

1. PURPOSE

The purpose of the Personnel Policy handbook is to bring clarity to relationships between the church and paid staff by outlining working conditions, policies and procedures for employment.

2. STAFF CATEGORIES

Staff categories are defined below. These terms will be used in relation to certain practices and benefits

- a. *Paid Accountable Ministry*: All staff who fall into the category as defined and regulated by The United Church of Canada's official policies (Ordained, Diaconal, Designated Lay).
- b. *Permanent Staff*: staff with specialized training who are employed permanently with defined weekly or monthly hours of work (Congregational Designated Ministers; Music Directors; Accompanists etc. Office Administrators; Janitors, Bookkeepers, Youth Leaders etc.)
- c. *Casual*: staff who do not normally work on a regular schedule, but a sporadic or fill-in basis.
- d. *Contract*: staff who are employed for a time-limited period (such as 3 months, 6 months, 1 year, Summer Students).
- e. *Pulpit Supply*: Persons outside the congregation who are invited to preach in place of the congregation's Paid Accountable Ministry. Persons are normally ordained, though exceptions may be made for special speakers (such as someone leading a workshop).

3. PROBATIONARY PERIOD

- a. All permanent Staff must complete a 3-month probationary period during which the employer can dismiss the person without notice or compensation.
- b. At least one probationary review will be conducted by the M&P Committee prior to the end of the probationary period. Following the review, the Committee recommends to the governing body that: a) staff should continue as a permanent employee; or b) one additional probationary period should be offered; or c) should not continue as staff altogether.

4. STAFF PROCEDURES

- a. **Paid Accountable Ministry (Ordained, Diaconal, Designated Lay)**
  - i. Employment procedures are outlined in appropriate sections in *The Manual*.
- b. **Permanent Staff**
  - i. When a vacancy occurs (either by resignation or the creation of a new position), the Ministry and Personnel Committee (M&P) selects a short-term hiring task group to help recruit for each vacant position.
  - ii. The hiring task group is to be comprised of the position supervisor, a member of M&P (who acts as chair), and at least one additional member of the congregation whose expertise or experience is deemed valuable to the hiring process. For support staff the committee can be comprised of the members of the M&P Committee.

- iii. Review and/or possibly amend the position description. Recommend and change in position to the Governing Body.
- iv. Develop selection criteria based upon the perceived job, experience, and educational requirements of the position. A pay comparison with similar positions in other churches/organizations may be conducted.
- v. Dissemination of pertinent position information to possible resources where appropriate (seminaries, denomination offices, past staff members, congregation, job websites)
- vi. Review all applicants against the selection criteria. Additional information may be requested as the review process proceeds.
- vii. Create a priority listing of applicants based on qualifications.
- viii. Recommend the most qualified applicant to the Governing Body of the church for approval.
- ix. Notify the candidate of their selection, pending approval from the Governing Body.
- x. Once approved by the Governing Body, the M&P Committee has the candidate sign a copy of the Position Description and Terms of Employment, which are to be stored in both electronic and paper copy.
- xi. the M&P Committee announces the hire in regular church communications and during the designated announcement time at Sunday Worship.

## 5. TERMINATION PROCEDURES

### a. **Voluntary Termination**

- i. Termination of Paid Accountable Ministry may be undertaken using the appropriate policy and procedures as set by The United Church of Canada.
- ii. Two (2) weeks written notification must be given prior to the effective date of resignation. Failure to make proper notification will result in loss of pay and could result in the loss of any accumulated benefits.
- iii. Notification of resignation are to be submitted to the Governing Body of the congregation and copied to the employee's supervisor and the chair of the M&P Committee.
- iv. The chair of the M&P Committee immediately notifies the church's payroll of their resignation date.
- v. In the case of all permanent staff, M&P must announce the resignation during the designated announcement time at Sunday worship and in regular church communications.

### b. **Involuntary Termination**

- i. Any church employee may be terminated involuntarily for unsatisfactory performance, failure to support church programs, failure to adhere to established personnel procedures, or behavior unbecoming of their position.
- ii. Termination of staff may be initiated by the employee's supervisor in consultation with the M&P Committee. M&P provides a detailed report for review at the Governing Body's next meeting and to ratify the decision.

- iii. The M&P Committee may temporarily suspend staff pending an investigation of possible wrongdoing. The governing body will decide on further course of action at its next meeting.

6. INTERIM POSITIONS

- a. The M&P Committee may employ an interim staff member in the case that a staff position is vacated on a casual basis based on the job description and employment agreement of the previous staff member.

7. LEAVE OF ABSENCE

- a. An unpaid leave of absence up to 30 days must be approved by the supervisor and the M&P Committee. Details of the absence and approval must be provided in writing.
- b. An unpaid leave of absence of more than 30 days must be approved by the supervisor, M&P Committee, and the Governing Body. Details of the absence and approval must be provided in writing.

8. PAY POLICIES

- a. All Permanent staff will be enrolled in The United Church of Canada's automatic deposit system, to be paid on a monthly basis.
- b. Hours are to be submitted to Payroll at least three (3) business days prior to the payroll deadline.
- c. Hours above the employee's Terms of Employment must be approved by the M&P Committee prior to the hours being worked. If the additional hours have budgetary implications, it must be approved by the Governing Body.
- d. There are some exceptions that require only the approval of the employee supervisor on a form to be submitted to payroll:
  - i. Weddings
  - ii. Funerals
  - iii. Concert hosting
  - iv. Additional Janitorial work for approved events
- e. Time off in lieu of payment may be provided with the written permission of the M&P Committee.
- f. Raises/benefits for all staff will be reviewed annually as part of the Annual Review process in time to be included in the following years budget.

9. BENEFITS FOR PAID ACCOUNTABLE MINISTRY STAFF

- a. **Paid Vacations**
  - i. A year's vacation and continuing education schedule is to be submitted to the M&P Committee in November.
  - ii. Subsequent changes to the vacation schedule may be made with approval of the M&P Committee.

10. Permanent STAFF

- a. **Paid Vacations**
- i. A schedule of vacation time (and continuing education) is to be submitted in November for the year ahead beginning in January. Vacation time is to be approved in writing by the supervisor and the M&P Committee.
  - ii. Employees are encouraged to take vacation in 7-day consecutive increments. A “week” is to be Monday-Sunday.
  - iii. All employees must arrange their own vacation coverage in consultation with the M&P Committee.
  - iv. After one (1) year of service staff are entitled to two (2) weeks of paid vacation.
  - v. After five (5) years of service staff are entitled to three (3) weeks of paid vacation.
  - vi. After ten (10) years of service staff are entitled to four (4) weeks of paid vacation.
  - vii. Vacations must be taken within the year of eligibility unless approved by the M&P Committee in writing.
  - viii. Employees shall receive paid time off rather than hourly vacation pay.
- b. **Holidays**
- i. Employees are entitled to statutory holidays as determined by provincial and federal legislation.
  - ii. Statutory holidays may be taken at alternative times in the year at the mutual agreement of the employee, supervisor, and the M&P Committee.
- c. **Sick Leave**
- i. Employees are entitled to five (5) paid sick days, and three (3) unpaid sick days.
  - ii. Illnesses requiring longer periods of absence are governed by the policies and procedures of The United Church of Canada.
- d. **Bereavement**
- i. Four (4) days paid bereavement leave may be granted to an employee in the case of a death in the immediate family: a spouse, child, parent, or grandparent. Additional time may be discerned by the M&P Committee with permission of the Governing Body.
- e. **Urgent Leave**
- i. Three (3) days paid leave may be granted to an employee in the case of urgent circumstances (such as a sick family member, domestic emergency, etc.)
- f. **Parental Leave**
- i. Parental leave benefits are determined by provincial and federal legislation.

11. REFERENCES:

- “Resources for Ministry and Personnel Committees” (2019) <https://united-church.ca/sites/default/files/resources-for-mandp-committees.pdf>
- “Ministry and Personnel Committees: Policy, Procedure, Practices” (2019) [https://united-church.ca/sites/default/files/ministry-personnel-committees\\_policy-procedures-practices.pdf](https://united-church.ca/sites/default/files/ministry-personnel-committees_policy-procedures-practices.pdf)
- “Vacation and Study Leave Worksheet for M&P Committees,” [https://united-church.ca/sites/default/files/m-and-p\\_vacation-study-leave-worksheet.xlsx](https://united-church.ca/sites/default/files/m-and-p_vacation-study-leave-worksheet.xlsx)
- Benefits Centre, The United Church of Canada <https://uccbenefits.ca/>