

## **North Park Wesleyan Church Personnel Policies**

### **Classifications:**

1. Positions that are considered "pastoral staff"

Senior Pastor

Associate Pastor

Assistant Pastor

These positions follow the hiring, employment, and termination policies of the Conference and the Wesleyan Denomination.

2. Other paid staff includes employees who are involved in support roles such as secretaries and custodians. These are hourly positions.

3. Persons under contract or agreement are not considered employees. They are compensated as per the contract.

**Full-time** is considered to be at least 40 hours per week.

**Part-time** with benefits is considered to be 30 up to 40 hours per week. \*\*Exception as amended on 3/2/10: Admin. Assistant given 4 paid holidays and 3 paid leave days.

**Part-time** without benefits is considered to be less than 30 hours per week

### **Selection of Personnel:**

#### **Process for creating a new paid position.**

1. The need is presented to the Local Board of Administration.
2. Local Board of Administration reviews and approves or disapproves the recommendation.
3. If approved by LBA, it will go to the Local Church Conference for their approval of a budget adjustment.

#### **Procedure for hiring personnel.**

1. LCC approved positions are posted.
2. LBA/Search Committee conducts a search and interviews for Senior, solo & Associate Pastor with the counsel of the District Superintendent..
3. Senior, solo and Associate pastors are voted on by the LCC.
4. For all other support staffing, the Pastor is responsible for the organization and implementation of the interview process.
5. For all janitorial staffing, the Trustees are responsible for the organization and implementation of the interview process.
6. Recommendations are made to the LBA which approves all new support staff hires.

### **Residence Policy:**

It is required that all full time Pastoral Staff live within a ten-mile radius of the Church.

### **Pastor's Moving Expense:**

The church calling a pastor to serve them shall make moving arrangements and be responsible for moving expenses, and if it necessitates the pastor moving across state lines, the cost of car registration and license shall be paid, not applying to salary.

**Working Hours and Conditions:**

Hourly employees: Arranged through Pastors/Trustees. There will be a 1 hour  
Lunch break. One paid 15 minute break when working up to six hours. After six hours, there will be two 15  
minute paid breaks. In the case of an unscheduled absence,  
The employee is expected to notify those in charge as soon as possible.

**Employee Responsibilities:**

As Christians involved in ministry and as employees of the North Park Wesleyan  
Church, the employee is accountable to their supervisors, the LBA, and ultimately to God for  
his/her commitment to his/ her responsibilities. Attention is to be given to honesty, cooperation, - loyalty,  
confidentiality, and personal dedication to growth in Christ.

**Keys:**

The Senior Pastor or the Trustees Chairperson will issue numbered keys to buildings, cabinets, equipment, etc.  
to individuals requiring keys. No family member of any hired/volunteer individual should, without proper  
authorization by the Senior Pastor or the Trustees Chairperson, have possession of any ministry keys. No copies  
of keys are to be made. No employee is to pass his or her key to another person without proper authorization.  
All keys are the property of the North Park Wesleyan Church and must be returned before final compensation  
will be made.

**Dress:**

Individuals regularly working at the church in an area meeting the public are representatives of the NPWC.  
Clothing should meet the criteria of safety, appropriateness, modesty, and neatness.

**Personal Habits:**

The use of tobacco by an employee is not allowed on church property. Use of illegal drugs or alcohol is strictly  
prohibited. Evidence of possession or use will be cause for dismissal.

**Household Members:**

For safety and productivity, children of hourly and salaried employees are not to be routinely present during  
working hours.

**Phone/Internet:**

During working hours, personal phone calls are to be limited in length and confined to matters of  
urgent importance. There are to be no personal long distance phone calls.

**Salary Administration:**

Salary will be based on a salary schedule\_ (To be developed) Salaries are to meet or exceed conference  
standards

No advances against salary or wages will be allowed.

Pastors are reimbursed for ministry related expenses as budgeted.

**Coverage during Absences:**

All Staff are required to submit for approval a written plan for absences and coverage of their ministry areas to  
their immediate supervisor.

**Days Off with Pay:**

Paid holidays include the following.

- 4th of July
- Labor Day
- Thanksgiving and Friday after Thanksgiving • Christmas
- New Year's Day • Good Friday
- 2 Floating Holidays

If a paid holiday falls within a staff member's vacation, it is not considered vacation time. The vacation may be extended by one day or an additional day may be taken at another time. Pastors are to schedule this time at their convenience and coordinate their schedules. Other staff members may schedule their days at the convenience of the Pastor or their supervisor.

Paid holidays are granted to all fulltime and part time with benefits staff.

Employees working an average of 30-40 hours per week will be granted days off with pay prorated on their daily hours. For example: a 30 hour per week employee would be paid 4 hours Holiday pay for Christmas day.

**Vacation Leave:**

Paid vacation leave is provided to fulltime pastoral staff as follows. This time presents service in the Wesleyan Church.

- 0-90 days of employment - 0 days
- 90 days - 9 years - 3 weeks
- 10 years — 19 years - 4 weeks
- 20 years — or more years -5 weeks

The church shall pay for the outside church staff pulpit supply.

Employees working on average 30-40 hours per week will be granted vacation leave, bereavement leave, sick leave and personal days pro-rated to their daily hours.

Pastoral staff work schedules are negotiated through the Senior Pastor.

All employees are strongly encouraged to take vacation time within the conference year that is allotted. However, a maximum of one week of unused vacation time may be carried over to the following conference year with the special approval of the LBA.

In the event that an employee leaves, the termination date will include unused vacation time for that conference year. Associate/Assistant Pastors are to schedule their vacations with the Senior Pastor. Support staffs are to schedule their vacations with their supervisor.

Employees may not take payment of wages in lieu of vacation except in a special situation and approved by the LBA.

**Bereavement:**

In the event that a death should occur in the immediate family of an employee (spouse, child) the employee is granted five days leave with pay or (parents or step parents, brother, sister, grandparents, in-laws) the employee is granted three days leave with pay.

For all other near relatives (aunt, uncle, cousin, niece, and nephew) employees are granted one day leave with pay.

**Sick Leave:**

Sick leave is provided for days of personal illness. Pastors are granted twelve days of sick leave per conference year. Support staff are granted 7 days sick leave per conference year. In the event that an employee's sick leave is not used in a year, it may accumulate to a total of 21 days for support staff and 36 days for pastors.

Unused sick leave may be used to cover the period of disability associated with pregnancy and childbirth.

Unused sick leave for employees continuously employed at NPWC for ten years will have a cash value of \$25 a day to be reimbursed upon retirement from NPWC.

**Personal Days:**

Personal days are available to attend to emergencies or urgent business, which cannot be transacted outside the workday. These days are not to be used to extend a vacation or holiday. Employees will be allowed a maximum of two personal days per conference year. When these days are needed the employee is to notify the LBA as soon as possible.

There is no accumulation of personal days.

**Childcare Leave:**

A paid six weeks childcare leave will be granted for maternity or adoption. If requested, an additional unpaid leave will be granted for up to three months. Requests for a childcare leave are to be submitted in writing at least ten days prior to the beginning date of the leave.

**Professional Commitments:**

Pastors are encouraged to participate in conference and denominational functions, committees, and leadership roles. These are to enhance rather than detract from the work of the NPWC. Therefore, the pastoral team is to assess the impact of these commitments on the ministry at NPWC. They are to examine the responsibilities of an individual pastor as well as review the total commitments of the team and make thoughtful decisions. The Senior Pastor is responsible for approving such commitments.

Responsibilities outside the denomination are to be approved by the Senior Pastor and the LBA.

**Professional Engagements:**

It is recognized that it benefits the NPWC to have our personnel participate outside the local church. Personnel will be allowed to accept engagements for professional services outside the NPWC up to five days per conference year with salary-and remuneration.

Granting of this time will be on an individual basis and with the approval of the Senior Pastor and the LBA.

Additional days may be requested and granted by the Senior Pastor and the LBA when it benefits the NPWC. Any remuneration in excess of personal expenses will be returned to the church unless the Pastor is on vacation.

**Continuing Education:**

Continuing education is defined as courses or conferences or other experiences that directly contributes to the effectiveness of leadership in ministry at NPWC. The budget should provide funds which the pastors can allocate for this purpose.

Course tuition assistance can be considered for fulltime employees only and must be part of the continuing education budget. The course must relate specifically to the pastor's responsibility. The Senior Pastor and LBA will review requests for tuition assistance prior to the beginning of the course.

**Leave of Absence:**

After a minimum of seven years of service to NPWC an unpaid leave of absence for one year may be granted to pastors for educational purposes\_ There will be no salary increments or benefits for the duration of the leave. The leave must be applied for and approved by the LBA.

**Sabbatical Leave:**

Pastors who have served the NPWC for seven years may upon the approval of the LBA be granted a sabbatical leave for professional development.

Applications for sabbatical leaves must be submitted to the LBA at least eight months prior to the end of the conference year.

Leaves may be granted for six months or one year. In the case of a year long sabbatical, the pastor will receive 50% of his/her annual salary. When a six month sabbatical is granted, the pastor will receive full salary.

Pastors granted a paid sabbatical leave must file with the LBA a written agreement to remain in the service of the NPWC for two years following the sabbatical.

Should a pastor leave the NPWC during this period, he/she must refund to the NPWC such proportion of his/her salary during his/her leave as the unexpired portion of three years shall bear to said period.

Pastors granted sabbatical leave would be granted all salary increments, adjustments and benefits as though they were regularly employed during the period of the sabbatical.

**Pastoral Staff Benefits:**

The North Park Wesleyan Church shall provide the fixed costs of health insurance, disability insurance, life insurance, and denominational pension as prescribed by the Western New York District.

**Housing Allowance:** Pastors may each year (by December 31' for the year ahead) designate a reasonable amount of their salary as housing allowance. This figure must be approved by action of the LBA. This amount will not appear as taxable on the pastor's W-2, but the pastor must show any unspent housing allowance as income on schedule C.

**Health Insurance:** Group Health insurance is provided to each fulltime employee. Whether the employee participates in the programs of the denomination or uses another plan, the church must pay the premiums. If an eligible person leaves the employ;'helshe may continue the policy for a maximum of 18 months on an individual basis.

**Expenses:** Pastor's expenses such as phone, car, travel etc are enumerated in the annual budget.

**Social Security:** Pastors must file quarterly and pay the full tax on salary and housing allowance. This will be paid by North Park Wesleyan Church.

**Pension:** The NPWC will pay 12% of the pastor's salary to the Wesleyan Pension Fund. The money shall not be used to purchase individual retirement benefits or be given to the pastor to purchase his own retirement insurance or for his own use.

**Disability:** Paid

**Workmen's Compensation:** Paid

**Life Insurance:** Paid

**Outside Employment:**

To avoid conflicts of interest which could interfere with the ministry of the NPWC, fulltime employees are to report outside employment to the LBA.