Developing Personnel Policies

California-Pacific Conference of the United Methodist Church

Agenda

- SPRC Responsibility for Lay Staff Policies
- Function and Importance of Personnel Policies
- What to Include in Policy
- Review of Policy Sample
- Abuse Prevention Policy

SPRC Responsibility for lay staff policies

The Book of Discipline 2016

¶258.2.g.12

- **The [staff-parish relations] committee and the pastor shall recommend to the church council a written statement of policy and procedures regarding the process for hiring, contracting, evaluating, promoting, retiring, and dismissing staff personnel who are not subject to episcopal appointment as ordained clergy.**

SPRC Responsibility for lay staff policies

The Book of Discipline 2016

¶258.2.g.15

- **Members of the [staff-parish relations] committee shall keep themselves informed of personnel matters in relationship to the Church's policy, professional standards, liability issues, and civil law. They are responsible for communicating and interpreting such matters to staff.**

Personnel Policies

- Purpose: To ensure that employees are treated fairly and consistently

  - Outline expectations for staff
  - Align with federal and state employment laws
  - Maintain morale
  - Avoid discrimination charges

Personnel Policies—Sample Topics

- Vision statement
- Equal employment opportunity
- Accommodation
- Harassment-free workplace
- Attendance
- Workdays/workweeks
- Paydays
- Employment classifications
- Workplace violence
- Hiring process/job posting
- Benefits
- Computer usage
- Grooming/dress code
- Work rules
- Leaves of absence
- Grievance procedure
- Safety procedures
- Performance evaluations
- Drug-free workplace
- Background checks
- At-will employment

Sample Policy Review

Sample Policy Review

Introduction

- Mission/vision statement
- Applicability
- Process for review of policies
- Right to modify

Sample Policy Review

Employment Regulations

- Church employment goals
- Expectations of staff
- Managerial functions
- Staff member qualifications
- Equal employment opportunity
- Employment-at-will
- Work rules

Employment Regulations

- Hiring
- Introductory period
- Employment classifications
- Termination of employment
- Severance pay

Sample Policy Review

Operational procedures

- Work day and work week notice
- Make-up time
- Rest and meal periods
- Lactation accommodation
- Holidays
- Payroll advances
- Employment of related persons
- Computer usage

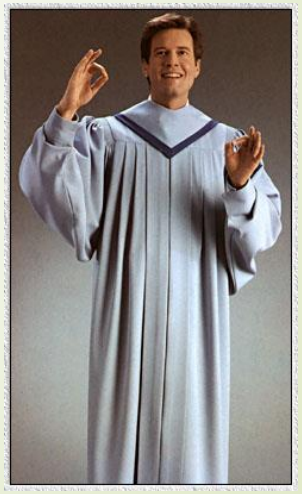
Sample Policy Review

Management of Staff

- Staff/Parish Relations Committee
- Supervision and evaluation
- Personnel records
- Staff member qualifications

Salary Administration

- Job classification and salary
- Payday
- Overtime pay
- Travel
- Automobile usage
- Meal reimbursement



Sample Policy Review

Employee Benefits

- Vacation
- Health insurance
- Pension benefits
- Occupational injury or illness
- Sick leave

Leaves of Absence

- Family-care/medical leave
- Work related illness or injury leave
- Personal leaves
- Bereavement leave
- Other leaves

Sample Policy Review

Other Policies

- Disciplinary procedures
- Harassment and discrimination
- Workplace violence
- Grievance procedure

Abuse Prevention Policy

Abuse Prevention Policy California-Pacific Conference

- All churches must have an abuse prevention policy
- Standardized accountability
  - Copy to the district superintendent
  - Charge conference form
- Church may choose what program they use for employees and volunteers
- Safe Gatherings program required for:
  - Clergy
  - Volunteers at conference-sponsored children, youth events and camps
  - Paid conference staff

SAFE GATHERINGS

- Online application
- Automated reference checks
- Background checking system
- Web-based abuse prevention and boundary awareness training
- System administration provided by Safe Gatherings organization
- Electronic data management of the information gathered

- http://www.calpacumc.org/safegatherings/

Safe Gatherings Policy

- Each church develops abuse prevention policy
- Church policy determines the positions that are subject to the policy
- If church adopts Safe Gatherings, minimum SG standards apply
- Template assists in alignment of existing policy with SG standards
- SG policies are similar/identical to those currently existing at churches

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