

## **OPP 4.3 – COMPENSATION, BENEFITS, LEAVES AND ABSENCES**

**PURPOSE:** This policy outlines the general compensation, benefit, leave and absence policies for all employees of Round Rock Christian Church (RRCC).

### **GENERAL**

This policy applies to all employees of RRCC, including ministerial staff, unless otherwise specified by individual employment contract or other policy approved by the Guiding Board that specifically exempts adherence to provisions of this policy.

The RRCC standard work week for work time accounting purposes is Saturday thru Friday. A job positions Functional Job Description delineates the normal work day and work hour expectations for a work week.

RRCC compensation policy adheres to the rules established in the Fair Labor Standards Act (FLSA) relating to minimum wages and overtime pay. Each Functional Job Description should designate positions as “exempt” or “non-exempt” from the FLSA.

For payroll purposes RRCC adheres to a pay schedule that is established annually by the Treasurer and delineates the standard pay period dates, associated time reporting deadlines and expected payment dates. See OPP 3.4 – Payroll Procedures for more information.

### ***Full Time Employees***

Full Time employees are normally expected to work five of seven eight hour days in a normal work week with two days off. A job position is considered a Full Time position if the position requires 40 hours per work week as documented in the Functional Job Description.

### ***Part Time Employees***

Part Time employees are regularly scheduled to work less than the full time work schedule, but at least 5 hours per week. Part-time employees may be eligible for some benefits sponsored by RRCC subject to the terms, conditions, and limitations of each benefit program.

### ***Temporary Employees***

Temporary Employees are employees hired for a specific period of time less than one month or employees who work less than 5 hours per week. Temporary employees are not normally granted benefits unless specifically delineated in a work agreement or employment contract.

## **COMPENSATION AND BENEFITS DETERMINATION**

Compensation is based on the premise of a fair day’s wage for a fair day’s work. Salaries, wages and other benefits are commensurate with work performed in accordance with the positions Functional Job Description.

The Personnel Team determines and recommends to the Administrative Team compensation and benefits for all church employees by position. The Personnel Team also recommends all salary increases for employees.

The Administrative Team will normally make the final decisions on benefits and salary increases prior to submission of the annual budget to the Guiding Board. No employee may be considered for an increase in salary until at least six months of continuous employment has lapsed.

## **LEAVES AND ABSENCES**

All leaves and absences fall into one of the following categories: Holidays, Annual Leave, Compensatory Time, Sick Leave/Personal Time, Personal Leave, Leave Without Pay, Military Leave, Jury Duty, and Administrative Leave.

All employees are considered in a Probationary Status for the first 90 days of service with RRCC. Employees accrue leave benefits but are prohibited from using those benefits while in Probationary status.

Payment for absence from work is a privilege and not an employee right. Consequently, all employees are expected to be at work except when actually ill or when their absence is specifically approved by their supervisor for some other valid reason.

As much as possible or practical, employees are obligated to plan absences and coordinate them with their supervisor. An employee who plans to be absent from work or finds that they are going to be absent from work for any reason are to inform their supervisor in a timely manner as to the nature and duration the absence. An employee who takes leave without receiving prior approval is considered to be on unauthorized leave. Unauthorized leave also occurs when an employee is absent from work and fails to notify his or her supervisor.

An absence of three days without proper notification and communication from the employee as to the reason for the absence will be cause for dismissal and considered a resignation of employment. In the event of an emergency, such as illness or injury in which the employee is unable to contact the supervisor, it is the employee's responsibility to notify or cause notice to his or her supervisor concerning the absence as soon as possible.

RRCC encourages employees to maintain a reasonable leave balance for periodic days off, personal days, and or illness. Supervisors in consultation with the Personnel Team may adopt leave usage and balance requirements to ensure that the business needs of the church are continuously met. Supervisors should communicate these guidelines when discussing appropriate management of leave.

Mismanagement of leave by an employee may include, but is not limited to:

- repeated use of leave without prior approval;
- repeated absences on the first or last day of the workweek, or part of these days;
- repeated absences on days of peak workload;

- repeated unauthorized absences prior to or following a holiday;
- maintaining a low or zero paid leave balances;
- repeated use of Leave Without Pay.

Mismanagement of leave leads to counseling, additional requirements for authorization for use of leave (including the denial or delay of the use of accrued leave), and/or disciplinary action, up to and including termination from employment.

In cases where the RRCC office is open for business, even though weather conditions may be unfavorable, an employee who does not report to work because of the weather will be expected to utilize accrued annual leave to cover their absence.

### ***Holidays***

Full Time employees who are eligible will be granted regular paid leave on the named official holidays listed below if that holiday falls on what would normally be a work day for that employee. The named official holidays are:

- Martin Luther King's Birthday
- President's Day
- Good Friday
- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

The RRCC offices will be closed on named official holidays. Non-Exempt employees who are required or requested to work on a holiday will be compensated for the first 8 (eight) hours worked at their regular rate of pay. Additional hours worked over 8 hours will be compensated at one and one half the regular rate of pay.

When a named holiday falls on a Saturday, RRCC offices will normally be closed on the preceding day which will be considered a holiday for pay purposes. When a named holiday falls on Sunday, RRCC offices will normally be closed on the following day which will be considered a holiday for pay purposes. The Administrative Team, with concurrence of the Senior Minister, may modify the list of official holidays above for a given year.

### ***Annual Leave***

All Non-Exempt employees, unless otherwise specified in a work agreement or contract, accrue annual leave in accordance with the following schedule:

- First through second year of creditable service, 0.046154 hours of leave per 1 hour worked up to a maximum of 8 hours per month.

- Third through fifth year of creditable service, 0.057692 hours of leave per 1 hour worked up to a maximum of 10 hours per month.
- Sixth year of creditable service and beyond, 0.075 hours of leave per 1 hour worked up to a maximum of 13 hours per month.

Full Time Exempt employees, unless otherwise specified in a work agreement or contract, accrue annual leave based on a 40 hour work week with the following schedule:

- First through second year of creditable service, 0.046154 hours of leave per 1 hour worked up to a maximum of 8 hours per month.
- Third through fifth year of creditable service, 0.057692 hours of leave per 1 hour worked up to a maximum of 10 hours per month.
- Sixth year of creditable service and beyond, 0.075 hours of leave per 1 hour worked up to a maximum of 13 hours per month.

Part Time Salaried employees accrue annual leave based on the work hours per week expectations documented in the work agreement or employment contract and with the following schedule:

- First through second year of creditable service, 0.046154 hours of leave per 1 hour worked up to a maximum of 8 hours per month.
- Third through fifth year of creditable service, 0.057692 hours of leave per 1 hour worked up to a maximum of 10 hours per month.
- Sixth year of creditable service and beyond, 0.075 hours of leave per 1 hour worked up to a maximum of 13 hours per month.

All Leave is calculated and accrued at the end of each designated pay period or at the end of each month (whichever time period is shorter). When an employee reaches the anniversary of his/her date of hire and has completed his/her second or fifth year of creditable service, the following month the employee will begin to accrue annual leave at the next higher level.

An employee may carry over up to two weeks (80 Hours) of unused annual leave into the following calendar year. All additional unused annual leave earned during the calendar year will be lost at the end of the calendar year. The maximum number of annual leave days taken in any calendar year may not exceed six weeks (236 Hours).

Annual Leave days may only be taken with the approval of the employee's supervisor, and are to be recorded on a form provided by the Treasurer. Supervisors should schedule annual leave for their personnel in a manner that permits continuous coverage to be maintained within their office.

At the time of termination of employment from RRCC, an employee will be paid for their unused, accrued annual leave. All benefits will continue through the period of earned annual leave.

### ***Compensatory Time***

Non-ministerial or non salaried employees that are considered Non-Exempt employees under FLSA rules may be granted compensatory time for hours worked in excess of 40 hours per week. Compensatory time may, at the discretion of the employee and with prior supervisory approval, be taken in lieu of overtime pay. Compensatory time is to be annotated on the employee's time sheet. Compensatory time must be taken in the same pay period it is earned and cannot be carried over to another pay period.

### ***Sick Leave/Personal Time***

Full-time employees, unless otherwise specified by work agreement or contract, accrue Sick Leave/Personal Time at a rate of 0.046154 hours of leave per 1 hour worked up to a maximum of 8 hours per month. Sick Leave/Personal Time is to be used for short term illness, personal business, and other issues (as approved by supervisors). Sick Leave/Personal Time may accumulate up to a maximum of 96 hours.

Absence due to illness of more than four (4) consecutive days requires that the employee furnish a physician's statement to their supervisor, with a copy to the Personnel Team. Failure to provide such a statement will result in a deduction from the employee's salary equivalent to the number of days missed.

Catastrophic events (such as illnesses, accidents, and other issues) of duration longer than one (1) month should be referred to the Administrative Team, Personnel Team. At the time of termination of employment from RRCC, an employee will not be paid for their unused Sick Leave.

### ***Personal Leave***

Personal Leave is an unpaid but authorized absence for work that accommodates an employee's need to spend time away from work when certain family circumstances arise. Employees may use accumulated Annual Leave and/or Sick Leave in conjunction with Personal Leave in order to receive pay while using Personal Leave. RRCC is exempt under the Federal Family Medical Leave Act (FMLA) due to the minimum number of employees provision. (See the Family Medical Leave Act at: <http://www.dol.gov/dol/topic/benefits-leave/fmla.htm> ). The following delineates what may be considered for Personal Leave.

#### **Illness or Injury of Immediate Family**

In the event of an illness or injury in the immediate family (spouse, children, parents, brother, sister, grandparent, grandchildren, mother-in-law, father-in-law, or legal guardian) that requires the employee's presence. Accrued Annual Leave or Sick Leave may be utilized for this purpose. Time taken should be identified on the employee's attendance sheet as "Family Illness or Injury."

#### **Death of Immediate Family**

In the event of a death in an employees immediate family (to include spouse, children, parents, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, or legal guardian), an employee will normally be allowed three (3) days, with pay, to attend the funeral and to deal with family affairs. In cases where there is a special need related to circumstances following the death of an

immediate family member, up to a total of five (5) working days may be granted by the Personnel Team Chair, in consultation with the employee's supervisor.

#### Maternity/Paternity or Adoption

Employees who intend to be absent due to maternity/paternity or adoptive leave are requested to provide their supervisors with as much advance notice as possible.

Four (4) weeks of paid maternity or adoptive leave is available to a full-time employed new mother and four (4) weeks of paid paternity leave is available to a (full time) new father following the birth or adoption of a child. If the expectant mother's physician determines it is necessary for her to stop working prior to the anticipated delivery date, she will be permitted to use available sick or annual leave for this purpose, or may apply for Leave Without Pay.

Leaves under this provision are for the purpose of issues related to parenting, and may only be taken after six (6) months of part-time or full-time employment. Leave benefits for part-time employees will reflect their percentage of full-time employment.

#### ***Leave Without Pay***

Leave without pay may be granted to an employee, for personal reasons, after due consideration has been given to the work requirements of RRCC. Leave without pay may be granted for a period of up to three months. Such leaves are granted by the appropriate supervisor, in consultation with the Personnel Team Chair.

RRCC will hold an employee's position open during an approved Leave Without Pay period. If the incumbent is unable to return to work at the conclusion of the leave period, their position may or may not continue to be held open. This decision will be made by the supervisor on a case-by-case basis in consultation with the Personnel Team Chair. If the incumbent fails to return to their position within three working days after the expiration of the Leave Without Pay period or fails to notify the Personnel Team Chair regarding their status, the individual will be separated from employment with RRCC.

If the individual has been on a leave without pay for medical reasons, he/she must obtain a medical release from his/her physician to indicate that he/she is well enough to return to work, and must submit it to the Personnel Team Chair. Service credits and other benefits do not accrue to an employee while on leave without pay.

#### ***Jury Duty***

An employee who is required to serve on a jury shall be entitled to full pay during the period of such service. The employee may retain monies paid to an employee by the court for jury service.

#### ***Military Leave***

Employees will receive time off to participate in active military service, not to exceed two weeks during a calendar year, and will receive compensation in an amount that will make their military pay equal their regular pay, provided the employee furnishes the

Personnel Team with a copy of their order to active duty and a pay statement from the military disbursing office.

Time off in excess of the amount noted above will be without pay. In cases of military emergency situations, an employee will be entitled to a maximum of ninety (90) days Leave Without Pay, in compliance with federal laws regarding leave and reinstatement.

### ***Administrative Leave***

Circumstances may arise which warrant a decision that is in the best interests of all parties concerned to place a staff member in a special paid leave status for a period of time. This special, paid leave status (to be classified as "Administrative Leave") will be determined on a case-by-case basis, when no other available paid leave is appropriate. The immediate Supervisor, Personnel Team Chair and the Senior Minister must jointly agree and approve "Administrative Leave."

## **GROUP INSURANCE**

### ***Health Insurance***

It is the policy of the church to provide the opportunity for all employees to optionally participate in any group health plan that the church may be participating in and at the employee's expense. Availability of health plans and any potential cost sharing depends purely on terms of the individual plans and availability of funding.

## **DEFINITIONS**

Time Sheet - A timesheet (or time sheet) is a method for recording the amount of a worker's time spent on the job. Timesheets may record the start and end time of tasks, or just the duration. They may also be used to track the use of leave time used in lieu of work time.

FLSA – The Fair Labor Standards Act, or FLSA (29CFR Chapter V), establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments. The FLSA

Exempt Employee – An employee that is not covered by the wage and overtime provisions of the FLSA. Generally, full time salaried employees are Exempt Employees.

Nonexempt Employee – An employee that is covered by the wage and overtime provisions of the FLSA. Most employees earning hourly wages are Nonexempt Employees.

Compensatory Time – Compensatory time is an alternative method of overtime payment for hours worked over 40 for non-exempt employees.

## **REFERENCES**

- *OPP 3.4 – Payroll Procedures*, Operating Policy and Procedures Manual, Round Rock Christian Church. RRCC website: <http://www.rrdisciples.org/OPPs.html>
- *Fair Labor Standards Act of 1938*, as amended, 29 U.S.C. 201 and 29 CFR Chapter V

**AUTHORITY:** *Section VI of the Bylaws of Round Rock Christian Church and OPP 4.2 – Personnel Team. The Administrative Team performs the staff administrative functions of the church. The Administrative Teams Personnel Team monitors and administers all employment practices of the Church.*

**EFFECTIVE DATE**

October 15, 2009

**LAST REVISION DATE**

April 12, 2011

**LAST REVIEW DATE**

April 12, 2011