

**Emmanuel Episcopal Church
Athens, Georgia**

Employee Handbook

Revised May 2003

Welcome to the Emmanuel Church staff. This handbook has been prepared to familiarize you with the personnel policies, procedures, and benefits of employment at Emmanuel Church.

This handbook may be updated on a periodic basis and should be regarded as a guide on questions regarding personnel policies. The Church retains sole discretion to modify, delete, or make exceptions to any and all provisions contained within this handbook.

We expect that you will faithfully fulfill your job responsibilities with loyalty, initiative and to the best of your ability. Please retain this handbook as a reference throughout your employment here. If you have any questions, please discuss them with the Rector.

Employment Procedures

All positions must be approved and budgeted by the Vestry in accordance with the Bylaws of Emmanuel Church. The position, specific terms of employment, and major duties of each employee shall be defined in a written job description. Screening, interviewing, and hiring decisions for all lay staff positions will be made by the Rector with suitable guidance from the Vestry Personnel Committee and the Vestry.

Emmanuel Church does not discriminate on the basis of race, color, national origin, gender, sexual preference or handicap/disability in its programs, activities, or employment.

Definitions of Employment

Clergy

Clergy are hired through the canonical process as outlined by the Diocese of Atlanta. This includes rectors, deacons, assistants or associates.

Rector: Called to the parish for life by the Vestry usually upon the recommendation from a nominating committee.

Assisting Clergy: After the Vestry creates a position the rector initiates a search process and issues a call. This may be indefinite or for a time-certain and is at the will of the rector. The rector is encouraged to use the resources of the Vestry and its Commission structure in the call process.

Other Staff: The Rector follows a process similar to that for calling assisting clergy. All staff including the Day School faculty report either directly to the Rector or through his/her designee.

Anniversary date

The anniversary date will be the first day of employment. The anniversary date is the basis for computing eligibility for benefits provided by the Church as well as performance reviews.

Lay Employees

These are any individuals, other than clergy, employed by the parish. The following are the types of lay employees:

Full Time

Full-time employees work and are paid for 30 or more hours per week. In 2002 full time positions include the Parish Administrator, Sexton, Director of Finance and Director of Christian Formation for Youth and Children.

Part Time

Part-time employees work and are paid for less than 30 hours per week. Part time employees are not eligible for health insurance, life insurance or pension benefits. Part time employees are eligible for paid vacation listed under Holidays in this Employee Handbook. In 2002 part-time employees include the Director of Music, Assistant Director of Music, Director of the Day School, all Day School faculty members. The Day School employee practices are appended to this handbook.

Temporary Part Time

Temporary part-time employees may be hired from time to time for specific tasks. Temporary part time employees are not eligible for health insurance, dental insurance, life insurance or pension benefits. They are not eligible for vacation or sick leave benefits.

Probationary period

All lay employees shall serve a probationary period of 90 calendar days from the date of first service. A formal performance review will be conducted at the end of this trial/probationary period. If the work is satisfactory, then the person will be given regular employment status. There is no guarantee of 90 days of work to any new employee. If a trial employee's performance is not satisfactory, the Rector shall terminate him/her at any point during the trial period.

Sick Leave

Sick leaves accrues for all full-time employees at the rate of 1 day per month or 12 days per year. Sick leave is not cumulative beyond the year it is earned. Three days of this leave may be used for personal leave. Accumulated sick leave is not paid at termination.

Part-time employees receive sick leave prorated according to number of hours worked per week.

Bereavement

Bereavement leave is not to exceed 3 working days when an immediate family member dies. Immediate family members include: mother, father, sister, brother, spouse, children, mother-in-law, father-in-law, grandparents, grandchildren, relative residing with employee. 1 working day of bereavement leave is allowed for the death of a relative beyond this list.

OTHER LEAVE**Jury Duty**

The church recognizes its employee's civic obligation to serve as jurors when called and therefore grants leave of absence with pay to full time and part time employees in accordance with the following provisions.

On days for which continued attendance is not required the employee is expected to return to work.

Employees are encouraged to use their own judgment and request exemption from jury duty when permitted by law if their participation on the jury will cause the employer to suffer or be a personal hardship to the employee.

Military Duty

Consistent with the Military Selective Service Act of 1976, an eligible employee will be granted leave time according to the following provisions for training or active duty in the Armed Forces.

Full time or part time employees scheduled to work twenty (20) or more hours per week are eligible for military leave without pay. The Church will grant up to ten (10) working days of unpaid leave annually so that an employee may fulfill any active-duty training requirement as a member of a reserve component of one of the Armed Forces.

Maternity Leave

Maternity leave is without pay. Sick leave and vacation time may be used for maternity leave.

If the employee does not return to work six weeks after delivery, employment will be terminated unless a doctor certifies that the employee cannot return to work for health reasons. In this case an extended leave of absence without pay may be negotiated.

Paternity Leave

Employer may grant up to ten (10) days of leave to an employee in connection with the birth/adoption of his child. Such leave shall be without pay or may be charged to employee's sick or vacation leave.

Vacation**Clergy**

Clergy negotiate paid vacation at the time of employment with the Vestry. It is normal and

customary for clergy to take at least 30 days annual leave and no fewer than 4 Sundays. The clergy may negotiate additional leave from time to time. Normally the clergy will take no more than a calendar month at any one time unless the leave is connected to continuing education. In this instance the leave will be negotiated with the Vestry.

Clergy are entitled to two (2) weeks of continuing education leave per year. By prior agreement this may accumulate to not more than four (4) weeks to allow the clergy the opportunity to take advantage of continuing education events which may require a time frame of longer than two weeks.

Full-time employees are eligible for paid vacation as it is earned throughout the year. Exceptions may be made by the Rector in cases of pastoral urgency.

1 year continuous service.....2 weeks
5 year continuous service.....3 weeks
10 years continuous service.....4 weeks

The maximum amount of vacation time for any full-time employees will be 4 weeks.

Part-time employees are eligible as above on a pro rata basis of their Full Time Equivalent status.

All vacation time must be taken within the year it is earned and may not be carried forward to future years. Employees will not be paid for unused vacation remaining at the end of the year. Vacation is not a termination benefit.

Vacation must be scheduled in advance with the approval of the Rector. While the Parish will try to accommodate requests to take vacation throughout the year, May 1 through September 15 is a period of reduced parish activity and lends itself to staff leave.

If a paid holiday falls within an employee's vacation period, an additional day may be taken at the beginning or end of the employee's vacation period or at another time during the vacation year with prior approval of the employee's supervisor.

Holidays

Full-time employees are entitled to the following paid holidays at which time the Church office will be closed:

- New Year's Day
- Martin Luther King, Jr. Holiday
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day

Revised May 2003

Thanksgiving Friday
Christmas Day
Christmas, day after

Special Notes:

Employees observe these holidays on the day in which each falls. If an employee must work on a holiday, they will receive another paid day off during that week or as soon as it may be arranged. There is no pay differential for holiday work.

Part-time employees will be paid for any holiday falling on a day on which they normally work. If the holiday falls on a day on which the employee does not normally work, they will not be paid for that holiday.

Sexual Misconduct

Emmanuel Church prohibits sexual misconduct by any ordained person, aspirant postulant or seminarian sponsored by or working in this Parish, and by any lay employee or volunteer working in any capacity for the Parish. This is to include sexual abuse or molestation, sexual harassment, or sexual exploitation.

The Vestry of Emmanuel Church has adopted the **POLICIES AND PROCEDURES CONCERNING ALLEGATIONS AND INCIDENTS OF SEXUAL MISCONDUCT - 1994** of the **Diocese of Atlanta** and will follow its procedures upon receiving complaints of sexual misconduct.

Confidentiality

In the course your duties you may receive confidential information. Employees are prohibited from disclosing such information inside or outside the Church. Such disclosure would be grounds for consideration of discipline up to and including discharge. When in doubt consult with the rector on this issue.

Performance Evaluation

- (a) Your performance as an employee will be evaluated by your supervisor at the end of your probationary period and annually thereafter. The evaluations are done to recognize and record the things you do well and also to identify those areas in which you may need to improve.
- (B) At the back of this handbook you will find a sample copy of the form which may be used for performance evaluations. Please look at it carefully. Each area to be evaluated will be explained to you at the beginning of your employment period. You are responsible for insuring that your supervisor answers your questions.

Job Related Injuries

(A) General. The Church carries **workerperson's** compensation insurance which covers medical and rehabilitation costs, within the limits of the law, of employees injured at work.

(B) Procedures. If you are injured in any way at work, you should inform your supervisor at once

unless your injury is so serious as to require your immediate removal for treatment. A list of designated providers of care is posted in the Church mailroom. Unless clearly inappropriate at the time of injury, you must select one of these providers to treat you.

(C) Lost Wages. If you are unable to return to work for seven (7) calendar days following an injury, a part of your wages will be paid by the **workerperson's** compensation insurer, in addition to treatment and rehabilitation costs. In this regard, the Church will do the following:

- 1) Pay you one week's wages at your base hourly rate times the number of hours you normally work weekly because of the delay in the start of insurance payments.
- 2) For up to two weeks following the start of insurance payments, we pay you the difference between the weekly amount of the insurance payment and your base weekly earnings as described above.

Conduct

All employees are expected to conduct themselves in a courteous, professional and respectful manner toward parishioners and other employees and all persons with whom they come in contact at Emmanuel Church. Attitude, as indicated through performance, is considered an important factor in evaluation the job performance of all employees and will be taken into consideration in determining salary increases.

Miscellaneous

- (a) Appearance - Employees are expected to dress in a manner appropriate to the environment in which they work.
- (b) Smoking - Emmanuel Church buildings are a smoke free environment.
- (c) Telephone – The telephones provided by the church are tools for ministry. Please limit personal calls to ten minutes.
- (d) The following actions are prohibited, and employees who knowingly engage in any of them are subject to dismissal:
 1. Theft of church property or the property of others.
 2. Willful destruction of church property or the property of others.
 3. Possessing firearms or other weapons on church property.
 4. Non-compliance with or disregard for an established safety rule.

Termination Benefits

Upon termination, regardless of reason(s), (except as noted below), an employee is eligible for the following:

1. Salary earned but not yet received.
2. If eligible, all or a portion of a retirement benefit.

The termination date is defined as the last day normally scheduled and actually worked. The Rector determines this date.

Emmanuel Episcopal Day School

Personnel Guidelines

I. Policies

Hours - Teachers are expected to be at school between 8:30 a.m. and 1:00 p.m. on regular school days.

Each teacher is required to complete 10 hours of Department of Human Resources approved classes. Each teacher will be paid \$10.00 per hour for the 10 hours per year. During the first year of employment each teacher must take 2 hours of Child Abuse training and 2 hours of Infectious Disease training. All new teachers complete the National Episcopal Church's Sexual Misconduct training and all teachers must maintain current certification in CPR and First Aid training. CPR and First Aid are in addition to the 10 hours per year and will be offered during pre-planning week when possible.

Personal Leave and Sick Days

Personal Leave and Sick Days are interchangeable terms.

Leave is awarded as follows:

- Two-day teachers: four (4) days per year.
- Three-day teachers: six (6) days per year.
- Four-day teachers: eight (8) days per year.
- Five-day teachers: a total of nine (9) days of leave per year.

All leave is given through the Director of the School. While the Parish will attempt to honor all requests, educational and pastoral priority remains with our students.

Unused Leave Days

Unused personal leave days are reimbursable to the employee at the end of the school year at a rate of \$25.00 per day. This benefit is not eligible for year-end rollover.

Time Sheets and Substitutes

The Director keeps time sheets for teachers and substitutes and submits them to the Director of Finance prior to the end of each month. The Director must be informed of absences and names of substitutes as soon as possible.

Teachers are responsible for securing their own substitute teacher from the approved substitute list for the days they are on leave. If a teacher has difficulty locating a substitute, the Director will assist.

Releasing Children

Children will be released to parents or persons previously designated (in writing) by the parents. If someone else asks for the child, the parents will be called. Permission from a parent must be granted before the child is released. If a parent calls the Day School to inform staff that someone other than the parent or designated persons will be picking the child up, a driver's license must be checked to verify identity. No child will be released to a minor sibling.

Field Trips - The Director must be consulted when field trips are planned. Written parental permission must be received prior to each field trip. If a teacher and/or parent's car is used, there must be a seat belt for each child in the car. Children weighing 40 lbs. or less must be restrained in approved car seats. There must be adequate supervision for all field trips. The Director will attend all field trips when possible. A variety of field trips are encouraged for the 4-year-olds. Because of the car seat regulation, and the need for greater supervision, trips for the younger children should be kept to a minimum.

Visitors, Guests

The Director should be notified of any visitors. These include class guests such as fire fighters, police officers, etc., as well as persons wanting to observe the program. Only children enrolled in the school may attend.

Teacher Evaluations

The Director will complete one formal evaluation per year for all staff members. Informal evaluations will be

Revised February 2003

conducted throughout the year. The Director will offer feedback and assistance to all teachers towards improving their effectiveness. Performance evaluations will be used as criterion for rehiring.

Telephone Usage

Personal phone calls should be kept to an absolute minimum.

Accidents

ALL ACCIDENTS MUST BE DOCUMENTED and reported to the Director using the appropriate form. The following steps should be followed:

1. Render medical attention (911 if warranted).
2. Inform Director/parent (this can be done later if minor injury).
3. Complete accident report form making sure it is signed by teacher and parent.
4. Give form to Director.

Arrival/Departure of Children

Between 8:45 a.m. and 9:00 a.m. 2-3 teachers will be designated, according to a schedule, to coordinate Early Morning Drop-Off, which is available to parents who complete a Early Morning Drop-Off form. Each teacher must document on the Drop-Off form each child who is dropped off every morning. One teacher will escort the children from the curbside to the Common Room. The other teacher(s) will supervise the children with table activities. At 9:00 a.m. the children will be escorted to their classrooms. All the other teachers need to be in their classrooms prior to arrival time to be prepared for the day and to greet the children.

All teachers should be in their classrooms at departure time to supervise children and to communicate with parents as necessary. A departure plan for each class must be devised by teachers to ensure that children are safely delivered to their parents or designated caregiver.

Staff With Children Enrolled

No staff member, who has a child enrolled at the Day School, shall serve as a teacher in their child's classroom. The parent is responsible for the supervision of their child except during school hours, at which time the child's teacher is responsible.

Discipline Of Children

Corporal punishment is absolutely prohibited and will be grounds for dismissal. The most recommended procedure for discipline is redirection. Occasionally, redirection may not be effective and "time-out" may be used. Times should not exceed the child's age; i.e. a three-year old should receive no more than three minutes of time-out.

II. Building and Grounds

Inside - The children may regularly use the following areas:

Assigned classrooms

Children's restrooms

Children's Chapel/Rainy Day Playroom/Music

(large upstairs room - "Christian Connection")

Common Room (for Early Morning Drop-off)

Small upstairs kitchen

Doors to the stairwells must be kept closed as a fire precaution. The front glass doors are kept locked between 9:30 a.m. and 12:00 p.m. The two-year old teachers are responsible for unlocking these doors at 9:00 a.m. and the Director will relock them at 9:30 a.m. The Director will unlock the doors at 12:00 p.m.

Outside - The children may regularly use the following areas:

Upper and lower playgrounds

Front yard of the school for "splash days"

Sidewalks surrounding the Church, the St. Francis garden and

the Cobb House grounds for nature walks

Playgrounds - Attention needs to be paid to coordinating outside times to avoid having too many children on the same playground at any one time.

Teachers need to be aware of the following:

1. A teacher must accompany children from their classroom to the outside door and to the playground.
2. At least two teachers must be stationed on the playground at all times. (One teacher may accompany a child inside the building for a brief time in case of any emergency). On the lower playground teachers should be positioned so that there is a teacher at either end. One teacher must be able to see the "rabbit gate."
3. Children may not leave the playground without being accompanied by a teacher. (This included a child going to the bathroom).
4. Every teacher is responsible to see that children do not:
 - Climb fences or walls
 - Climb up slides
 - Throw sand or sand toys
 - Bring personal toys to the playground
 - Play with sticks

All of these rules can be stated in a positive way: "we go down the slide and up the ladder", etc.

Cleaning

Teachers are responsible for the cleaning of their rooms at the end of the day. This included cleaning the counter and table tops with cleaning solution (locked in the janitor's closet to be used at the end of the day), as well as sweeping and vacuuming as needed. Each Friday the floors will be cleaned by the church janitor or cleaning service in preparation for Sunday School. (If your floor needs to be mopped during the week, please put the chairs on the tables). Please store cleaning materials in a locked cabinet at all times and place trash bags outside of classrooms at the end of each day.

On Friday the teachers will prepare the rooms for Sunday School by clearing off lower cabinet tops and cleaning them as well as the tables. Each room should be left in a condition mutually agreed upon by the Day School and the Sunday School teachers who use the room. If this arrangement is not working smoothly please express your concerns to the Director.

III. Emergency Procedures

Fire/Tornado - When the fire alarm (continual sound) is heard teachers will immediately lead the children out of the classrooms according to the directions posted for each classroom. All classes are to go to the parking lot across the street. Teachers are responsible to see that each child in their class is present. One teacher from each team should be assigned to lead the children. The other should check that inside doors are closed and bring up the rear. There will be approximately one fire drill per month. The first fire drill will be announced, but later ones may be on a "surprise" basis.

When the tornado alarm (short beeps) is heard teachers will immediately lead the children to the area behind the Common Room stage. A plan is posted in each classroom showing designated positions for each group. Tornado drills are practiced at least one each year.

Illness of Accident - A box with emergency information for each child is next to the phone in the office that has the child's name, emergency phone numbers and specific allergies. In case of an emergency the parents must be contacted immediately.

No medication is to be administered while under the school's supervision. Exceptions will be made for life threatening conditions e.g. use of bee-sting kit in the case of a severe allergic reaction to a sting. Written permission for the teacher to administer this must be on file. Children with fever or unable to participate in classroom activities (including outside play) should be sent home. First-aid kits are located in the supply room and each classroom.

Revised February 2003

IV. Supplies and Equipment - General supplies are kept in the supply room. Each class has basic equipment, but toys and books should be rotated on a regular basis. Funds are allocated to each classroom based on the following formula: \$6.00 times the number of students in the class times the number of days per week the students attend school. These funds are used to reimburse teachers for extra items they may have purchased for special projects. Teachers are required to keep receipts for any purchase and turn them into the director for reimbursement.

V. Communication - If a staff member has an observation, suggestion, or concern which he/she wishes to express about the school policy, program, administration, operation, or personal matters, the staff member should express these to the Director.

If circumstances arise in which a staff member has concerns which can not be, or have not been, addressed by communications with the Director, the staff member should voice them to the Rector. The Rector shall work with the staff member to resolve the issue through clarification with the Director, and/or consultation with the consultation with the Commission members, if appropriate.

Emmanuel Church EMPLOYEE PERFORMANCE PLAN AND REVIEW

Name Last	First	Middle Initial
From _____ to _____		
Review Period	Employment Date	Current Salary
Position _____		

PERFORMANCE PLAN

(To be completed at the beginning of the review period.)

List the three to five most important responsibilities of this position:

- 1.
- 2.
- 3.
- 4.
- 5.

PERFORMANCE REVIEW

(To be discussed at the beginning of the review period and completed at the end.)

- Ratings:
1. Consistently exceeds expectations
 2. Consistently meets expectations
 3. Does not consistently meet expectations
 4. Unsatisfactory

A. JOB KNOWLEDGE

Understands all aspects of the job. Does not require repeat instructions for the same task.

1 2 3 4

B. ORGANIZATION OF WORK

Establishes priorities and organizes the work-load. Allots realistic time to accomplish tasks.

1 2 3 4

C. ACCEPTANCE OF SUPERVISION

Has work habits which reflect prompt attention to work load to ensure job completion.

1 2 3 4

D. QUALITY OF WORK RESULTS

Produces finished work which is complete and accurate.

1 2 3 4

E. ACCEPTANCE OF SUPERVISOR

Receives suggestions and constructive criticism from supervisor in a positive manner.

1 2 3 4

F. ADAPTABILITY / FLEXIBILITY

is able to accept and incorporate changes in work requirements and assignments.

1 2 3 4

G. INITIATIVE - Has self-starting ability and a basic urge to get things done.

1 2 3 4

H. JUDGEMENT - Makes sound decisions with respect to relative importance of priorities.

1 2 3 4

I. ATTENDANCE - Rarely is absent, only with legitimate cause.

1 2 3 4

J. PUNCTUALITY

Reports to work in a timely manner.

1 2 3 4

K. APPEARANCE AND GROOMING

Dresses appropriately as a representative of Emmanuel Church.

1 2 3 4

L. COURTESY / COOPERATION - Works harmoniously with others and gives assistance to the public and co-workers as may be needed.

1 2 3 4

SUPERVISOR COMMENTS *In addition to any other notes relative to the appraisal, written comments are required for any factors and rated below. “(3) consistently meets expectations.”)*

What specific action do you plan to help the employee increase his / her effectiveness during the next appraisal period?

Completed by: _____ Date _____

Approved by: _____ Date _____

EMPLOYEE COMMENTS *(The employee has the option of writing comments concerning this review.)*

Employee’s ideas and suggestions as to how he / she can improve performance:

I have read this appraisal, and my supervisor has discussed it with me. _____

Employee’s Signature

Date