ministry and provides specific responsibilities and duties for the committee.

#### **Volume 5: Administrative Forms Manual**

Documentation is the ministry's representation of the past, present and future. This manual brings consistency to the many applications of church operations. Includes illustrative forms, reports, worksheets, checklists, etc. which support the various operations of the church.

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## CHAPTER 2: Employment

### **EQUAL EMPLOYMENT & DISCRIMINATION FREE ENVIRONMENT**

Imago Dei MCC values and respects diversity and prohibits discrimination in any aspect of employment. Imago Dei MCC strongly supports the principles of equal employment opportunity and will adhere to applicable federal and state employment laws. There will be no discrimination in any manner with regard to race, color, national origin, religion, gender, gender identity, sexual orientation, age, marital status, physical or mental ability, or handicap except where a bona fide occupational qualification exists.

Imago Dei MCC prohibits slurs, epithets, jokes, and harassment based on those characteristics. It is Imago Dei MCC's policy to attain a workforce that reflects the diversity of the available labor market from which IDMCC hires.

This policy applies to employment practices including, but not limited to, recruitment, advertising, hiring, compensation, benefits, promotions, training, transfer, disciplinary action, termination, and other terms, conditions, and privileges of employment.

The church expects you to:

- Treat other employees with respect and value their differences;
- Not make offensive or insulting remarks to or about others in the workplace or while engaged in church business outside the workplace;
- Not engage in harassment or unlawful discrimination;
- Cooperate fully with any discrimination or harassment investigation;
- Avoid slurs, epithets, jokes and harassment based on race, religion, color, sex, national origin, citizenship, age, disability, veteran status, sexual orientation, gender identity, or marital status; and
- Discuss any questions or concerns about your treatment with the director of personnel.

It is the responsibility of all employees to adhere to this policy and to notify the director of personnel of any potential violation of this policy. Any established

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**INTRODUCTION**

incident of discrimination will result in disciplinary action including possible termination.

**CONFLICT OF INTEREST**

All employees have an obligation to be free from influence of any conflicting interest when representing the Imago Dei MCC in negotiations or when making recommendations when dealing with third parties. Employees are expected to deal with suppliers, vendors, contractors, volunteers and all others doing business with Imago Dei MCC on the sole basis of what is in the best interest of the church.

All employees are prohibited from engaging in outside employment, private business, or other activity which might have an adverse effect on, or create a conflict of interest with, Imago Dei MCC, unless approved by the Director of Personnel.

**PERSONAL PERFORMANCE AND BEHAVIOR**

Each employee of Imago Dei MCC is expected to conduct him or herself in a manner that does not reflect adversely upon the church. Each employee must recognize their susceptibility to public scrutiny in their public and personal lives. Therefore, employees are asked to avoid certain behaviors that would bring unfavorable public impressions on themselves and Imago Dei. Each employee shall:

1. Be prompt and regular in attendance at work or other required Imago Dei sponsored events.
2. Dedicate primary efforts to IDMCC employment with any secondary employment subject to approval by the Director of Personnel.
3. Avoid conflicts in appointments and working relationships with other employees of Imago Dei and MCC at large. Shall also adhere to any code of ethics and avoid conflicts of interest or using the position for personal gain.
4. Shall not accept gifts or gratuities in any personal or professional capacity that could create the impression that the giver was seeking favor from the employee.
5. Not serve any board or commission that affects the duties or personal interests of the employee in a way that could create disadvantage for other employees or advantage for the employee with the exception of the Director of Personnel.
6. Not engage in conduct away from work which, although not criminal, may reflect adversely upon Imago Dei church.
7. Not use substances, unlawful or the abuse of lawful substances, which will impair the employee's ability to function as a valued and competent employee of Imago Dei church.
8. Follow all rules for care and use of Imago Dei church property and any other property for which Imago Dei is responsible/liable.

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**PERFORMANCE REVIEWS**

Each performance review should be a positive and interactive process whereby both the church and the individual being reviewed receive information about his or her success in meeting the responsibilities of the job, and the church can learn about its strengths and weaknesses as an employer of that employee. In general, the goal of Imago Dei MCC is to conduct a performance review of each new employee during the anniversary month of employment after the first year of service and annually thereafter.

**DISCIPLINE OR DISCHARGE**

Discipline and/or discharge may result for many reasons including, but not limited to, inappropriate behavior and/or unsatisfactory performance.

Inappropriate behavior is defined as including, but not limited to, misbehavior on the job, refusal to do work reasonably expected, wrongful use of or taking of agency property, conviction of a felony, and violation of any policies or practices of Imago Dei MCC.

Unsatisfactory performance means failure of an employee to meet performance standards, to complete tasks in a timely, competent way, or to maintain an adequate attendance record. Uncooperative behavior or negative attitudes that affect the work or morale of others may result in termination.

**PROBATIONARY PERIOD**

New employees of Imago Dei MCC will undergo a probationary period of six months where employees must demonstrate their abilities to handle the responsibilities of their position for which the individual was hired. During the six month probationary period either the employee or the church may end the employment relationship at will, with or without cause or advance notice.

**AT WILL EMPLOYMENT**

Employees are employed at the will of the Imago Dei church and are subject to termination at any time, for any reason, with or without cause or notice. These employees may terminate their employment at any time and for any reason. It is requested of the employee that two weeks notice be given when employed beyond the probationary period. Imago Dei will make every effort to give sufficient notice of discharge except in the case of discharge for behavior deemed inappropriate. Such situations will be considered on a case by case basis.

**PERSONNEL & CONFIDENTIALITY**

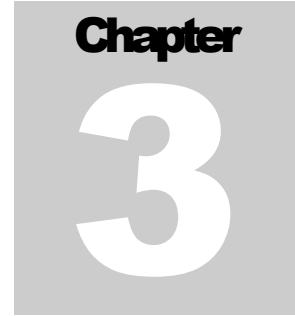
It is important that Imago Dei MCC always have current information regarding each employee.

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## **I N T R O D U C T I O N**

Employees must notify the Director of Personnel of any changes in personal information such as name, address, telephone number, marital status, birth or death of a family member, etc. Personnel Files will be maintained for each employee as necessary to meet applicable employment laws and to administer personnel policies. All personnel records will be held in confidence. Any requests for information for applicants, employees and past employees must be referred to the Director of Personnel.

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## CHAPTER 3: Compensation

### NORMAL PAY PERIOD

Full time: A normal pay period consists of 5 days in the week, 8 hours per normal work day, Monday through Friday, for a total not to exceed 40 regular time hours per week. At the discretion of the Director of Personnel, a pay period may be designated over a two week period, 10 work days in the period, 8 hours per normal work day, Monday through Friday, for a total not to exceed 80 regular time hours per the two week period.

### TIME KEEPING (TIMESHEET ENTRIES)

Time keeping is very important to the employee. Wages for completed work are based on accurate time keeping entries. Therefore, accurate time keeping is the employee’s responsibility. The timesheet must be filled out and maintained by the employee. No other employee is authorized to make timesheet changes for an employee.

On the following page is an example of a Imago Dei MCC Employee Timesheet. All information is to be filled out correctly by the employee by using a computer to produce a “soft” copy or electronic copy of the finished timesheet.

The timesheet day column for each day is to be filled out at the completion of each day by the employee. Totals for each day are to be calculated at the bottom of each day column by the employee. At the end of the week, the totals must be calculated for the Total Hours column and row by the employee.

At the end of the week, the employee must also verify that the information provided on the timesheet is correct, that all calculations and totals are correct, and that the employee’s name, dates and employee number are correct. Time in each row must be entered in its proper row. A paper copy is printed, and then the employee signs and dates the paper timesheet signifying that all entries have been checked and are correct. After signing and dating the timesheet, it is given to the personnel manager for signature and date. The electronic timesheet is saved in the employee’s personal directory preferably labeled “*employee\_name*\_Timesheets”.with the file name “initials\_yyyymmdd”, for example: “John\_Smith\_Timesheets/jes\_20071125”.

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**COMPENSATION**

All corrections to a timesheet, if done on a paper copy, must be single lined out and initialed by the employee. All corrections to an electronic copy of a timesheet must be in the block below for Regular Time and in the color red. The font of the incorrect entry is to be changed to show a strike through. All other rows (Overtime, Sick Time, Holiday, etc.) must strike through the incorrect entry and the new entry placed beside it in color red, or relocated in the appropriate row in color red; the original entry must remain in color black. Correction of entries in this manner will better aid the personnel manager in determining and correcting trends.

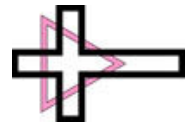
Timesheets and travel: In the event an employee travels for IDMCC where the time is chargeable to IDMCC, the employee is to print a timesheet or timesheets to cover the duration of the expected travel, with the Employee number, the employee name, and Week Starting and Week Ending blanks filled in electronically before printing. The employee is required to take the timesheets on travel and maintain the timesheet(s) daily as stated above, by hand, then either submit the paper copies or transfer the entries to electronic copy before printing a final paper copy (at personnel manager’s discretion).

**EMPLOYEE'S TIME KEEPING RESPONSIBILITY**

The employee is responsible for tracking his or her time during the pay period using the electronic timesheet as in the example in Figure 3.1. Submit a completed and signed paper copy at the end of the pay period.

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**DESIGN CUSTOMIZATION**



**IDMCC**  
Employee  
Time Sheet

Employee No. **001**

Week  
Ending:

**E.** MI

**09/25/06**  
MM/DD/YY

**10/01/06**  
MM/DD/YY

**John**

**Smith**

First

MI

Charge Type:	Monday Hours:	Tuesday Hours:	Wednesday Hours:	Thursday Hours:	Friday Hours:	Saturday Hours:	Sunday Hours:	Total Hours:
Regular Time:	8	8	8	8		0	0	32
Overtime:				2				2
Sick Time:								
Holiday:								8
Vacation:								
Other:								
<b>Total Hours:</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>10</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>42</b>

Employee Signature:

Today's Date:

Imago Dei Metropolitan  
Community Church  
1223 Middletown Road  
Glen Mills, PA 19342  
(610) 358-1716  
www.ImagoDeiMCC.org

Personnel Manager Signature:

Today's Date:

Figure 3.1 Example of the Imago Dei MCC Timesheet

**AUTHORIZED TRAVEL**

In the course of employee duty, it may be necessary to travel for purchases and for other errands as assigned or as part of the job description. At no time is an employee allowed to travel for the church for reasons outside those allowed by MCC or Imago Dei MCC guidelines, or by local, state or federal law. Reimbursement for authorized travel is at a set rate. Accurate records of travel expenses are the employee's responsibility.

Other expenses incurred by the employee as directed by the church or by authorized church designee.

Like all guidelines, these standards should be administered subject to management discretion.

**RECORDING TIME WORKED/SICK/VACATION/HOLIDAY/OTHER EXCUSED ABSENCE**

Fill in the appropriate blanks with the actual time for each category and total at the bottom of the column daily and across the row at the end of the pay period. Sick time should be pre-approved when possible. Vacation time must be pre-approved by the Director of Personnel.

**FILLING OUT YOUR TIME AND ATTENDANCE FORM**

The Director of Personnel or another agent of the church will discuss with and direct the employee in proper timekeeping. Refer to Figure 3.1, Example of the Imago Dei MCC Timesheet and TIME KEEPING (TIMESHEET ENTRIES) section above. The timesheet must be filled out daily or as soon as possible the next morning for the previous day's work. Use an electronic copy to record your time throughout the week. Print and sign at the end of the pay period.

**EMPLOYEE CLASSIFICATIONS**

Imago Dei MCC classifies paid employees as follows:

**Regular Full-time Employee** - An employee whose regularly scheduled work week is 40 hours per week.

**Regular Part-time Employee** - An employee whose regularly scheduled work week is less than 40 hours per week.

**Non-exempt Employee** - An employee who is not exempt from the overtime provisions of the Fair Labor Standards Act. These employees receive overtime compensation at the rate of one and one-half times their regular rate of pay for hours worked in excess of forty hours per week in accordance with applicable state and federal wage and hour laws. Work hours do not include compensated non-work hours such as vacation, sick, holiday, bereavement, etc.

**Exempt Employee** - An employee who is exempt from the overtime provisions of the Fair Labor Standards Act. These employees do not receive overtime compensation.

**COMPENSATION**

**PERSONNEL & CONFIDENTIALITY**

It is important that Imago Dei MCC always have current information regarding each employee.

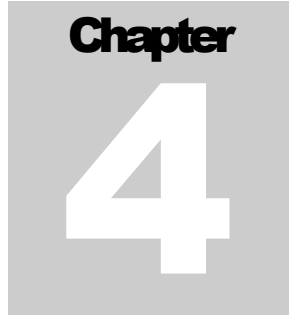
Employees must notify the Director of Personnel of any changes in personal information such as name, address, telephone number, marital status, birth or death of a family member, etc. Personnel Files will be maintained for each employee as necessary to meet applicable employment laws and to administer personnel policies. All personnel records will be held in confidence. Any requests for information for applicants, employees and past employees must be referred to the Director of Personnel.

**CONFIDENTIALITY OF WAGES**

Each employee is reminded that discussing his or her wage with others inside or outside the church is strongly discouraged. Such discussion may sow discord and become grounds for employee dismissal.

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## CHAPTER 4: Workplace Guidelines

### WORK HOURS/WORK SCHEDULES

Employees are expected to start work at their prescribed times. Work schedules are created to balance IDMCC business objectives with employee personal needs and are subject to the discretion of the manager. Employees experiencing problems with their work schedules should discuss the situation with their manager. Individual schedules may be revised as business needs change.

### ATTENDANCE

In order to be successful and meet your work objectives, good attendance is essential. It is inevitable that employees will have periodic unscheduled absences for illness or personal matters but recurring absences and/or lateness has adverse effects on workflow, productivity, morale and service. These guidelines are designed to recognize the impact of excessive unscheduled absences/lateness, to encourage communication between employees and supervisors and to provide direction when addressing attendance/lateness problems.

Like all guidelines, these standards should be administered subject to management discretion, taking into account the types and frequency of absences and overall patterns of attendance before initiating corrective action.

It is your responsibility to:

- Be familiar with the attendance policy and understand the possible consequences of excessive unscheduled and unexcused absence/lateness;
- Arrive at work on time and be ready to work the agreed upon work schedule
- Maintain accurate records using the Time and Attendance forms;
- Report any absence/lateness promptly to your manager or another designated individual;
- Understand that unscheduled absences in excess of IDMCC guidelines may result in corrective action up to and including termination;

**WORKPLACE GUIDELINES**

- Understand that misconduct related to time reporting, such as misrepresenting hours worked, may result in disciplinary action up to and including termination;
- Understand that if you do not report an absence properly it may result in disciplinary action up to and including termination; and
- Complete the appropriate Leave Request Form for an absence that you would like to have considered for protection under Family and Medical Leave Policy.

**ABSENCE/LATENESS**

If your absences and lateness are excessive, unscheduled, or begin to form a pattern, they may constitute an attendance problem. Your manager will review the circumstances to determine if corrective action is appropriate. These absences may include:

- Any absence that does not qualify for job protection under Family and Medical Leave policy, either because you are not eligible for FML or because the absence is not for an FML qualifying event;
- Other unexcused and unscheduled absences due to personal reasons such as car trouble or illness of a caregiver; or
- Recurring lateness, defined as arriving after scheduled work hours, taking excessively long breaks or lunch periods, or leaving work early.

Other potential attendance or lateness problems are absences that:

- Precede or follow holidays or scheduled Paid Time Off (PTO);
- Fall on Mondays or Fridays;
- Become more frequent during inclement weather;
- Coincide with days when the workload is heaviest; or
- Occur during the first few months of employment or in a new job.

**REPORTING ABSENCE OR LATENESS**

It is your responsibility to notify your manager or other designated individual when you are going to be absent or late. Failure to properly notify the church may result in disciplinary action. You should see your manager for your IDMCC's notification guidelines. Your failure to report an absence of three consecutive days, or three days within a twelve-month period, will be considered job abandonment and constitute a voluntary resignation.

All absences should be recorded using the Time and Attendance form.

**COUNTING ABSENCES - PROTECTED, EXCUSED TIME OFF**

Certain types of absences may not be counted against an employee when assessing the employee's attendance record or considering disciplinary action based on attendance history. These absences generally fall into two categories: those protected by federal and/or state law, or absences which have been approved by

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**WORKPLACE GUIDELINES**

managers according to the church policy. Some of these protected and/or excused absences are highlighted as follows.

- Absences incurred by employees eligible for leave under Family and Medical Leave (FML) Policy for care of a child within 12 months following birth, adoption, or foster care placement which do not exceed the time limits of the FML policy (Family Leave);
- Absences incurred by eligible employees due to their own serious health condition which qualify under FML policy and do not exceed the time limits of the FML policy (Employee Medical Leave);
- Absences incurred by eligible employees due to the serious health condition of a family member which qualify under FML policy, and do not exceed the time limits of the FML policy;
- Pregnancy-related disability absences which have been certified for Short-Term Disability (STD) benefits, or which meet the medical requirements for Employee Medical Leave (EML), even if the absences exceed the time limits of the FML policy or you are a first-year employee and not otherwise eligible for FML;
- Absences for jury duty and military leave subject to the church policy provisions; and
- Absences approved by the manager according to church guidelines related to bereavement, volunteer activity, as well as unpaid personal leaves.

**COUNTING ABSENCES - TIME OFF WHICH MAY BE COUNTED**

The following types of absences, if excessive and unscheduled, may constitute an attendance problem which results in disciplinary action:

- An absence due to an illness, injury or other disability of an employee that has not been certified;
- An absence due to an illness, injury or other disability of a family member which does not qualify under policy;
- An absence of less than six consecutive work days due to employee illness, injury or other disability which does not qualify under FML policy or state or federal law;
- Qualified absences under FML policy that exceed the time limits of the policy and state and federal law except absences due to pregnancy-related disability;
- Absences due to illness, injury or other disability (of an employee or his/her family member) or family leave which are incurred by employees who are not eligible for leave under FML policy. An exception is pregnancy-related disability absences which have been certified for Short-Term Disability (STD) benefits or which meet the medical requirements for Employee Medical Leave (EML), even if the absences exceed the time limits of the FML policy or you are a first-year employee and not otherwise eligible for FML;

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**WORKPLACE GUIDELINES**

- Other unexcused and unscheduled absences (car broke down, caregiver ill, etc.); and
- Recurring lateness, defined as arriving after appointed work hours, taking excessively long lunch breaks, leaving early, etc.

**EXCESSIVE ABSENCE/LATENESS**

Imago Dei MCC believes the retention of capable employees is critical to achieving the Church's mission. Through the corrective action process, you are informed of attendance problems and provided with an opportunity to correct those problems before they become severe enough to result in termination. Typical problems that result in corrective action include, but are not limited to excessive unscheduled absences or chronic lateness, as defined by your area's attendance guidelines.

Typically, the corrective action process consists of two formal steps, which are written warning and, if necessary, probation. If you have been employed for less than 12 months, the process consists of one step, probation.

Imago Dei MCC uses a process of triggers (counted absences or lateness which falls within a specified period of time) to alert managers to potential attendance or lateness problems. If an employee reaches these triggers, managers will assess the frequency and pattern of the absences or lateness and weigh individual circumstances before making a decision to initiate disciplinary action. Among the items managers will consider are:

- The number of occurrences of unscheduled absences as well as the number of days absent;
- any troublesome patterns (e.g., absences that typically fall on Mondays and/or Fridays, precede or follow holidays, become more frequent during inclement weather or on days of heavy workload, etc.);
- the employee's past attendance history and current performance;
- the manager's level of confidence in the employee's willingness and ability to resolve the situation;
- if a high number of absences/lateness have occurred during the first few months of employment; and
- Any extenuating circumstances affecting the situation (based on information gathered within the confines of the church's privacy policies).

If a manager determines that an employee's absences/lateness is excessive, corrective action may be taken. Disciplinary action may also impact the employee's performance and salary review. Managers will use the guidelines described in the following section to determine key points in the disciplinary process.

The following triggers will be used

Trigger Mechanism		Supervisory Action	
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Date of Hire	Manager discusses the attendance/lateness standards with the new employee.
After (5) days absence/lateness in a rolling 3-month period	Manager will consider the number of absences/lateness and discuss emerging problems with the employee. If appropriate, the manager will either advise the employee that failure to improve may result in a written warning or immediately place the employee on written warning according to the Corrective Action guidelines. A copy of the written warning will be placed in the employee's personnel file. Employees who have been with the church less than one year may be placed on probation.
After (5) days absence/lateness in a rolling 3-month period	A probation memo may be issued to an employee who fails to meet the terms of the written warning. If so, probation will be discussed with the employee and documented in the personnel file. Employees who have been with the church less than one year may be terminated.

Successful completion of written warning or probation ends the discipline process. Employees should understand, however, that if the problem recurs within the next 3 months, the process can be resumed at the next step.

**INCLEMENT WEATHER AND EMERGENCIES**

Church offices usually remain open on all scheduled workdays despite inclement weather conditions. If you have doubts as to whether the office is open or closed due to inclement weather or another emergency situation, such as loss of power, contact the church directly. The voice-mail message will indicate if the church is closed. You should also listen to business cancellations announced over your local radio and television news stations. If no cancellation or late opening has been announced, you are expected to report to work unless travel will jeopardize your safety. If you cannot come to work or will be late, you should call your manager or the designated individual.

**ABANDONMENT**

Employees who have an unexcused or unauthorized absence of three days or more may be terminated for job abandonment. In the event that in your absence you are unable to contact the Director of Personnel to report your whereabouts, someone

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**WORKPLACE GUIDELINES**

should make that contact for you. Make every effort to contact the personnel office or church office as soon as possible after the unexcused or unauthorized absence begins.

**SEXUAL HARASSMENT**

Imago Dei MCC is committed to providing a work environment that is free from all forms of discrimination, including sexual harassment such as:

- Sexually suggestive statements or questions;
- Offensive jokes
- Sexual innuendoes;
- Offensive touching or patting;
- Sexual bribery; and
- Displaying or showing sexually suggestive posters, calendars, cartoons, electronic mail, Internet web sites, etc.

Sexual harassment is defined as unwelcome, unwanted and repeated behaviors such as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when any of the following are present:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions, or
3. Such conduct creates an intimidating, hostile or offensive work environment that is interfering with an individual's work performance or
4. Creating an intimidating, hostile or offensive work environment.

Sexual harassment is unlawful, and such conduct exposes not only Imago Dei MCC but also individuals involved in such conduct, to significant liability under the law. Employees should, at all times, treat other employees respectfully, with dignity, and in a non-offensive manner.

The church will not tolerate sexual harassment of an employee by any other church employee, congregant, client or business associate. The church will also not tolerate any employee's sexual harassment of another employee, congregant, client or other MCC associate.

Every employee is responsible for promptly reporting incidents of sexual harassment to the Director of Personnel or, if appropriate, the Board of Directors. All reports of sexual harassment will be immediately and thoroughly investigated. Confidentiality will be maintained to the maximum extent possible. No form of retaliation or reprisal against any individual reporting sexual harassment is permitted. Any established incident of sexual harassment, or false accusation of harassment, will result in disciplinary action including possible termination.

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**WORKPLACE GUIDELINES**

**DRUG & ALCOHOL FREE WORKPLACE**

It is the intention of Imago Dei MCC to maintain a safe workplace free from the influence of illegal drugs or alcohol. We will not tolerate drug or alcohol use or any activity involving drugs or alcohol that threatens or endangers Imago Dei MCC, our employees, members, friends or visitors.

You are expected to report to work free from the effects of drug or alcohol use, and be able to fully perform your work duties. The unlawful or inappropriate manufacture, distribution, dispensation, possession, use, transfer, solicitation, purchase or sale of alcoholic beverages or controlled substances or other drugs on church premises or while engaged in church business off church premises is strictly prohibited.

Violation of the church Alcohol/Drug Abuse Policy is grounds for termination without prior warning. If your actions suggest that you are under the influence of alcohol or drugs, you will not be allowed to remain in the workplace.

See the Director of Personnel for assessment, counseling and referral services for alcohol and/or drug-related problems.

**USE/MISUSE OF WORK COMPUTERS**

Computers in the workplace are installed and maintained with both hardware and software appropriate for use for the completion of assigned work tasks. The computer is to be used for work related tasks, and therefore is not to be used for non-work related tasks or for personal use. Further, no additional software may be loaded on the computer by an employee without the consent of the Director of Personnel/church Board of Directors.

**CODE OF CONDUCT – Imago Dei MCC**

All employees are bound by the Imago Dei MCC and UFMCC current Code of Conduct. The church policy is to issue a one-time warning or terminate without warning, employees whose actions or behaviors violate church or departmental policy, or are illegal. This policy applies to you while you are on church premises or while you are engaged in church business off church premises. You should report any known or suspected situations involving misconduct to your manager and are expected to fully cooperate with any investigation.

The following is the Imago Dei MCC code of conduct adapted from MCC to define unbecoming conduct, disloyalty and dereliction of duty.

**Unbecoming Conduct**

1. Pattern of public drunkenness or substance abuse
2. Misappropriation of church funds or property
3. Any sexual relations with person below the age of consent
4. Non-consensual physical abuse or violence
5. Sexual relations between supervisors and those they supervise or counselors and those they counsel

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**WORKPLACE GUIDELINES**

- 6. Pattern of deceit or dishonesty
- 7. Inappropriate violation of confidentiality
- 8. Sexual harassment, i.e. any sexually related behavior that is unwelcome, offensive, and which fails to respect the rights of others

**Disloyalty**

- 9. Patterns of deliberate or malicious acts which damage or bring harm to a person, a congregation, or other church body within MCC.
- 10. Initiating or performing a ministry which is unauthorized and unaccountable to MCC
- 11. Undermining the authority and ministry of the Pastor

**Dereliction of Duty**

- 12. Failure to report acts of misconduct

**Dishonesty**

- 13. Conviction or arrest for external criminal acts, including dishonesty
- 14. Fraud or dishonesty including acts of violence involving or committed against employees
- 15. Theft of employee, congregant or church property
- 16. Vandalism, such as deliberately destroying or damaging private or church property or deliberately spoiling work or wasting materials
- 17. Falsifying records or providing false information about other work-related items, such as misrepresenting hours worked

**Harassment**

- 18. Harassment of any kind, including sexual or on the basis of race, color, sex, national origin, citizenship, religion, age, disability, veteran status, sexual orientation, gender identity or marital status.

**Misuse of Church Property and Resources**

- 19. Misuse of church credit cards or calling cards
- 20. Inappropriate use of e-mail, phone and Internet resources
- 21. Unauthorized use of or inappropriate access to church records at another employee's workstation or by computer.

**Threats**

- 22. Threats, including conveying intent to injure an employee or damage church property or cause interruption of church operations. The intent can be communicated in person, or by mail, telephone, e-mail, internet or other means
- 23. Disorderly conduct on church premises, including fighting
- 24. Breaking security rules, such as entering a limited access area without approval or possessing a weapon

**Other**

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- 25. Insubordination, such as refusing to comply with reasonable work-related requests or instructions from a manager or other representative of management or otherwise compromising a manager's authority
- 26. Disruptive behavior that prevents other employees from performing their jobs
- 27. Unlawful or inappropriate manufacture, distribution, dispensation, possession, use, transfer, solicitation, purchase or sale of alcohol and/or controlled substances or other drugs on church premises or while engaged in church business off church premises
- 28. Use of illegal drugs or the abuse or misuse of legally prescribed drugs
- 29. Gambling on church premises or while engaged in church business off church premises or use of church resources in connection with gambling activities.

**SAFEGUARDING INFORMATION**

Imago Dei MCC member information and other proprietary, confidential or nonpublic information must be handled properly in order to protect such information from inappropriate access, use and disclosure.

**INTERACTING WITH MEDIA**

Communications made on behalf of Imago Dei MCC must be approved by the Pastor, and personal views must be kept separate from church views.

**SOLICITATION/DISTRIBUTION POLICY**

Imago Dei MCC limits solicitation and distribution of literature on its premises. The church believes that such activity can interfere with its normal operations, affect performance and productivity, annoy members, friends, visitors and employees and possibly threaten security.

Solicitation during working time is prohibited. You are also not permitted to solicit employees during non-work time. Solicitation includes such things as the sale of merchandise or tickets, and the seeking of contributions to charities or other organizations.

Distribution of literature is not permitted in any work area. You also may not use e-mail, voice-mail, the Internet when accessed through church resources or the church intranet for solicitation and distribution purposes.

Church-sponsored activities are exempt from this policy. Other limited exceptions to the prohibition on employee solicitation during working time may be approved by your manager.

**SMOKING POLICY**

Imago Dei MCC is a strong supporter of healthy lifestyles, and a smoke-free workplace is consistent with this philosophy. Imago Dei MCC provides a smoke-free environment throughout all church facilities, including leased and owned facilities, and permits smoking only in designated areas outside the building.

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**WORKPLACE GUIDELINES**

Smoking is prohibited in church-owned vehicles except when a church car is assigned to an individual. When passengers are present during business use, smoking is permitted only with the consent of all passengers.

As an Imago Dei MCC employee, you are expected to:

- Comply with the non-smoking policy throughout all of church facilities;
- Use only designated areas outside the buildings for smoking;
- Inform guests of church smoking policy; and
- Comply with Imago Dei MCC's smoking policy in church-owned vehicles.

If you have a question about the location of a smoking area at your facility, see your manager.

Violations of the policy are subject to disciplinary action, up to and including termination.

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## **CHAPTER 5: Benefits**

### **VACATION LEAVE**

Regular full-time employees and part-time employees regularly scheduled to work 25 hours or more per week are eligible for paid vacation leave based on the below schedule or terms of approved Pastoral Contract:

- First Full Calendar Year through Fourth Full Calendar Year 10 Days
- Fifth Full Calendar Year through Ninth Full Calendar Year 5 Days
- Tenth Full Calendar Year + 20 Days

Vacation time will be allocated for the calendar year on January 1st of that year but will be accrued on a month by month basis on the first of each month based on the below schedule. Vacation accrual will be pro-rated prior to the first full calendar year of employment based on the New Employee schedule below. Vacation accrual for new employees begins with the first of the month following hire date. Vacation pay upon termination will be based on the earned unused vacation pay accrues as of the first day of the month of termination.

<u>Month</u>	<u>% of Annual Allocation Earned</u>	<u>New Employee % of Annual Allocation Earned</u>
January	9%	100%
February	17%	92%
March	25%	84%
April	34%	75%
May	42%	67%
June	50%	59%
July	59%	50%
August	67%	42%
September	75%	34%
October	84%	25%
November	92%	17%

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**BENEFITS**

December	100%	9%
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Part-time employees receive a pro-rata share of vacation time based upon the percentage of full-time hours worked.

Vacation schedules must be approved at least two weeks in advance by the Director of Personnel. Vacation time is important for the well being of employees and must be used in the calendar year in which it is accrued.

**SICK LEAVE**

Regular full-time employees are eligible for paid sick leave based on the below accrual guidelines or approved Pastoral Contract.

Sick leave will accrue at a rate of one day per month. Sick leave benefits accrue from the date of employment and there is no limit on the number of sick days which may accrue. Unused sick leave will not be paid to an employee upon termination.

Sick leave may be granted for personal health condition or for preventive health care. Sick leave may also be granted to care for a seriously ill child, spouse/partner or parent. Employees will be required to provide a physician’s statement for sick leave in excess of three consecutive work days or for ongoing or intermittent leave required due to a serious health condition or to care for a seriously ill child, spouse/partner or parent.

Regular part-time employees are not eligible for paid sick leave.

**HOLIDAY LEAVE**

Regular full-time employees are eligible for paid holiday leave based on the below schedule or approved Pastoral Contract:

New Year’s Day	Labor Day
Rev. M.L. King’s Birthday	Columbus Day
President’s Day	Thanksgiving
Good Friday	Day after Thanksgiving
Memorial Day	Christmas
Independence Day	Christmas Eve or Day after Christmas

In the event an employee is required to work one of the above holidays, employees are eligible to receive an alternate day off as approved by the Director of Personnel.

Regular part-time employees are not eligible for paid holiday leave. Part-time employees may alternate their regular schedule as approved by the Director of Personnel if they are regularly scheduled to work on one of the above holidays.

Unused holiday leave will not be paid to employees upon termination.

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**B E N E F I T S**

**PERSONAL LEAVE**

Regular full-time employees will be granted up to two(2) personal days per year. Personal days must be scheduled in advance and approved by the Director of Personnel. Personal days will not be paid to employees upon termination.

**BEREAVEMENT LEAVE**

Regular full-time employees will be granted up to five(5) days paid bereavement leave following the death of an immediate family member. An immediate family member is defined as the employee's spouse/partner, sibling, parent, child(ren), step child(ren), grandparents, or any other related member of the employee's household.

**JURY DUTY LEAVE**

Regular full-time employees will be granted paid leave for any absence necessary for serving on a jury. The employee must show the order requiring such duty when the leave is requested. A jury fee may be accepted by the employee. Jury Duty Leave is not credited against sick or vacation leave but must be requested in advance.

**MILITARY LEAVE**

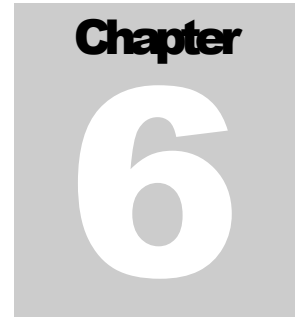
Imago Dei MCC will comply with applicable state and federal laws concerning a leave of absence for military service.

(Vacation, Sick Leave, Retirement, Tuition Subsidies, Minister's Housing Allowances, Education Assistance)

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## CHAPTER 6: Performance Standards

### PERFORMANCE APPRAISAL

Employees will generally receive performance appraisals on an annual basis but may be conducted more frequently or less frequently depending upon church need.

### PERFORMANCE IMPROVEMENT/DISCIPLINARY ACTION

Whenever possible, Imago Dei MCC will work with an employee to address unsatisfactory performance and/or unacceptable behavior and identify a course of action to resolve the problem(s) within an acceptable time frame.

Performance is unsatisfactory when an employee is consistently not performing the functions of his/her position at an unacceptable level and/or is not achieving agreed upon goals/objectives. Behavior is unacceptable when it negatively affects an employee's performance, when it interferes with the performance of others, when it violates the church rules or policies, or when it violates the Imago Dei MCC or UFMCC Code of Conduct.

The Director of Personnel will normally follow a progressive performance improvement process or disciplinary action which may include formal discussion, verbal warning, written statement, probationary period, and termination. However, depending on the nature and severity of the performance or behavior issue, any of these corrective measures may be utilized to address a problem.

### INVOLUNTARY LEAVE PENDING INVESTIGATION

All disciplinary actions will be dealt with in accordance with MCC's Bylaws and Imago Dei MCC SOP's. In some cases of suspected or alleged misconduct, an investigation may be necessary to determine the validity of the suspension or allegation. In these cases, the employee will normally be placed on involuntary leave without pay. If the results of the investigation do not substantiate misconduct by the employee, he/she will receive pay for the days or hours missed while on involuntary leave. If the results of the investigation substantiate the misconduct, he/she will not receive pay for days or hours missed while on

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**PERFORMANCE STANDARDS**

involuntary leave and will receive disciplinary action or termination. No accrued leave may be used during involuntary leave.

**RESPONSIBILITIES DURING THE TERMINATION PROCESS**

When terminating your employment with Imago Dei MCC, you should:

- Provide a written resignation when terminating voluntarily;
- Return any ID card, parking identification permit, keys and other church property in your possession to your manager;
- Contact the Director of Personnel for information regarding benefits;
- Pay any outstanding debts to appropriate departments.

Understand that you may not take any confidential or proprietary information with you upon termination or use such information or property, for example, when employed by another company;

(Position Descriptions, Performance Evaluations, Promotions, Terminations, Retirement)

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