

1 UNITED METHODIST MINISTRIES OF MECOSTA COUNTY
2 Policies for Employment
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5 **EMPLOYMENT PROCESS**
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7 All policies related to employment at UMMMC shall be consistent with the current Book of
8 Discipline of The United Methodist Church. All staff are to adhere to the policies and procedures
9 contained in the Policies for Employment, Guiding Principles, and Abuse Prevention policies of
10 UMMMC.

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12 When there is a dispute over interpretation or use of this policy, the Executive Pastor shall be
13 consulted. Any employee may appeal the ruling of the Executive Pastor to the Leadership Team
14 whose decision is final.

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16 UMMMC defines full-time as working an average of 30 or more hours per week.

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18 All non-appointed employees are considered to be "At-Will", meaning both the employee and the
19 employer are free to terminate the employment relationship at any given time without cause.
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21 **JOB DESCRIPTIONS**
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23 All non-appointed staff shall have a written job description. The Executive Pastor develops all job
24 descriptions and subsequent changes. The job description shall include: the qualifications for the
25 position; skills required; tasks included in the job.
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27 **PERFORMANCE EVALUATIONS**
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29 The Executive Pastor will review all employees on an annual basis, ideally in September or early
30 4th quarter before the annual budget is approved by the Leadership Team. All non-appointed
31 staff will have a written performance evaluation completed upon 90 days of employment.
32

33 **CONFLICT RESOLUTION**
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35 If a conflict or issue arises among church employees, the following steps should be taken to
36 resolve it:

- 37 1. Employees should first attempt to resolve the conflict directly between themselves.
- 38 2. If the conflict is not resolved, it should be brought to the Executive Pastor. The Executive
39 Pastor will suggest a resolution. If accepted, the outcome will be documented in the
40 employee's personnel file, and the matter will be considered resolved.
- 41 3. If there is still no resolution, the Executive Pastor will provide a directive for resolution.
42 Employees are expected to comply with this resolution.
- 43 4. If the conflict involves the Executive Pastor or falls under the jurisdiction of The Book of
44 Discipline, the Leadership Team Chair will act as the arbiter. If necessary, the District
45 Superintendent will be notified to ensure adherence to The Book of Discipline
46 procedures.
- 47 5. If employees do not accept the directed resolution, further steps may include additional
48 mediation or other actions consistent with church policies and employment laws, up to
49 and including termination of employment. All steps should be documented to ensure
50 transparency and accountability.
- 51 6. If employees wish to appeal the Executive Pastor's decision, they are encouraged to
52 reach out to the Chair of the Leadership Team for further review and consideration.
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55 **BACKGROUND CHECKS**

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57 A background check will be conducted on all staff at the time of hiring, and as necessary to
58 adhere to the UMMMC Abuse Prevention Policy.
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60 **SEXUAL HARASSMENT**

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62 United Methodist Ministries of Mecosta County is committed to providing a work environment free
63 from sexual harassment. All employees are entitled to a workplace free of unwanted sexual
64 advances, demands, or behaviors that are demeaning, intimidating, or coercive. Sexual
65 harassment includes unwanted verbal or physical sexual advances, demands, or any behavior
66 that creates a hostile or abusive working environment. *This policy applies to all employees,*
67 *regardless of their position within the organization or their appointment status.*
68

69 *Reporting Procedure:*

- 70 • Employees must immediately report any incidents of sexual harassment to Executive
71 Pastor. If the Executive Pastor is the harasser, the report should be made to the Chair of
72 the Leadership Team.
- 73 • All reported incidents will be taken seriously and investigated promptly. Confidentiality will
74 be maintained to the greatest extent possible. The investigation may involve meetings
75 with both the complainant and the alleged harasser to resolve the issue.
- 76 • If the harassment is confirmed, appropriate disciplinary action will be taken, up to and
77 including termination of employment.
78

79 *Expectations:* All employees are expected to:

- 80 • Respect others and maintain a professional work atmosphere.
- 81 • Report any incidents of sexual harassment immediately.
- 82 • Cooperate with any investigations.
83

84 **CRIMINAL ACTIVITY**

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86 United Methodist Ministries of Mecosta County maintains a zero-tolerance policy for criminal
87 activity within the workplace. Any involvement in criminal activities by employees is strictly
88 prohibited and will result in severe consequences. Criminal activity includes, but is not limited to
89 theft, embezzlement, assault, drug-related offenses, or any illegal actions that compromise the
90 safety and integrity of the workplace.
91

92 *Reporting Procedure:*

- 93 • Employees must immediately report any knowledge or suspicion of criminal activity to the
94 Executive Pastor or the Chair of the Leadership Team if the Executive Pastor is alleged
95 to have committed or participated in criminal activity.
- 96 • All reports of criminal activity will be investigated promptly. If necessary, law enforcement
97 will be involved, and legal action will be pursued.
- 98 • Verified criminal activity will result in immediate disciplinary action, up to and including
99 termination of employment, and may also result in legal prosecution.
100

101 *Expectations:* All employees are expected to:

- 102 • Adhere to all laws and regulations.
- 103 • Report any criminal activities immediately.
- 104 • Cooperate fully with any investigations.
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109 **EMPLOYEE RECORDS**

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111 An employee’s personnel file is confidential and shall be kept in a secure place. The personnel
112 file may be seen by an employee only by written request. The personnel file will be reviewed by
113 the employee with the Director of Administrative Services or Executive Pastor within five (5)
114 working days after receiving the written request. An employee may add statements to their
115 personnel file regarding their performance evaluation.
116

117 **WORKERS COMPENSATION**

118
119 All employees of United Methodist Ministries of Mecosta County are covered under the Workers'
120 Compensation Act for work-related injuries or disabilities. In the event of a work-related injury or
121 disability, employees are required to:

- 122 • Promptly notify the Executive Pastor or Director of Administrative Services of the injury or
123 disability as soon as it occurs.
- 124 • Provide necessary details and documentation related to the incident to ensure proper
125 reporting and processing of the claim.
- 126 • Seek appropriate medical attention as needed and follow the prescribed treatment plan.
127

128 The safety and well-being of our employees are of utmost importance, and adherence to this
129 policy ensures timely and effective support in case of work-related incidents.
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131 **UNEMPLOYMENT INSURANCE POLICY**

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133 As a religious organization, United Methodist Ministries of Mecosta County is not required to
134 provide unemployment insurance. Consequently, employees whose employment is terminated,
135 for any reason, do not qualify for unemployment compensation through the organization.
136

137 **LEAVE - VACATION**

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139 • Full-time and salaried employees will accrue paid vacation according to the following
140 schedule:
 - 141 ○ Ninety (90) days through two (2) years of employment: 0.5 days per month, up to a
142 maximum of 6 days per year.
 - 143 ○ Three (3) years through four (4) years of employment: 0.75 days per month, up to a
144 maximum of 10 days per year.
 - 145 ○ Five (5) years through six (6) years of employment: 1.0 day per month, up to a
146 maximum of 12 days per year.
 - 147 ○ Seven (7) years through eight (8) years of employment: 1.25 days per month, up to a
148 maximum of 15 days per year.
 - 149 ○ Nine (9) years and beyond: 1.5 days per month, up to a maximum of 18 days per
150 year.
- 151 • Vacation time must be scheduled with and approved by the Executive Pastor.
- 152 • Vacation time can only be accessed after the first ninety (90) days of employment.
- 153 • Vacation time cannot be carried over from one year to the next. The church operates on a
154 calendar year for vacation purposes.
155

156 **LEAVE – SICK**

- 157
158 • Full-time and salaried employees are entitled to five (5) days of paid sick leave per calendar
159 year for personal or immediate family illness.
- 160 • Sick leave can accumulate up to a total of thirty (30) days. Additional sick leave beyond this
161 limit requires approval from the Executive Pastor.
- 162 • After five (5) continuous sick days, employees may be required to provide a doctor's
163 certification indicating diagnosis and projected date of return to work.

164 • Accumulated sick days will not be payable upon termination of employment.

165

166 **LEAVE – PERSONAL**

167

168 • Full-time and salaried employees are granted three (3) personal days per year to conduct
169 personal business and keep appointments that cannot be scheduled outside of normal
170 working hours. Usage Restrictions:

- 171 ○ Personal days may not be used to extend vacation time.
- 172 ○ Personal days should be scheduled in advance whenever possible.
- 173 ○ Personal days cannot be carried over from one year to the next. Unused personal
174 days are forfeited.

175 • No compensation will be provided for unused personal days upon termination or retirement.

176

177 **LEAVE - PAID HOLIDAYS**

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179 All full-time and salaried employees are entitled to the following paid holidays:

- 180 • New Year's Day
- 181 • Martin Luther King Day
- 182 • Good Friday
- 183 • Memorial Day
- 184 • Juneteenth
- 185 • Independence Day
- 186 • Labor Day
- 187 • Thanksgiving Day
- 188 • Day after Thanksgiving
- 189 • Christmas Eve
- 190 • Christmas Day (when Christmas falls on a weekend, both Friday and Monday shall be
191 paid holidays.)

192

193 If a holiday falls during an employee's scheduled vacation period, that will count as a paid holiday
194 and will not be counted as a vacation day.

195

196 **LEAVE – BEREAVEMENT**

197

198 The church provides up to three (3) days of bereavement leave in the event of a death in the
199 immediate family. Immediate family includes a spouse, children, step-children, parents or
200 guardians, spouse's parents, siblings, grandchildren, and grandparents.

201

202 **LEAVE - JURY DUTY**

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204 An employee required to serve jury duty will be paid the difference between regular compensation
205 and the remuneration received for jury duty.

206

207 **LEAVE – MATERNITY / PATERNITY / ADOPTIVE LEAVE**

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209 Following six (6) months of continuous employment, employees will be granted one (1) month of
210 paid maternity, paternity, or adoptive leave. Up to two (2) additional months may be granted using
211 the employee's accumulated sick days, personal days, vacation days, or as unpaid leave.

212 **LEAVE OF ABSENCE**

213

214 A full-time or salaried employee who has completed one (1) year of service may request an
215 unpaid leave of absence. A leave of absence is defined as more than one (1) month and shall not
216 exceed three (3) months. Benefits are suspended during a leave of absence.

217 **LEAVE – OVERUSE**

218

219 If an employee exhausts their accrued vacation or sick leave and requires additional time off, they
220 may be permitted to carry a negative leave balance, subject to approval by the Executive Pastor.

221 This negative balance will be offset by future leave accruals. Repeated overuse of leave may
222 result in disciplinary action, up to and including termination.

223

224 **RETIREMENT BENEFIT**

225

226 As required by the Book of Discipline, employees who work more than 1,040 hours per year shall
227 be paid 3% of their salary as a retirement benefit. This payment shall be invested in a plan at

228 Wespath or paid annually to the employee for the purpose of investing in a private retirement
229 account. The employee must complete one full year of service before the benefit becomes

230 available. Changes to this benefit will be dictated by the Book of Discipline.

231 **PART-TIME HOURLY / PER EVENT EMPLOYMENT**

232

233 Part-time employees shall be paid hourly or per event worked. The terms of payment will be
234 identified in the job description and/or memo of employment for each part-time position. Part-time

235 employees will work an average of less than 20 hours per week. A part-time employee may
236 request vacation time, and if approved in advance by the Executive Pastor, such time off will be
237 without pay.

238 **PART-TIME SALARIED EMPLOYMENT**

239

240 Part-time employees paid a stated salary, as outlined in the job description and/or memo of
241 employment, may adjust work hours to accommodate the work necessary to be completed either
242 immediately before or immediately after their leave. Such adjustments will be reviewed and
243 approved by the Executive Pastor.

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ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING OF EMPLOYMENT POLICIES

I, _____, have read and understand the employment policies of United Methodist Ministries of Mecosta County (UMMMC) as outlined in this document. I agree to abide by these policies and understand that failure to adhere to them may result in disciplinary action, up to and including termination of employment.

I acknowledge that I have been given the opportunity to ask questions about these policies and that my questions have been answered to my satisfaction. I also understand that these policies are subject to change and that I will be notified of any changes in a timely manner.

Employee Name (Printed): _____

Employee Signature: _____

Date: _____

Witness Name (Printed): _____

Witness Signature: _____

Date: _____

Note: This acknowledgment will be kept in the employee's personnel file.