

# **Policy on Employment of Lay Personnel of the Diocese**



**The Right Reverend Scott B. Hayashi, Eleventh Bishop of Utah**  
**Policy Number: L002**  
**Revision Number: 2**  
**Approved by the Bishop and Diocesan Council: June 5, 2010**



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**PURPOSE**

*This policy describes policies and procedures relevant to lay personnel employed by the Episcopal Diocese of Utah. It retains the format of the original handbook covering the same subjects. It is applicable to Diocesan staff and lay employees, lay personnel of institutional ministries and other ministries who are employed under the auspices of the Episcopal Diocese of Utah. See also Policy D012, Church Worker Conduct*

**INTRODUCTION**

This handbook is designed to acquaint you with general policies and procedures of the Diocesan office. Please review this book carefully. It is not meant to be all-inclusive nor should it be considered an employment contract. The handbook is meant to answer general questions and provide general information regarding our operations.

All of the lay employees of the Episcopal Diocese of Utah are at-will employees. Thus, all lay employees are hired for an indefinite period and such employment may be terminated by either employer or employee at any time with or without cause.

A. Non-Discrimination Policy

It is the policy of the Episcopal Church to provide equal employment opportunity to all persons without regard to race, color, sex, age, non-limiting physical or mental handicap, marital status, sexual orientation or national origin.

Such non-discrimination means equal treatment with respect to recruitment and during employment. This includes training, upgrading, employee benefits, layoffs, termination, rates of pay or other forms of compensation, and selection for training opportunities.

B. Personnel Policy Handbook

The Diocese has a Personnel Policy Handbook which is updated as needed regarding the personnel policies of the Diocese. The Bishop and the Diocesan Council will review all personnel policies and approve all changes to the handbook. Suggestions and input from the staff are encouraged and may be taken to the Bishop or any member of Administrative Team.

C. Lay Staff Categories

All lay employees shall be classified according to the following definitions:

1. Duration of Employment
  - a. Regular: Regular employees are those who are expected to continue their employment indefinitely.



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- b. Temporary/Occasional: Temporary employees are those who are hired to work for a specific, limited period of time, or to accomplish a specific task or project.
2. Hours Worked Per Week
  - a. Full-time: Full-time employees are those who work at least 37½ hours during a week which contains no holidays or leave.
  - b. Part-time: Part-time employees are those who work less than 37 ½ hours per week.
3. Manner of Compensation
  - a. Salaried: Salaried employees are those who are paid an annual compensation figure payable in equal installments according to the number of pay periods in the year.
  - b. Hourly: Hourly employees are those who are paid according to the actual number of hours worked in the pay period.

## **HIRING FUNDAMENTALS**

### **A. Position Descriptions**

Position descriptions will be available for every regular position of employment. However, those positions are subject to an on-going evaluation as employment expectations may change with changing circumstances. Ultimate hiring authority rests with the Bishop.

### **B. Compensation**

When an offer of employment is made to a potential lay employee that offer shall include a clear statement of compensation to be paid and benefits provided. Each employee will be provided with a copy of this Episcopal Diocese of Utah Personnel Policies Handbook for Lay Employees.

### **C. Background Checks and Training**

All employees are subject to a background check, the scope and nature of which is described in the Policy Manual Concerning Church Worker Conduct, a copy of which is provided to and acknowledged by all new employees during the hiring process. All employees are also required to complete training on church worker conduct issues. Continuation of employment will be contingent upon the new employee's completion of church worker conduct training and an appropriate background check. Within six months of the start of employment, said training must be completed, unless other arrangements are made with the Bishop or Administrative Team.



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D. New Employee Orientation

Each new employee will receive an orientation regarding Diocesan policies and benefits of employment from a member of the Administrative Team.

**WORK CONDITIONS**

A. Working Hours: Normal working hours for the Diocesan office are from 8:30 a.m. to 5:00 p.m., Monday through Friday. On-going variations with the schedule should be discussed with the employee's immediate supervisor. Arrangements for a flexible schedule are communicated to the office as a whole.

Provisions should be made for those employees who wish to volunteer their time in a social service capacity. All arrangements should be cleared first with the employee's immediate supervisor. The amount of time allotted for this volunteer service should be consistent with the nature of the service being offered and the impact on the work environment created by the time away.

B. Breaks: Each employee is entitled to a one-hour lunch break daily and a morning and afternoon break as needed.

C. Worship: Worship services will be conducted as scheduled. Attendance and leadership participation is voluntary. Non-participants should carry out normal duties during the worship period. Participation in worship services will be treated as hours worked for the participating lay employee.

D. Pay Days and Pay Periods: All lay employees are paid on the 15<sup>th</sup> and the last day of each calendar month. Should the regularly scheduled payday fall on a weekend or a holiday, lay employees are paid on the last business day prior to the weekend or holiday in which the regular payday falls.

Salaried employees are paid for work completed through the 15<sup>th</sup> and the last day of the calendar month.

Hourly employees are paid for hours worked through the business day five business days prior to the day on which they are paid. Hourly employees must complete and submit time records to their supervisor by the end of the day through which they are to be paid. The time records must then be approved and signed by the supervisor and submitted to the Finance Office before 10:00 a.m. the following business day.

E. Annual Review: Each employee will receive at least one review each year.

A personal visit with the Bishop will take place at the Bishop's discretion.



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F. Compensatory Time: Compensatory time may be considered on an individual basis and must be approved by the lay employee's immediate supervisor.

Excess work hours are not encouraged. However, they are sometimes necessary. It is expected that lay employees will have at least two days off in a 7-day period. However, lay employees, with the approval of the immediate supervisor, can be granted time off with pay, on an hour-for-hour basis, as compensation for excessive time worked (more than 40 hours worked within a 7-day period). Salaried lay employees authorized to work on a holiday can be granted compensatory time on an hour-for-hour basis.

Should time off for excessive time worked be authorized, it can accumulate up to 40 hours for full-time employees and will be given on an hour-for-hour basis. The request must be in writing, signed by the immediate supervisor, and submitted to the Finance Department. Compensatory time off must be taken within 90 days of the date of excessive time worked unless other arrangements are made with the immediate supervisor.

Lay part-time employees may request to be paid for authorized hours in excess of regularly scheduled hours in lieu of compensatory time off.

G.. Reimbursement for Expenses

The principle of reimbursement followed by the Episcopal Diocese of Utah regarding any expenses incurred by any employee on behalf of the Diocese shall be reimbursement in full with proper approval and documentation. Only those items included in the Diocesan budget or previously approved by the appropriate ministry coordinator will qualify for reimbursement. Use of the employee's personal car on Diocesan business is to be reimbursed at the rate permitted by the Internal Revenue Service. Mileage from home to the Diocesan offices and return (commuting miles) are not reimbursed. Forms to be used for reimbursement of expenses may be obtained from the Finance Office.

It is proper to request an expense advance for a trip involving several days' duration. Within 30 days of the end of the trip, the employee is expected to complete an expense form, identifying the monies spent and the expense advance received. The Finance Office will reimburse the employee for any expense over the advance. Repayment of any unused funds from the advance should accompany the expense form. Subsequent reimbursement requests will not be paid until all outstanding advances have been properly substantiated and all unused funds from those prior advances have been returned to the Finance Office. Any amounts neither returned nor substantiated by receipts will be due and payable to the Diocese by the individual; and if not paid, will be reported to the IRS as income.

H. Smoking: Smoking is not permitted anywhere in the Episcopal Church Center of Utah or within 50 feet of any ECCU entrance.



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**AUTHORIZED ABSENCE**

A. Vacation Leave: Regular lay employees who work 20 hours or more per week accrue vacation leave from the first full month of employment after having completed three full months of work.

The rate of accrual is based on the employee's length of continuous service with the Diocese. The following schedule is used to accrue vacation leave for regular full-time employees:

<u>Length of Continuous Service</u>	<u>Days Accrued per Month</u>	<u>Days Accrued per Year</u>
Less than 5 years	1	12
5 Through 9 years	1.5	18
10 years or more	2	24

Accrued vacation leave for regular part-time employees working 20 or more hours per week is computed by dividing the hours worked per week by 37.5 and multiplying by the applicable accrual.

1. Accrued vacation leave may be taken any time after a lay employee has completed three months of employment as long as the time has been mutually agreed upon by the lay employee and the employee's immediate supervisor.
2. Holidays falling within a lay employee's scheduled annual leave will not be charged to annual leave. (refer to V.C)
3. Should a lay employee become ill for at least three consecutive days during a scheduled annual leave period, these annual leave days may be charged as sick leave.
4. In the event an employee has accrued but not used annual leave as of December 31 of each year, the employee may carry over not more than 5 work days of leave from one year to the next. Days carried over must be used by June 30 of the following year or forfeited. Vacation leave taken will be charged first against the oldest accrual.
5. Leave pay will not be given in lieu of annual vacation time except upon termination of employment.
6. Vacation leave may not be accrued during any period of disability leave.



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7. Should employment be terminated, payment will be made to a lay employee for any unused accrued vacation leave.
8. Employees working less than 20 hours per week, and hourly temporary employees, do not accrue vacation leave.

B. Sick Leave: Regular full-time lay employees accrue sick leave with pay at the rate of one day per month starting from the date of employment. Regular part-time lay employees accrue sick leave with pay each month at a rate determined by dividing the number of hours worked per week by 40. Sick leave may be taken in ½ or full day segments.

Doctor and dental appointments may be taken as sick leave.

1. Sick leave may be accrued, up to 40 days, and may be used in coordination with the short-term disabilities benefit.
2. The policy for maternity and adoptive leave allows for up to six weeks paid leave and up to six weeks unpaid leave. Sick and vacation leave may be applied to the six weeks of unpaid leave time.
3. Holidays falling within a lay employee's sick leave will not be charged to sick leave. (Refer to V.C)
4. Sick pay will not be given in lieu of sick leave.
5. Sick leave may not be accrued during any period of disability leave.
6. Accrued sick leave will not be paid at termination.

C. Paid Holidays: The following days are considered holidays. If a lay employee would normally work during any of the listed holiday times, he/she will be paid for the time he/she would otherwise have worked that day.

If a holiday falls within a lay employee's scheduled annual leave or sick leave it will be paid as holiday leave and not charged to annual leave or sick leave (refer to V.A.2. and V.B.3.).

1. Regularly scheduled holidays on which the Diocesan offices will be closed are as follows:
  - New Year's Day
  - Martin Luther King's Birthday
  - President's Day



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Memorial Day  
Independence Day  
St. Thomas a Kempis Day (July 24)  
Labor Day  
Thanksgiving Day **and**  
the Friday following Thanksgiving Day  
Christmas Day

Good Friday-the Diocesan offices will close at noon.

Following governmental practice, when one of the above holidays falls on Saturday, it will be observed on the preceding Friday, and when one of the above holidays falls on Sunday, it will be observed on the following Monday.

Each lay employee may have one Personal Preference Day as a paid holiday. The Personal Preference day is not accruable from year to year.

The Bishop may close the Diocesan offices at other times at the Bishop's discretion. In such event such day or hours will be counted as work time for all employees who would otherwise be at work.

D. Planned Leave Requests: To ensure that accurate leave records are kept, all lay employees are required to submit leave requests, in writing, to the employee's immediate supervisor, or the appropriate appointed designee. Sick leave is to be reported, in writing, to the employee's immediate supervisor or designee following the sick leave. All leave records will be maintained in the lay employee's personnel file.

**BENEFITS**

Benefits, such as insurance and pension plan, are provided to qualifying regular lay employees, who work 20 or more hours a week, according to the terms of the benefits plan for lay employees of the Diocese currently in place and as outlined in the Lay Diocesan Employee Benefits Summary. Benefits may be changed from time to time with the approval of the Bishop and the Diocesan Council.

**PROFESSIONAL DEVELOPMENT**

The Diocese encourages its lay employees to attend meetings, institutes and seminars for their professional growth. Upon prior approval from the immediate supervisor, regular full-time employees and part-time employees working 20 or more hours a week, will be allowed up to five working days per year for such meetings, with registration fees and other expenses paid in an amount up to \$600.00 per year. Unused professional development time and available fee reimbursement amounts may be carried over for not more than one year. No cash or other compensation is payable in lieu of accrued but



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unused time and fee reimbursement amounts. Any accrued amounts are forfeited upon termination.

**DEPENDENT CARE**

High value is placed on our calling to nurture relationships within our families, and especially in attending to the needs of family members dependent upon our care.

Employees may, from time to time, make arrangements for “flex time” in order to attend to such family needs. (Also see Section IV. A.) In addition, it is recognized that the presence of employee’s dependent family members in the office during working hours is occasionally necessary. Arrangements for any extended periods of such on-site care must be made with, and approval given by, the appropriate administrator. Under no circumstances will such an arrangement be allowed to continue if it proves unduly disruptive to fellow staff members.



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ACKNOWLEDGEMENT FORM

**PERSONNEL POLICIES HANDBOOK FOR LAY EMPLOYEES**

I acknowledge that I have received a copy of the Personnel Policies Handbook for Lay Employees. I acknowledge that I am expected to know and be familiar with the contents and that I have read the handbook. I understand:

- That this handbook will be updated from time to time and that I will be responsible for reading and filing the updates; and
- That this handbook does not create any contract of employment and in no way limits the right of the Diocese to change its policies or to change or discontinue benefits described in this handbook.
- That I am employed by the Diocese on an “at will” basis and that my employment is subject to termination by the Diocese with or without cause at any time.

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(Signature)

(Date)