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| TITLE: Lay Personnel Compensation and Leave Policy | NUMBER: B-1 |
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LAY PERSONNEL COMPENSATION and LEAVE POLICY

BACKGROUND:

St. Stephen's is committed to provide a safe, satisfying, challenging, secure and competitively attractive work situation for the lay staff required to help in the ongoing work of the Parish. This policy is applicable to regular employees. A regular employee is a person employed to work a minimum of 30 hours per week on a continuing basis. Persons employed to work less than 30 hours a week are referred to as part-time employees, and they are not eligible for the benefits administered by the Church Pension Fund of the Episcopal Church.

POLICY/PROCEDURE:

EMPLOYMENT:

1. All employees of the Parish, regular and part-time and those hired for a single-time service, are accountable to the Rector and work at his/her discretion.
2. Regular Employees are defined as those persons paid for routinely scheduled work hours.
 - a. Episcopal Church Canons require that persons scheduled to work more than 1000 hours annually are eligible to participate in the Church pension plan.
 - b. Episcopal Church Canons require that persons scheduled to work more than 1500 hours annually be provided with health insurance (unless the person declines).
 - c. Regular employees may be paid either on an hourly or salary basis. Hourly employees shall submit a St. Stephen's Time Voucher for each pay period.
3. Regular employees are hired and supervised by the Rector. All positions must be authorized by the Vestry. Each staff member will have a Letter of Agreement (LOA) signed by the Rector, Employee, and Senior Warden. The Senior Warden signs the LOA on behalf of the parish. Other than approving the position and salary range, no further action is required by the Vestry. The Vestry does not approve the LOA. Employment of part-time employees (those scheduled to work less than 1000 hours annually) on a continuing basis is supervised by the Rector and authorized by the Vestry.
4. People hired to provide a one-time service (outside speakers, musicians, consultants, substitutes for staff on vacations or sick-leave, etc.), may be engaged with the prior

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POLICY/PROCEDURE (cont.):

concurrence of the Rector and the relevant Committee Chair, or by one of the Wardens. The rate of payment will be set within the following guidelines:

- a. The hourly rate shall not exceed that of the regular employee being replaced.
- b. The hourly rate shall not be lower than the minimum wage rate set by the Federal Government.

The person engaging such an employee will be responsible for reporting the employee's full name, mailing address, Federal tax number as well as pay rate or fee or honorarium, budget account to be debited, and number of hours worked (if appropriate) to the Treasurer in writing.

PAID VACATION:

- 1. Eligibility for vacation commences six months after beginning regular employment as defined above.
- 2. Two weeks vacation are granted each calendar year to eligible employees, except that any employee with less than nine months service in the calendar year shall be entitled to only one week vacation that year.
- 3. Three weeks vacation are permitted each calendar year after five years of employee service.
- 4. Four weeks vacation are permitted each calendar year after ten years of employee service.
- 5. Vacation leave cannot be carried over to the next year without permission of the Rector.
- 6. Staff members must submit requested vacation schedules to the Rector for approval as far in advance as possible.
- 7. Upon termination of employment, employees shall be granted compensation for or terminal leave for vacation to which they are entitled that year but have not taken.

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POLICY/PROCEDURE (cont.):

PAID HOLIDAYS:

1. If a paid holiday falls on Saturday, it will be observed on Friday; if it falls on Sunday, it will be observed on Monday.
2. Observed holidays are the following:
 - a. New Year's Day
 - b. Martin Luther King Day
 - c. Good Friday
 - d. Memorial Day
 - e. Independence Day
 - f. Labor Day
 - g. Thanksgiving Day
 - h. Day after Thanksgiving
 - i. Day adjacent to Christmas
 - j. Christmas Day

PAID SICK LEAVE:

1. Eligibility for sick leave commences upon regular employment.
2. One sick leave day per month is accrued, up to a maximum of thirty (30) days.

PAID PERSONAL LEAVE

1. Eligibility for personal leave commences upon regular employment.
2. Personal leave may be granted, at the Rector's discretion, to take care of personal matters.
3. A maximum of three (3) days of personal leave with pay may be allowed during each calendar year at the discretion of the Rector, or the Senior Warden, if the Rector is not available. Under unusual circumstances, the Vestry may extend this period.
4. Personal leave does not accumulate from year to year.