

MODEL PERSONNEL HANDBOOK XYZ PARISH

INTRODUCTION

This Personnel Handbook provides information relative to the personnel practices, compensation and benefits of **XYZ Parish** applicable to lay staff.¹

XYZ Parish reserves the right to add, modify or change any practice at any time without prior notice. This handbook supersedes any prior handbooks, manuals, policies and procedures issued previously by **XYZ Parish**.

Lay staff of **XYZ Parish** are employees-at-will and are subject to termination at any time, with or without cause, and without prior notice.

[One may also include a message from the rector, a history of the Parish, or descriptive comments about the Parish in the introduction.]

PERSONNEL ADMINISTRATION

A. Responsibility of Rector

The Rector is responsible for personnel administration, including the hiring and supervision of lay staff, who are accountable to the Rector. In periods of transition, the interim priest and wardens are responsible for personnel administration.

B. Personnel Committee

The Personnel Committee, which consists of *[describe composition, including number of members, ex officio members by title or by whom appointed, e.g., wardens, vestry or rector]* is responsible for the following: (1) serve as an advisor to the rector in employment-related matters, including hiring,

¹ *This model personnel handbook has been prepared in response to the Compensation and Benefits Committee's 2006 Survey of Lay Staff Guidelines, Benefits and Personnel Policies that shows there is a need at the congregational level for education and guidance in the areas of personnel administration, compensation and benefits for lay staff.*

The model personnel policies handbook contains suggested policies relative to subjects generally covered by written employment-related policies. It is intended to be used by a congregation as a resource and guide in developing employment policies for lay staff based on its particular needs and circumstances, consistent with applicable state and federal laws. In some instances suggested alternative or optional language is offered.

Generally clergy have letters of agreement that incorporate the terms and conditions of their employment, which also are covered in the Diocesan Compensation and Benefits Committee guidelines applicable to clergy. However, the handbook may be expanded to include policies applicable specifically to clergy, as well as policies common to both clergy and lay staff.

Although Diocesan staff and members of the Committee are available to provide assistance to a congregation in developing its own personnel handbook, the final determination relative to the scope, form and content of policies applicable to its clergy and lay staff ultimately is the responsibility of the congregation.

discipline and termination, and the administration and interpretation of personnel policies and practices; (2) periodic review of personnel policies and practices, including the personnel handbook and recommendations to the vestry for changes, as appropriate; (3) periodic review of compensation and benefits for lay staff, including individual adjustments and recommendations to the vestry, as appropriate; (4) development of job descriptions for lay staff; and (5) such other matters that may be delegated by the wardens and/or vestry.²

C. Equal Employment Opportunity Policy

XYZ Parish is committed to providing equal opportunity for all employees and applicants without regard to race, color, sex, sexual orientation, age, national origin, disability or veteran status. **XYZ Parish's** policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs.

Except where the position could affect or relate to the religious principles or doctrines of the Episcopal Church, parishes will adhere to a policy of equal opportunity without regard to religious beliefs.

XYZ Parish will not tolerate any form of discrimination and the expectation is that all employees will cooperate fully in implementing this policy. If an employee believes there has been a violation of the policies on discrimination, immediate reporting to the Rector and/or appropriate person at **XYZ Parish** is necessary.

Anti-Harassment Policy

XYZ Parish is committed to maintaining a working environment that is free from sexual harassment and other types of discriminatory harassment. **XYZ Parish's** commitment begins with the recognition and acknowledgment that such harassment is, of course, unlawful. To reinforce this commitment, **XYZ Parish** has developed a policy against harassment and a reporting procedure for employees who have experienced or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and **XYZ Parish**-related events. **XYZ Parish employees are not to use** systems and equipment (e.g. telephones, voice mail, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) for any illegal activity or conduct that violates this policy.

XYZ Parish's policy against harassment covers employees. It is necessary for employees to report any experiences of inappropriate conduct by someone who may have business with the **XYZ Parish** (e.g., vendors, contractors).

Prohibition of Sexual Harassment

XYZ Parish's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of interfering with an employee's work performance or

² *Establishment of a personnel committee is recommended without regard to the size of a congregation.*

creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances, which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or (3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner, sexual gestures, suggestive or insulting comments; (5) inquiries into one's sexual experiences; or (6) discussion of one's sexual activities.

It is also unlawful and expressly against **XYZ Parish's** policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

Prohibition Against Other Types of Discriminatory Harassment

It is also against **XYZ Parish's** policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in **XYZ Parish's** premises such as on an employee's desk or workspace or on **XYZ Parish's** equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is also against **XYZ Parish's** policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

Reporting of Harassment

If an employee of **XYZ Parish** believes that he or she has experienced or witnessed sexual harassment or other discriminatory harassment by any employee of **XYZ Parish**, the employee should report the incident immediately to his or her supervisor, the Rector or other appropriate person. It is necessary to report possible harassment by others with whom **XYZ Parish** has a business relationship, including contractors and vendors, as soon as possible so that the Rector may take appropriate action.

Although verbal reports are accepted, employees are strongly encouraged to make any reports of sexual harassment or other discriminatory harassment in writing. Doing so can assist in the investigation process.

XYZ Parish will investigate promptly and thoroughly all reports of harassment as discreetly and confidentially as practicable. Generally, the investigation will include a private interview with the person making the report of harassment. In addition, it may be necessary to discuss allegations of harassment with the accused individual and with other employees. **XYZ Parish's** goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take against an offending individual. To the extent feasible, only individuals whom **XYZ Parish** will only inform those determined to have a need to know of allegations and those people will receive instructions to treat the matter confidentially.

XYZ Parish will take appropriate action against the offending party if there is a determination that a violation of this policy has occurred. Action may include counseling, warning, transfer, suspension, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, **XYZ Parish** will inform the employee who made the complaint of the results of the investigation.

Safe Church Training

As a condition of employment, **XYZ Parish** requires all employees to complete within the first 12 months of employment a Sexual Misconduct Awareness Education Program sponsored by the Diocese or submit written proof that the employee has participated in a similar program through a previous employer. In addition, all employees must be knowledgeable about the **XYZ Parish** safe church policies and, in particular, report any suspicion of misconduct as outlined in (Name of Parish Safe Church Document)

D. Employee Definitions

XYZ Parish places employees into several classifications for purposes of employment, compensation, administration of benefits and other personnel matters, as follows:

FULL-TIME EMPLOYEE: Employees who regularly are scheduled to work at least __ hours per week are considered full-time employees. An employee's eligibility for certain benefits may depend on his or her classification as a full-time employee.³

PART-TIME EMPLOYEE: Employees who regularly are scheduled to work less than __ hours per week are considered part-time employees. Part-time employees may be eligible for some, but not all

³ Generally an employee who regularly is scheduled to work 40 hours per week or 8 hours each day, including a paid or unpaid lunch period, is considered a full-time employee, and an employee who regularly is scheduled to work less than 40 hours per week is considered a part-time employee. However, some employers may define full-time employment for benefit purposes (e.g., vacation, holidays, personal days, sick leave, health insurance, etc.) based on a lesser number of hours. For example, under the policies applicable to lay staff of the Diocese, an employee who regularly is scheduled to work 30 or more hours per week is considered a full-time employee for benefit purposes; a part-time employee who regularly is scheduled to work between 20 and 29 hours per week is eligible for prorated benefits; and a part-time employee who work less than 20 hours is not eligible for benefits.

employee benefits. Employees who regularly are scheduled to work less than ___ hours per week are not eligible for benefits.

TEMPORARY EMPLOYEE: Employees engaged for a limited period of time, not to exceed ____, or for a special project regardless of the number of hours worked are temporary employees. Temporary employees are not eligible for benefits, except for paid holidays if normally scheduled to work on the holiday.

ON-CALL EMPLOYEE: Employees who work as needs arise and as his or her own schedule permits are considered on-call employees. On-call employees are not eligible for benefits.

Exempt and Non-exempt

In accordance with federal and state wage and hour laws, all positions at **XYZ Parish** are EXEMPT or NON-EXEMPT.

EXEMPT employees include professional, executive and administrative employees as defined by federal and state law who are paid a salary for all hours worked. Exempt employees are not eligible to receive overtime pay for work performed beyond their normal work schedule.

NON-EXEMPT employees are those who meet the criteria of the minimum wage and overtime provisions as defined by federal and state law. A non-exempt employee will receive overtime pay at the rate of time and one-half the employee's regular straight-time rate for all hours worked in excess of 40 hours in the employee's workweek.⁴

Compensatory time in lieu of overtime is only acceptable for a non-exempt employee if the employee takes time off during the same workweek in which the overtime hours accrues.⁵

Regardless of an employee's classification, all employees at **XYZ Parish** are employed at-will. Either you or the **XYZ Parish** may terminate your employment at any time and for any reason.

E. Work Schedules

The **XYZ Parish's** office normally is open [*designate days and hours*]. The employee's supervisor will determine the individual schedule based on the needs of the Parish.

F. Introductory Period

⁴ Under federal and state law, a non-exempt employee must be paid time and one-half the employee's regular straight-time hourly rate for all hours worked in excess of 40 hours in a work week. However, some employers choose, but are not required, to include paid time off (e.g., holiday pay, sick leave pay, vacation pay, etc.) in the calculation of hours worked for overtime purposes. Also some employers, including the Diocese, choose to pay overtime pay for all hours worked in excess of the employee's normal work schedule if less than 40 hours.

⁵ Compensatory time-off in another work week in lieu of overtime pay is prohibited under federal and state law. For example, an employee who works two extra hours on Monday may be permitted to take two hours off later that week (with supervisory approval), but may not be granted two hours of compensatory time off in lieu of overtime pay during the week following the week in which the overtime hours are worked.

The first __ days of employment at **XYZ Parish** are considered an introductory period during which the employee and **XYZ Parish** have the opportunity to consider and evaluate the suitability of the placement and the adequacy of the job performance. The introductory period may be extended if it is determined additional time is justified to evaluate an employee's suitability and job performance.⁶

G. Performance Evaluations

An employee's performance will be reviewed at the conclusion of the employee's introductory period and annually thereafter upon the employee's anniversary date of employment. Performance reviews may be held more frequently if an employee's job classification or performance changes significantly or if it is determined that more frequent reviews may be necessary or helpful. In addition, the employee's supervisor may informally discuss his/her performance with the employee at any other time. The employee should also feel free to discuss his/her performance with his/her supervisor at any time.⁷

[Optional Language: Ordinarily, the employee and his/her supervisor each will prepare notes evaluating the employee's performance during the period to be evaluated and meet to discuss and address any issues raised by either the employee or supervisor. The supervisor will then prepare a written evaluation, which for review and signature by the employee and his/her supervisor, and placed in the employee's personnel file. The employee will receive a copy of the final signed evaluation for his/her own records.

*Performance reviews are an evaluation of how well an employee has performed his/her work. Performance reviews provide the employee and supervisor with an opportunity to review what the employee has accomplished and to identify areas for growth. Among the factors that may be addressed in the performance review are the employee's quality and quantity of work; job knowledge and skill; attitude about his/her job, **XYZ Parish** and other employees; ability to work cooperatively; compliance with **XYZ Parish** standards and policies; and dependability, enthusiasm and attendance.*

If an evaluation should lead to dismissal, the Rector, the Personnel Committee, or other appropriate parties will review the evaluation. A memorandum documenting the review will be part of the evaluation and placed in the employee's file. The supervisor and the employee will receive a copy of the memo.]

H. Termination

⁶ *Generally the length of an introductory period will vary depending upon the level of skills required and the complexity of the duties and responsibilities of the position. Typically the introductory period for a position involving few or minimal skills will range from 30 - 90 days, and up to 6 months if the position involves extensive skills and complexity. However, in determining the appropriate length of an introductory period, it must be taken into account that fully evaluating an employee's dependability, including punctuality and attendance, is as important and may require more time to evaluate than the skills and ability to perform the job alone will require to evaluate.*

⁷ *Generally employers will review an employees' performance at the conclusion of an introductory period following the employee's initial employment (see F. Introductory Period, above) and annually thereafter. The annual evaluation may occur on the employee's anniversary date or at a fixed time for all employees such as at the end of the calendar year or mid-year.*

An employee may elect voluntarily to terminate his/her employment with **XYZ Parish**. In the event of a voluntary termination, policy is for the employee to submit a written letter of resignation at least two weeks prior to the effective date of the employee's resignation.

In some circumstances, **XYZ Parish** may decide to terminate involuntarily an employee's employment (i) due to performance or disciplinary reasons; or (ii) due to lack of work or elimination of the employee's position; or (iii) a change in the position description. In the event of involuntary termination, **XYZ Parish** will endeavor to provide reasonable notice except that in the event of involuntary termination due to performance or disciplinary reasons, the termination may be effective immediately.

I. Job Openings

Open positions will be posted internally and advertised in external publications as appropriate for the position. Postings will include a description of the essential duties and responsibilities and the qualifications considered necessary for the position. Positions will be filled on the basis of qualifications such as education, training, experience, ability, skills and other relevant qualifications. The hiring manager will consider current employees who apply for the position within the specified time. All candidates will receive notification on the decision.

J. Personnel Records

XYZ Parish maintains personnel records for each of its employees and makes every effort to ensure that the information contained in these records is accurate and up-to-date. An employee must inform **XYZ Parish** of any changes in address, telephone number, marital/domestic partner status or number of dependents. Failure to receive mailings from **XYZ Parish**, tax information, and insurance benefit information may be the result of inaccurate information.

An employee who wishes to change his/her benefit coverage or beneficiary must contact the Rector or designee so that proper forms can be completed.

K. Job Descriptions

A written job description is prepared for each position and reviewed periodically as a guide in selecting personnel, assigning and evaluating responsibilities, assessing performance and salary scales, and determining reasonable accommodations.

L. Hiring of Relatives

Employees may not make or be involved in decisions to hire relatives (such as spouses, parents, siblings, grandparents, children, nephews, nieces and/or another who is in any way related to the employee or who makes their home with the employee) to work directly with them for pay. Relatives may be recommended to other supervisors for hire.

M. Volunteering

Employees may volunteer at any **XYZ Parish** event by contacting the Rector or the appropriate person involved in a particular event. It should be understood that any and all volunteer time is for the employee's personal benefit and satisfaction and that he/she will not be compensated. The employee's

employment with **XYZ Parish** will not be affected in any way, either positively or negatively, by the employee's decision whether or not to volunteer his/her time.

N. Open Door Policy

XYZ Parish encourages open and frank discussion between staff, the Rector and lay leadership to avoid or resolve problems and complaints. It is **XYZ Parish's** policy to provide open communication necessary for better understanding and for action, when appropriate.

Whenever an employee has a question, problem or concern relating to his/her employment situation, the employee first should discuss the question or concern with the employee's immediate supervisor.

If the question, problem or concern persists, the employee may request a meeting with the Rector. A conclusion and decision should be reached at this meeting or within a reasonable period of time thereafter.

If the employee remains dissatisfied, the employee may request a review of the facts and actions by the Rector. The decision shall be final.⁸

COMPENSATION

A. Compensation

The standard for compensation for positions at **XYZ Parish** takes into consideration the duties, responsibilities and requirements of the position, including education and skills, and takes into account rates of pay for comparable positions in the local area.

B. Payroll

New employees are asked to provide information for payroll purposes, an I-9 (Employment Verification Form) and a W-4 Employee Withholding Certificate. It is important that the **XYZ Parish** office receive any changes to these documents in a timely manner (e.g. number of exemptions, address, etc.).

Weekly payroll: Paid each [*designate day of week*]. One must submit changes to payroll information to the **XYZ Parish** office by [*time of day*] every [*designate day of week*].

Monthly payroll: Paid the [*designate day and week of each month*]. One must submit changes to payroll information to the **XYZ Parish** office by [*time of day*] the preceding [*designate day of week*].

An employee may elect for direct deposit of his/her pay.

An employee who wishes to have a regular payroll check drawn prior to vacation departure, must be notify the **XYZ Parish** office by [*time of day*] of the [*day of the week*] prior to departure.

⁸ *If there is a personnel committee it may be designated as the final level of review.*

C. Payroll Deductions

XYZ Parish is required by law to make certain deductions from all paychecks. Social Security (FICA) is deducted along with federal and state taxes for all lay employees. Federal and state taxes are deducted for clergy employees if they so request. At the beginning of each year, all employees will receive a W-2 Form showing the total earnings for the previous year as well as the total amount of taxes withheld. In order to change the number of exemptions claimed, employees must complete a revised W-4 form and submit it to the **XYZ Parish** office. In addition to deductions required by law, other deductions may be taken for benefit programs in which employees choose to participate, such as dental insurance or 403(b) contributions. The **XYZ Parish** office will be able to answer questions regarding these deductions.

D. Job Expenses and Reimbursement

Employees will be reimbursed for regular and customary business expenses. If an employee has reimbursable expenses, the employee must submit monthly expense statements, along with receipts, showing the amount expended and the reason for each expense, for approval by _____ before payment is made.

BENEFITS

A. Vacation

Accrual

XYZ Parish recognizes that employees need a period for rest and relaxation. Accordingly, all full-time and eligible part-time employees may accrue paid vacation commencing with their date of hire, as follows:

Full-time employees will accrue paid vacation each pay period according to the schedule below:

<u>Years of Service</u>	<u>Accrual Per Month</u>	<u>Maximum Accrual⁹</u>
0 - 2	0.833 day	10 days
3- 4	1.25 days	15 days
5 and over	1.67 days	20 days

Part-time employees who normally work __ hours or more per week will accrue vacation on a pro-rata basis. Employees who regularly work less than __ hours per week are not eligible for paid vacation.

⁹ There are various methods of accrual of vacation, which is a matter of employer choice based on local practices in common occupations. The method shown above in which an employee accrues vacation on a monthly basis is a common method that is used by the Diocese and is relatively easy to administer. In particular, it avoids the potential for misunderstandings over entitlement because it is earned as the employee works and is available to be used as it is earned. Other methods include granting the full vacation allowance following the year in which it accrues, for example, an employee will receive two weeks vacation on January 1 for continuous service over the preceding year. Under this method, the employee will not be able to use any vacation accrued during the prior year until January 1, unless it is granted in advance.

Employees are encouraged to use all vacation during the calendar year in which it accrues. However, accrued, unused days may be carried over into the following year but must be used within the first quarter (January 1st – March 31st) of that following year or the carried over days will be forfeited.

Vacation Pay

One day's vacation for a full-time employee shall be equal to the number of hours in the employee's normal workday times the employee's regular hourly rate. One day's vacation for a part-time employee shall be equal to one-fifth the number of hours in the employee's normal workweek times the employee's regular hourly rate.

Scheduling

Although vacation accrues from an employee's date of hire, one may not take vacation until the employee has completed ___ months of employment. An employee terminated prior to completion of ___ months of employment will not be entitled to payment for any accrued vacation pay upon termination.¹⁰

Vacations will be scheduled in a manner that accommodates both **XYZ Parish's** need to have adequate coverage in all positions at all times and employees' vacation schedules. Vacation requests shall be granted, insofar as practical, taking into account the needs of **XYZ Parish** and the wishes of the individual employee. Such requests should be submitted to [*designate individual by title*].

B. Holidays

XYZ Parish observes the following holidays as paid holidays:¹¹

New Year's Day	Labor Day
Martin Luther King, Jr.'s Birthday	Columbus Day
President's Day	Veterans' Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

When any of these holidays fall on a weekend, it will be observed either on the preceding Friday, or the following Monday, as determined by **XYZ Parish**.

Full-time employees will receive holiday pay for each of the above holidays. Holiday pay shall be equal to the number of hours in the employee's regular workday times the employee's regular straight-time hourly rate.

¹⁰ *The threshold established by many employers for entitlement to paid vacation and/or for payment of unused accrued vacation upon termination is completion of the introductory period. (See Introductory Period, p. F-8)*

¹¹ *The holidays listed in the model policy above include all holidays officially celebrated in Massachusetts with the exception of Evacuation Day (March 17) and Bunker Hill Day (June 17), which are officially celebrated only in Suffolk County. The day after Thanksgiving is not an official holiday, but often granted by employers, sometimes in exchange for working on another holiday that is not widely celebrated, for example, Patriot's Day.*

A holiday must fall on a part-time employee's regularly scheduled workday in order to be eligible for holiday pay. Holiday pay for part-time employees shall be equal to one-fifth the number of hours in the employee's regular work week times the employee's regular straight time hourly rate.

Part-time employees scheduled to work less than __ hours per week and temporary employees are not eligible for paid holidays.

An employee who is required to work on a holiday will be paid his/her regular pay in addition to holiday pay or will be allowed to schedule another day off in lieu of the holiday.

C. Sick Leave

A full-time employee shall accrue sick leave at the rate of ____ days for each month actually worked, not to exceed __ days per calendar year, for absences from work due to illness or the illness of others in the employee's care or for the employee's doctor or dentist appointments. An eligible part-time employee shall accrue sick leave on a prorated basis. [Alternative: *A part-time employee is not eligible for sick leave.*]¹²

XYZ Parish provides paid sick leave to protect the employee from incurring a loss of pay for scheduled time off due to illness or injury. Abuse of sick leave and/or excessive absenteeism may be grounds for disciplinary action, up to and including termination of employment.

The employee must inform **XYZ Parish** office prior to the opening of business he/she will be absent from work due to illness. **XYZ Parish** reserves the right to require appropriate medical documentation of illness.

Unused sick leave does not carry over to the following calendar year.¹³

Employees do not receive pay for unused sick days upon termination.

¹² *The definition of a part-time employee (see Employee Definitions, p. F-6) allows for establishing a threshold for the number of hours regularly scheduled to work per week for determining eligibility for benefits. If such a threshold is established, use of "eligible part-time employee" refers to such part-time employees. However, it also may be expressed as "A part-time employee who regularly is scheduled to work __ hours or more per week shall accrue sick leave on a prorated basis." For example, if a full-time employee accrues one day of sick leave for each month actually worked, a part-time employee regularly scheduled to work 20 hours per week would accrue a half a day per month actually worked.*

¹³ *As an incentive to conserve the use of sick leave and/or safeguard against longer term illnesses, some employers allow employees to carry over from one calendar year to the next some portion of unused sick leave, which may be expressed, as follows: "An employee may carry over to the next calendar year up to five unused sick leave days."*

Other employers allow employees to accumulate unused sick leave up to a maximum, which may be expressed, as follows: "Unused sick leave may be accumulated to a maximum of 30 days."

However, if employees are allowed to carry over or accumulate sick leave days, generally employees are not to be paid for unused days upon termination.

D. Personal Days

Full-time employees and part-time employees who regularly are scheduled to work ___ or more hours per week will receive ___ days per calendar year to be used for personal business that cannot be attended to outside normal work hours. Personal days must be scheduled in advance.

Employees may not carry over personal days into the following calendar year and will not be paid for unused personal days upon termination.¹⁴

E. Bereavement Leave

In the event of a death in the immediate family of any employee, **XYZ Parish** will grant leave up to three (3) days, with pay equal to the employee's normal straight-time wages for each of these days which would be a normally scheduled workday of such employee and on which he/she would have otherwise worked, but not in excess of three (3) days' pay, to permit the employee to attend the funeral and take care of other matters in connection with the death.

For the purpose of funeral leave, immediate family shall mean father, mother, stepfather, stepmother, father-in-law, mother-in-law, sister, brother, child, stepchild, spouse, domestic partner, grandparents, grandchildren or member of the immediate household.

F. Jury Duty

If called for jury duty, **XYZ Parish** will pay the difference between the employee's normal straight-time wages and the amount the employee receives from the court for all times he/she is absent for this reason during his normally scheduled workday. To be eligible for payment of jury duty pay, the employee must notify his supervisor promptly after receipt of his selection for jury duty, must give at least twenty-four (24) hours' notice of intended absence (unless a reasonable explanation is given for not complying with this requirement) and must furnish a written statement from the appropriate court official showing the date and time served and the amount of pay received.

G. Parental Leave

XYZ Parish will pay a minimum eight-week paid parental leave for purposes of childbirth, adoption or caring for a child following birth or adoption. However, additional paid or unpaid leave is encouraged based on individual facts and circumstances.¹⁵

¹⁴ *Some employers combine sick leave and personal days or allow employees to use a limited number of sick leave days for personal reason, which may be expressed, as follows: "An employee may use two sick leave days per calendar year for personal business that cannot be attended to outside normal work hours. Use of sick leave for personal business must be scheduled in advance."*

¹⁵ *It is the policy of the Diocese that a minimum eight-week paid parental leave will be granted for purposes of child birth, adoption or caring for a child following birth or adoption. However, additional paid or unpaid leave is encouraged based on individual facts and circumstances.*

If applicable, all congregations also must comply with state or federal law.

H. Medical and Other Leaves of Absence

XYZ Parish will allow unpaid leaves for medical or other personal reasons for good and sufficient reasons.¹⁶

I. Health Insurance

Full-time employees and part-time employees regularly scheduled to work ___ or more hours per week are eligible to participate in the **XYZ Parish** group health insurance plan. Currently, **XYZ Parish** pays the full premium for employees regularly scheduled to work ___ or more hours a week. Employees who are eligible for health insurance are required to pay a portion of the premium. Employees receive coverage from the date of hire, provided they enroll within 60 days of that date.

[If applicable, include appropriate description of other benefits, e.g., Dental Insurance, Domestic Partner Benefits, Flexible Benefits Plan, Life Insurance, Short Term Disability, Long Term Disability Insurance, Lay Pension Plan, 403(b) Tax Sheltered Annuity, Educational Reimbursement, etc.]

J. Worker's Compensation

Any employee who sustains a work-related illness or injury may be eligible for workers' compensation. Eligibility for benefits will be determined by **XYZ Parish's** workers' compensation insurer and/or the Department of Industrial Accidents. All employees should immediately report a work-related injury to the **XYZ Parish** Office.

K. Unemployment Compensation

In the event of involuntary termination by **XYZ Parish**, **lay employees** are **NOT ELIGIBLE** for unemployment compensation. The Diocese is a religious organization and as such is exempt from paying unemployment taxes on behalf of its employees.

MISCELLANEOUS

[In this section a XYZ Parish may wish to include miscellaneous information or policies, for example, parking, use of XYZ Parish premises, bulletin boards, telephones, computers, etc.]

Massachusetts Law (M.G.L., c105D) requires that employers with six or more employees grant up to eight weeks leave without pay for purposes of child birth or adoption to an employee who has completed a probation period or been employed for at least three consecutive months as a full-time employee. The Federal Family and Medical Leave Act (FMLA) requires that employers with 50 or more employees grant up to 12 weeks leave without pay within a twelve-month period for purposes of child birth, adoption or caring for a child following birth or adoption or in the event of a serious illness of the employee, spouse or parent (and maintain paid health benefits for the duration of such leave) to an employee who has completed a year of employment and worked a minimum of 1250 hours over the previous 12 months.

¹⁶ *If applicable, a congregation also must comply with state or federal law relative to medical, e.g., Federal Family and Medical Leave Act (FMLA), and military leaves.*