



## Richfield United Methodist Church Welcomes You

Welcome!

Each staff member at Richfield United Methodist Church plays a vital role in developing and sustaining an environment which helps us fulfill our mission. Whether attending to the spiritual needs of congregation members or providing excellent care to infants and preschoolers in the Caring for Children Early Learning Center, we understand our lives and our work as one in Christ.

To work and live as one in Christ involves building a trusting, supportive community within the workplace. This handbook presents to each employee our congregation's commitment to you as an employee. In return, we ask you to commit yourself to providing the best possible performance in your position. We are confident that working together with a common purpose will be beneficial to all.

We believe your qualifications and personality are well suited to help us live fully into our mission. And, we are eager for the opportunity to grow in ministry and faith together.

We wish you the best on this new beginning.

Sincerely,

*Nate Melcher*  
Senior Pastor  
(July 2019)

*Kathleen Newbauer*  
Director, Caring for Children  
(January 2021)

*Jan Kirchner*  
RUMC Staff-Parish Relations Committee

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## **1. INTRODUCTION**

### **1.1 About This Handbook:**

This Employee Handbook was created to acquaint you with the personnel policies, practices, procedures, benefits, and working conditions that will be followed by all employees of Richfield United Methodist Church (RUMC) and Caring for Children (CFC), a mission outreach of RUMC. Whether you are a new employee or have been with RUMC or CFC for a number of years, you should read this handbook and keep it on hand for future reference.

This Employee Handbook is not intended to create a contractual obligation between the employer and any of its employees. The policies and procedures outlined in this handbook will be applied at the discretion of RUMC. RUMC reserves the right to deviate from the policies, procedures, benefits, and working conditions described in this handbook. Furthermore, RUMC reserves the right to withdraw or change the policies, procedures, benefits, and working conditions described in this handbook at any time, for any reason, and without prior notice. This Employee Handbook does not include all policies applicable to employment, nor is it the only source of policy information.

RUMC will make every effort to notify employees when a change in policy or procedure has been made but employees are responsible for their own up-to-date knowledge about the policies, procedures, benefits, and working conditions.

This Employee Handbook supersedes all previous employee handbooks, or policies, procedures, benefits, and working conditions written or unwritten representations, statements or promises regarding the terms and conditions of employment within RUMC. Any changes made to this Handbook are subject to the approval of the Senior Pastor, CFC Director, and the Staff Parish Relations Committee (SPRC).

Questions concerning personnel matters should be directed to the employee's supervisor, the Senior Pastor, Director of Caring for Children or the Chair of Staff Parish Relations Committee.

## 1.2 Mission Statements:

### **Mission: Richfield United Methodist Church**

*The congregation of Richfield United Methodist Church affirms that through God's redeeming love for all, we are one in Christ. We celebrate our diversity and recognize the sacred worth and dignity of all persons regardless of race, age, ethnicity, sexual orientation, gender, physical or mental capacity, education, or economic or marital status. We welcome all persons to full participation in the life and ministries of the church as we journey together in faith toward greater understanding and mutual respect.*

*Richfield United Methodist Church:  
Living in faith, justice, and joy  
A place at the table for all.*

### **Mission: Caring for Children Early Learning Center**

*The Mission of Caring for Children is to provide quality care for families by creating an environment rich in developmentally appropriate curriculum and activities; instilling a life-long love of learning.*

Caring for Children's programs are based on each child's social, emotional, cognitive, physical and developmental needs. By providing an environment rich in choices, we enable each child to seek out experiences relevant to his or her stage of development.

The goals for Caring for Children are to:

- Respect children as individuals
- Provide a healthy and safe environment for each child
- Provide a learning environment designed to enhance each child's development in all areas
- Encourage and allow children's independence and self-control
- Encourage and allow children to take responsibility
- Allow children autonomy and privacy
- Encourage children's growing faith in God
- Support parents by providing daily information about their child and by responding to parents' questions, desires, and concerns
- Harmonize with the vision and objectives of Richfield United Methodist Church of which Caring for Children is a mission

## **2. EMPLOYMENT**

Caring for Children (CFC) is a mission outreach of Richfield United Methodist Church (RUMC). All staff working in CFC are considered employees of Richfield United Methodist Church. Unless specifically noted, it is *not* a separate entity with its own benefits, policies, and procedures.

Employment with RUMC is on an “at-will” basis, which means either the employee or RUMC may terminate the employee relationship at any time, for any reason, with or without cause. This “at-will” employment relationship exists regardless of any other written statements or policies contained in this handbook or any other RUMC documents or any verbal statement to the contrary.

All employees are subject to background checks. No one will be given unsupervised access to children or youth until the cleared background check is received.

### **2.1 Introductory Period:**

The first 90 days of employment for all full time and part time staff are considered an introductory period. This is the initial phase of employment during which orientation and applicable training will take place. An employee’s attitudes and behaviors will be assessed as to their suitability for the job.

### **2.2 New Employee Orientation:**

Employees are given a current job description and training regarding the job description, expectations, responsibilities, and policies.

RUMC Staff: The Senior Pastor and/or the employee’s direct supervisor, or an appropriate substitute, will conduct orientation for RUMC staff. RUMC staff will typically complete their orientation within their first two weeks of employment.

CFC Staff: The Director and experienced teaching staff will conduct orientation. The employee will be familiarized with licensing regulations, health procedures and policies, and in-service requirements. They will also meet parents and get to know the children for whom they will be caring. All training listed in the CFC New Employee Orientation Document must be completed before an employee starts assigned duties.

### **2.3 Employment Classifications:**

- **Non-Exempt**: Hourly employees who are paid on an hourly basis and are eligible for overtime pay
  - **Full Time Non-Exempt**: Employees who are regularly scheduled to work at least 40 hours per week
  - **Part Time Non-Exempt**: Employees who are regularly scheduled to work 39 or fewer hours per week
- **Exempt**: Employees who qualify as Executive, Administrative, or Professional as defined by the Fair Labor Standards Act. They are not eligible for overtime pay. Exempt employees are expected to work 40 or more hours per week, to include working outside of normal business hours, in order to meet their job responsibilities.

## **2.4 Work Schedule:**

Supervisors schedule an employee's hours. Employees who need to change their schedule for any reason must request the change in writing to the Senior Pastor, CFC Director or direct supervisor at least two weeks prior to the requested schedule change.

Some RUMC staff, as identified by the Senior Pastor, are required to attend regularly scheduled paid staff meetings. CFC employees are required to attend regularly scheduled paid staff meetings, which generally occur outside of work hours.

## **2.5 CFC Positions:**

There are four classroom positions at CFC: Lead Teacher, Assistant Teacher, Experienced Aide, and Aide. The qualifications for these positions are determined by the Minnesota Department of Health and Human Services, Division of Licensing, and the National Early Childhood Program Accreditation (NECPA) accreditation standards.

## **2.6 Breaks:**

RUMC follows state and federal guidelines as it pertains to breaks.

General Guidelines:

- Employees are entitled to restroom breaks within each 4 hours of consecutive work. These breaks are not of a specified duration and are considered working time for which employees are paid.
- Employees are entitled to a meal break within each 8 hours of consecutive work. The length of this unpaid meal break will be determined by Senior Pastor, the Director or the direct supervisor and discussed during the employee's orientation.
- Breaks cannot be accumulated or added on to the end of the day.
- RUMC follows state law in providing breaks for nursing mothers.

## **2.7 Non-Discrimination Policy:**

RUMC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, RUMC complies with all applicable federal, state, and local labor laws.

## **3. PAY AND PERFORMANCE**

### **3.1 Performance Expectations:**

Specific job/position requirements are outlined in an individual's Job Description, which can be found in their personnel files. Employees are expected to understand the duties and be able to fulfill the listed requirements.

RUMC uses the following three principles regarding employee job performance. Employees have the right to know:

- What is expected
- If performance expectations are being met
- How performance can be improved

### **3.2 Performance Evaluations:**

Employee performance will be evaluated at approximately three months from the first day of employment. Supervisors will evaluate each employee at least annually thereafter.

Employees are evaluated on the performance of responsibilities and duties, as outlined in the individual job description, as well as adherence to basic rules of conduct. Each employee will receive a copy of the evaluation criteria.

All staff will be evaluated on skills in interacting with co-workers and members of the RUMC community, which may include congregation members, volunteers, and visitors to the building/campus. Additionally, CFC staff will be evaluated on skills in interacting with children and parents/family members.

Employees will be evaluated yearly by the direct supervisor and are encouraged to do a self-evaluation/self-appraisal. Final evaluations and self-evaluations will be placed in the employee's personnel file.

Employees may request a performance evaluation at any time. Furthermore, supervisors may conduct written performance evaluations at any time to advise employees as to job performance or to address disciplinary problems.

### **3.3 Compensation:**

All employees are expected to accurately record their hours for each pay period using a timecard or by clocking-in. This includes tracking actual hours worked and recording Paid Time Off (PTO) and other paid or unpaid time off. Any information recorded falsely will be grounds for corrective action up to and including termination of employment.

Pay periods end every other Saturday (Bi-weekly). Direct deposit will occur the Friday following the end of the pay period.

### **3.4 Overtime Pay:**

Sometimes it is necessary for non-exempt employees to work overtime. Non-exempt employees should receive approval by the Senior Pastor, CFC Director or direct supervisor before working overtime hours. Overtime pay will be paid to non-exempt employees at the rate of 1.5 times the employee's normal rate of pay for any work that exceeds 40 hours per week.

### **3.5 Personnel Files:**

RUMC maintains a personnel file on each employee. Information maintained in these files is considered confidential and proprietary. Information related to these personnel records will not be released without the employee's written consent except to confirm dates of employment, to comply with any legal process or to share with licensing, as required.

Access to personnel files is limited to the employee, their supervisor, the Senior Pastor, CFC Director and the Business and Administration Coordinator for purposes of updating information. Once a year employees may review the contents of their files in the presence of the Senior Pastor, CFC Director or

direct supervisor. Employee requests to review their files must be made in writing. Access, review, and copies of file information will be in accordance with State of Minnesota guidelines.

Certain employee information, e.g., employee contact information, needs to be kept up to date. Please report any changes to personal information to the direct supervisor as soon as possible after changes occur.

#### **4. STAFF DEVELOPMENT AND TRAINING**

##### **4.1 RUMC Staff:**

RUMC strives to provide opportunities for all employees to further their skills and abilities. An employee's need for further education or job-specific training may be determined at the time of annual performance discussions or as opportunities arise throughout the year.

Requests for training/continuing education workshops/seminars must be directly related to job skills or professional development needed for an employee's current position. Workshops/seminars are to be approved by the Senior Pastor and proof of completion provided. Requests should include both the cost of the actual workshop/seminar as well as any anticipated or expected out-of-pocket expenses that might be incurred. Employees are not required to use their PTO or a paid holiday to attend approved training.

##### **4.2 CFC Staff:**

In-Service Requirements for Caring for Children Staff: Minnesota Department of Health and Human Services (DHS) requires that the Director and all program staff annually complete a set number of hours of in-service education. The number of hours may be prorated for individuals not employed full time or for an entire year.

In-service hours will be recorded and maintained in the employee's in-service file. It is the employee's responsibility to ensure enough hours of training are received each year. Most hours will be completed through CFC staff meetings, Professional Development Week and other training opportunities. In some instances employees may need to complete more hours independently.

CFC employees will be paid for approved continuing education and in-service training. Overtime will apply if the non-exempt employee exceeds 40 hours in the workweek, excluding courses for college credit, Childcare Development Associate (CDA) credential, First Aid, OSHA, or CPR training. Staff will be reimbursed 50% of the cost for securing CDA credential.

##### **4.3 Professional Development Week:**

Caring for Children is closed for one week each year for professional development and curriculum planning, which is scheduled for the week prior to Labor Day. **All staff is required to attend and no requests for time off will be granted during that week or the week following.** Additionally, staff will not be able to bring their children to the center during this week and must find alternative care. No exceptions will be made for these two rules.

## **5. EMPLOYEE BENEFITS**

### **5.1 Holidays:**

#### **All Staff**

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Day

#### **RUMC Staff**

Two floating holidays

#### **CFC Staff**

Good Friday  
Christmas Eve

From the first day of employment, full time employees are eligible to receive 9 paid holidays.

Part time employees will be paid for holidays on a prorated basis, depending on the number of hours usually worked in a pay period and if the holiday occurs on the employee's regularly scheduled workday.

Holiday pay may not apply if an employee calls in sick or absent for any reason the day before or after a holiday. Employees on a leave of absence are not eligible for holiday pay.

If the holiday falls on a weekend, the holiday is observed on the Friday or the Monday closest to that holiday.

In January of each year, a schedule is published identifying when RUMC will be closed for that calendar year.

#### **CFC/RUMC Cancellation**

**Caring for Children will follow the Minneapolis Public Schools decision to cancel classes due to inclement weather. Staff will be paid for regularly scheduled hours when the center/church is closed due to cancellation.**

## 5.2 Paid Time Off (PTO)

Full-time employees receive PTO in a combined format that includes vacation, illness, and personal time off.

PTO is accrued as follows:

- |                                       |                                      |
|---------------------------------------|--------------------------------------|
| • 1st year (Date of Hire)             | 3.38 hours/pay period (11 days/year) |
| • 2nd - 3rd years (January 1)         | 4.92 hours/pay period (16 days/year) |
| • 4th - 10th years (January 1)        | 6.15 hours/pay period (20 days/year) |
| • 11+ years of employment (January 1) | 7.69 hours/pay period (25 days/year) |

The following applies to PTO:

1. PTO accrual must be accrued before being taken.
2. PTO begins at the hire date and is calculated using the fiscal calendar year beginning January 1 and ending December 31.
3. Part time hourly paid employees receive PTO on a prorated basis according to the average hours worked in the two-week pay period.
4. PTO hours must be approved by your supervisor
5. A minimum of 2 hours PTO must be used when taking PTO. After the initial 2 hours, PTO must be taken in whole hour increments.
6. PTO hours not pre-approved by a supervisor may not be granted to the employee.
7. For planned vacations and days off, employees are required to provide their supervisor with at least two weeks advance notice **in writing, on a time-off request form**. Supervisors, based on staffing and operational needs, may approve or deny time off requests. Employees will be notified within two of days after submission of their request, if their request is approved.
8. Employees may carry over 80 hours of accrued PTO each year-end which must be used within the following 12 months or it will be lost.
9. Requests can be made to carry over more than 80 hours because of special circumstances, such as a leave of absence. These requests must be made in writing to the supervisor. No requests will be taken into consideration for the previous year. Supervisors, based on staffing and operational needs, may approve or deny time off requests.
10. Employees must use all accrued PTO before any time off without pay will be granted.
11. PTO is not considered when calculating overtime pay.
12. When an employee resigns, any accrued and unused PTO will be paid to the employee in the last paycheck at the current rate of pay, provided a 2 weeks advance notice has been given. Employees who are terminated for cause will not be paid for unused PTO.

*(Revised: June, 2019)*

## 5.3 Leaves:

### 5.3.1 Bereavement Leave:

Bereavement leave is available for staff in the event of a death of an immediate family member. RUMC offers up to 3 days with pay to all employees who have completed at least 30 days of employment. This leave is for a death in the employee's immediate family, (spouse, partner, parent, child, brother, sister, father-in-law, mother-in-law, grandparent or any other individual who is a permanent member of the household) and is in addition to PTO. It is important for staff to notify their supervisor as soon as possible, in the event, alternate arrangements need to be made in their area of work.

Staff may ask to take time off to attend the funeral of more extended family, relatives, or friends. They must use PTO, if available, and should arrange with the employee's supervisor. The employee's direct supervisor may request an obituary or other supporting documentation from the employee in conjunction with the request.

### **5.3.2 Family Medical Leave Act (FMLA) (Federal law):**

FMLA is a Federal Law that applies to all employers with 50 or more employees. RUMC has fewer than 50 employees and therefore this law is not applicable.

### **5.3.3 Parental Leave (MN state law):**

Employees who have been employed by RUMC for at least 12 months for an average of 20 or more hours a week are eligible to receive up to 12 weeks of **unpaid** leave for the purpose of birth or adoption. The leave must begin within 12 months of the birth or adoption.

RUMC require employees to provide a reasonable amount of notice prior to parental leave, preferably a minimum of 30 days. Employees on approved parental leave are required to use their accrued PTO beginning with the start of the leave. If the employee participates in a health plan, coverage may be continued at the employee's own expense throughout the duration of the leave.

If the employee is gone for more than one month, the employee must give RUMC at least 2 weeks advance notice of return. When possible, the employee will be returned to the same position or one of comparable status and pay.

### **5.3.4 Pregnancy Leave, Nursing Mothers (MN state law):**

Female employees may take up to 12 weeks of **unpaid** leave during or following pregnancy when they've worked at least half-time for 12 months and been with RUMC for at least 12 months.

Pregnancy leave may be taken by an employee who cannot work because of prenatal care, pregnancy, childbirth, or related health conditions.

A pregnant employee may request the following accommodations: more frequent restroom, food and water breaks, seating, and limits on lifting more than 20 pounds. Other reasonable accommodations may be requested when advised by a health care provider or doula and the accommodation would not impose a hardship on the employer's business.

Nursing mothers needing to express breast milk at work will be provided reasonable unpaid break time to express breast milk and, when possible, be provided a private area that is not a bathroom, is shielded from view, free from intrusion from coworkers and the public, and has access to an electrical outlet. Breaks already provided may fulfill this requirement.

### 5.3.5 Sick and Safe Time Ordinance (City of Minneapolis, MN):

The City of Minneapolis Sick and Safe Time Ordinance is intended to allow employees to care for themselves and family members, making Minneapolis a healthier, more secure, and more productive community. The Ordinance ensures that all eligible persons working in the City receive paid leave to use when they or a family member are sick, injured, need preventative health care, or need to seek help for domestic violence, sexual assault, stalking, or other related issues listed in the ordinance.

## Sick and Safe Time

- Sick and Safe Time is access to time off work for Sick and Safe Time purposes.
- All types of employees, including part-time, qualify.
- One hour accrues for every 30 worked, capped at 48 per year and 80 overall (yearly and overall caps operate simultaneously).
- Employers must compensate for use at employees' base rate, except if they employ fewer than 6 employees.
- Hours begin accruing on 1<sup>st</sup> day of work and may be used on the 90<sup>th</sup> day of employment.



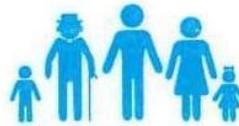
#### Sick Time

- Illness
- Injury
- Medical rest
- Recuperation
- Appointment



#### Safe Time

Time off for an appointment to address domestic violence or sexual assault



#### Sick or Safe Time Care of a Family Member



#### Family Member Place-of-care Closure

Due to inclement weather or unexpected emergency

A leave of absence must be approved by the Senior Pastor or CFC Director. Requests must be made in writing, and with as much prior notice as possible, preferably a minimum of 30 days. In the case of illness or injury, a medical certification may be requested of the employee. Employees are required to use their accrued PTO beginning with the start of the sick leave.

### 5.3.6 School Conferences and Activities (MN state law):

Employees who have worked at least 12 consecutive months for RUMC may take up to a total of 16 hours leave during any 12-month period to attend school conferences or school-related activities in connection with the employee's child, but only if these activities cannot be scheduled during the

employee's non-work hours. Unless the need for this leave is not foreseeable, an employee must give reasonable prior notice of the leave to the Senior Pastor, CFC Director or their direct supervisor. For non-exempt employees, this leave is without pay or they may use accrued PTO.

#### **5.3.7 Jury Duty:**

Employees called for jury duty are to contact the Senior Pastor, CFC Director or the direct supervisor. If the workload is extremely heavy at the time, employees may be asked to try to arrange a postponement. Employees selected to serve are expected to be at work during all working hours other than those required by the court.

Employees will receive their full salary for the first 2 weeks of jury duty.

#### **5.3.8 Military Leave (MN state law):**

RUMC allows all full-time and part-time employees to take time away from work for full-time military or military reserve duty in accordance with the current statutes and regulations governing these leaves. As soon as military orders are received, employees must inform the Senior Pastor, CFC Director or direct supervisor of the need for leave and provide written verification.

RUMC does not pay employees during extended military leaves of absence. Employees on leave for active duty will be reinstated in accordance with the laws in effect at the time of the return to work.

#### **5.4 Health/Dental Insurance:**

On the first of the month following completion of 30 days of employment, all employees who work at least 40 hours per week are eligible to receive health insurance benefits at the rate of 50% of the **single** monthly premium. The balance of the elected coverage is deducted from the employee's paycheck. Employees wishing to add a spouse or child (ren) to health/dental coverage are responsible for paying the additional cost.

Employees may enroll in health and dental insurance within 30 days of the start of employment, or wait for the next open enrollment period. The health and dental benefits are independent of one another; employees are not required to enroll in both health and dental coverage.

Employees participating in the health and/or dental insurance programs, and who are in a non-pay status are responsible for continuing coverage at their own expense.

Employee contributions to RUMC's health/dental insurance plans are made on a pre-tax basis and are subject to the guidelines in the Internal Revenue Code Section 125. Aside from the annual election period, no changes can be made to this benefit election during the plan year unless the employee has experienced a change in family status.

Please refer to the appropriate plan summaries and booklets for more detail on the coverage, benefits, eligibility, and procedures. RUMC reserves the right to change or cancel the benefits program or the cost-sharing rates at any time.

### **5.5 Retirement Contribution:**

Employees are eligible to participate in the United Methodist Personal Investment Plan (UMPIP) once they meet the following eligibility requirements:

- 12 months of service
- Regularly scheduled to work at least 1040 hours per year
- 21 years of age

Upon eligibility, RUMC will contribute 3% of the participant's compensation, regardless of whether the participant contributes to the plan. The sponsor contribution will be 100% vested after 24 months of service. The plan sponsor's (RUMC) contribution to UMPIP is calculated per pay period.

### **5.6 Child Care Discount:**

Full-time employees are entitled to receive a discount of 50% off CFC tuition rates for one child at any given time. If the employee has more than 1 child enrolled at CFC, the discount will apply to the oldest child.

Employees' children must go through the routine admittance guidelines and wait for an opening to become available. If no opening is available, an employee's child will be placed at the top of the waiting list. Employees are not required to pay the registration fee. All policies outlined in the Parent Policy Handbook apply to employees' children.

### **5.7 BENEFIT SUMMARY:**

#### **5.7.1 Benefits Available at Date of Hire:**

- Paid Time Off (PTO)
- Sick and Safe Time

#### **5.7.2 Benefits Available After 30 Days of Employment:**

- Health and dental insurance
- Bereavement Leave

#### **5.7.3 Benefits Available After One Year of Employment:**

- Parental Leave
- Jury Duty
- Retirement Contribution
- School Conferences and Activities

## **6. GENERAL POLICIES**

### **6.1 Employee Conduct:**

Employees are expected to perform job duties satisfactorily and exhibit appropriate behavior at all times. RUMC has a written Behavior Covenant that every employee is asked to abide by:

#### ***RUMC Behavior Covenant***

- 1. We agree to practice respect -- we don't interrupt, we listen and we don't diminish others. We disagree openly in a timely manner, ask clarifying questions, and seek to understand. We seek to maintain a non-anxious presence. We practice stability in the midst of anxiety, pray, breathe, practice reflective listening, and use "I hear you say..." comments.*
- 2. We agree to practice clear and direct communication.*
- 3. We covenant to refuse to talk to a complainer until that person addresses the person he or she is complaining about.*
- 4. We agree to say what we mean and mean what we say. We will go directly to the person we have an issue with and will practice Matthew 18\*.*

\*Matthew 18: 15-17 is a Biblical reference to conflict resolution. It says when a person is in disagreement with another he should go to that person and discuss the situation with them directly instead of talking about it behind that person's back. If talking to the person directly fails to resolve the issue, one or two others should be brought in to help reconcile the situation. It's using face-to-face communication to work out problems.

On occasion, a supervisor may find it necessary to take corrective action with an employee. An employee's supervisor will determine satisfactory performance and appropriate behavior, as well as the corrective action to be taken in any given situation.

Corrective action for violating basic rules of conduct, policies or practices, or unsatisfactory job performance may result in verbal or written discussion and warnings, suspension, or immediate termination of employment. The referred disciplinary measures do not constitute an exclusive list of possible actions and may be taken in any order.

Examples of unacceptable behavior or conduct include but are not limited to:

- Breach of employer, co-worker, or parishioner confidentiality
- Theft, abuse, misuse or willful damage to employee, church, or CFC property
- Fraud or dishonesty
- Misconduct; intentional, negligent or indifferent conduct that displays a disregard the standards of behavior that RUMC, as an employer, has the right to expect, and shows a substantial lack of concern for one's job
- Unauthorized possession or removal of RUMC property
- Failure to observe safety regulations
- Falsifying or destroying RUMC records of any kind, including employment and time records
- Excessive absenteeism or tardiness
- Bringing dangerous, illegal or unauthorized weapons or materials on RUMC premises
- Insubordination or failure to carry out reasonable (i.e. legal) directives from supervisor
- Harassment, threats, fighting or physical violence
- Verbal or physical abuse of any individual

- Inability or unwillingness to work harmoniously with other employees
- Possession, use, sale, transfer, or reporting to work under the influence of illegal drugs or alcoholic beverages in any form on RUMC premises
- Violation of any other written or unwritten policy or practice

RUMC reserves the right to ask any employee to leave its employ with or without prior notice and for any reason that does not violate local, state, or federal laws.

Employment with RUMC is at will and may be terminated at any time, with or without cause, for any reason by the employee or RUMC. Nothing contained in the policy is intended to create any contract rights or modify the employment at-will relationship.

### **6.2 Attendance:**

We need you! RUMC counts on dependable and reliable staff to provide a consistent level of service to the community we serve. Every employee is a valuable resource. Regular and reliable attendance is expected of each employee to help promote and maintain a positive working environment for all. If an employee is unable to come to work as scheduled, the employee is responsible for notifying their direct supervisor prior to the scheduled start time, preferably by texting.

RUMC Employees are to contact (text) their direct supervisor or the Senior Pastor as appropriate.

CFC Employees: Texting is the preferred method of contact when the CFC Center is not open. Contact the Director during preferred hours, as directed.

Employees who become ill at work should notify their direct supervisor and will be sent home as soon as possible. Employees who are ill for more than three consecutive days will be asked to provide a statement from their doctor before returning to work.

Excessive absenteeism or tardiness may be grounds for corrective action. Three or more unplanned absences within a 90-day period may result in corrective action.

### **6.3 Dress Code:**

RUMC expects its entire staff to dress appropriately for the job. Personal cleanliness, appearance, and dress are an important part of professionalism and providing safe care to children.

Employees should dress in clean, neat, comfortable clothing and shoes. Hair must be clean, combed and neatly trimmed, including facial hair. No jogging pants, sweatpants, yoga pants, or leggings worn in place of pants, clothing with words or logos, short shorts, halter-tops or badly damaged jeans will be allowed. **CFC employees are not allowed to wear open-toed or “flip-flop” sandals at work.**

Additionally, for CFC, clothing should fit appropriately so that you can run, stretch, and sit with clothes that maintain modesty. Shoes appropriate for active movements should be worn at all times. Employees should dress comfortably and appropriately for the weather. The children go outdoors during the winter, unless it is below zero or blizzard condition.

Employees who report to work in attire that does not conform to this policy or does not exhibit good judgment may be asked to correct this situation, including being sent home. Individuals sent home to change clothing will not be paid for the time away from work. Employees are expected to return to work or corrective action may be taken.

#### **6.4 Confidentiality:**

Confidential matters relating to an employee's job responsibilities should be discussed only as necessary and appropriate to conduct daily business and meet the responsibility of providing services. Unauthorized release of confidential information is grounds for corrective action up to and including termination of employment.

#### **6.5 Smoking:**

The entire church building is a non-smoking facility. In the interest of good health and professional appearance, employees who wish to smoke are asked to step outside briefly and smoke beyond the vision of the children and of those entering and exiting the church property.

#### **6.6 Alcohol and Mood-Altering Substances:**

RUMC is committed to maintaining a safe, healthful, and efficient work place.

- No employee may use, buy, sell, trade, deliver or be under the influence of alcohol or any controlled substance in any RUMC facility, vehicle, parking lot or anywhere on church property at any time
- These substances may not be used anywhere during work, rest breaks, meals or other occasions if the employee is to return to work the same day
- Reporting to work under the influence of alcohol or controlled substances during the course of business is strictly prohibited

Failure to follow the provisions of this policy may result in corrective action up to and including discharge.

Any employee who is aware of any alcohol and/or illicit drug use in the workplace must immediately notify the Senior Pastor, CFC Director or direct supervisor.

#### **6.7 Harassment:**

It is the policy of RUMC that harassment on the basis of protected classification (race, creed, color, religion, sex, national origin, marital status, status with regard to public assistance, disability, age, membership on a local human rights commission, sexual orientation and any other classification protected by local, state, or federal law), including sexual harassment, is prohibited.

Such harassment violates the law, creates an offensive working environment, decreases productivity, adversely affects positive working relationships, increases costs to RUMC and tarnishes the image of RUMC and everyone associated with it.

**Responsibility:** Every employee is accountable for his and her own actions. The Senior Pastor, CFC Director, and SPRC are ultimately responsible for promoting working conditions free of harassment and enforcing this policy. Supervisory personnel are responsible for implementing this policy, taking action

when harassment is alleged to have occurred, and reporting all complaints and incidents to the Senior Pastor or Director of CFC.

**Harassment:** Employees may not engage in verbal or physical conduct that denigrates or shows hostility toward an individual because of that person's race, creed, color, religion, sex, national origin, marital status, status regarding public assistance, disability, age, membership on a local human rights commission or sexual orientation, or that of the person's relatives, friends or associates.

The following are examples of prohibited harassment:

- Epithets, slurs or negative stereotypes
- Intimidating or hostile acts based upon protected classification
- Written or graphic material that denigrates or shows hostility or aversion to persons of a protected classification and that is posted or circulated on the property of RUMC

**Sexual Harassment:** Sexual harassment is defined as:

- Making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of an employee's obtaining employment or continuing employment
- Making submission to or rejection of such conduct the basis for employment decisions affecting an employee
- Creating an intimidating, hostile, or offensive working environment or otherwise substantially interfering with an individual's employment by such conduct
- Retaliating against an employee for complaining about such conduct

The following are examples of sexual harassment:

- Unwelcome sexual flirtations, propositions, and invitations to non-work related social events.
- Offensive physical contact or physical closeness
- Use of words of a sexual nature describing body parts or sexual acts, telling suggestive jokes or stories, and conversations about sexual exploits or sexual desires
- Displaying in the workplace sexually suggestive objects, pictures, cartoons, or representations of any action or subject which is sexual in nature and which can be perceived as offensive
- Damaging an employee's character, reputation, work environment, or property
- Direct and indirect suggestions that an employee's job security, job assignment, conditions of employment or opportunities for advancement depend in any way on the granting of sexual favors or relations

An employee who believes he or she has been subject to harassment should report the incident immediately to the Senior Pastor, CFC Director, direct supervisor, or chair of SPRC.

- All harassment complaints will be investigated quickly and discreetly
- Following the completion of the investigation, RUMC will determine whether harassment has occurred and take appropriate action based on its findings
- A violation of this policy may be grounds for immediate corrective action, up to and including discharge, and will be determined on a case-by-case basis
- Information regarding any harassment complaint will be restricted only to those who need to know.

Questions about this policy should be discussed with the Senior Pastor, CFC Director or direct supervisor.

## 6.8 Social Media:

Social media is a powerful and effective communication tool. It provides an opportunity to share views, thoughts, joys, and concerns about all areas of one's life. As such, RUMC employees need to exercise thoughtful care and discernment when using social media, i.e., follow the same behavioral standards online as one would in real life. Be respectful of self and others, whether posting ideas, opinions, or pictures. Maintain and honor entrusted confidential and proprietary information. Accept responsibility for whatever is posted. **It is strictly forbidden for staff to post pictures of children enrolled at CFC on their personal social media account/page.**

**John Wesley, the founder of the Methodist movement, lived by 3 simple rules:  
*Do no harm, do good, and stay in love with God.***

**These rules for living may be applied to the use of social media for RUMC staff.**

*Do no harm...Don't harm others by indiscriminately using social media in a way that could potentially injure or damage reputations.*

*Do no harm...Don't harm others by using social media as an outlet to vent when another form of communication could be and/or should be used.*

*Do no harm...Don't harm others by failing to recognize that social media is public and immediate.*

*Do good...by using social media in a positive way to network and communicate.*

*Do good...by exhibiting good judgment when posting anything on social media.*

*Do good...by doing no harm.*

*Stay in love with God...by not substituting social media for full participation in real life.*

*Stay in love with God...by doing good.*

*Stay in love with God...by doing no harm.*

## 6.9 Computer Use:

RUMC computers are to be used responsibly by all employees for job-related purposes. This includes accessing the internet. Employees using RUMC computers should have no expectation of privacy in their usage or access. Employees should keep food and drinks away from computers. Personal use of the computer and/or internet should be relegated to break times. The following is not permitted:

- Intentional sabotage of computer equipment or deletion or tampering with computer files
- Intentional release of a computer virus into the system
- Modifying RUMC computer equipment and/or systems files of software without specific authorization from management (including the installation of personal software)
- Removing, duplicating, or altering RUMC software
- To visit inappropriate websites

Violation of any of the above policies is grounds for corrective action up to and including discharge.

## 6.10 Telephone Use:

RUMC's phones are for church-related business use. Use of the phone for personal reasons should be kept brief and calls made only during break times.

CFC's phone is for business use only and personal phone calls should only be made during break times. Staff is allowed to use the phones in CFC when doing Center business such as calling a parent or planning a field trip. CFC reserves the right to monitor all phone calls.

Excessive and/or inappropriate use of one's cell phone during working hours may result in corrective action up to and including discharge.

#### **6.11 RUMC Furniture, Fixtures and Equipment Policy and Use of Personal Property:**

RUMC Furniture, Fixtures and Equipment Policy: All Furniture, Fixtures and Equipment located in the building, or on the grounds of Richfield United Methodist Church is the property of Richfield United Methodist Church.

Richfield United Methodist Church includes all groups, committees, or businesses organized thru and/or affiliated directly or indirectly with Richfield United Methodist Church.

Therefore, all Furniture, Fixtures, and Equipment may be used in the following manner:

##### **Used on Site:**

All Furniture, Fixtures, and Equipment, including Electronic and Audio Visual, musical instruments, etc. USED ON SITE at Richfield United Methodist Church is available for use ON SITE, or at Richfield United Methodist Church designated locations such as at a band shelter, and is not to be removed from the property under any conditions.

##### **Used off Site:**

Any Furniture, Fixtures, and Equipment owned by Richfield United Methodist Church that is normally used OFF SITE (not used at the church facilities or grounds) such as camping or outdoor gear, may be checked out and borrowed by a CHURCH MEMBER after receiving approval by the Lead Pastor or designated staff. If a church member desires to use equipment for their personal or group use, the equipment must be checked out from the Lead Pastor or a designated staff member. When checked back in, it must be in good clean, neat, dry working order and include all related items, such as tent stakes, poles, etc. The church has the right to refuse the Furniture, Fixtures, or Equipment to Church Members.

*(Adopted by the Richfield United Methodist Church Board of Trustees on November 3, 2014)*

It's expected that every employee will take precautions to guard against loss and damage to RUMC and CFC property.

Personal Property: RUMC cannot assume responsibility for the loss or theft of the personal property of an employee. It is recommended that all personal valuables be locked up, out of sight, or kept on the employee's person at all times while at work. Articles that are lost or found on RUMC premises should be reported and immediately turned into the Senior Pastor, CFC Director or an employee's direct supervisor.

#### **6.12 Keys and Security Codes:**

Employees responsible for opening and closing the church building will be given keys to unlock the building and a security code to enter and disarm the security system. Keys and security codes are not to be duplicated or given to anyone else, even if they currently work for RUMC.

Failure to follow the provisions of this policy may result in corrective action for the employee, up to and including discharge.

### **6.13 Safety in the Workplace:**

Employees are expected to keep work areas/classrooms and common areas as free from safety hazards as possible. They are responsible for reporting any hazardous situations to the Senior Pastor, CFC Director or direct supervisor. Suggestions for safety improvements are encouraged and help to maintain a safe working environment.

6.13.1 Job-Related Injuries: Employees who experience a work-related illness or injury, regardless how minor, should report the incident to their direct supervisor, CFC Director or Senior Pastor immediately, but no later than 24 hours after the injury. Employees will be required to document how the injury occurred and fill out necessary paper work for Workers' Compensation Insurance. Workers' Compensation will be paid in accordance with Minnesota state law.

6.13.2 Transportation of Youth/Children—RUMC: Employees are not to transport youth or children in personal vehicles for RUMC-sponsored events without prior written release of responsibility from the parents or guardian(s).

Employees responsible for transporting children must possess a valid driver's license and full insurance coverage on the vehicle and passengers. When applicable, approved, correctly installed car/booster seats must be used.

6.13.3 Transportation of Children—CFC: Under no condition are any Caring for Children staff to transport children enrolled at the Center in their own personal vehicles without prior written release for responsibility from the parents.

Any staff responsible for transporting children must possess a valid driver's license, have successfully completed the required "Child Safety Restraint" training, and have full insurance coverage on their vehicle and passengers.

6.13.4 Visitors—CFC: **Visitors to CFC must be escorted at all times.**

### **6.14 Resignation:**

If an employee decides to resign, RUMC asks that the employee give the Senior Pastor, CFC Director or direct supervisor as much advance notice as possible. Written notice is expected to be given at least 2 weeks prior to the employee's last day. Any unused PTO will be included on the employee's last paycheck at the employee's current rate of pay if the following conditions have been met:

- Employee has been with RUMC for more than 90 days
- Employee is eligible to use accrued PTO
- Employee has provided two or more weeks' notice

## **CONTACT INFORMATION**

| <b><u>Name</u></b>                                       | <b><u>Work Phone/Email</u></b>            | <b><u>Cell Phone</u></b> |
|--|---|--------------------------|
| Richfield United Methodist Church<br>Office              | 612-861-6086                              |                          |
| Caring for Children Office                               | 612-866-1632                              |                          |
| Caring for Children Email Address                        | director@cfcrumc.org                      |                          |
| Nate Melcher, Senior Pastor<br><i>(July 2019)</i>        | 612-861-6086<br>nmelcher@richfieldumc.org | 612-399-6272             |
| Kathleen Newbauer, Director CFC<br><i>(January 2021)</i> | 612-866-1632<br>director@cfcrumc.org      | 651-815-9333             |
| Jan Kirchner, Chair SPRC                                 | 612-247-2622                              |                          |

## ACKNOWLEDGMENT

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I have received a copy of the Employee Handbook of Richfield United Methodist Church. I acknowledge my obligation to read, understand, and abide by the content, and further acknowledge and agree that:

- This Handbook supersedes and replaces any previously or contemporaneously stated written or unwritten policies or practices covering the same or similar subjects or matter, including but not limited to, those contained in any manuals, handbooks, correspondence, memoranda, or oral discussions.
- Neither this Handbook, nor any other written or unwritten policy or practice of RUMC creates, or is intended to create, an express or implied contract, covenant, promise, or representation between RUMC and the employee.
- Employment with RUMC is at will. It may be terminated at any time with or without cause or notice by either RUMC or by the employee. I understand that I am free to resign at any time.
- RUMC reserves discretion to add, change, or rescind any policy or practice with or without notice at any time and that any such modification shall not alter the employment at-will relationship.

Employee Name (print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_