

COMMUNITY UNITED METHODIST CHURCH NAPERVILLE, ILLINOIS

Employee Guidebook

This guidebook supersedes all prior policy statements.

February 2015

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I. INTRODUCTION

A. Welcome to Community United Methodist Church (CUMC)!

Starting a new job is exciting, but at times can be overwhelming. CUMC understands this, so the Staff Parish Relations Committee has developed this guidebook to answer employees' initial questions and explain personnel policies and benefits.

B. Mission Statement

The mission of CUMC is “Making disciples of Jesus Christ for the transformation of the world.” The church policy is to have “Open Minds, Open Hearts, Open Doors”.

CUMC invites all to a welcoming fellowship in Christ; knowing no boundaries of age, race, ethnicity, culture, gender, marital status, sexual orientation, economic condition, physical or mental ability.

C. Purpose of the Guidebook

This guidebook describes employment practices and policies as well as standards of conduct and performance for employees of CUMC. Employees are those who receive a paycheck directly from CUMC. This guidebook applies to both laity and clergy, except where the language of the *Book of Discipline* or policies of the UMC NIC Annual Conference take precedence, or where so stated in this guidebook.

Changes to this guidebook will be made when necessary, and revisions will be available to employees. CUMC expects employees to comply with the practices and policies discussed in this guidebook, as well as any others adopted by the church. If an employee has questions, he or she should first ask his or her immediate supervisor or the Chair of the Staff Parish Relations Committee. Violation of any of these practices or policies may result in discipline up to and including termination.

D. At-Will Employment

This guidebook is not an expressed or implied contract of employment and does not guarantee employment for any term. There is no contract of employment between CUMC and any of its employees. Any employee may resign employment at any time. Similarly, CUMC may terminate the employment relationship, with or without cause.

II. EMPLOYMENT POLICIES

A. Equal Opportunity

CUMC does not discriminate in hiring or in any terms and conditions of employment on the basis of race, color, creed, religion, national origin, gender, disability, age, marital status, covered veteran status, or any other characteristic protected by law. However, as a religious ministry, CUMC reserves the right to hire employees with the same religious affiliation for positions that relate to church or related duties. This policy applies to employees and applicants and to all phases of employment including hiring, promotion, demotion, and treatment during employment, rates of pay or other forms of compensation, and termination of employment. CUMC will take appropriate steps to provide reasonable accommodations upon request to qualified individuals with disabilities, so long as doing so does not cause an undue hardship for the church.

B. Anti-Harassment

CUMC is committed to providing a workplace free of harassment of any employee because of the employee's race, sex, religion, age, national origin, disability, citizenship status, or any other category protected under federal, state, or local law. CUMC is committed to protecting employees from such harassment, whether from other employees or non-employees. Conduct inappropriate under this policy may include, among other things:

- Epithets, slurs, stereotyping, or threatening, intimidating, or hostile acts that relate to race, sex, religion, age, national origin, or disability;
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, sex, age, religion, national origin, or disability.

Specifically included in this policy is a commitment to provide a workplace free of sexual harassment. Sexual harassment may include, but is not limited to:

- Unsolicited and unwelcome comments or conduct of a sexual nature or that are demeaning to women or men as a group (for example, offensive or vulgar jokes, name-calling, comments about one's body or sex life, stereotyping based on a person's sex, touching, leering, ogling, patting, pinching, indecent exposure, physical gestures, or displaying sexually explicit photographs or objects that might interfere with a reasonable person's work);
- Unsolicited and unwelcome demands or requests for sexual favors or social or sexual encounters;
- An explicit or implicit promise of preferential treatment with regard to a person's employment in exchange for sexual favors or sexual activity;
- The use of an employee's or applicant's submission to or rejection of sexual conduct as the basis for making, influencing, or affecting an employment decision that has an impact upon the terms and conditions of the individual's employment

(for example, hiring, firing, promotion, demotion, compensation, benefits, or working conditions);

- Creating an intimidating, hostile or offensive environment by such conduct.

Given the nature of this type of conduct and the serious effects such conduct can have on the target of the conduct and the one accused of the conduct, CUMC treats alleged violations of this policy seriously, and to the extent possible, confidentially. CUMC expects all who deal with the issue to treat alleged violations in the same responsible manner.

If an employee believes he or she, or any other employee, is being subjected to behavior that violates this policy, the employee has a responsibility to immediately report these matters to the supervisor or to the Chair of the Staff Parish Relations Committee. If for any reason an employee does not feel comfortable reporting these concerns to these individuals, the employee may report the concerns to the Chair of the Church Council.

Supervisors who become aware of any potential violation of this policy must report the violation to the Chair of the Staff Parish Relations Committee and the Chair of Church Council.

No action will be taken against any employee merely because he or she reports behavior believed to violate this policy. CUMC will investigate and resolve complaints and CUMC is firm in our commitment to maintain an environment free of discrimination and harassment.

C. Drug-Free/Alcohol-Free/Smoke-Free Workplace

CUMC expects all employees to report to work free of the use and effects of alcohol and illegal drugs and not to sell, distribute, dispense, possess, or use or conspire to sell, distribute, dispense, possess, or use an illegal drug or alcohol on CUMC property and in church-owned vehicles, or during working time. Likewise, we expect all employees not to misuse or abuse any prescription or non-prescription medications.

CUMC looks to our employees to support this policy and expects them to cooperate in efforts to enforce this policy and in any investigation of its alleged violation.

CUMC has a "smoke free" policy. Smoking is not permitted within any of the church's buildings, on church property, or in a church-owned vehicle at any time.

D. Changes in Employment Information

In order to keep employment records correct and up-to-date, an employee must promptly inform, in writing, the supervisor and the Chair of Staff Parish Relations Committee of a change to any of the following items: name, home address, home telephone number, status affecting legal right to work in the United States, person to contact in the case of an emergency, or voluntary payroll deductions.

To the extent required by law, an employee has the right to inspect his or her personnel file during regular office hours. The employee may make an appointment to inspect the file with the Chair of the Staff Parish Relations Committee, who will accompany the

employee while the file is inspected. To the extent required by law, the employee may obtain copies of documents in his or her personnel file. Personnel records are the property of CUMC and may not be removed from the church.

No reference information other than a verification of dates of employment and job titles will be given out to a third party without the employee's prior written authorization.

III. COMPENSATION

A. Employment Classifications

For the purpose of designating eligibility for certain benefits and the payment of overtime, the following employment classifications are used:

- **Regular.** A regular employee is a person who has been hired to fill a specific position for an indefinite period of time.
- **Interim.** An interim employee is a person who has been hired to fill a vacant role (or roles), usually while the role(s) is/are being finalized. Interim employees are treated as regular employees for benefits eligibility purposes.
- **Temporary.** A temporary employee is a person who has been hired for work of a temporary nature. A temporary employee is entitled only to statutorily-mandated benefits such as those set forth in Section III.
- **Full-Time.** A full-time employee is regularly scheduled to work at least 35 hours per week.
- **Part-Time.** A part-time employee is regularly scheduled to work fewer than 35 hours per week. Part-time employees occasionally may be asked to work additional hours because of church needs; however, this will not change the employees' part-time status.
- **Registry.** A registry employee is an employee who works only on an as-needed basis.
- **Exempt.** An exempt employee is one whose position contains duties and responsibilities of an executive, administrative or professional nature as described under the Fair Labor Standards Act, and is therefore exempt from the provisions of the Act. Exempt employees may be required to perform a certain amount of work in excess of the standard work week without additional compensation. All appointed clergy are considered exempt employees.
- **Non-Exempt.** A non-exempt employee is one whose position is covered by the provisions of the Fair Labor Standards Act due to his or her duties and responsibilities. The Fair Labor Standards Act includes the provision for payment of all overtime hours worked in excess of 40 hours per work week for these non-exempt positions.

B. Wage Increases

Compensation is reviewed annually. Wage increases and other compensations are based on the church's annual budget, employee job performance, and external economic factors. If an employee has questions concerning compensation, the employee should speak with his or her direct supervisor.

C. Pay Periods and Procedures

CUMC's pay cycle is semi-monthly. The pay period dates are set by the church treasurer to insure payment as outlined here. Compensation for all employees will be paid on the 15th and last day of each month. In the event the church office is not open on the 15th or last day of the month, paychecks will be disbursed and dated the last day the office is open prior to either the 15th or the last day of the month. No pay advance or loans will be made to any employee from any church funds unless approved by the Staff Parish Relations Committee and the Chair of the Finance Committee. Pay for employees terminating employment on dates other than the last work day of the pay period will be made on the next scheduled pay date.

D. Recording Time

Non-exempt employees are required to maintain an accurate record of all time worked using approved forms. Be advised that failure to provide time record sheets by the designated due date may result in delayed issuance of pay.

Non-exempt employees record dates and hours worked for each pay period starting with the first day worked after the previous time sheet was submitted and ending with the due date of the current time sheet. Hours documented on the time sheets should include hours actually worked plus holidays granted, vacation taken, sick days used, and other permitted adjustments to the work schedule, all during the pay period. Time sheets must be approved by the immediate supervisor and submitted on or before the designated due date, generally 48 hours before the last banking day of the pay period. In exceptional circumstances, the Chair of Finance or the Chair of the Staff Parish Relations Committee may approve a timecard when the supervisor is unable to do so for an extended period.

Intentional falsification of time recording is a serious policy violation.

E. Payroll Deductions

CUMC is required by law to withhold from each employee's pay certain federal, state, and local taxes, the employee's portion of Social Security and Medicare taxes and any court-ordered garnishments. Other payroll deductions can include voluntary deductions for various benefits the employee is enrolled in. Clergy are not required to have federal or state withholding but can request it by completing Form W-4.

F. Deductions from Exempt Employees' Salaries

Exempt employees work as few or as many hours as are necessary to get the job done. For this reason, and subject to the exceptions below, CUMC policy does not reduce a salaried exempt employee's predetermined compensation for any partial-day absence (other than intermittent medical leave); any partial-week absence caused by CUMC or its operating requirements, including holidays and partial-week shutdowns; or because of variations in the quality of work performed.

Deductions from salary may occur in the following circumstances:

- Full-day absences for personal reasons other than sickness or disability if accrued vacation time is insufficient to cover;
- Full-day absences due to an employee's own sickness or injury (including work-related injuries and medical-related absences). Such deductions will be made in accordance with the church's paid time off or sick day plans and state worker's compensation laws and regulations
- A penalty imposed for infraction of a safety rule of major significance;
- Full-day absences for unpaid disciplinary suspensions under CUMC's disciplinary action policy for breaking our workplace conduct rules;

CUMC's attendance and disciplinary action policies apply to absences even though the absence may not be one for which a deduction from salary will be taken. We encourage any exempt employee who believes his or her salary has been improperly reduced to report the problem immediately to the Chair of the Staff Parish Relations Committee.

G. Hours

CUMC has scheduled office hours. The supervisor will determine normal work schedules and any temporary variations as needed.

H. Lunch and Breaks

Lunch and breaks are administered in compliance with existing current labor laws and are unpaid.

I. Overtime

An hourly, non-exempt employee may not work more than 40 hours in a workweek (defined as Sunday through Saturday) without the prior approval of the Chair of the Staff Parish Relations Committee. An hourly employee may not work through the lunch period without prior approval of their supervisor.

An hourly employee will be paid overtime compensation at one and one-half times the regular hourly rate of pay for hours worked over 40 per week (Paid time off will not be counted as hours worked for overtime purposes). A regular employee who is required to work on a CUMC-observed holiday may arrange an alternate day as a holiday with the

approval of his or her supervisor. Registry employees may be paid a premium to work certain Sundays or special days (e.g. Easter, Fourth of July, Christmas Eve, Christmas Day).

J. Non-Overtime Compensation

Due to the needs of the job or for other reasons, a non-exempt employee may be requested to work more than their regular hours. These additional hours will be paid at the employee's regular hourly pay rate. If additional hours worked carry beyond state labor policies regarding overtime, Section III.I.-Overtime, above, will apply.

K. Excused Absence

For any absence to be considered excused, the employee must notify his or her supervisor in advance of the scheduled time to report to work, inasmuch as this would reasonably be possible. See this guidebook's sections on leave for detailed discussion of these categories.

Excused absences generally include:

- Illness
- Personal time
- Approved bereavement leave
- Approved jury service
- Military service
- Medical leave

L. Unexcused Absence

An unexcused absence occurs when an employee does not notify the supervisor and is absent from the workplace. Non-exempt employees will not be paid for unexcused absences and will be considered in violation of these policies.

M. Statutory Benefits

An employee must report all work-related accidents immediately to his or her supervisor and the Chair of Staff Parish Relations Committee. Employees must report the accident whether or not personal injury or physical damage is involved.

An employee may be required to go to a CUMC-chosen physician for initial treatment and any church-required follow-up examination. If the employee's supervisor determines that medical attention is needed, the employee must comply with the supervisor's decision. Refusal to have medical attention may result in disciplinary action.

If a work-related injury requires an employee to be absent from work or to have medical costs, the employee must contact the supervisor and the Chair of Staff Parish Relations

Committee in order for the appropriate forms to be completed for worker's compensation.

Worker's compensation insurance provides financial protection in case an employee is injured or becomes ill as a result of his or her employment. This coverage complies with the worker's compensation laws of Illinois, and CUMC pays the entire cost of this protection. If an employee suffers a work-related injury or illness, the employee must notify his or her supervisor to start an Employer's First Report of Injury (IL Form 45). If worker's compensation insurance is being claimed, additional paperwork related to the injury or illness, and/or reports from the medical visits, may need to be completed as well.

Social Security and Medicare (does not apply to appointed UM clergy, but does apply to Supply Pastors)

Social Security coverage entitles CUMC employees and their families to certain health and retirement benefits based on income and the number of years worked. CUMC contributes to this coverage (non-ordained staff) by paying one-half of the Social Security and Medicare tax.

IV. PAID TIME OFF

A. Vacation

Earned vacation time is paid time off. Vacation policy for clergy is established by the UMC NIC Annual Conference and is recorded in the Conference Journal. Vacation will be accrued for lay employees of CUMC per pay period. Exempt lay employees record all regular work days that were not worked, with the reason (vacation, sickness, bereavement, jury duty, etc.).

The vacation allotment for full-time lay employees of CUMC is as follows:

| # Yrs. Service | Annual Rate | Accrued Hours per Pay Period | Accrued Hours per Month |
|----------------|-------------|---------------------------------|----------------------------|
| 0 thru 4 | 70 hrs. | 2.917 hrs. | 5.834 hrs. |
| 5 thru 9 | 105 hrs. | 4.375 hrs. | 8.75 hrs. |
| 10+ | 140 hrs. | 5.833 hrs. | 11.667 hrs. |

Accrual rate change at years 5 & 10 will occur on employee's anniversary date.

Vacation time can be earned only by regular employees with at least a 0.5 FTE. The vacation time will be prorated for regular part-time lay employees based on a ratio of their FTE to a 35-hour work week. Registry employees are not eligible to accrue vacation time.

Years of service is defined as consecutive years served in any full-time or regular part-time employment at CUMC from date of hire.

Vacation time must be scheduled in advance with the approval of the employee's supervisor. Approval is contingent upon the staffing needs of the church during the period of the requested time off.

Vacation may be taken only after it is earned. Unused vacation time, up to a maximum of one year plus eight pay periods, may be accrued. Once this accrual cap has been reached, no further vacation time will be earned, until some existing vacation time has been used. Upon termination, unused vacation time will be compensated with verification by the immediate supervisor and the Chair of Staff Parish Committee.

B. Holidays

CUMC observes the following holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day

If a CUMC-recognized holiday falls on a day when the church office is regularly closed (e.g., New Year's Day falling on a Saturday or a Sunday), the church will observe the immediately following Monday as a holiday. CUMC regular lay employees will be paid at their hourly rate for holidays using the following calculation for hours (2080 hours * employee's FTE ÷ 24 pay periods * 10%). Holiday pay will count as hours to be worked for that pay period. CUMC lay leadership may from time to time specify alternative dates for a given holiday according to church needs.

Registry employees may be paid a premium to work certain Sundays or special days (e.g. Easter, Fourth of July, Christmas Eve, Christmas Day).

C. Bereavement Leave

Up to three (3) days paid bereavement leave may be approved by an employee's supervisor when there is a death of an immediate member of the family (parent, grandparent, sibling, child, grandchild, spouse, step child/parent or in-law). Hours paid will be prorated using the hours calculation for holidays (see section IV. B. above). Employees may request additional days off. If approved, those days will be considered vacation days.

D. Sick pay

Lay employees shall accrue sick pay each pay period according to the following calculator. However, any sick time taken during the first three months of employment will be without pay.

The sick pay allotment for full-time lay employees of CUMC is as follows:

| # Yrs. Service | Annual Rate | Accrued Hours per Pay Period | Accrued Hours per Month |
|-----------------------|--------------------|---|------------------------------------|
| 0 thru 4 | 24 hrs. | 1 hour | 2 hours |
| 5 thru 9 | 36 hrs. | 1.5 hours | 3 hours |
| 10+ | 48 hrs. | 2 hours | 4 hours |

Accrual rate change at years 5 & 10 will occur on employee’s anniversary date.

Sick time can be earned only by employees with at least a 0.5 FTE. The sick time will be prorated for regular part-time lay employees based on a ratio of their FTE to a 35-hour work week. Registry employees are not eligible to accrue sick time.

Sick time accrues year over year, up to a maximum of one-twelfth of the employee’s annual hours in accumulated sick time.

The employee returning to work after an absence of five consecutive working days must provide a doctor’s written statement indicating the he or she is able to perform the essential functions of the job with or without reasonable accommodations.

Taking sick time when not sick is subject to disciplinary action.

In cases of termination, unused accumulated sick days will be not compensated.

V. UNPAID LEAVE

A. Military Leave

CUMC will comply with all applicable laws regarding military leaves of absence. To request a leave of absence for military duty, you must furnish the church with written proof of the service requirements two (2) weeks in advance of service dates or as soon as possible. Military leave is unpaid.

B. Jury or Witness Duty

CUMC recognizes that jury or witness duty is the obligation of all citizens and encourages its employees to fulfill this obligation. If an employee is called for jury duty or subpoenaed as a witness in a court or administrative agency action, excused time away from work will be granted. If an employee is called for jury duty or subpoenaed as a witness, the supervisor must be informed and given a copy of the summons or subpoena as soon as possible.

The employee is expected to work his or her regular hours when not needed in the courtroom. The employee must present proof of the amount of jury service. An employee serving jury duty will be paid for missing scheduled work time up to a maximum of two pay periods. In exchange, the employee agrees to turn over to CUMC any remuneration presented to him or her for that jury service. Employees will not be compensated for time spent as a witness unless subpoenaed to be a witness.

VI. STANDARDS OF CONDUCT

A. Accidents and Safety

An employee should inform his or her supervisor of any health violations, potentially unsafe conditions, and/or any accidents resulting in injuries. Employees are encouraged to submit suggestions to their immediate supervisor, the Chair of Staff Parish Relations Committee, or the Chair of Church Council concerning any safety and health matters.

B. Personal Appearance

CUMC expects employees to maintain high standards of personal cleanliness and attire. Personal cleanliness includes regular bathing, dental hygiene, and freshly cleaned clothing. CUMC reserves the right to determine that particular attire is inappropriate and to inform the employee and to instruct that the attire be changed if it is not appropriate.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Any work time missed because of failure to comply with this policy will not be compensated, and repeated violations of this policy will be cause for disciplinary action.

C. Solicitation

CUMC employees may not actively solicit other church employees, visitors or guests for product sales, monetary contributions, signatures or petitions, etc., or distribute literature that is not a part of our mission and programs. Passive solicitation, such as order forms for nonpolitical charitable purposes (e.g., Girl Scout cookies) or an opportunity to contribute funds for an employee gift, may be permissible with prior authorization from the employee's supervisor. Non-employees are prohibited from soliciting CUMC for product sales, fund raising, signature or membership drives, etc., or distributing literature on church property at any time. Group presentations for non-political, charitable purposes, such as United Way, require prior approval of Church Council.

D. Confidential Information

Some employees may have access to business information that CUMC considers confidential. Confidential information includes, but is not limited to, salary and benefits, social security numbers, personal financial information, and other employment information. CUMC employees may not discuss or disclose confidential information except as may be necessary in connection with the performance of their work or as required by law. All information regarding an employee's medical records or health status will be kept in separate files and treated confidentially. Unauthorized disclosure of confidential information could subject an employee to immediate termination and possible criminal and civil penalties.

Confidential information obtained during or through CUMC employment may not be used for the purpose of furthering current or future outside employment or activities, or for personal gain or profit.

E. Electronic Information Systems Policy

Email, computer, voice mail systems, and other technology resources are the property of CUMC and are intended for its business use. CUMC retains the right to access any information or file maintained in or on our property or transmitted or stored through our electronic information systems or other technical resources.

CUMC prohibits the use of its electronic information systems in ways that are unlawful, disruptive, offensive to others, or harmful to morale. For example, the display or transmission of images, messages, and cartoons that may offend others because of their sex, race, age, national origin, disability, religion, or any other category protected by law is prohibited. Such misuse includes, but is not limited to, ethnic or racial slurs, racial or sexual comments or jokes, or any other communication that shows disrespect for others on the basis of sex, race, national origin, disability, religion, or age.

Even though a message may be deleted from the system, a record of it may remain either on the daily backups of all data or in other ways. Under certain circumstances, CUMC may access information stored in its electronic information systems. Therefore, ultimate privacy of messages cannot be assured.

While it is impossible to list all of the circumstances under which access may occur, some examples follow:

- During regular maintenance of the system.
- When CUMC has a business need to access the employee's mailbox or computer files; for example, if the employee is absent from the office and the supervisor has reason to believe that information relevant to the day's business is located in the employee's files.
- When the church receives a legal request to disclose electronic information.
- When the church has reason to believe that employees are using its electronic information systems or other technical resources in violation of its policies.

CUMC is sensitive to employees' privacy concerns. CUMC will make every effort to access electronic information systems in a respectful and responsible manner.

Violations of this policy may result in disciplinary action. Employees learning of any misuse of CUMC electronic information systems or a violation of this policy must notify the church of such misuse or violation immediately. Failure to notify the church of such misuse also may result in disciplinary action.

F. Outside Work/ Conflict of Interest

CUMC will not interfere with an employee's non-CUMC professional and/or community activities unless they compromise the church's interests or adversely affect job

performance. Outside employment is not an excuse for poor job performance, absence, tardiness, leaving early, refusing to travel or work overtime, or requesting a changed schedule.

An employee may not engage in employment or any personal business, including as an independent contractor, which would create a potential conflict of interest with church employment. If an employee has questions or concerns about this, he or she is encouraged to discuss it with the Chair of Staff Parish Relations Committee.

If an employee, in the course of fulfilling assigned church responsibilities, is offered an honorarium or stipend for services rendered, CUMC requests that this offer be refused. If the service rendered is not related to assigned church responsibilities, the employee may keep the honorarium, but should not request any reimbursement from CUMC for costs related to the service rendered. CUMC acknowledges that weddings and funerals are traditionally considered beyond the scope of assigned church responsibilities.

G. Nepotism

A family member of an employee may be hired as long as he or she does not report to, nor is supervised by, another family member.

H. Issue Resolution Procedure

If an employee believes there is a work issue that needs resolution, CUMC recommends the following process:

- Discuss the concern with direct supervisor.
- If the concern persists, notify the Chair of the Staff Parish Relations Committee.
- If the concern persists, notify the Chair of Church Council.

This issue resolution process, while intended to resolve dissatisfaction and/or complaints, does not change the at-will nature of employment or the requirements of the Book of Discipline.

I. Workplace Conduct

Violence by an employee or anyone else against an employee, supervisor, or member of CUMC will not be tolerated. If an employee receives or overhears any threats, that information must be reported to a supervisor at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If an employee feels threatened with immediate harm, he or she should dial 911 immediately. Employees are responsible for notifying a supervisor or the Chair of Staff Parish Relations Committee of any possible violations of this policy or other threats to workplace security that the employee has experienced, witnessed, or otherwise become aware of. All reports of work-related threats will be kept confidential to the extent possible. Employees must report and then participate in investigations of any suspected or actual cases of workplace violence.

Violations of this policy, including failure to report or fully cooperate in CUMC's investigation (unless applicable law provides that such reporting is not required), may result in disciplinary action.

The following are examples of other serious conduct offenses at CUMC that may result in disciplinary action:

- Theft of personal or CUMC property.
- Falsification of information on application or records to gain employment or benefits.
- Falsification of CUMC records or reports.
- Fighting on CUMC property.
- Insubordination or refusal to obey reasonable directives of a supervisor.
- Deliberate destruction or abuse of CUMC property.
- Possession or use of alcohol or other intoxicants, or being under the influence of alcohol or other intoxicants, on the church's property at any time or during working time at any location.
- Possession of deadly weapons on the church's property.
- Willful violation of safety rules or safety practices of the church.
- Any proven felonious act.
- Behavior in direct violation of the Social Principles of the United Methodist Church while on church property or during work time.
- Harassment or disrespect towards others.
- Fraud or dishonesty.
- Behavior at work dangerous to others.
- Excessive absenteeism or tardiness.
- Interference with the work of others.
- Carelessness that can result in damage to church property or equipment.
- Commission of a proven misdemeanor while on church business or church property.
- Failure to perform assigned duties or tasks or to follow supervisor's instructions.

The list above is not exhaustive.

VII. PERFORMANCE MANAGEMENT

A. Purpose

The purpose of the performance management system is to assist the church and employees in meeting their goals and objectives by having a systematic process designed to articulate individual standards, measure employee performance, and help each employee reach his or her full performance potential in his or her current position.

B. Performance Cycle

The annual performance cycle is defined as July 1 through June 30. Details of the performance expectations can be found in the performance management policy document.

VIII. TERMINATION OF EMPLOYMENT

A. Involuntary Termination (Not applicable to appointed clergy)

There is no contract of employment between CUMC and any of its employees. CUMC may terminate the employment relationship at any time, with or without cause.

When possible, the Chair of Staff Parish Relations Committee will report the circumstances of each case to the Chair of the Church Council before a termination decision is finalized. In those cases where this is not possible, this report will take place after the termination.

Upon termination by CUMC, severance pay may be provided to employees, not to exceed three (3) months' wages, payable over six (6) months from the date of termination. CUMC may decline to provide severance pay at its sole discretion.

B. Resignation

Any employee may resign employment at any time. If an employee chooses to resign from employment, CUMC requests a minimum of two weeks' notice.

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IX. ACKNOWLEDGMENT

I know where I can access the *CUMC Employee Guidebook* dated February 2015 and agree to read and follow the guidebook as a reference for my employment and to direct any questions about the guidebook or its contents to the Chair of Staff Parish Relations Committee. I understand that this guidebook is not a contract of employment and does not alter my at-will employment relationship with CUMC. I further understand that the church reserves the right to change the policies, procedures, benefits, and other general information contained in this guidebook.

Employee's Signature

Printed Name

Date