

Personnel Policy

Ivey Memorial United Methodist Church Child Development Center

- I. The staff of Ivey Memorial United Methodist Church
 - A. Program Personnel
 1. CDC Director
 2. CDC Administrative/Classroom Assistant
 3. CDC Teachers
 - B. Support Personnel
 1. Cook
 2. Driver
 - C. Volunteer Staff
 1. Office Volunteers
 2. Others

- II. Employment
 - A. The pastor or director shall announce openings and receive applications for approved positions. Applications shall be reviewed by the pastor and director. All positions will be filled upon recommendation of the director, with the approval of the pastor or CDC committee.
 - B. Selection of employees will be based on evaluation of training and experience for the job vacancy; previous employment record and other criteria such as: specific skills and competencies in relation to the job specifications, satisfactory work patterns; compassion in human relations; strength in stress and work situations; personal behavior patterns which show evidence of discipline, orderliness and organization; team player and personal character; self-esteem and satisfactory general appearance.
 - C. Past employment references must be obtained, if possible, and the desire for this person to be re-hired should be included in the evaluation.
 - D. All employee positions shall be offered for a probationary period before hiring new persons or hiring for new positions.
 1. Employees will be initially hired for a probationary period of three months (90 days). This period may be extended for an additional three months on recommendation of the director and pastor.
 2. Prior to the end of the probationary period an evaluation must be done by the immediate supervisor to justify the results at the end of such period. This evaluation must be explained to the employee and then approved by the pastor or CDC committee before including such evaluation in the employee's official personnel file. Such evaluation and review process is for the purpose of promoting open communication between employee and supervisor.

- E. There shall be established for each employee an individual personnel file, which shall be confidential and accessible only through the director or pastor.
- F. Each job will have an appropriate job description as determined by the director in consultation with the pastor and other appropriate persons.
 - 1. The job description will be defined by the director in consultation with the employee and pastor. The job description may change as circumstances dictate, but if amended, it will be in consultation with the employee.
 - 2. Each employee will be provided a copy of his job description at the time of employment or whenever the description is amended and will acknowledge receipt of same by signature on the official personnel file copy.
- G. Persons handling CDC funds will be bonded in an amount to be determined by the Trustees and agree to credit repository review.
- H. All employees and volunteers must complete satisfactory criminal records check and Child Protective Services review.
- I. Each employee will abide by the dress code:
 - 1. All attire should be clean, in good repair and fit respectably
 - 2. Pants and skirts knee length or longer
 - 3. No open toe shoes
 - 4. No sweat suits or sweatshirts
 - 5. No tee shirt with design, symbols or logo other than Ivey
 - 6. No tank tops
 - 7. No bare midriffs
 - 8. No visible tattoos
 - 9. Director or pastor may ask you to go home and change if attire is deemed inappropriate

III. Work Schedule

- A. Regularly scheduled permanent employees will be defined as working a minimum of 20 hours per week.
- B. Salaried employees should be aware of the complex nature of the church and CDC he or she serves and that employees are frequently called upon to work longer hours at irregular times. When these extra hours or days are worked, a written record shall be maintained, and compensatory time may be arranged with the pastor. Where possible, a regular schedule of working hours and days off shall be maintained to preserve the continuity with other employees and the CDC.
- C. Part-time employees will be defined as those working less than 20 hours per week. The work schedule for part-time employees will be designed to meet the needs of the particular situation and will be incorporated into the specific job description.
- D. It is the employee's responsibility to work the required number of hours. It is the supervisor's responsibility to inform the employee if they are not making the hours required.

- E. After working forty (40) hours per week, not including holiday sick or vacation leave, employees will receive 1.5 times their hourly wage, i.e. time and a half.

IV. Salaries and Benefits

- A. Beginning wage will be based upon the salary scale determined by the CDC Committee.
- B. Salaries and Benefits for each staff position shall be reviewed annually by the director and pastor. Budget figures will be reported to the CDC Committee and then sent with recommendations to the Administrative Council for approval.

- C. Tuition for Employee's Children: Employees will receive a 40% discount on CDC tuition for their child(ren). No additional discount will be given employees for multiple children.

D. Holidays

- 1. The following paid holidays are granted to regularly scheduled permanent employees, New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day and the employee's birthday.
- 2. No Days shall be substituted if the holiday falls on Saturday or Sunday.
- 3. If absent the day before or after the holiday, no pay will be received for the holiday.

E. Sick Leave

- 1. Sick leave is defined as personal illness or illness of an immediate family member where the employee's presence is necessary. Immediate family member is defined as spouse, child or parent.
- 2. Sick leave may not be used as vacation leave.
- 3. Regularly Scheduled Permanent Staff
 - a. Regularly scheduled permanent employees will accrue one-half (1/2) day of sick leave per month following the completion of three (3) months on the job. Accrued means that you earn ½ day per month, not six on the hire date.
 - b. A maximum of six (6) days may be carried over to the next year.
 - c. All regularly scheduled permanent staff must submit a signed doctor's statement qualifying for more than three (3) consecutive days of sick leave.
 - d. No payment will be made for accrued sick leave at the time of termination of service, nor of any days not carried over at year end.
 - e. Should sick leave usage be abused as determined by the director, pastor and CDC Committee, the offending employee may forfeit such accrued and future benefits and be subject to termination.
 - f. Part-time employees do not earn paid sick leave.

F. Vacation

- 1. Regularly Scheduled Permanent Staff
 - a. Each regularly scheduled permanent employee will accrue one-half (1/2) day of vacation per month following the completion of 3 months on the

job. Accrued means that you earn ½ day per month, not six on the hire date nor the beginning of a calendar year.

- b. After eighteen (18) months of employment, permanent employees will earn one (1) day of vacation per month. Vacation may not be carried over and must be taken in the calendar year earned.
- c. CDC staff should schedule vacation leave two months in advance with the CDC director.
- d. When leaving the center's employment, days used but not earned will be deducted from the last pay period. Days earned but not used will be paid in the final paid period.
- e. When possible, a regular schedule of working hours and days off shall be maintained to preserve the continuity with other employees of the center.

2. Part-time employees do not earn paid vacation.

G. Insurance

Medical Insurance is available through the General Board of Pension and Health Benefits program through the United Methodist Conference. Ivey CDC will pay 30% of the employee- only coverage rate.

H. Pension Plan

A 403B program is available through the United Methodist Conference General Board of Pension and Health Benefits. No matching contribution is made by the CDC.

I. Worker's Compensation

All employees are covered and entitled to the benefits of the Virginia Workers Compensation Law which requires that you see a doctor within 24 hours of an on the job injury. Any employee injured on the job must notify his or her supervisor of such injury immediately or as soon as possible.

J. Social Security

All eligible employees shall participate in social security and Medicare contributions upon employment. The church will pay its share and deduct the employee's share from each pay check.

K. Withholding

Federal and state income taxes will be withheld for program and support staff consistent with W-4 and state withholding directions provided by the employee.

L. Absences

1. When possible, any absence, planned or emergency, shall be brought to the attention of the director as soon as possible. In the case of the director contact the church office.
2. Leave without pay will be granted at the discretion and approval of the director. A pattern of habitual absences, as determined by the director, pastor and CDC Committee will be cause for termination.

M. Time Off

Special requests for time away shall be reported to the director and approved by the pastor.

N. Jury Duty

As good citizens, employees should respond to court calls for jury or witness duty. If such a summons is received, the employee should make arrangements in the same manner as vacation time. The employee will receive full pay for such absences; however, any money paid to the employee for such jury service shall be forfeited to the church. If jury duty does not require the full day for court service, the employee is expected to report to work for the remainder of the day.

O. Bereavement

Each case will be dealt with individually in consultation with the director and the pastor. Regular scheduled permanent employees shall receive 2 days of bereavement pay for loss by death of immediate family, mother, father, sister, brother, husband, wife, child.

P. Leave of Absence

Each request will be handled on an individual basis by the director and pastor and must be made in writing providing a complete basis for such request.

Q. Short Term Disability Leave

1. Full-time employees, who plan to return to work following disability, will be granted a disability leave without pay of up to three months after all accrued sick and vacation time has been utilized.

2. Part-time employees are not eligible for short term disability leave.

R. Military Leave

If an employee is a member of the military service which requires him or her to report for two weeks or summer training, or to report for any official duty by official orders, he or she will be granted a leave of absence without sacrificing accrued vacation.

V. Annual Performance Review

A. Program and Support Staff Evaluation

All employees and their work will be evaluated annually by their supervisor. This will be done in writing and is to be reviewed and commented on, as necessary, by the evaluator and the employee. The employee and evaluator will sign the evaluation. Following an evaluation made when the employee has completed his/her first three months, annual reviews will be made on the employee's hire date or as close to this

date as possible. All employee evaluations will be reviewed by the pastor before being placed in the employee's personnel file. The annual evaluation shall be the basis for annual wage adjustments.

VI. Problem Solving

- A. The procedure for employees who have a concern or complaint relating to the CDC, a teacher, parent, church member or anyone else connected with the center is as follows:
 - 1. Inform the CDC Director in writing.
 - 2. If this is an unsatisfactory approach or result, contact the pastor.
 - 3. If the problem is still unresolved, the employee should present his/her grievance in writing, describing all efforts to resolve the grievance to the CDC Committee chair. The grievance will then be reviewed by the committee.
 - 4. After all have become involved and the problem is still not resolved or corrected, the pastor may choose to involve the state licensing inspector, if the matter is a licensing concern.
- B. Anyone calling the state licensing inspector without following the above procedure will be terminated.

VII. Termination of Employment

A. Resignation – Voluntary Termination

The CDC administrative staff is expected to give at least a notice of one month and other employees a notice of two weeks when leaving the program's employment. Any vacation earned but not taken in the year of termination will be paid to the employee in their final pay check.

B. Release by Employer--Involuntary Termination

- 1. Notice of release is to be given in writing after consultation of the employee with the director and pastor.
- 2. Two weeks' notice or two weeks advance pay at the discretion of the pastor with approval of the CDC committee will be given the employee.
- 3. Earned, but not taken, vacation in the year of termination will be paid to the employee in the final pay check.

C. Counseling and/or Disciplinary Procedures

Employees will be counseled, disciplined, or discharged for just cause which includes, but is not limited to, the following breaches of the standards of reasonable conduct:

- 1. On duty under the influence of an intoxicant or drugs
- 2. Failure to call in or not reporting for work
- 3. Habitual tardiness in reporting to work

4. Excessive absenteeism, especially when absences occur before or after scheduled days off or holidays
5. Inadequate supervision of children assigned
6. Use of personal cell phone while responsible for children
7. Violation of CDC discipline policy
8. Dress code violation
9. Insubordination
10. Theft
11. Violation of established CDC policies
12. Failure to comply with licensure regulations
13. Discrimination
14. Violation of confidence
15. Providing false employment information
16. Discussion of salaries with fellow employees
17. Use of profane language
18. Smoking in sight of the children – Ivey Church is a smoke-free facility
19. Inability to meet the expectations/standards of the employee’s job description

VIII. Revision of Personnel Policies

The foregoing personnel policies have been approved by the CDC Committee and are subject to annual review and modification. Employees may submit proposed amendments to the CDC Director.

Any changes, revisions, or amendments to the personnel policy will be passed on by the CDC Committee before they can be enforced. Employees will be notified of any changes or revisions.

IX. The Minister as Administrator

The pastor of Ivey Memorial United Methodist Church is the liaison between the church and the CDC. As the primary administrator of all church’s programs, the pastor’s decisions will be based on what is best for the total church and will be final.

A signed copy of this document should be kept in the personnel file of each employee:

Employee signature Date

Director signature Date