

**PERSONNEL POLICIES  
HILLSIDE CHRISTIAN CHURCH  
WICHITA, KANSAS**

**I. WHAT THE HILLSIDE CHRISTIAN CHURCH EXPECTS OF THE EMPLOYEE**

**A. Performance**

Every employee is expected to perform his or her task to the very best of his or her ability. The work of every employee is important in making a contribution to the overall program of the church.

**B. Conduct**

The employee is a part of a service organization and a courteous, efficient, friendly, but professional businesslike manner is expected at all times. Unnecessary visiting, joking, and idle conversation takes from his/her work and disturbs others who may be pressing to complete work. Such conduct has no place in a service office.

**C. Appearance**

An employee's appearance makes a definite impression. Dress is expected to be neat. Carelessness or untidiness in appearance is undesirable.

**D. Personal Affairs**

Personal affairs should be conducted in such a manner as to avoid criticism of the Hillside Christian Church. Personal phone calls are not permitted during working hours.

**E. Church Affiliation**

No employee will be required to be a member of the Hillside Christian Church.

**F. Annual Review**

An annual review of all employees shall include service performance as well as remuneration adjustments.

**G. Confidentiality**

Confidentiality is expected from every employee at all times.

**II. Compensation**

A. The Hillside Christian Church will strive to remain competitive in the market with employee salaries.

1. The employee's salary will be reviewed by the appropriate channels of the church each year.

2. The church will fulfill all government requirements.

- 1 B. Upon employment, the first three months are considered probationary.
- 2
- 3 C. Pay periods will be agreed upon at the time of employment.
- 4
- 5 1. If a change in hours becomes necessary, it will be agreed upon by the
- 6 Senior Minister and/or Executive Council.
- 7
- 8 2. The compensation for extra hours worked will be at the following rate:
- 9 a. The employee may take equal time off at a designated later date.
- 10 b. If the employee is part-time, he or she will receive the same rate of
- 11 pay that he or she would for the regular hour of work.
- 12 c. All extra hours will be cleared through the Senior Minister.
- 13 d. The Senior Minister will be responsible for notifying the Treasurer
- 14 that additional pay is necessary.
- 15 e. All employees shall receive orientation and so negotiated as
- 16 described in the Constitution and Bylaws.
- 17

18 **III. VACATIONS**

19

- 20 A. Vacations are considered as being applicable for the calendar year.
- 21
- 22 1. Dates for vacations should be submitted to the Senior Minister as soon as
- 23 possible.
- 24
- 25 2. Vacation schedules shall be fixed as requested by the employees when
- 26 possible.
- 27 a. In scheduling vacations, work needs and requests of other
- 28 employees shall be considered.
- 29 b. All vacation requests should be made 15 days in advance and
- 30 preference will be given by seniority.
- 31
- 32 B. Full time employees will be eligible for one week's vacation with pay after
- 33 completing six (6) months of service.
- 34
- 35 1. An additional week of vacation is given for one full year of service.
- 36
- 37 2. Full time employees who have completed five years of service are eligible
- 38 for three weeks vacation with pay.
- 39
- 40 3. Full time employees who have completed ten years of service are eligible
- 41 for four weeks vacation with pay.
- 42
- 43 4. If during the vacation period of an employee one or more holidays should
- 44 fall on a day, or days, which, if such employee were working, would be
- 45 within the scheduled work week, the vacation period shall be extended by
- 46 one day or more as the case may be.
- 47
- 48 5. Any salary which becomes payable during the vacation period of an

employee will be paid on the last work day preceding the vacation when requested by the employee.

6. Part-time employees can negotiate on an individual basis with the Senior Minister for vacation time.

- C. Part-time employees will be eligible for vacation time with pay after completing twelve (12) months of service.

1. Part-time employees shall receive vacation on a percentage basis compared to full-time employees in section B.
2. Part-time employees working ten (10) hours or less each week shall receive 1/4 the vacation time allotted in section B.
3. Part-time employees working eleven to twenty (11-20) hours each week shall receive 1/2 the vacation time allotted in section B.
4. Part-time employees working twenty-one to thirty (21-30) hours each week shall receive 3/4 the vacation time allotted in section B.

- D. Vacation does not accumulate from one year to the next; neither is it permissible for a person to use vacation in one year that would be earned in a subsequent year. Remuneration will not be paid for vacation not taken.

- E. Ordained and/or licensed ministers receive vacations according to contractual agreements.

- F. Days the Church Office is closed for business.

1. Hillside Christian Church provides its full time employees with the following holidays:
  - a. New Year's Day
  - b. Martin Luther King's Birthday
  - c. President's Day
  - d. Memorial Day
  - e. Independence Day
  - f. Labor Day
  - g. Columbus Day
  - h. Thanksgiving Day and the Friday following
  - i. Christmas Day
  - j. Employee's birthday
2. A holiday which falls on Saturday shall be observed on the preceding Friday. A holiday which falls on a Sunday shall be observed on the following Monday.
3. At the discretion of the Senior Minister, additional holidays may be

1 granted during the Christmas season, but cannot exceed more than three  
2 (3) days.

3  
4 G. Emergency Closings

- 5  
6 1. The church office (office staff only) will be closed when it is publicly  
7 announced that Wichita Public Schools are closed due to extreme adverse  
8 weather.  
9  
10 2. Office staff may be notified to report to work at the discretion of the  
11 Senior Minister if the weather does not turn out to be extreme.  
12  
13 3. Other employees may be sent home during extreme weather at the  
14 discretion of the Senior Minister.  
15

16 IV. HEALTH INSURANCE  
17

18 A. The congregation will provide full “family coverage” of Health Insurance through  
19 a reliable company of the congregation’s choosing, for all full-time ministerial  
20 staff.  
21

- 22 1. The congregation will provide full individual coverage of Health Insurance  
23 through a reliable company of the congregation’s choosing, for all full-  
24 time non-ministerial staff.  
25  
26 2. No Health Insurance will be provided for part-time employees.  
27  
28 3. All full-time employees are required to have some type of Health  
29 Insurance coverage.  
30

31 B. Realizing that Health Insurance has to be tailored to meet the specific needs of the  
32 individual employee and that the Church will not always be eligible for group  
33 policies the following guidelines will be observed:  
34

- 35 1. To have equity among all employees in health insurance the Church shall  
36 budget each year for each employee at the prevailing insurance rate as set  
37 by the contracting company the congregation has purchased.  
38  
39 2. If an employee elects to not take the insurance offered by the congregation,  
40 there will be no cash in lieu of coverage. However, the budgeted amount  
41 for health insurance may be deferred to a Roth CD or a Tax Deferred  
42 Account with the Pension Fund of the Christian Church (Disciples of  
43 Christ).  
44  
45 3. All budgeted Health Insurance rates shall be set each year in the Official  
46 Budget of Hillside Christian Church, so that the congregation and the  
47 employees know that the congregation is providing Health Insurance  
48 benefits.

1           **V.     PENSION**

- 2
- 3           A.     The congregation will provide full Pension coverage for all full-time staff through
- 4                   the Pension Plan of the Christian Church (Disciples of Christ).
- 5
- 6                   1.     No pension will be provided for part-time employees.
- 7
- 8                   2.     Any employee may choose not to participate in the Pension Plan. If the
- 9                         employee so chooses, the employee shall receive the budgeted amount
- 10                        allotted for their pension as bonus (it becomes taxable and the employee
- 11                         must bear the burden of any and all taxes).
- 12
- 13                  3.     To have equity among all employees in their pension, the Church shall
- 14                         budget each year for each employee the prevailing pension rate (14%) as
- 15                         set by the Pension Plan of the Christian Church.
- 16
- 17                  4.     If the employee is under an existing policy or can find better coverage
- 18                         under a different company than the Pension Fund of the Christian Church,
- 19                         the Church will pay the premium up to the budgeted amount. If there is a
- 20                         surplus in the account, the employee shall receive the difference as salary.
- 21                         Under no circumstances shall the Church pay more for pension than the
- 22                         prevailing rate set by the Pension Plan of the Christian Church.
- 23
- 24                  5.     All budgeted pension rates shall be set each year in the Official Budget of
- 25                         Hillside Christian Church for maximum tax benefit for the employee, and
- 26                         so that the congregation and the employees know that the congregation is
- 27                         providing pension benefits.
- 28

29           **VI.    TRAVEL EXPENSES**

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- 31           A.     The following policy shall cover reimbursable travel expenses for employees of
- 32                   Hillside Christian Church. (See also XVI Emergency Clergy Travel Expense -
- 33                   Page H-8)
- 34
- 35                  1.     Reimbursable travel expenses shall apply to trips taken by staff members
- 36                         for responsibilities provided in the budget and approved by the Senior
- 37                         Minister.
- 38
- 39                  2.     If the expense is not provided in the budget, it must be approved by the
- 40                         Executive Council.
- 41
- 42                  3.     Fare paid for economy-class train, bus or airplane transportation shall be
- 43                         reimbursed.
- 44
- 45                  4.     Travel required by clergy to offer care for a grieving Hillside member or
- 46                         the member's immediate family will be reimbursed from the Minister's
- 47                         Emergency Fund up to \$1,000 per year. Any amount above this requires
- 48                         board approval.

1 B. Hillside Christian Church shall reimburse all staff for mileage in their own (non  
2 church owned) personal car for travel on behalf of Hillside Christian Church.

- 3  
4 1. The reimbursement rate shall be set at the rate established by the Internal  
5 Revenue Service.  
6 2. The rate shall be established on January 1<sup>st</sup> of each year and shall remain the  
7 established rate for the entire year.  
8 3. Hillside Christian Church will reimburse the employee within ten (10) days of  
9 receiving a submitted mileage form.

10  
11 C. Hillside Christian Church shall reimburse the employee for:

- 12  
13 1. All travel on behalf of Hillside Christian Church (hospital calls, home visits,  
14 funerals, weddings, nursing home visits, counseling, minister meetings,  
15 councils, continuing education and all trips necessary to carry out the  
16 function and purpose of the Church).  
17 2. Hillside Christian Church shall pay mileage to the clergy for all meetings,  
18 counseling, weddings, funerals, etc. that are conducted during non-  
19 business hours of the church office. When the clergy offer a  
20 ministry/service to the congregation or community during non-business  
21 hours they shall be reimbursed for their mileage because they are offering  
22 a service for the convenience of the congregation.  
23 3. When services are needed from the clergy during non-business hours, mileage  
24 from the clergyperson's home shall be reimbursed.  
25 4. When travel is necessary by non-clergy employees during business hours,  
26 Hillside Christian Church shall reimburse the employee for mileage to and  
27 from the church office to their place of travel.  
28 5. When travel is necessary by non-clergy employees during non-business hours,  
29 Hillside Christian Church shall reimburse the employee for mileage when  
30 it has been pre-approved by the Senior Minister.

31  
32 D. Hillside Christian Church shall not reimburse the employee for:

- 33  
34 1. Mileage to and from work during the normal business hours of the church  
35 office.  
36 2. Mileage for personal use not related to church work.  
37 3. Mileage will not be reimbursed when travel is in a church owned vehicle.

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39 **VII. SICK LEAVE**

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41 A. In an effort to help reduce the financial burden of an employee who must be  
42 absent from work due to illness or injury, the following applies:

- 43  
44 1. An employee who has worked for six months but less than one year is  
45 entitled to five days sick leave with full pay.  
46  
47 2. Employees of one year but less than five years tenure, are eligible for up to  
48 two weeks sick leave with full pay.

3. Employees with five years or more tenure are entitled to 20 days with full pay and an additional 20 days with half pay.
  4. Staff members who are expectant mothers may continue on their jobs as long as permitted by their physician and as long as they are able to perform their responsibilities in a satisfactory manner. Sick leave will apply in maternity cases as stated in paragraphs 1, 2 and 3.
- B. Sick leave is to be used only for sick leave.
- C. Sick leave is not accruable nor are unused sick leave credits paid upon termination of employment.

#### **VIII. DEATH IN THE IMMEDIATE FAMILY**

- A. Employees receive time off with pay when there is a death of an immediate relative of their family or the family of the employee's spouse.
1. (Husband, wife, father, mother, brother, sister, grandparents, brother's wife, sister's husband, stepmother, stepfather, half sister, half brother or child.)
- B. Time allowed will be based on circumstances involved, and subject to approval of the Senior Minister or Chairperson of the Congregation.

#### **IX. TERMINATION AND/OR RESIGNATION**

- A. The term of employment for all personnel shall be for an indefinite length of time.
- B. All employees are expected to give at least thirty (30) days advance notice of their resignation in writing to the Senior Minister.
- C. Employment may be terminated by the church in the following way:
1. The authority to terminate employment will be vested in the Senior Minister with the agreement of the majority of the Executive Council.
  2. Termination of employees shall be determined as provided in the Constitution and/or Bylaws and where not stipulated, rests with the Senior Minister. Discretionary consultation with other church leaders is suggested but not necessary.
  3. During any interim between Senior Ministers, employment may be terminated by action of the Executive Council.
  4. Any church employee may be terminated immediately for just cause, without written notice, except the Senior Minister.

- 1                                    5.        Termination of the Senior Minister must be in accordance with provisions  
2                                    in the Constitution and/or Bylaws.

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4        **X.        SUPERVISION**

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6                    A.        All church staff and employees of the church shall be supervised by the Senior  
7                    Minister.

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9        **XI.       GRIEVANCES**

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11                  A.        If an employee is not satisfied by a decision the Senior Minister has rendered, he  
12                  or she may appeal to the Executive Council by way of the Chairperson of the  
13                  Congregation.

14  
15        **XII.       GENERAL OFFICE POLICIES**

- 16  
17                  1.        The office will be open from 8:00 A.M. to 5:00 P.M., Monday through Friday  
18                  including the lunch period.  
19  
20                  2.        At the close of the day, the work room should be in order, all machines turned off,  
21                  and door locked.  
22  
23                  3.        Office is to be in order, lights off, and locked by 5:00 P.M.  
24  
25                  4.        Secretaries' office/desks to be locked at night.  
26  
27                  5.        Other desks need to be kept neat.  
28  
29                  6.        It shall be the policy of the Church Office to proofread all printed material before  
30                  it is released from the office.  
31  
32                  7.        When preparing for a large mailing, the envelopes are to be addressed before  
33                  being stuffed and stamped.  
34  
35                  8.        The telephone is to be answered "Good Morning" or "Good Afternoon," "Hillside  
36                  Christian Church". If you cannot answer a question, tell the person you will need  
37                  to check on that, never say "I don't know." We are here to serve people and  
38                  people come first.  
39  
40                  9.        Anyone coming into the office is to be treated with courtesy. If you cannot  
41                  answer their questions or don't know where to find out, tell them you will need to  
42                  check on that and invite them to have a seat. Never tell a visitor in the office that  
43                  they will have to go ask someone else.

44  
45        **XII.       EDUCATIONAL LEAVE TIME**

- 46  
47                  A.        Educational and/or sabbatical leaves are granted as follows:  
48



1. All full time clergy can negotiate time to be granted for continuing education leave. An educational leave usually involves an annual event and is stipulated in the employee's contract, while a sabbatical is allowed after each five-year period of service.
  2. Annual educational time is set by contract and the funds are budgeted annually for the clergy staff person.
  3. After each five years of service each full time clergy is entitled to sabbatical leave time. The time and the funding must be negotiated with the Executive Council.
    - a. One month of Sabbatical time shall be granted for each five years of service not to exceed three months of continuous Sabbatical time.
    - b. The employee shall be paid their usual salary and benefits during Sabbatical time.
- B. Financial support for sabbatical leave for the Senior Minister and Associate Minister/s are open for negotiations.
1. The Executive Council works out time and financial negotiations with the Senior Minister and Associate Minister/s, offering recommendations to the General Board for final approval.
  2. Any education and/or sabbatical leaves for other church staff employees are open for negotiation and are to be worked out through the Senior Minister and/or the Chairperson of the Congregation.

#### **XIV. TIME OFF**

Requests for short periods of time off (sick, educational, grief, comp, personal, etc.) from work are to be negotiated with the Senior Minister.

**XV.** These Personnel Policies are not to be misconstrued as a contract for employment.

#### **XVI. EMERGENCY CLERGY TRAVEL EXPENSES**

A. Hillside Christian Church recognizes that its staff clergy must respond to crisis quickly and compassionately even beyond the limits of the Wichita community.

1. This ministry will be extended to church members, relatives of church members and prior ministerial contacts of Hillside clergy.
2. Staff clergy will notify the Senior Minister and/or any Executive Council officer of a trip being made.
3. Emergency travel expenses may not exceed one thousand (\$1,000.00) dollars

1 without the approval of the Executive Council.

- 2  
3 4. Any funds received from services given will be credited to the line item that  
4 funds this account.

5  
6 **XVII. STAFF RELATIONS TEAM**

7  
8 A. The duty of the Staff Relations Team is resolving staff related problems/grievances  
9 with the congregation.

- 10  
11 1. The Staff Relations Team shall not deal with salaries or budget issues. Salaries  
12 and budget issues shall be the responsibility of the Executive Council.

- 13  
14 2. The Staff Relations Team shall deal with staff performance reviews only if a  
15 staff member is not performing well in their job. The Senior Minister  
16 shall be responsible for all staff performance reviews. The performance  
17 review of the Senior Minister shall be conducted by the Executive Council  
18 and presented to the Senior Minister by the Board Chair.

19  
20 B. The Staff Relations Team will be comprised of the following:

- 21  
22 1. The Vice Chair of the Congregation will serve as the Chair of the Staff  
23 Relations Team.

- 24  
25 2. Three elders will be chosen by the clergy staff to be on the Staff Relations  
26 Team.

- 27  
28 3. The Senior Minister will serve with the Staff Relations Team on behalf of all  
29 staff.

30  
31 **XVIII. SOCIAL MEDIA POLICY**

32  
33 A. Social media (Facebook, Blogs, YouTube, MySpace, Twitter, Podcasts, Ning, Flickr,  
34 etc.) is very much a part of our society. We understand that consumers are  
35 participating more and more in these technologies.

36  
37 B. This policy is written for both corporate use of social media by the staff of Hillside  
38 Christian Church, and for individual private use of social media by staff of  
39 Hillside Christian Church.

40  
41 C. Hillside Christian Church is a religious institution which means that as a Church we  
42 have to be seen in the community holding the highest Christian standards. All  
43 employees of Hillside Christian Church whether on duty or off duty reflect the  
44 values and teachings of this congregation.

45  
46 D. In any social media that carries the name of the church, makes reference to the church,  
47 or that the staff member puts his/her name on, or makes reference to their position  
48 in the congregation, shall adhere to these guidelines.

1. Things said, written or shown shall always be the truth.
2. There shall not be copyright infringements.
3. There shall not be offensive language used.
4. There shall be given consideration for privacy and confidentiality.
5. There shall not be personal or institutional attacks.
6. There shall not be the participation in spam.
7. There shall be the immediate acknowledgment of mistakes and the immediate correction to the mistake.
8. Everything written, shown or spoken shall be respectful, dignified and reflective of a Christian lifestyle.
9. There shall not be conflicts of interest.
10. There shall not be anything written that might raise concern or cause question in a diverse religious group that has varying opinions.