


Aldersgate United Methodist Church
6610 Vaughn Road
Montgomery, Alabama 36116

Our Purpose:
“To Know Jesus and to Make Him Known”

Personnel Manual
Effective September 1, 2006
[Change 1, effective July 1, 2007, in bold, italicized print]
[Change 2, effective April 5, 2009, in bold, italicized print]

Approved by the Personnel Committee of
Aldersgate United Methodist Church



Chairman, Personnel Committee

4 / 19 / 09
Date

DISCLAIMER

This manual has been prepared to provide employees with a written summary of the terms and conditions which govern employment with Aldersgate United Methodist Church in Montgomery, Alabama. Employees are expected to understand and abide by these terms and conditions.

The above church shall have absolute discretion and authority to interpret the terms and conditions of this manual, and it reserves the right to change the terms and conditions of this manual at any time and for any reason, with or without notice. No change in the terms and conditions of this manual will be effective unless it is executed in writing by the Personnel Committee of this church.

PREAMBLE TO PERSONNEL MANNUAL

Paragraph 205.1 of The Book of Discipline of the United Methodist Church states, “a pastoral charge shall consist of one or more churches that are organized under and subject to the Discipline of the United Methodist Church, with a charge conference, and to which an ordained or licensed minister is or may be duly appointed or appointable as pastor in charge or co-pastor.”

The Senior Minister(s) of Aldersgate United Methodist Church is/are the Pastor(s) in Charge. The Senior Minister(s) is/are responsible for the spiritual oversight and worship of the membership and the many other programs and activities of the church. The Senior Minister(s), together with the Church Council, whose many responsibilities and opportunities are delineated in the Discipline, have the responsibility for the administration of Aldersgate United Methodist Church and the spiritual programs of the church.

It is clear also that all committees, work areas, commissions, councils, and boards of directors of groups within the church are ultimately accountable to the Charge Conference or Church Council and where applicable, to the Pastor(s) in Charge.

This manual applies only to the lay (non-ministerial appointed) staff who are under the authority of the Aldersgate United Methodist Church Personnel Committee. It does not apply to the ministerial staff, which is under the authority of the Pastor/Parish Relations Committee, or to the Aldersgate Weekday Children’s Ministry, *which is governed by the Weekday Children’s Ministry Board. However, the employment status of the Director of the Weekday Children’s Ministry does fall under the authority of both this manual and the church’s Personnel Committee. (7/1)*

All employees who are under the authority of this manual will be considered “at will” employees of the church. (7/1)

PERSONNEL COMMITTEE

The Personnel Committee of Aldersgate United Methodist Church is established under the authority of paragraph 259.2 of The Book of Discipline of the United Methodist Church, 2004. It is considered a sub-committee of the Pastor/Parish Relations Committee and will carry out all duties and responsibilities assigned to the Pastor/Parish Relations Committee regarding the lay (non-ministerial appointed) staff of the church. The Personnel Committee has the responsibility for ensuring that all supervisors and employees fully comply with the provisions of this manual.

CHURCH ADMINISTRATOR

The Church Administrator [or individual designated to act in this capacity by the Senior Minister(s)] has the responsibility for ensuring all policies and procedures as outlined in this manual and any subsequent amendments are complied with, and for keeping all supervisors and employees fully knowledgeable of the contents of this manual. Further, any suggestions for changes to this manual should be presented to the Church Administrator who will then present them to the Personnel Committee for consideration.

1.0 PERSONNEL – GENERAL

1.1 Definitions:

- A Full-time Salaried Employee is one who works no less than 30 hours per week for 38 or more weeks per year on a continuing basis.
- A Part-time Salaried Employee is one who works less than 30 hours per week or less than 38 weeks per year, but works on a continuing basis.
- A Full-time Hourly Wage Employee is paid an hourly wage, but works on a continuing basis.
- *Occasional Hourly Wage Employees, such as summer hires, nursery workers, etc., who do not work on a regular or continuing basis, will not be required to complete a probationary period and will not require an annual Performance Appraisal. (7/1)*

1.2 Staff Meetings: Staff meetings should be held periodically, with the Senior Minister(s) in charge, unless delegated by the Senior Minister(s) to another individual in his/her/their absence.

1.3 New Employees: Persons newly employed will file with the church office an application which includes items of information needed for our records. In turn, the employee's supervisor and Church Administrator will make available to the employee a copy of the Personnel Manual and complete/discuss the items outlined on the Employee Employment Form; the form will then be filed in the Employee's Personnel Record. (See attachment section for sample form.) *All employees, except those appointed by the annual conference and those hired as Occasional Hourly Wage Employees, will be initially placed on a probationary employment status for three (3) months. At the conclusion of that time, a decision by their supervisor will be made to continue the employee on probationary employment status, to advance him/her to either full-time or part-time employment status, or to terminate him/her. If the decision by their supervisor is a continuation of the probationary employment status, the employee's employment status will be reviewed once again in three (3) additional months or less, as determined by their supervisor. If full-time or part-time employment status does not result following this probationary period, the supervisor will notify the Personnel Committee in writing through the Church Administrator. The Personnel Committee will subsequently notify the employee of his/her termination. If an employee successfully completes his/her probationary period, he/she will be designated a full-time or part-time employee by their supervisor. This change in employment status will be documented on an Employee Employment Form and then filed in the Employee's Personnel Record. (7/1)*

1.4 Salaries: Salaries are recommended by the Personnel Committee; they are, in turn, approved by the Finance Committee to ensure the current year's budget ceilings are sustained and met. Staff salaries are reviewed at least once a year and any raises approved are generally recommended to be effective January 1 each year. *Where individuals have been employed less than a full calendar year, the amount of the raise will be prorated; the raise will be based on the number of months worked during the preceding calendar year, and it will be lower than if the person had been employed for the full year. (7/1)*

1.5 Performance Appraisals: Each church employee, part-time or full-time, who is within the responsibility of the Personnel Committee, will be given an annual performance appraisal by their supervisor, using either the Employee Performance Appraisal Form for non-supervisory personnel or the Manager Performance Appraisal Form for supervisory personnel. The Church Administrator will be responsible for ensuring that all supervisors properly complete their performance appraisals in a timely manner. (See attachment section for copies of these appraisal forms.)

The following guidelines apply to each appraisal:

- A. The annual closeout date for each appraisal will be 31 August, so long as the employee has been assigned to their supervisor for 120 days or more. If the 120 day requirement has not been met, then the closeout date will be extended beyond 31 August to meet the 120 day requirement.
- B. Comments are not mandatory by the supervisor unless any of the performance rating is rated fair or unsatisfactory. In this case, specific reasons for the fair or unsatisfactory rating will be given.
- C. The supervisor will brief the employee on the results of their appraisal no later than 30 September or 30 days after the closeout date of the appraisal, whichever occurs later.
- D. The employee will be given the opportunity to review their appraisal. The employee will sign and date their appraisal indicating that the employee's review of their appraisal has been completed. If the employee chooses to appeal their appraisal to the Personnel Committee, then the employee will indicate this request on the appraisal.
- E. Each appraisal will be forwarded to the Personnel Committee for review no later than 31 October or 30 days after the closeout date of the appraisal, whichever occurs later. The Chairman of the Personnel Committee will sign and date each appraisal, indicating the completion of a review by the Personnel Committee. The appraisal will then be filed in the Employee's Personnel Record.
- F. If an employee appeals their appraisal to the Personnel Committee, he/she shall be provided a written notice of a hearing by the Personnel Committee. The notice shall contain:
 - (a) The nature of the hearing;
 - (b) The time and place of the hearing, which time shall not be less than ten (10) days from the date of the notice; and,
 - (c) An invitation to attend the hearing and produce any statement, evidence, and witness on his or her behalf.

The hearing shall be held in executive session, affording the employee who appeals his/her appraisal a reasonable opportunity to be heard. If the Personnel Committee recommends changes to the performance ratings or overall performance rating, the Chairman of the Personnel Committee will circle the change in rating and initial above it. In addition, the appraisal will contain a written statement on the final decision of the Personnel Committee, and it will be signed by the Chairman of the Personnel Committee and then filed in the Employee's Personnel Record.

1.501 Out-of-Cycle Performance Appraisals: Each church employee, part-time or full-time, who is under the authority of the Personnel Committee, may be given an out-of-cycle performance appraisal if deemed appropriate by their supervisor. The supervisor will mark "Other" under Reason for Review on the Performance Appraisal and specify the reason. Examples of an Out-of-Cycle Performance Appraisal include, but are not limited to: change in supervisor, change in duty responsibilities, termination in position, or unsatisfactory performance requiring immediate management attention. The supervisor will notify the employee of this decision and the closeout date of the appraisal. This appraisal in no way substitutes or replaces the annual performance appraisal, unless the closeout date occurs within 60 days of the annual closeout date of 31 August. In this case, the Out-of-Cycle Performance Appraisal replaces the Annual Performance Appraisal. Added guidelines follow:

- A. The supervisor will brief the employee on the results of his/her appraisal within 30 days of the closeout date.
- B. The procedures, as outlined in 1.5B-F, will be followed concerning the review process.

1.502 Performance Feedback Sessions: Each church employee, part-time or full-time, who is within the responsibility of the Personnel Committee, will have a performance feedback session with their supervisor approximately six months prior to the 31 August closeout date. The timing and number of feedback sessions may vary depending on the date of employment, skill level of the employee, and his/her performance. However, at least one performance feedback session per year will be conducted and documented on the Performance Feedback Form; this form will then be filed in the Employee's Personnel Record. (See attachment section for a sample of the aforementioned form.) Furthermore, the Church Administrator will be responsible for ensuring that all supervisors properly conduct these feedback sessions in an appropriate and efficient fashion.

1.6 Voluntary Termination: An employee should provide at least one month's written notice to his/her supervisor when leaving the church's employment voluntarily. The appropriate supervisor will then notify the Church Administrator who will, in turn, inform the Senior Minister(s) and Chairman of the Personnel Committee. Any earned vacation not taken shall be included in the compensation paid to the employee in his/her final paycheck. Failure to provide proper notice will result in the forfeiture of compensation for any earned vacation time.

1.7 Involuntary Termination: An employee designated for involuntary termination will be notified of the time and date when his/her disposition action will be discussed by the Personnel Committee. He/she will be given the opportunity to attend and to participate in this meeting in accordance with Paragraph 259.2(e) of The Book of Discipline. Added information follows.

To assist in these efforts, the following discipline guidelines shall be followed by an employee's supervisor when he/she is considering an involuntary termination of an employee based upon job performance:

A. The employee's supervisor shall counsel the employee on areas of concern related to his/her job performance and advise the employee that he/she shall be given a reasonable amount of time to improve in these deficient areas (not less than 30 days). The employee should be further advised that if adequate progress has not been made by that time, the supervisor shall initiate an involuntary termination action. The employee's supervisor shall document this session on a Performance Feedback Form.

B. If the employee's job performance does not improve and involuntary termination is determined to be the appropriate course of action, the employee's supervisor shall complete an Out-of-Cycle Performance Appraisal. To justify this action, one or more performance factors must be rated unsatisfactory, and the overall performance rating must also be rated an unsatisfactory.

C. Along with the Performance Feedback Form and the Out-of-Cycle Performance Appraisal, the employee's supervisor shall recommend in writing, through the Church Administrator to the Senior Minister(s), the involuntary termination of the employee.

D. Following an evaluation of the supervisor's recommendation and if considered appropriate, the Senior Minister(s) shall favorably endorse this recommendation and forward it to the Personnel Committee for an ultimate decision.

E. As indicated above, the employee shall be notified in writing of the time and date when his/her future employment with the church will be reviewed and discussed. He/she shall, in turn, be provided the opportunity to attend and participate in this meeting in accordance with Paragraph 259.2(e) of the Book of Discipline. Proof of notice and the invitation to be heard shall be placed in the minutes of the meeting.

F. The minutes of the meeting shall contain a written statement of the committee's decision. In addition, the Chairman of the Committee shall notify the employee of the committee's decision and if requested to do so, provide the employee with a copy of the minutes of this meeting.

Employees who are terminated in this manner shall be given up to one month's severance pay but not less than two weeks severance pay. When appropriate, reasonable time off shall be permitted by their supervisor in coordination with the Church Administrator. This will be done to assist them in their transition efforts to new employment. Any earned vacation not taken shall be paid to the employee with his/her final paycheck.

The above discipline steps are not required and immediate involuntary termination is authorized when an employee commits an offense which is considered criminal in nature, or conducts himself/herself in such a manner which is contrary to the beliefs and ethical standards of the United Methodist Church. When such instances occur, the Personnel Committee, after consultation with the employee's supervisor, the Church Administrator, and the Senior Minister(s), shall have the ultimate outcome authority on these cases. Also, the Personnel Committee shall decide what actions will be taken with regard to severance pay and an accrued vacation payment.

1.8 General Information on Terminations: Fringe benefits stop with an agreed to date of termination of employment. One exception to this is the individual's prepaid insurance benefits, if provided. When this is the case, there will be no request for reimbursement to the church. In the event of employment termination and a subsequent rehire action, the following will apply to calculating seniority and vacation credit: it shall be deemed that employment began on the rehire date.

1.9 Office Hours and Work Schedules: The church office is normally open from 8:00 a.m. until 4:00 p.m., Monday through Friday. The Personnel Committee expects employees, considered full-time salaried and hourly wage employees, to work a minimum of 37.5 hours per week unless otherwise approved by their supervisor. Also, it is recognized that the nature of the business of the church makes it necessary that “flexible-time” be made available in the work scheduling of our employees. (This church offers no provision for compensatory time.) Therefore, the actual work schedule for every employee will be recommended by their supervisor in consultation with the employee and approved by the Church Administrator and Senior Minister(s). In other words, there is the flexibility to have an employee not work a Monday through Friday schedule. The supervisor retains the ability to implement and properly coordinate such a work schedule.

1.901 Overtime: Overtime is not normally granted, but it may be considered and approved by the Personnel Committee in special situations. In this case, the supervisor will recommend the specific dates and number of hours requested for overtime to the Church Administrator and Senior Minister(s) who, in turn, will seek approval from the Personnel Committee. In time sensitive matters involving overtime, the Church Administrator and Senior Minister(s) may obtain approval from the Chairman of the Personnel Committee, but the specifics of the overtime request should be addressed at the next scheduled Personnel Committee meeting and included in the meeting minutes. Overtime pay will be one and half times the employee’s hourly rate during the weekday (Monday through Friday) and two times his/her hourly rate on week-ends (Saturday and Sunday).

1.10 Retirement Age: Normal retirement for employees not appointed by the Annual Conference is 65. To remain employed beyond age 65, the supervisor will provide a written request to the Church Administrator and Senior Minister(s), stating the rationale for extending an employee beyond the age of 65. The Senior Minister(s) will, in turn, seek approval from the Personnel Committee.

1.11 Employee Personnel Records: Each employee will have an individual personnel record of their employment. The Church Administrator will have direct responsibility for maintaining these records and for protecting their confidentiality. Those having access will be restricted to the employee, the employee’s supervisor, the Church Administrator, the Senior Minister(s), and the Personnel Committee. The records will include, but not be limited to:

- Emergency Notification Information: Name and telephone number of who to contact in case of an emergency.
- Employee Employment Form: Completed for all new employees and when any employee changes employment status, supervisors, or duty title/responsibilities.
- Duty Title and Job Description: The current duty title and job description of the employee will be maintained.
- Performance Appraisals: All performance appraisals will be maintained during the entire time of the individual's employment.
- Performance Feedback Forms: All performance feedback forms will be maintained during the time of the individual's employment.

NOTE: When responding to requests from prospective employers, regarding former employees, only dates of employment and position(s) held may be provided. Compensation information will require a signed release from the former employee.

1.12 Employee Benefits:

- A. **Social Security:** Social Security Insurance is required on all church employees as required by law.
- B. **Group Hospitalization Insurance Coverage:** Aldersgate United Methodist Church participates in a group health insurance policy with an approved carrier. Lay employees may participate in the program with the church sharing in the premium payment for each employee on a basis recommended by the Church Administrator and approved by the Personnel Committee.
- C. **Pension Program:** *Through payroll deduction, any permanent employee who meets eligibility requirements, other than ordained, commissioned, or licensed ministers appointed by the Alabama-West Florida Conference of the United Methodist Church (which provides ministerial pensions), may elect to participate in the United Methodist Personal Investment Plan (UMPIP), which is administered by the General Board of Pension and Health Benefits of the United Methodist Church. As indicated in our Adoption Agreement for Employer Participation in the UMPIP, the following general rules apply to our church and its employees: (1/1)*
 - **Eligibility Requirements:** *Eligible individuals will be permanent employees who fully meet eligibility requirements. The minimum (initial) eligibility requirement is three (3) months of active service. The hours of service*

requirement relates to employees who are scheduled to work at least 1,040 hours per year. There is no minimum age requirement to participate in the Plan, and as reflected in our agreement, there will be no plan sponsor contributions for participants on long-term disability. (1/1)

- Entry Date for Plan Sponsor Contributions: As long as the employee is employed on that date, he or she will become eligible to receive plan sponsor contributions on the first day of the month coinciding with or next following the date the employee meets the eligibility requirements specified in our Adoption Agreement. (1/1)

- Type of Plan Sponsor Contributions: The plan sponsor will make conditional contributions based on the chosen numbers specified in our current Adoption Agreement. These contributions will become vested as stipulated in this same agreement. (1/1)

1.13 Authorization to Employ: The Personnel Committee, in consultation with the Senior Minister(s), has/have the ultimate responsibility for hiring, contracting, evaluating, promoting, retiring, and dismissing all personnel under their authority. In time-sensitive cases, the Church Administrator or Senior Minister(s), in consultation with the Chairman of the Personnel Committee, may hire an employee under a temporary status until a formal decision of approval/disapproval is rendered by the Personnel Committee.

1.14 Substitute Employment: A limited amount of money is normally budgeted each year for temporary employment of substitutes during vacations, illnesses, or for other reasons. It is generally expected the workload of the absentee will be cooperatively shared by those remaining at work except where funds for substitute employment have been budgeted. In this case, the supervisor will make the request for hiring a substitute in writing to the Church Administrator who, in turn, will seek approval from the Personnel Committee. In emergency or time-sensitive cases, permission and authority to hire substitutes will be granted to the Church Administrator or Senior Minister(s) in consultation with the Chairman of the Personnel Committee. This request along with the ensuing actions will be briefed at the next Personnel Committee Meeting and included in the meeting minutes.

1.15 Breaks: Each employee is granted one, 30-minute lunch break; moreover, he/she is authorized two, 15-minute rest periods, one in the morning and one in the afternoon.

2.0 VACATIONS AND HOLIDAYS

2.1 Vacations: Vacation policy and procedures are as follows:

- Full-time Employees for 10 years or more: Four weeks
- Full-time Employees for 5 years: Three weeks
- All other Full-time Employees: Two weeks
- Part-time Employees are entitled to the equivalent of a prorated portion of two weeks vacation based on the hours they work in a normal week (e.g., a 20 hours per week part-time employee would be granted one week leave each year). The vacation time for these employees will be determined and approved by the Church Administrator.

The vacation year corresponds with the calendar year and vacation credit is non-accruable from year-to-year. During the first year of employment, earned vacation will be pro-rated by the Church Administrator based upon the amount of year the employee works. It is requested that vacations be planned as far in advance as possible. Employees must coordinate the vacation dates with their supervisor, who, in turn, will have it approved by the Church Administrator and Senior Minister(s). Once approved, the Church Administrator will notify the Financial Secretary of the approved vacation time. During the employee's absence, it is intended that his/her workload will be handled by other employees or by volunteers, so that as much as possible, additional costs will not be incurred by the church.

2.2 Holidays: Full-time Employees will be excused and receive pay for the following holidays: New Year's Day; Martin Luther King, Jr., Day; Good Friday; Memorial Day; Independence Day; Labor Day; Veterans Day; Thanksgiving Day; Friday after Thanksgiving; Christmas Day; and, two additional days for Christmas.

The two days given as "additional" Christmas Days are to be taken during the week prior or the week immediately after Christmas, as approved by the Church Administrator and Senior Minister(s). There will be no carryover of these days beyond the week mentioned above.

Due to the nature of church business, some employees may be required to work one or more of the above holidays. When an employee works on a holiday, he/she shall be granted an equal amount of time off on another day, as determined by his/her supervisor and approved by the Church Administrator and Senior Minister(s).

If one of the above holidays falls on a Saturday, it will be observed on Friday. If one falls on a Sunday, it will be observed on Monday.

Part-time Employees shall be granted only those holidays that occur during their scheduled working hours and shall receive pay on a prorated basis as determined by their supervisor and approved by the Church Administrator (e.g., a 20 hours per week part-time employee will receive pay for the equivalent of one day's work or four hours).

3.0 ABSENCES

3.1 Forward: As a basic principle, it is expected that time lost due to absences and tardiness will be made up and that all work shall be kept current. Our church recognizes that there are exceptions to this rule and that those cases will be considered on an individual basis where necessary.

3.2 Illness or Accident: When an accident or emergency illness occurs, the medical leave policy outlined in the next paragraph will be followed. The Church Administrator and Senior Minister(s) should be notified of the circumstances as soon as possible, enabling the church to plan work schedules during the absence and to allow for the recording of the required absence.

3.3 Medical Leave: Paid medical leave is accumulated on the basis of one work day per month (8 hours) for full-time employees working 37.5 hours per week. Other full-time and part-time employees working less than 37.5 hours per week will be prorated based on the hours worked per week (e.g., 20 hours per week will be 4 hours per month of medical leave). At the end of any calendar year, full-time and part-time employees may carry over and retain credit for an equivalent of one year's worth of medical leave (e.g., 96 hours for full-time employees working 37.5 hours per week, and 48 hours for part-time employees working 20 hours per week). Unused medical leave will not be paid to an employee upon termination. Additionally, the Church Administrator will be responsible for maintaining the records that reflect the number of medical leave hours for each employee. Maternity leave will be evaluated and reacted to on a case-by-case basis. This will be done in consultation with the employee's supervisor, as well as the Church Administrator and Senior Minister(s), who will, in turn, coordinate their decision with the Chairman, Personnel Committee. Every effort will be made to satisfy this type of leave request in a fair and equitable way.

NOTES: (1) The Family Medical Leave Act provisions shall apply where appropriate. (2) Absences due to illness/accident of an employee's immediate family (spouse, parent, child, brother, sister, or who act in that capacity) shall be charged against the employee's medical leave or annual leave at the employee's option, and in coordination with his/her supervisor and the Church Administrator.

3.4 Absence Policy:

A. A physician's certification and need for absence may be required by the employee's supervisor or Church Administrator.

B. Any employee is free to make an appeal to the Personnel Committee when there is a disagreement concerning medical leave with the employee's supervisor or Church Administrator. The Personnel Committee shall be the final arbiter in making a decision on these matters.

C. In the event of an on-the-job training injury, the method and amount of payment by the church to the employee over and above Worker's Compensation Insurance will be recommended by the Personnel Committee and approved by the Church Council.

D. Funerals: In the case of a death of an immediate family member (spouse, parent, child, brother, sister, or who act in that capacity) for either a full-time or part-time employee, he/she will be paid up to an equivalent of three work days. This church favor will not be charged to either vacation or medical leave time.

3.5 Jury and Witness Duty: As good citizens, a full-time and part-time employee should respond to court calls for jury or witness duty. If such a summons is received, the employee will notify his/her supervisor of the dates of jury or witness duty who, in turn, will notify the Church Administrator. The employee will receive a full pay equivalent to his/her payment schedule when completing these type duty requirements.

3.6 Absences for Training: Some employees, such as the Director of Adult, Children, and Youth Education, as well as other staff members designated by the Senior Minister(s), may have authorized (paid) absences for training. The number of these absences will not exceed more than one week in any one calendar year, and they will be coordinated with the employee's supervisor who, in turn, will advise the Church Administrator.

3.7 Leave Request/Approval Process: An official record shall be maintained by the Church Administrator on all employee leave requests. Employees will complete a leave request form, indicating the days or hours planned, and coordinate this leave request with their supervisor who, in turn, will have it approved by the Church Administrator and Senior Minister(s).

4.0 MISCELLANEOUS

4.1 Travel Expenses: When staff members incur travel expenses while attending a required conference, while participating in an in-service training project, or while on a special church mission, they shall be reimbursed for actual expenses upon submission of receipts, vouchers, and other supporting documents. Any mileage reimbursed for use of a personal vehicle will be determined by the Church Treasurer; this will be based upon the current IRS rules and regulations. Reimbursement requests must be submitted within five working days after travel is completed to the Church Administrator who, in turn, will review and forward the request to the Church Treasurer.

4.2 Confidential Financial Information: The financial records of the church, as well as staff wages, are considered confidential information. The improper review and use of such information are prohibited unless properly authorized by the Church Administrator, Senior Minister(s), or Church Council. Church employees found to be reviewing and using this data in an inappropriate way will be subject to immediate administrative action up to and including termination.

4.3 Insurance Coverage: Our church carries a broad range of insurance coverage. Related details may be reviewed through the Church Administrator. Under no circumstance should a staff member commit this church or any of its insurance carriers to cover inappropriate or unauthorized damages, injuries, or losses.

4.4 Accident or Emergency Illness: Whether the person involved is a staff member, church member, or guest, procedures to ensure proper medical treatment and reporting should be followed. When these type incidents occur, the Church Administrator, Senior Minister(s), or Trustee Committee Chairman should be notified immediately to assure, if necessary, the proper involvement of our insurance carriers.

4.5 Grievances: *Aldersgate United Methodist Church believes that open communications, within an atmosphere of mutual trust, are vital to ensuring a productive and successful work environment. Therefore, proper actions will be taken to handle a grievance in a timely and effective way. Employees are encouraged to discuss with their supervisors any matter that requires the attention of their superiors. As a standard practice, supervisors will be willing to listen to any grievance with the intent of bringing this concern to a satisfactory solution or clarification. (7/1)*

The Personnel Committee encourages supervisors and employees to resolve all grievances at the lowest level of management possible. If grievances or concerns cannot be resolved at these lower levels, these matters will then be elevated to the Church Administrator. If the Church Administrator is unable to resolve these issues, either on his/her own or in consultation with the Senior Minister(s), he/she will refer these matters to the Personnel Committee for evaluation and final determination. As a concluding step in this process, supervisors will properly document and maintain in writing a record of matters surrounding these areas of concern. This includes, but is not limited to, personnel situations, as well as matters related to the Aldersgate work environment. (7/1)

Attachments:

- 1. Employee Employment Form**
- 2. Employee Performance Appraisal**
- 3. Manager Performance Appraisal**
- 4. Performance Feedback Form**

ATTACHMENT SECTION

- 1. Employee Employment Form (1 Page)**
- 2. Employee Performance Appraisal (4 Pages)**
- 3. Manager Performance Appraisal (4 Pages)**
- 4. Performance Feedback Form (1 Page)**

Aldersagte UMC

Employee Employment Form

Employee's Name: _____ Date: ___/___/___

Job Title: _____

Employment Status: Probationary Full-Time Part-Time
(Circle One) Occasional

Supervisor's Name: _____

Discussion Items (If applicable):

1. Provide copy and review contents of Personnel Manual:

2. Discuss Employee's Duty Responsibilities: _____

3. Discuss Annual Performance Appraisal Process: _____

4. Discuss Definitions of Performance Ratings: _____

5. Address Questions/Concerns of Employee: _____

6. Other Issues (if any): _____

Employee's Signature: _____

Supervisor's Signature: _____

Church Administrator's Signature: _____

Date Filed in Employee's Personnel Record: ___/___/___

Aldersgate UMC

Performance Feedback Form

Employee's Name: _____ Date: ___/___/___

Job Title: _____

Supervisor's Name: _____

Feedback Session Discussion Items:

1. Review Definitions of Performance Ratings: _____

2. Review Employee's Duty Responsibilities: _____

3. Discuss Employee's Performance: _____

4. Discuss Areas of Improvements: _____

5. Discuss Annual Performance Appraisal Process: _____

6. Address Questions/Concerns of Employee: _____

7. Other Issues (if any): _____

Employee's Signature: _____ Date: ___/___/___

Supervisor's Signature: _____ Date: ___/___/___

Date Filed Employee's Personnel Record: ___/___/___

I, _____,
have reviewed the Personnel Manual, dated _____, I understand
all the employment conditions and my responsibilities as an employee of
Aldersgate United Methodist Church. If I have any questions in the future,
concerning my employment, I should seek clarification from either my supervisor
or the Church Administrator.

EMPLOYEE'S NAME (PRINTED)

EMPLOYEE'S SIGNATURE

_____ DATE: ___/___/___

SUPERVISOR'S SIGNATURE

_____ DATE: ___/___/___

CHURCH ADMINISTRATOR'S SIGNATURE

_____ DATE: ___/___/___

DATE FILED EMPLOYEE'S PERSONNEL RECORD: ___/___/___

EMPLOYEE PERFORMANCE APPRAISAL

General

Employee Name:

Date:

Job Title:

Period of Report: (From: / / To: / /)

Reason for Review ():

Annual

Other (Specify Reason) _____

Key Duties, Tasks, and Responsibilities

Definitions of Performance Ratings

E: EXCELLENT – Individual performs all tasks in an exceptional manner.

G: GOOD – Individual performs many tasks well, and all other tasks adequately.

S: SATISFACTORY – Individual performs all tasks satisfactorily.

F: FAIR – Individual performs most tasks satisfactorily, but not all.

U: UNSATISFACTORY – Individual fails to perform many tasks well.

Performance Factors

I. JOB KNOWLEDGE – The extent to which the employee possesses the practical and technical knowledge required to complete his/her tasks.

Overall Rating: E G S F U
(circle one)

II. PRODUCTIVITY – The extent to which the employee produces a large volume of work efficiently in a specified period of time.

Overall Rating: E G S F U
(circle one)

III. RELIABILITY – The extent to which the employee can be relied upon to successfully complete his/her tasks and to ensure effective follow-up action.

Overall Rating: E G S F U
(circle one)

IV. INDEPENDENCE – The extent to which the employee performs his/her work with little or no supervision.

Overall Rating: E G S F U
(circle one)

V. CREATIVITY – The extent to which the employee suggests ideas, and finds new and better ways of doing things.

Overall Rating: E G S F U
(circle one)

VI. INITIATIVE – The extent to which the employee seeks out new assignments and assumes additional duties when necessary.

Overall Rating: E G S F U
(circle one)

VII. ADHERENCE TO POLICY – The extent to which the employee follows established rules, regulations, and procedures. Moreover, how he/she adheres to the organization's policies.

Overall Rating: E G S F U
(circle one)

VIII. INTERPERSONAL RELATIONSHIPS – The extent to which the employee demonstrates the ability to cooperate, work, and communicate with coworkers, supervisors, subordinates, and/or outside contacts.

Overall Rating: E G S F U
(circle one)

IX. JUDGMENT – The extent to which the employee demonstrates proper judgment and decision-making skill when necessary.

Overall Rating: E G S F U
(circle one)

X. **OVERALL PERFORMANCE** – Overall appraisal of the employee's job performance.

Overall Rating: E G S F U
(circle one)

Supervisor's Comments (if appropriate):

Supervisor's Signature: _____ Date: _____

Employee Reviewed Appeals

*Employee's Comments (if appropriate):

(*If necessary, additional sheets may be attached.)

Employee's Signature: _____ Date: _____
(I acknowledge this performance appraisal was discussed with me.)

Personnel Committee Concurs Non-concurs

Personnel Committee Comments (if appropriate):

Signature: _____ Date: _____
(Chairman, Personnel Committee)

MANAGER PERFORMANCE APPRAISAL

General

Employee Name: _____

Date: _____

Job Title: _____

Period of Report: _____

(From: / / To: / /)

Reason for Review (): _____

Annual

Other (Specify Reason) _____

Key Duties, Tasks, and Responsibilities

Definitions of Performance Ratings

E: EXCELLENT – Individual performs all tasks in an exceptional manner.

G: GOOD – Individual performs many tasks well, and all other tasks adequately.

S: SATISFACTORY – Individual performs all tasks satisfactorily.

F: FAIR – Individual performs most tasks satisfactorily, but not all.

U: UNSATISFACTORY – Individual fails to perform many tasks well.

I. JOB KNOWLEDGE – The manager possesses a clear understanding of the responsibilities and tasks he/she must perform.

Overall Rating: E G S F U
(circle one)

II. LEADERSHIP SKILLS – The manager is able to effectively lead and direct the operations and staff of his/her organization. Sets and enforces standards, motivates subordinates, and displays initiative in all areas of responsibility.

Overall Rating: E G S F U
(circle one)

III. JOB PRODUCTIVITY – The manager demonstrates the ability and commitment to achieve results both on a quantitative and qualitative basis.

Overall Rating: E G S F U
(circle one)

IV. ADMINISTRATIVE SKILLS – The manager effectively uses established administrative procedures for record control, documentation of employee performance, and for compiling and preparing products which are directly related to the organization's key information base.

Overall Rating: E G S F U
(circle one)

V. TIME MANAGEMENT – The manager has demonstrated an ability to consistently meet deadlines and time constraints of the organization effectively through proper delegation of work, control over ongoing projects, and minimizing stress in the workplace.

Overall Rating: E G S F U
(circle one)

VI. DEPENDABILITY – The manager can be relied upon to complete assigned tasks, and is conscientious about his/her attendance and timeliness.

Overall Rating: E G S F U
(circle one)

VII. COOPERATION – The manager demonstrates a willingness to work with associates, subordinates, supervisors, and others. Responds willingly to changes in procedure, process, responsibility, and assignments.

Overall Rating: E G S F U
(circle one)

VIII. JUDGMENT AND DECISIONS – The manager makes timely and accurate decisions. He/she emphasizes logic in decision making and retains composure in stressful situations. Also, he/she recognizes opportunities and acts to take advantage of them.

Overall Rating: E G S F U
(circle one)

IX. INITIATIVE – The manager demonstrates an ability to think and act independently. Originates innovative ideas and methods that could improve the overall quality and efficiency of his/her job assignment.

Overall Rating: E G S F U
(circle one)

X. OVERALL PERFORMANCE – Overall appraisal of the manager's job performance.

Overall Rating: E G S F U
(circle one)

Supervisor's Comments (if appropriate):

Supervisor's Signature: _____

Date: _____

Employee: [] Reviewed [] Appeals

*Employee's Comments (if appropriate):

(*If necessary, additional sheets may be attached.)

Employee's Signature: _____
(I acknowledge this performance appraisal was discussed with me.)

Date: _____

Personnel Committee: [] Concurs [] Non-concurs

Personnel Committee Comments (if appropriate):

Signature: _____
(Chairman, Personnel Committee)

Date: _____

Additional Comments (supervisor/employee/personnel committee, as necessary):

Handwritten notes area consisting of approximately 30 horizontal lines.