

Lay Employment Policies for St. Aidan’s Episcopal Church
Updated: September 2006

What St. Aidan’s will provide for its employees

1. Holidays

- a. The following holidays will be paid holidays for full-time employees (employees who have a regularly scheduled work week of 35 or more hours). When the fixed holiday falls on a Saturday, the holiday will be observed on the Friday before the holiday. When the fixed holiday falls on a Sunday, it will be observed on the following Monday. The fixed holidays are: New Year’s Day, Good Friday, Memorial Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day. Part time employees receive a paid holiday only when the holiday is legally observed on a regularly scheduled work day.
 - b. Three (3) optional paid holidays will be given to each full-time employee, to be taken when they choose during the year, with the specific date subject to the approval of the Clergy in charge, similar to vacation times. Optional holidays that are not taken by the end of the calendar year are lost.
 - c. Paid Holidays do not apply to part-time employees
2. **Vacation Leave Policy:** Vacation leave is commensurate with years of service, and is as follows, for full-time and part-time lay employees. For less than full-time employees, a “week” is defined as the number of days that employee usually works in a week. For example, a four-day per week employee with two weeks per year is allowed two weeks of paid leave, or eight days:

<u>Years of Service</u>	<u>Annual Paid Vacation</u>
Less than one	none
One to five years	two weeks
Five to ten years	three weeks
Ten or more years	four weeks

- 3. **Unpaid Leave Policy:** Additional time to be taken without pay except as otherwise designated in these policies and with the prior permission of the clergy in charge.
- 4. **Sick Time:** Up to two (2) weeks of sick time with pay will be given each employee per calendar year for illness that would prevent them from performing satisfactorily; cause co-workers to be subjected to a communicable disease; or would, based upon medical advice, impair the employee’s health. Employee is expected to notify the clergy in charge with as much advance notice as possible, but no later than within the first hour of their normal work day.
- 5. **Jury Duty:** Absences from work may be permitted for jury duty and will not count as sick time or personal time. Request for such absences will be made at least one week prior to the absence or as soon as possible, pending notification from the courts. The first three (3) days of each term of jury duty will be paid days off.
- 6. **On the Job Injuries:** All injuries, regardless of how slight, must be reported immediately to the clergy in charge. Workers Compensation Insurance pays expenses incurred as a result of accidents, or illnesses which arise out of, or in the course of employment. Failure to report an injury within 24 hours can result in the loss of the workers compensation benefit.

7. **Personal Time:** Employee may receive up to one week (as “week” is defined above) paid time off each calendar year for compelling, urgent or unanticipated emergency circumstances temporarily requiring employee’s late arrival, absence, or early departure from work. Clergy-in-charge are to be notified immediately of the need for personal time and will need to approve the time off, either in advance or immediately after the employee returns to work. Approval of the personal time off will depend on whether the employee’s presence is necessary for the well-being of the congregation. Failure to notify the Clergy in charge promptly may result in the personal time being counted against the employee’s earned vacation time or being considered unpaid time off.
8. **Funeral Pay:** Employee can receive up to one week (as “week” is defined above) paid time off when the death of an immediate member of the family occurs. Immediate members are defined as spouse, son, daughter, mother, father, brother or sister. Up to three days pay for time off involving the death of a son-in-law, daughter in law, stepson, stepdaughter, stepfather, stepmother, stepbrother, stepsister, grandmother, grandfather, foster parent or foster child. Up to one day’s pay for time off involving the death of a close personal friend. Clergy in charge must be notified as soon as possible when an employee will be absent. Failure to notify promptly disqualifies use of funeral leave.
9. **Business Expenses:** Employees will be reimbursed for church related business expenses. Business Expense Reimbursement forms must be submitted promptly and no less often than monthly for reimbursement and approved by wardens, clergy, or treasurer prior to reimbursement.
10. **Benefits:**
 - a. St. Aidan’s will make all deductions or contributions required by local, state and federal statutes, such as FICA, Unemployment, Workers Comp, etc.
 - b. St. Aidan’s will provide for lay employee retirement plans as mandated by the 70th General Convention of the Episcopal Church and offered by the Church Pension Group, available after the first 12 months of employment.
 - c. St. Aidan’s does not otherwise pay for or contribute to employee’s benefit plans. Employee may be eligible at employee’s expense for certain benefit plans for lay employees offered by the Church Pension Group.
11. **Required Training:** All employees are required to take Diocesan training in the prevention of Sexual Misconduct and Safeguarding God’s Children. St. Aidan’s may require additional courses from time to time. Non-exempt staff will be paid and exempt staff will be given commensurate time off (if outside normal working hours) for the time necessary to complete this required training. Training in the prevention of Sexual Misconduct and Safeguarding God’s Children must be completed within 6 months.
12. **Background Checks:** During the interview process or before an employment agreement is made, all employees will be required to have a background check. At St. Aidan’s, this background check will be done by an outside provider; the cost for the background check will be covered by St. Aidan’s. Employees whose duties include management of or accounting for funds must meet the requirements for bonding.

What St. Aidan’s expects from its employees

A. Policies on Sexual Harassment and Substance Abuse: Harassment, including sexual advances, jokes, or comments of any kind, is prohibited. An employee found guilty of such acts may be subject to disciplinary action, up to and including termination, at the sole discretion of the Clergy in charge. Substance abuse is defined as the use of illegal drugs and/or the abuse of legal drugs or alcohol.

- a. If abuse in either case is suspected, an investigation will be conducted under the direction of the clergy in charge. If substance abuse or sexual harassment by an employee is substantiated after investigation, the employee may be subject to discipline up to and including termination of employment.
- b. If an employee is prevented from reporting to the clergy in charge, report is to be made to one of the Wardens of the church.

B. Personal Appearance: Employees are expected to dress in an appropriate and professional manner and to be bathed and neatly groomed. The clergy in charge or wardens may call the employee's attention to any dress or grooming not deemed appropriate. Their decisions are final and any further dress or grooming in that style could lead to disciplinary action.

C. Smoking: Our church is a smoke-free environment. If you smoke, you may smoke only outside the building and away from all entrances.

D. Causes for Employee Termination without Formal Warning: The list below is a list of some actions or behaviors that may result in disciplinary action up to and including termination. It is not all-inclusive. All lay employees are at will employees under Colorado Law.

1. Willful damage or gross negligence to church property.
2. Possession of a weapon on church premises.
3. Drinking, intoxication, or possession of alcoholic beverages on the job.
4. Being under the influence of narcotics, use of narcotics, or possession or solicitation of narcotics for use while at work, other than prescription drugs as prescribed by a physician.
5. Gambling on church premises.
6. Absence without authorization for three or more work days (consecutive or otherwise) during any 12 consecutive months. In this case, the employee shall be considered to have abandoned their position and voluntarily resigned their employment.
7. Disclosure of confidential or sensitive church information.
8. Assaulting or fighting with another employee or member on church property, on or off duty.
9. Indictment and/or conviction of a felony or serious misdemeanor.
10. Willful falsification of church records, such as an employment application, payroll information, or financial or insurance records.
11. Absence from work beyond the period for which a leave of absence has been granted by the church.
12. Taking other unauthorized employment while on a leave of absence.
13. Theft of church property.
14. Willful violation of church policy.

E. Solicitation: Employees may not solicit monies or distribute literature of any kind on church property at any time without the prior approval of the Clergy in charge.

F. Work Safety

1. Report any accident, danger, or obstruction to any part of the church building to the wardens and clergy immediately.
2. Do not operate any machine unless you have received instructions as to how to use it.
3. Be careful not to lift objects too heavy for you. Get help!
4. Wet floors can cause serious accidents.
 - a. Wipe up any spill at once.
 - b. When a floor section is wet, SLOW DOWN.
 - c. Pick up any object on a floor surface, except glass. Glass should be swept into a dust pan and placed in the trash.

5. Watch where you are walking.
6. Use a ladder—not a box or chair—to reach items in high places.

G. Confidentiality: During the term of employment and thereafter, Employee will keep in the strictest of confidence all of the confidential or pastoral information of Saint Aidan’s Episcopal Church, including without limit all information learned about the clergy, staff, parish members, visitors, or invitees to Saint Aidan’s Episcopal Church. Confidential information is broadly construed to include all information related to pastoral matters and all such information may be discussed only with clergy or with anyone whom the clergy expresses authorizes.

H. Participation in Ministry: Unless specifically otherwise provided in a job written description, all employees of Saint Aidan’s Episcopal Church are members of the ministry team, which includes the following general duties:

- Pray for all prayer topics listed in the weekly bulletin and newsletter
- Pray with the ministry team when requested
- Pray for the matters requested by the members of the ministry team
- Maintain an active affiliation with a generally recognized Christian church.

Employees are encouraged to attend regular worship services scheduled during your regular working hours.

Employee Policies Acknowledgement

St. Aidan’s Employment Policies are written so that you will understand what we expect of you as an employee as well as what you can expect from us as an at will employer in the State of Colorado. If you have questions about anything contained in these policies, please direct them to the Clergy in Charge, the Wardens, and the Treasurer, as appropriate.

These policies do not constitute a contract between an employee and St. Aidan’s. St. Aidan’s reserves the right to change these policies, procedures and benefits at any time without prior notice. Should it become necessary to change any of the policies, procedures or benefits described herein, you will be informed of any such changes in a timely manner.

I acknowledge that I have received, read, and understand the contents of the Employee Policies.

Employee’s Name (Please Print)

Employee’s Signature

Date