Church Employee Handbook Table of Contents

(template can be condensed to fit church situation)

- 1) Employee Acknowledgement
- 2) Introduction and Oversight of employment policy
- 3) Eligibility for Employment
 - a) Compliance with regulations
 - Agreement with church direction, values, beliefs
 - c) Hiring process
- 4) Terms of Employment
 - a) Equal Employment Opportunity (EEO)
 - b) Disability accommodation
 - c) At-will nature of employment
 - d) Fair Labor Standards Act (FLSA)
 - e) Employment categories
 - f) Mutual evaluation / introductory period
 - g) External employment, interests, and activities
 - h) Conflicts of interest
 - i) Hiring of minors, relatives, or former employees
 - j) Working remotely / off-site
 - k) Confidential information non-disclosure
- 5) Compensation
 - a) General package
 - b) Administration
 - i) Pay periods
 - ii) Non-exempt records
 - iii) Overtime and comp time
 - iv) Adjustments
 - v) Safe Harbor on payroll deductions
 - vi) Garnishment
 - vii) Unemployment compensation
- 6) Benefits
 - a) Retirement Plan
 - b) Medical Plan
 - c) Life and AD&D insurance
 - d) Disability insurance
 - e) Housing allowance
 - f) Workers Compensation
 - g) Expenses and reimbursements
- 7) Ordinary work schedule
 - a) Office, work, and flexible hours
 - b) Lunches and breaks
 - c) Seasonal required workdays
 - d) Holidays
 - e) Paid Time Off (PTO)
 - i) Vacation
 - ii) Medical leave / sick days
 - iii) Compensatory time (comp time)
- 8) Extraordinary Schedules
 - a) Bereavement time
 - b) Jury and witness duty
 - c) Elections and voting
 - d) Military reserved duty
 - e) Study and Sabbatical leave
 - f) Mission trips
 - g) Inclement weather or emergency closings

- h) Disability
- i) Maternity and paternity leave
- j) Family and Medical Leave (FMLA compliance)
- k) Worker's compensation leave
- 1) Unpaid leaves of absence
- 9) Ethics and Conduct
 - a) Commitments
 - b) Sensitive / risky situations
 - c) Dress code / personal appearance
 - d) Anti-Harassment
 - e) Dating or marital relationships in the workplace
 - f) Grievances and interpersonal conflicts
 - g) Personal finances
 - h) Alcohol, drugs, and firearms
- 10) Computer Use and Social Media
- 11) Performance Management
 - a) Philosophy and intentions
 - b) Position descriptions
 - c) Performance evaluation/review
 - d) Staff development
 - e) Promotions and transfers
- 12) Suspected Misconduct and Whistle-Blower Protection
 - a) Principles and definition of terms
 - b) Reporting and Response
 - c) Protection of employees AND the church
 - d) Investigation
 - e) Complainant involvement
 - f) Document retention
- 13) Disciplinary Procedures
 - a) Inferior performance
 - b) Less-than-satisfactory performance
 - c) Personal difficulties
 - d) Job mismatches
 - e) Progressive discipline
 - f) Unsatisfactory behaviors
- 14) Employee Records
- 15) Termination
 - a) Retirement
 - b) Voluntary termination
 - c) Involuntary termination
 - d) Payroll wrap-up
 - e) Employment references
- 16) Amendments Procedure
- 17) Attachments
 - a) Employee Acknowledgement
 - b) Identity and work eligibility document requirements
 - c) Conflict of Interest Policy
 - d) Family and Medical Leave Policy
 - e) Anti-Harassment Policy
 - f) Computer Use and Social Media Policy

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- 18) Templates available upon request
 - a) Employment Application
 - b) Compensation Policy Checklist
 - c) Offer and Annual Employment Letters
 - d) Remote Worker Policy
 - e) Overnight, Retreat, and Travel Hourly Time Reporting Policy
 - f) Pastor Housing Allowance Forms
 - g) Financial Policy Manual
 - h) Professional Development Plan / **Educational Assistance Policy**
 - Sabbatical Policy i)
 - j) Sexual Misconduct Policyk) Child Protection Policy

 - 1) Records Retention Policy