



# THE AUSTIN STONE

## COMMUNITY CHURCH

### Personnel Policy 2011

#### *Condensed Form*

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## **Salary and Benefits for Full-time Employees**

Employees who work at least 30 hours or more per week are considered Full Time for administrative purposes. Full time employees will be paid salary. Benefits are provided to all full-time employees.

Part-time employees who work at least 20 hours per week may be eligible to purchase benefits from the current TASCC benefits provider. Please see Kay Clow for questions about individual coverage options.

Benefits listed below apply only to full-time employees.

### ***Salary***

The Base Salary will be set annually by the Leadership Team with review from the Elders. Factors involved in consideration of raises are the economic condition of The Austin Stone Community Church, current cost of living, employee's scope of ministry (level), performance, team compatibility, leadership performance, education, and relevant experience.

Overtime pay will not be paid with the exception of Office personnel only. Floating personal days may be given for overtime worked.

Payroll checks are issued on:

- The 15th of the month (for time worked the first half of the month) and
- The last day of the month (for time worked the second half of the month).

Salary is confidential and not to be discussed with anyone other than the Executive Pastor, Finance/HR Manager, or appropriate Department Head.

### ***Medical Insurance***

TASCC will pay for all premiums associated with the TASCC sponsored Group Health Insurance for employee and family.

Enrollment forms must be submitted to ASCC Office no later than 14 days after first day of employment to guarantee coverage or after an eligible "life event." See Finance Office for details. Coverage begins 1st day of employment.

### ***Dental Insurance***

TASCC will pay for all premiums associated with the TASCC sponsored Group Dental Insurance for employee and family.

Enrollment forms must be submitted to ASCC Office no later than 14 days after first day of employment to guarantee coverage or after an eligible "life event." See Finance Office for details. Coverage begins 1st day of employment.

### ***Worker's Compensation***

Worker's Compensation coverage for injuries incurred in the performance of the job is provided.

In case of accident, injury, or sudden illness, the matter should be reported to the Supervisor and/or Finance/HR Manager immediately.

If an accident should occur while at work, regardless of how trivial it might seem, it must be reported before the end of the day. An accident report form (available from the Finance Office) must be completed if the possibility of needing the services of a physician exists.

### ***Accidental Death & Dismemberment, Life Insurance & Disability***

TASCC will pay for all premiums associated with the TASCC sponsored Group AD&D Insurance for employee. TASCC will pay for all premiums associated with the TASCC sponsored Group Life Insurance for employee in the amount of 2X annual employee salary. TASCC will pay for all premiums associated with the TASCC sponsored Group Long-term and Short-term Insurance for employee.

## **Work Schedule**

### ***Office Hours***

Regular business (office) hours are from 9:00 a.m. until 5:00 p.m., Monday through Thursday, and 9:00a.m. until 1p.m. on Fridays. Daily work schedules will be designed with the employee's manager according to job description and responsibility.

Unless otherwise agreed as a term of employment, employees are expected to work at least 35 hours per week in fulfilling their job description.

Any full time Austin Stone staff whose job requires working on Sunday will be granted one full weekday off per week. This day must be approved ahead of time by your supervisor.

### ***Appointments***

Medical appointments are permissible during business hours but should be scheduled to coincide with the lunch break when possible, or alternatively as close to the beginning or end of the workday so as to minimize disruption to the workday. Time away for medical appointments is not counted against vacation time. See 'Sick Leave' below for time away due to illness.

### ***Emergencies***

When emergencies with friends, Missional Community members, etc. arise, employees should use discernment when assisting them during work hours. Employees should get approval from their manager in a situation of this nature that will take them away from their work for more than 30 minutes.

## **Time Off**

### ***Vacation***

Three weeks (15 days) paid vacation per year for the first five years worked. Vacation time is prorated based on date of hire until the next January.

Years worked includes past successive employment in the ministry.

Vacation time applies for the entire calendar year. (January 1 - December 31).

Vacation time may be taken in ½ day increments.

In order to promote rest, vacation days do not carry over year to year. Furthermore, vacation pay cannot be taken in lieu of days off.

All vacation must be approved by team supervisor and submitted to the Office of the Executive Pastor. Vacation days should be requested using the ASCC Leave Request Form (available at O:\Administration\Forms\HR Forms), and approved by employee's supervisor in writing at least two weeks in advance. Vacation (especially around holidays) will be granted on a first come, first serve basis.

### ***Honeymoon Leave***

One week (35 hours) of Honeymoon Leave, will be granted to an employee following their wedding. This time does/does not count as Vacation Time.

### ***Floating Personal Days or Comp Time***

Paid Floating Personal Days may be awarded for overtime work such as large events, retreats or conferences requiring night and weekend hours. Floating personal days are up to the discretion of the employee's supervisor.

### ***Conference***

One week (35 hours) per year of paid conference time is available at the discretion of the Department Head.

Conference time is not guaranteed, but will be evaluated on an as-needed basis.

### ***Sick Leave***

The first ten days of illness in any calendar year will be granted off with full pay. Additional days may be granted in cases of extreme illness.

Employees must be sick to take "sick leave" and must call their manager prior to absence. The church reserves the right to require doctor's verification of illness if requested.

Sick leave may be used for illness in the employee's immediate family if the employee is directly responsible for the care of the sick individual.

### ***Maternity Leave***

Twelve weeks of maternity leave is available. Amount of pay for this time is dependant upon job classification. Vacation days and other days off may be used to extend time of pay up to 12 weeks. This needs to be worked out with the employee's manager and will depend on the employee's available vacation days.

### ***Paternity Leave***

Up to five days of paid paternity leave may be used for to allow an employee to be present at the birth of their child and the adjustment following the birth. Vacation and other days off including unpaid leave may be used to extend paternity leave up to two full weeks.

### ***Bereavement***

Up to four days of paid Bereavement Leave will be granted to all employees upon the loss of a family member.

### ***Mission Trips***

One mission trip per year is highly encouraged, but must be approved by the employee's manager. The mission trip length will be a maximum of 10 days with pay unless a longer mission trip is part of the employee's job description.

One paid recovery day is granted for every two weeks of a mission trip.

Mission trips are at the employee's expense unless otherwise stated in the employee's job description.

### **Holiday Schedule**

The following days are paid holidays for ASCC employees:

New Year's Day\*

Martin Luther King, Jr. Day

Good Friday

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day (including Friday following and including early release at noon on Wednesday prior to Thanksgiving)

Christmas Eve\*

Christmas Day\*

\*On years when these days fall on a weekend, holidays will be granted on either the preceding Friday or following Monday as determined by the Leadership Team.

### **Cell Phone Policy**

Cell phone service is provided and required for employees as defined by job description. Cell phones are provided as a privilege to some TASC employees for the primary purpose of aiding in the performance of job duties. Of course, with provided mobile service comes the expectation to be available and responsive when contacted. While your provided cell phone may be used for a reasonable amount of personal use, it is your responsibility to manage your

usage wisely with respect to your plan. As job requirements change or if TASC- provided mobile service is not being utilized appropriately, TASC will re- evaluate the need for mobile service and reserves the right to modify or cancel your current plan. Cell phones should not be loaned out to anyone.

For questions about cell phone plans and policy, see the 'TASC Cell Phone Policy' available from the Finance Office. For exceptions to the standard eligibility for cell phone service, a written business case must be approved according to the TASC Cell Phone Policy.

TASC will provides the first cell phone upon initial hiring. TASC provides the current standard cell phone or data phone, as selected by the Technology Team. Replacement costs for cell phones are responsibility of employee. TASC does not pay for accessories for cell phones.

## **Termination & Review Procedures**

### ***Review***

Once hired, employees will be given an annual "Performance Review". Factors reviewed include: knowledge, quantity and quality of work, attitude, attendance, reliability, judgment, initiative, effectiveness, communication and relationships. Salary adjustments are not solely contingent or related to this review.

### ***Termination***

At the time of termination of employment, the employee's manager will conduct an exit interview with the employee, and the employee will be asked to complete an exit interview report that will be placed in the employee's permanent file. The manager will complete a Termination form to be placed in the employee's file as well.

### ***Severance***

Severance initiated by the church will take place when this is determined to be the appropriate action by the Leadership Team. Severance pay will be determined by Leadership Team.

### ***Voluntary Separation***

Employees who voluntarily resign must give 2 weeks prior notice of intent before actual separation.

## **Grievance Procedures**

### ***Matthew 18 Principle***

When differences of opinion or problems arise in the performing of the employees work or relationships, the employee will always speak first of these matters in private conversation with their immediate supervisor. Should an occasion arise in which the employee feels that these concerns are not being adequately addressed, she or he will request a meeting with the Pastor along with the immediate supervisor.

## **Attendance & Dress Code**

### ***Attendance***

All employees are expected to attend weekly staff meetings and other department meetings as required by your supervisor. Each employee is also expected to be regularly involved in the activities of the church.

### ***Dress Code***

In general, employees are encouraged to wear casual business dress. This is restricted by the following:

Men: Jeans and slacks are acceptable for men. Shorts are acceptable, as appropriate.

Women: Jeans, slacks, long shorts, skirts and dresses are acceptable for women.

Tank-tops or low-cut tops are not acceptable.

## **General Housekeeping**

The following guidelines have been established to help us all maintain healthy working relationships, to share our space with each other and with others graciously and to keep our environments safe and conducive to the effective ministry of the gospel.

### ***Respect for others in the office***



Be respectful of others who are working, meeting, or on the phone when having conversations and “hanging out” in open or public areas. If a loud conversation is not appropriate at that time and place, use an office, the break room, conference room or outside.

Note: Please especially be aware of your noise level near the front receptionist desk and be respectful to our guests as well as the person responsible for maintaining the phones and receiving guests to our office.

Do not look at any information on anyone's desk (i.e. picking something up and reading it or asking to read it, etc.).

### ***Cleanliness***

Please remember that we are all responsible for keeping the St. John building, offices and work areas clean and in a condition that is conducive to productivity. If you use something, put it back in its appropriate place. If you use the break room, please clean up after yourself, including washing dishes, putting them away, wiping off counters, keeping old food out of the refrigerator, etc. After working at shared workstations (e.g. intern workstations) or shared workspaces (e.g. conference room, training room, common spaces, print production area) you are responsible to leave the space more clean than you found it. If you are the host of an event at the offices or at St. John, you are the one responsible for getting the room(s) and facilities back in order and ready for the next event.

### ***Printers***

If you find a printer not functioning or out of paper or ink/toner, be a good neighbor for the next person who wants to print or copy materials. Either replenish the supply or notify the front desk if something is not working or we are out of supplies.

Never use small objects (i.e. paper clips, staples, etc.) or drinks, food, etc. near the copy machine. Paper clips, drinks, etc. can fall into the machine, causing extensive and costly damage.

### ***Computers***

The first priority for computer usage is for business-related work; second priority is personal work. Personal work and correspondence should be kept at a minimum and not interfere with work responsibilities or the performance of TASCC technology infrastructure and equipment. For any questions regarding computers or computer replacements see Technology Team.

## ***Security***

We are all responsible for ensuring the security of the church property and the safety of those who use it. Always adhere to the current communicated security procedures for guests and access to the offices and buildings. If you see someone in the office without a name tag that you don't know, introduce yourself and ask if you can help them.

## ***Keys and doors***

Appropriate keys and/or prox cards will be issued to each The Austin Stone Staff person as needed. Keys should never be lent out. Please keep exterior doors locked and do not leave them propped open. You must keep the appropriate doors locked during the day, and make sure that everything is locked when you leave in the evening. The simple rule to follow - always lock doors.

## ***Alarms at St. John***

When entering the St. John building, be prepared to disarm the alarm by knowing the code and how to enter it, and re-arm the alarm if you are the last person to leave the building after you have checked and verified all the exterior doors to be locked. The alarm should be set any time the building is vacant. If you forget the alarm code, please contact the Office/Facilities manager BEFORE you open the door to the building.

For further questions regarding security procedures, see the Office/Facilities Manager.

## ***Reserving Facilities***

As our staff, facilities, and organizations have grown, it is essential for us to think ahead and reserve spaces ahead of time for your meetings and events. Remember that we also share our St. John campus with other organizations in the building and in the community. So, please use the Facility Registration System to reserve your space in the St. John Campus. See the Office/Facilities Manager for questions and help in reserving your space.

## ***Living Above Reproach***

As an Austin Stone staff member or intern you are in a position of spiritual leadership in which you should feel a high level of responsibility for those around you (1 Timothy 3, 1 Corinthians 8:9-13, Romans 14).

Each staff member is expected to honor Christ in protecting the integrity and unity of the church in what we say and how we treat others who are on the staff, in our body, and in the world. Each is expected to consider all lifestyle behaviors from the perspective of being in the position of a spiritual leader and how these behaviors might influence Christians and non-Christians.

In view of this, Austin Stone staff members are to conduct themselves with sensitivity towards Christians and non-Christians so that our ministry and testimony is "above reproach". (Titus 1:6-9, Galatians 5:16-17).