

LEGACY UNITED METHODIST CHURCH PERSONNEL POLICY MANUAL



Approved by-

- ✓ Lead Pastor
- ✓ Executive Pastor
- ✓ Operation Director
- ✓ SPRC

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WHO WE ARE

Our Mission

To intentionally be a multi-generational & multi-ethnic community of impact growing hope, healing, and wholeness through Jesus

Our Strategy & Values

Discover Jesus¹ through
Passionate Worship² & Radical Hospitality
Connect in Groups³ developing
Intentional Faith Development & Authentic Faith Sharing
Impact through Mission & Justice growing
Risk-Taking Mission and Service & Extravagant Generosity

Our Culture

Ask Anything
Listen Well
Freely Disagree
Love Regardless⁴

Our 2020s Focus

Deeper Connections through Groups
Long-Term Mission & Justice for the Common Good
Sustainable Finances for Unstable Times
Listening Well through Division & Polarization⁵

Core Classes for All

Discover Legacy: What is Life All About?
What is a Christian?⁶
What is a Methodist?⁷

¹ *ReJesus* by Michael Frost and Alan Hirsch

² *Redesigning Worship* by Kim Miller

³ *The Church in Many Houses* by Steve Cordle

⁴ *Red Skies* edited by L. Rowland Smith

⁵ *2020s Foresight* by Tom Sine and Dwight J. Frisese

⁶ *The Absolute Basic of the Christian Faith* by Phil Tallon

⁷ *The Absolute Basics of the Wesleyan Way* by Phil Tallon and Justus Hunter

PASTORAL RULE OF LIFE

Our mission is to intentionally be a multi-generational & multi-ethnic community of impact growing hope, healing, and wholeness through Jesus. We discover Jesus through Passionate Worship & Radical Hospitality. We connect in Groups developing Intentional Faith Development & Authentic Faith Sharing. We impact the world through Mission & Justice growing Risk-Taking Mission and Service & Extravagant Generosity.

Following Jesus Christ in today's world is highly complex and unusual for many.

Parker Palmer tells the story of farmers in the Midwest who would prepare for blizzards by tying a rope from the back door of their house out to the barn as a guide to ensure they could return safely home. These blizzards came quickly and fiercely. When their full force was blowing, a farmer could not see the end of his or her hand.

Many froze to death in those blizzards, disoriented by their inability to see. They wandered in circles, lost sometimes in their own backyards. If they lost their grip on the rope, it became impossible for them to find their way home. Some froze within feet of their own front door, never realizing how close they were to safety. It was crucial for the rope to be tied before winter's arrival.

Our world is complex and we can lose our way, just as in a blizzard. Blizzards begin when we say yes to too many things, when we are scattered, overloaded and too busy. Our ability to love God, ourselves and others can easily get lost.

Therefore, we commit to a rule of life, spiritual practices that form the rhythm of our lives, to draw us closer to Jesus. A rule works best when it challenges us. It can't be so easy that we are not stretched; but neither can it be so demanding that we are overwhelmed. Our rule seeks to provide boundaries while leaving plenty of room for flexibility and individuality.

Blizzards will continue to blow around us. This rule is intended to be a rope for us, keeping us focused on our inner spiritual formation journey that we might effectively accomplish our calling in Christ.

As Thomas Merton wrote: "The inner, spiritual journey is far more crucial and infinitely more important than any journey to the moon . . . this is the most important of all voyages of discovery, and without it all the rest are not only useless but disastrous."

The following "Rule of Life" expresses our conscious guidelines to keep God at the center of everything we do — to seek the "love of Christ" above all else. In a culture that does not respect God's rhythms for life, we seek to live out a balance of prayer, rest, work, and community. This "rule" provides guidelines for the kind of leadership we aim to embody, as well as a foundation for the relational culture we want to build and function within.

PRAYER

1. Scripture — Our lives are built on the Word of God. It is our food and primary means of revelation from God. We spend time each day in Scripture, seeking God's face, dwelling in God's presence and praying out of God's Word.
2. Silence and Solitude — Along with building silence and solitude into our daily routines, we spend the equivalent of one full day a month in silence with God.
3. Study — We are consistently growing and taking steps to keep learning about Jesus, as well as our unique values and our particular area of calling in Christ.

REST

4. Sabbath — Each week, we set aside no less than a 12-hour period, preferably 24 hours, to keep the Sabbath to the Lord. We also take at least one day off a week to do the "work" of life and limit our work at Legacy. We trust God to build God's church and respect Sabbath-keeping as an essential formation discipline in our lives.
5. Simplicity — We model percentage giving (using the tithe as a minimal guideline) in giving to God's work here at Legacy. We manage our material resources in a manner that honors God and avoids the traps and enticements of Western culture (e.g. bad debt, gambling, etc.) as we live out the basic principles of extravagant generosity (i.e. giving, saving, budgeting, balancing a spending plan, and planning).
6. Play and Recreation — We have a life outside of Legacy for balance and health. We recognize the seasons and rhythms of leadership and the church year and plan compensatory breaks accordingly. We build healthy "fun" into our discipleship and take vacations each year to allow the soil of our lives to be replenished and receive fresh "nutrients" from God. Pastors will use all their vacation each year and take conference required times of leave and sabbatical.

WORK

7. Service and Mission — It is vital that we maintain an open discussion about expectations and allow for ongoing modifications as we adapt to the challenges of our rapidly changing environment. Together, with the Administrative Team, we regularly update our job descriptions and goals in order to meet these challenges.

8. Care for the Physical Body — We understand the stewardship of our physical bodies is also part of our discipleship and modeling. We seek to regularly care for our physical temples through healthy eating habits, consistent exercise, annual wellness exams and sufficient amounts of sleep, respecting our God-given limits.

RELATIONSHIPS

9. Emotional Health — We embrace the skills and behaviors that put feet on our theology to love well (1 Corinthians 13). In all our relationships we seek to speak clearly, directly, respectfully and honestly. We aim to incarnate like Christ and listen well. We avoid making assumptions without checking them out. We negotiate our differences and clarify expectations in all our relationships. And like Christ, we seek to be present with ourselves and others, especially in the presence of anxiety, whether it be our own or that of others.

10. Family — We believe in the equal value of God's call to both singleness and marriage. We affirm with Scripture the gift of singleness for leadership (1 Corinthians 7:25-40). Both Jesus and Paul were single. At the same time, we understand the limits and great potentials of the marriage covenant for our work and our personal choices. We desire high-quality marriages, out of which we are able to minister to others. If we are married, our spouses make their own choices and have their own needs and desires apart from us. We affirm this. Our expectation is for honesty and transparency regarding our marriages and family life with those whom God has placed in authority over us.

11. Community (Companions for Your Journey) — Our roles as family members, leaders of our church family and employees carry with them a unique challenge. This complex relationship requires grace, maturity, wisdom and discernment. We encourage all staff members to be in relationships with mature people outside Legacy; these relationships might be with a spiritual director, a mentor, a counselor or a mature friend, depending on each person's unique needs and season in God.

Staff Covenant

As Pastors and Staff of Legacy United Methodist Church, we set the pace by modeling the Christian life for our congregation and help shape the heart and character of this church. We must do our best to live out, in our church: **Radical Hospitality** Welcome and bless all people God brings into your life. **Passionate Worship** Attend worship every week, in person whenever possible. **Authentic Faith Sharing** Share Jesus in word and in deed. **Intentional Faith Development** Commit to spiritual growth and life group participation. **Extravagant Generosity** Contribute financially, with the tithe being the target. **Risk-Taking Mission & Service** Serve both inside and outside the walls of the church.

As Pastors and Staff, we embody our church's best values. These guide our hiring and evaluation and call our staff toward a vigorous pursuit of the Christian life and effective service. Our values are to be, **Christ Centered**, through actions and words, shows a personal desire to live our six practices and highly engaged in achieving the church's vision and mission. We are **Committed**, to produces quality work and takes personal responsibility for fulfilling commitments and wholeheartedly serves others and cultivates the leadership of volunteers. We are **Courageous**, as we approach challenges with optimism, flexibility and creativity. And initiate and engage productively in difficult conversations, when needed. We are **Compassionate**, and encouraging, humble, and gracious, even when under stress. We must always show respect and consideration for those within and beyond his/her immediate team. And we are **Continually Improving**, we set high expectations and proactively improve ministry and self, as we actively seek and respond positively to constructive feedback.

We know with God's help, we can pursue and achieve the highest standards of holy living, building a Christ-Centered staff culture and setting the pace for the church modeling this staff covenant.

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INTRODUCTION

Legacy United Methodist Church (LUMC) employs qualified personnel dedicated to achieving the Legacy vision while exemplifying Christian living on a daily basis. Employees are the foundation of and reason for success at LUMC, and as such, are valued, trusted, and respected. It is necessary to maintain a mutually beneficial employer – employee relationship at all times. Information contained in this document provides a guide to assure such outcome.

The Administrative Team, through its' Staff Parish Relations Committee (SPRC), is responsible for all employee matters at LUMC. They have developed policies governing the recruitment, selection, retention, compensation, and separation, as well as all other personnel issues, of LUMC employees. The policies in this document will be reviewed and revised on an as needed basis. The Administrative Team has entrusted oversight of personnel matters to the Executive Pastor. Although the Executive Pastor may exercise minor discretion in administration of these policies, every effort will be made to observe consistent application.

In the event an item is not addressed by this document, the Executive Pastor, Operations Director and Lead Pastor will consult to make the final decision. If there is uncertainty or disagreement between the Executive Pastor, Operations Director and Lead Pastor, the item will be discussed with the SPRC. Once a decision is final, this document will be revised accordingly to reflect the impact of the decision. Keeping in mind the primary purpose of LUMC is to worship, serve, and learn about Jesus Christ, all employees are expected to conduct themselves in accordance with the vision, mission, strategy, and method of LUMC. Please refer back to the ***Mission Statement*** on page 1 for details.

MISCELLANEOUS EMPLOYMENT PROVISIONS

Federal and State Law

LUMC follows all applicable State and Federal employment laws.

Non-Discrimination

LUMC is an equal opportunity employer and will not discriminate in any circumstance against an applicant or employee on the basis of race, color, sex, age, national origin, disability, or marital status.

Nepotism

LUMC recognizes that employment of relatives and favoritism that may be shown relatives has the potential to create conflict of interest. The Administrative Team will review any potential nepotism issue on a case by case basis prior to employment. This policy does not apply to employees appointed by the Dakotas Conference or when an urgent short-term need arises.

Outside Employment

LUMC employees may engage in employment outside the church as long as said employment does not interfere with church duties, at the same time employee is conducting their duties at LUMC, during church office hours, is a conflict of interest with LUMC, nor is it in direct conflict with essential business-related interests of LUMC. SPRC will be made aware of outside the church employment.

Confidentiality

Due to the personal nature of the work done at LUMC, confidentiality is of the utmost concern. All employees are expected to maintain confidentiality as a condition of employment. Breach of this trust could be cause for immediate termination.

Grievance Policy

Employees having concerns about working conditions, interpretation of policy and procedures, disciplinary action or other matters related to employment, shall first take grievance to the Executive Pastor, then, if necessary, the Lead Pastor. If the concern cannot be satisfactorily resolved, the employee will present the concern, in writing, to SPRC or the Administrative Team (depending on the grievance subject matter). The decision of the Administrative Team is final.

Non – Contract

This document does not constitute a contract between LUMC and any employee of LUMC.

EMPLOYMENT PROCESS

Position Description

Each position at LUMC requires a current job description. Whenever a vacancy exists, the applicable job description should be updated to meet current needs of LUMC. Job descriptions should be reviewed and adjusted as needed to reflect current duties and responsibilities. The SPRC may be consulted in approval of new or revised job descriptions as they occur.

Requisition

All employment requests, over 10 hours per week, must be authorized by the LUMC Administrative Team whether filling a vacant position or creating a new position. In the event an emergency exists, the Lead Pastor, Operation Director or Executive Pastor may employ temporary assistance or procure independent contractors until the position is properly filled.

Recruitment

When a position becomes vacant, LUMC pastors and staff, will determine the best way to fill the position. Depending on the requirements of the position, this may range from an internal recommendation to an external announcement and search. The Lead Pastor and/or Executive Pastor will determine the appropriate notification process

Application Process

LUMC uses many media recourse to gather potential candidates. All in-person applicants must submit a resume and cover letter for the specific position applying for. The Executive Pastor or appropriate designee will review applicants and recommend to the SPRC qualified candidates for interview.

Selection

The Lead Pastor and/or Executive Pastor will appoint a selection committee to interview the applicants. The Executive Pastor will prepare an interview questionnaire / selection criteria document to conduct the interview. Upon completion of interviews, the selection committee will choose a successful candidate, it will also choose a second choice from those interviewed, if any qualify, in case the first chosen candidate does not accept the job or pass the background check. Or the committee can choose to expand the process as necessary to fill the position as desired.

Confirmation

The Executive Pastor or appropriate designee will conduct reference and background checks on the successful candidate. If such checks provide favorable results, the successful candidate will be presented to the Administrative Team for approval.

Record Retention

LUMC will maintain a confidential personnel file for each employee. The file will include such items as resume, reference letters, job description, employer-employee correspondence, evaluations, reprimands, and any other pertinent employee documentation. Only the Operations Director, Executive Pastor and the employee may access the file at any time.

EMPLOYMENT STATUS and CONDUCT

Evaluation

LUMC conduct bi-annual employee evaluations. This is not a high pressure evaluation and has no effect on any potential raise. Instead, it is to help assure all employees are mentally, physically, and spiritually healthy and achieving all they can for God's kingdom. The purpose of this evaluation is to take the time to sit down with a supervision and take a serious look at, "How is it with your soul?", career plans, goals, how can LUMC help you achieve those goals, and how have you succeeded?

Corrective Action

LUMC cannot and will not ignore policy violations. LUMC will use corrective actions for all employees who violate policy or who exhibit unsatisfactory work performance. Such action will be in proportion to the seriousness of the violation. Corrective actions will be administered privately. The Executive Pastor or SPRC will administer corrective action. The LUMC corrective actions plan is progressive in nature as outlined below.

Verbal Warning – verbal explanation of issue; documented in personnel file.

Written Warning – written notice of issue; documented in personnel file, SPRC is notified.

Termination – separation of employment for continued repeat violations or for violation deemed extreme.

*In some cases, violations may require, Verbal Warning step to be skipped and become a written warning, so full details of incident may be recorded.

LUMC may terminate an employee for any reason deemed in the best interest of LUMC and in extreme case, bypassing both Verbal and Written warnings. The Executive Pastor and Lead Pastor may temporarily suspend an employee, if deemed in the best interest of LUMC, until the SPRC or Administrative Team can take appropriate action.

The Executive Pastor will notify the SPRC if the written warning stage is reached. The SPRC must approve any extended suspension stage and the Administrative Team must be notified. The Administration Team must approve the termination stage.

Separation

Voluntary separation is based on the employee's choice to resign position and end employment with LUMC. Employees are asked to provide a two-week notice, if possible, when voluntarily leaving LUMC.

Involuntary separation is based on leadership choosing to terminate employee's employment at LUMC. Termination occurs when the employee fails to satisfactorily function in accordance with the employee's job description, the employee disregards LUMC policies and procedures, due to corrective action, or in the event the position can no longer be funded. LUMC will notify the employee in writing of such cause of action.

Upon notification of separation, all employees are required to return church property such as keys, credit cards, laptops, etc.

Personal Appearance

Each employee of LUMC is expected to maintain an appropriate appearance. This may be different for each employee due to the position they hold. As employees, we represent Jesus in all that we do, even our attire.

Personal Activity

LUMC recognizes it is difficult to completely separate Legacy business from personal activity and that some employees also hold other jobs; however, employees are expected to limit personal use of e-mail, telephone, internet, etc. when on duty.

LUMC does expect that when you are on the clock for LUMC, you do not engage in other employment or in any personal business. Furthermore, there is to be no soliciting for personal businesses or sale and services of said business to Legacy United Methodist Church members, attenders, staff, or employees while you are on pay status of LUMC.

There is also, under any circumstance, no use of LUMC church directory, attendance or any other information gathering of any church attenders, for personal business use.

Any misuse of LUMC directories or soliciting for personal business, may be grounds for immediate termination of employment.

Social Media

Social media can be a very effective way to inform and interact with the community, stay connected with church attenders and is a highly used tool at LUMC. However, as an employee of LUMC you are always representing the church when participating on any social media forums and must always conduct themselves in a manner consistent with Biblical values, Christ centered ethics and the Legacy vision, mission, and practices.

Employee Harassment

Employees of LUMC are expected to treat one another with the utmost respect, professionalism and courteous. Personal harassment of any kind is unacceptable. Each employee is afforded a safe comfortable work environment free from co-worker criticism, bullying or disruption.

Sexual harassment is unacceptable. It is defined as behavior, verbal or physical, which is a) sexual in nature, b) personally offensive, c) unsolicited or unwanted, and d) repetitive. It does not include occasional compliments of a socially acceptable behavior.

Employees are asked to discuss any and all perceived harassment with the offender, first, if possible and reasonable, in an attempt to resolve the issue at the lowest level; however, should resolution not be possible or reasonable, or cannot be met, the perceived harassment should be reported to the Executive Pastor and/or Operations Director, as soon as possible. It is the responsibility of the victim to bring such matters forward, and to do so in a reasonable and acceptable period of time.

If it is determined that harassment has occurred, sexual or personal, the offender will be reprimanded and if necessary, employment may be immediate suspension and/or terminated in accordance with LUMC disciplinary guidelines.

SALARY ADMINISTRATION

New Hire Compensation

A target value will be established for each position based on prior employee pay, duties, market, etc. Newly hired individuals will be placed on a sliding schedule from step 1 to step 5 based on education, experience, etc. as it relates to the target value. Each year thereafter, the target value will be increased by the general salary percentage increase provided to all staff. The succeeding year step percentage will then be applied to the new target value annually until the target value is reached.

Target Value	100%
Step 5	97%
Step 4	94%
Step 3	91%
Step 2	88%
Step 1	85%

Current Employees Compensation

The SPRC will recommend salary increases for current staff based on economic and financial conditions. Market analysis reviews may be conducted if deemed necessary. All increases are subject to Administrative Team approval. Increases may be given as follows:

General compensation – percentage given to each employee

Step progression – given to employees on target value table

Reclassification – given to employees with significant increase in responsibility or duties

Meritorious Awards

Merit awards for exceptional service may be given in bonus form. Such awards are rare in nature and should be used sparingly.

Longevity Awards

Longevity awards will be given at the completion of every five-year service period in bonus form. Each five-year award will increase in value at the discretion of the Administrative Team. The Longevity Award is available to all LUMC employees. Award and value must be approved by majority of Ad Team.

Pay Distribution

Direct deposit payroll will be issued on the fifteenth and last day of each month. If either day falls on a weekend or an observed holiday, payroll will be issued last working day prior to the regular payday.

Pastoral Exemption

Pastoral employees appointed by the Dakota's Conference and are subject to Dakota's Conference regulations thus making them exempt from most Legacy employee pay policies.

TIME AND ATTENDANCE

Church / Work Schedules

LUMC maintains a regular office schedule from 9:00 am to 3:00 pm Monday through Friday. Exceptions to this schedule are closings for any observed holiday. Additional exceptions may occur due to emergency or inclement weather.

Employee work schedules vary greatly depending on position. All employees should inform, in writing, the Executive Pastor, Operations Director and Administrative Assistant, their planned schedule for informational purposes.

Recording Time Worked

Non-Exempt employees are required to maintain a record of their time worked and leave taken. Time records should be recorded daily with our web-based time clock software, www.ontheclock.com. Non-Exempt employees are subject to overtime provisions. Overtime at the rate of 1.5 times the employee hourly rate will be paid for any hours worked exceeding 40 hours in a standard workweek. Employees should seek approval of overtime from the Operations Director prior to working excess hours. For purposes of calculating overtime, the workweek begins Sunday at 12:00 am and ends Saturday at 11:59 pm.

Meal and Rest Periods

Employees are allowed a minimum of a 30 minute unpaid meal break if they are scheduled to work more than 5 consecutive hours. Employees are allowed a 15 minute paid rest period for each consecutive 4 hour period worked.

Leave of Absence

All LUMC employees may request an extended Leave of Absence. The request must be made in writing to the Executive Pastor, who will forward the request to the Administrative Team for approval or denial.

LUMC will comply with all legally required leave requests. The employee may be expected to meet with the SPRC to explain the nature and need of the requested absence, if leave is not a legal requirement. Each request will be viewed on a case by case basis to determine the best interest of LUMC.

Leave of absence may be paid if the employee has sufficient annual leave available during their extend leave. The employee must inform the Executive Pastor or Operations Director they wish to use this leave during their absence. No Annual Leave or Sick Leave will accrue during Leave of Absence. All raises or benefits given to all church employees will also be given to employees on Leave of Absence. However, employees are not entitled to back pay, banked hours or any other compensation.

PAID TIME OFF

Holidays

All employees receive 9 paid holidays.

New Year's Day	Easter Monday	Memorial Day
Independence Day	Labor Day	Thanksgiving Day
Christmas Day	Flex Days (2) *	

Saturday holidays are observed Friday; Sunday holidays are observed Monday. Occasionally, the Operations Director / Executive Pastor may allow discretionary observance of holidays based on church schedules and events.

*Flex Days are not decided per employee. It is a collective paid day off and closing of church office. Example of use: Friday after Thanksgiving.

Annual Leave

Full-time employees receive annual leave below. Part-time employees receive pro rata leave.

Years 0 - 5	8 hours per month (12 days per year)
Years 6 - 12	10 hours per month (15 days per year)
Years 13 +	12 hours per month (18 days per year)

Use of Annual leave of more than 8 hours must be preapproved by the Executive Pastor or Operations Director. Annual leave shall be taken in one-hour increments. Annual leave may be accrued up to 200 hours as of December 31 of each calendar year. Any leave over 200 will be lost.

Unused annual leave will be paid, up to 200 hours, at separation of employment at current employee pay rate

Sick Leave

Full-time employees receive 8 hours sick leave per month. Part-time employees receive pro rata leave. Employees may use sick leave for illness, medical appointments, required quarantine, medical procedural recovery for themselves and family. (See who qualifies as, "Family Member" below under definitions on page 16)

Any Sick Leave requiring more than two weeks, must use FAMILY MEDICAL LEAVE.

Sick leave accrual is unlimited. Unused sick leave is not paid at separation of employment.

Bereavement Leave

LUMC recognizes bereavement is not limited to family members only. Bereavement leave requests must be discussed with the Executive Pastor to determine the length of allowable bereavement leave. Bereavement leave will be deducted from the employee sick or annual leave balance accordingly.

Jury Duty

Employees will receive regular pay while serving jury duty. You do not have to use leave during this time.

Parental Leave

Following the birth of a child, the birth mother is entitled to eight weeks of paid leave to be used continuously to allow time for recovery. A father is entitled to two weeks of paid leave to be used continuously. Following placement of an adopted child, either parent is entitled to eight weeks of paid leave to be used continuously. If additional leave is desired, the employee may request to use sick or vacation leave. An infant is welcome in the workplace with the employee for up to six months of age.

Staff Renewal Leave

Staff who are director-level and work a minimum of 30 hours a week are eligible for renewal leave to seek rest and renewal, educational opportunities, and/or spiritual growth for 4 weeks every 8 years, starting at 4 years of service. The time away is in addition to vacation time. Legacy provides compensation and benefits, if applicable, during the staff member's leave.

Process: the staff person consults with their supervisor and SPR to agree upon timeframe and focus.

Staff Sabbatical Leave

Staff who are director-level and work a minimum of 30 hours a week are eligible for sabbatical leave up to 8 weeks every 8 years, starting at 8 years of service. The purpose is to seek rest and renewal, educational opportunities, and/or spiritual growth. The time away is in addition to vacation time. Legacy provides compensation and benefits, if applicable, during the staff member's sabbatical.

Process: the staff person consults with their supervisor and SPR to agree upon timeframe and focus.

Years of Service	Renewal Leave	Sabbatical Leave
4	4 weeks	
8		up to 8 weeks
12	4 weeks	
16		up to 8 weeks

Family Medical Leave

Family Medical Leave (FML) is paid or unpaid leave per year to employees who need to care for family members or whose personal health condition requires absence beyond common used sick leave.

FML may include a paid or unpaid leave of absence and is available to all eligible employees for the birth, adoption, or foster placement of a child or for the serious health condition of the employee, the employee's parent, child, or spouse.

Employees shall make a written request for the leave (attached below) at least thirty days prior to the commencement of the leave period. This provision may be waived by the Director of Human Resources / Executive Pastor in a case where the employee had no reasonable anticipation of the situation requiring the leave. The employee is also responsible for notifying the employee's department head or immediate supervisor.

Employees utilizing family leave will be provided health related benefits at the same level received while actively employed, if on paid or unpaid leave. If on paid leave or unpaid leave, the employee is required to pay the same portion of the premium paid while actively employed. The employee granted such a leave will not lose any employment benefits accrued prior to the leave; however annual leave, sick leave, emergency leave, retirement eligibility and eligibility for salary increments shall not accrue during the period of the leave, unless they are on paid leave.

The use of unpaid family and medical leave is subject to the following:

1. You must be an employee of LUMC for one year.
2. It may be used for up to a combined total of 12 weeks each year.
3. Other appropriate paid vacation, personal, sick leave, or emergency leave will be used for family and medical leave necessitated by birth, adoption/foster care placement.

Procedure to Request Leave

If possible, an employee shall notify the Executive Pastor of the date the employee will need a family and medical leave, 30 days, when possible, before a leave is to begin. The employee is encouraged to use the REQUEST FOR EXTENDED FAMILY OR MEDICAL LEAVE form if possible, but a verbal notice is sufficient. The notice must provide sufficient information to make LUMC aware that the employee needs a family and medical leave, and the anticipated timing and duration of the leave.

Requesting Leave

How to request leave. The employee must notify their supervisor, in writing, of their request to take leave. If approved the supervisor will then pass that information on to the Operations Director for proper documenting of leave hours. When leave is approved, the employee will inform the Administrative Assistant of leave dates for office information.

If employee is sick and cannot come to work. The employee must contact (just one of the following) their supervisor, Executive Pastor, Operation Director or Administrative Assistant, to inform them that they will not be to work due to illness. This may be done by phone, text, or email. Follow up may be required to let LUMC know duration of Sick Leave required. Note: A note from visited Doctor may be required before returning to work.

Voluntary Leave Transfer Program

One of the many work/life services available to Legacy United Methodist Church (LUMC) employees is the Voluntary Leave Transfer Program (VLTP). This program gives employees additional flexibilities for balancing work and family needs through greater accessibility to leave. It allows Legacy employees to share their unused accrued leave with other employees who are faced with economic hardship because of insufficient leave to cover a medical or family medical emergency.

Under the VLTP, a covered LUMC employee may donate Annual or Sick Leave directly to another employee who has a personal or family medical emergency and who has exhausted his/her available paid leave options. There is no limit on the amount of donated leave recipient may receive from the leave donor(s). However, any unused donated leave must be returned to the leave donor(s) when the medical emergency ends. **Special Note:** Any Employee gone on extended Medical Leave must obtain written authorization for his/her doctor permitting a return to work.

Become a Leave Recipient

Legacy employees who would like to utilize the Voluntary Leave Transfer Program may do so by filling out the *Application to Receive Leave* (appendix 1a). If the employee is not able to complete the application him/herself, another employee of Legacy UMC may make the application on their behalf. The application should be submitted to the Executive Pastor and Operations Director for consideration.

Approval to Become a Leave Recipient

LUMC will determine that a full-time (40 hours) employee's absence from duty without available paid leave because of the medical emergency is (or is expected to be) at least 24 work hours, which may be consecutive or intermittent. For a $\frac{3}{4}$ time employee (30 hours) it is expected to be at least 18 work hours, for $\frac{1}{2}$ time employee (20 hours) it is expected to be at least 12 hours, for $\frac{1}{4}$ time employee (10 hours) it is expected to be at least 6 hours.

This period of unpaid absence qualifies as a substantial loss of income for purposes of the medical emergency determination.

Limitations on Leave Donations

To donate leave, you need to complete an *Application to Donate Leave* (appendix 1b) This form requests the number of hours to be donated as well as some timekeeping and other donation information.

- The donor may donate not more than one-half of the amount of leave he/she has accrued.
- The donor must donate from Annual Leave account first.
- If a donor has more than one year of accrued leave, in either annual or sick leave account, they may donate additional leave to the sick leave recipient.
- The Executive Pastor will verify donor maintains a healthy amount of leave in their accounts for personal use.

Termination of the Medical Emergency

The medical emergency terminates:

- When the leave recipient's employment is terminated.
- At the end of the pay period in which Legacy Church receives notice that the leave recipient has been approved for disability retirement.
- At the end of the pay period in which the leave recipient provides notice that the medical emergency is over and can provide written authorization from his/ her doctor permitting a return to work.

Restoration of Unused Donated Annual Leave

Any unused leave remaining to a leave recipient's credit on termination of the medical emergency must be restored to the donors account. Once transferred leave is restored to a leave donor's account, the leave is treated the same as other leave in the account and becomes subject to the leave "use or lose" carryover recipient.

Policy updated and approved by SPRC 01 November 2020

Definitions

Medical Emergency

A *medical emergency* is a medical condition of either the employee or the employee's *family member* (see below) that is likely to require the employee to be absent from work for a prolonged period and to result in a substantial loss of income because of the employee's lack of available paid leave.

Family Member

The definition of *family member* covers a wide range of relationships, including spouse, parents, parents-in-law, and children. Special consideration may be made on a case by case bases.

Employee Classification

Conference Appointee – not employed directly by the church (policy exceptions apply)

Church Employee – employed directly by church (all policies apply)

Full-time – scheduled to work 40 hours per week

Part-time – scheduled to work between 20 and 40 hours per week

Intermittent – scheduled to work less than 20 hours per week

Intern – scheduled to work subject to change as needed for position

Temporary – fills a position expected to be short term or seasonal in nature

Staff Covenant - Legacy United Methodist Church

Pastors and staff are among those who fulfill the biblical roles of elders and deacons, shepherds, and teachers. In the New Testament, leaders were held to high standards. As staff, we set the pace by modeling the Christian life for our congregation and help shape the heart and character of this church. It is vital for staff members at Legacy to walk the Christian walk because spiritually healthy leaders produce a spiritually healthy church.

Who We Are - visit legacyumc.org/about for our vision, mission & practices.

Church Engagement Staff members set the pace of commitment for the church. As such, we commit to fulfill and exceed the membership expectations at Legacy, knowing some staff live these out in other churches:

Radical Hospitality Welcome and bless all people God brings into your life

Passionate Worship Attend worship every week, in person whenever possible

Authentic Faith Sharing Share Jesus in word and in deed

Intentional Faith Development Commit to spiritual growth and life group participation

Extravagant Generosity Contribute financially, with the tithe being the target

Risk-Taking Mission & Service Serve both inside and outside the walls of the church

Staff Attributes Staff members embody our church's best values. These guide our hiring and evaluation and call our staff toward a vigorous pursuit of the Christian life and effective service.

Christ Centered

- Through actions and words, shows a personal desire to live our six practices.
- Highly engaged in achieving the church's vision and mission.

Committed

- Produces quality work and takes personal responsibility for fulfilling commitments.
- Wholeheartedly serves others and cultivates the leadership of volunteers.

Courageous

- Approaches challenges with optimism, flexibility, and creativity.
- Initiates and engages productively in difficult conversations, when needed.

Compassionate • Encouraging, humble, and gracious, even when under stress.

- Shows respect and consideration for those within and beyond his/her immediate team.

Continually Improving

- Sets high expectations and proactively improves ministry and self.
- Actively seeks and responds positively to constructive feedback.

With God's help, I will pursue the highest standards of holy living, building a Christ-Centered staff culture and setting the pace for the church modeling this staff covenant.

Signed: _____ Date: _____

Staff Expectations & Guidelines - Legacy United Methodist Church

Legacy is One Church in Multiple Locations – Legacy North, Legacy South, and Legacy Online all have the same mission and must work together to achieve that mission. Delivery of **Practices** may look different but the same six practices are followed in each location.

Ministries - Legacy consists of many ministry areas (Worship Arts, Adult, Student, Kids, Hospitality, etc.). Each ministry area is critical to Legacy's overall mission and all ministry areas must be coordinated for maximum success. References to "my ministry" or "my team" should be avoided as we are merely God's stewards.

Legacy United Methodist Church Application to Donate Leave Under the Voluntary Leave Transfer Program		1b	
<p>I request that leave (sick/ annual) be transferred to the account listed below. As of the date indicated below, I have enough leave in my accounts to cover the amount requested without depleting more than one-half of the amount of leave I have accrued. I understand I must donate from Annual Leave account first.</p> <p>Any unused leave I Have remaining to the leave recipient's credit on termination of the medical emergency will be restored to my account. Once transferred leave is restored to my account, the leave is treated the same as other leave in the account and will again become subject to the leave "use or lose" carryover recipient.</p> <p>I have not been directly or indirectly intimidated, threatened or coerced, or promised any benefit by any employee for the purpose of donating or using leave.</p>			
1. Name (First, Last)		2. SSN (Last 4 digits)	
3. Position		4. Employment Rate (full, 1/2, 1/4)	
5. Amount of Sick Leave as of last pay period?		6. Amount of Annual Leave as of last pay period?	
7. Sick Leave wishing to donate		8. Annual Leave wishing to donate	
9. Name of individual you are wishing to donate leave to.			
10. Signature		11. Date	
Name of person completing application (If applying on behalf of the applicant)		Relationship to applicant	
<p>Privacy Act Statement</p> <p>Participation in Legacy United Methodist Church, Voluntary Leave Transfer Program is voluntary; and the solicitation of this information is necessary for the purpose indicated on this application and will be used to identify records properly associated with the transfer of Annual and Sick Leave. Information on this application will be disclosed only to the, Operation Director and Executive Pastor.</p> <p>Furnishing of social security number, as well as other data, is voluntary, however failure to do so may delay or prevent action on the application. All information furnished on this form will be used for the sole purpose indicated on this application. No other use of this information will be permitted.</p>			
Operation Director recommendation <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove		Executive Pastor recommendation <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	
Explanation (Optional)		Explanation (Optional)	
Signature		Signature	
Date		Date	

Legacy United Methodist Church Application to Receive Leave Under the Voluntary Leave Transfer Program						1a
1. Name (First, Last)			2. SSN (Last 4 digits)			
3. Position			4. Employment Rate (full, 1/2, 1/4)			
5. Individual affected by medical emergency		6. Date Medical Leave Begins		7. Date Medical Leave ends (expected end)		
<input type="checkbox"/> Employee <input type="checkbox"/> Employee's Family Member						
8. Nature of Medical Emergency						
9. Name of Physician who will verify Medical Leave. (Attach documentation showing the duration of illness and diagnosis of recovery time)						
10. Applicant's Current Annual and Sick Leave Balance			11. How many hours of leave without pay have been used for this medical emergency?			
Sick Leave Balance		Annual Leave Balance		Hours		
12. Provide a description of the medical emergency to be distributed by personnel office to other employees so that they may donate leave hours to applicant.						
<input type="checkbox"/> Check box if applicant does not want a description distributed.		Description				
<input type="checkbox"/> Check box if applicant does not wish to have name used with description or disclosed to anyone except their supervisor and other need-to-know						
13. Name of person completing application (If applying on behalf of the applicant)			14. Position			
15. I certify that all the above information/ statements are true. (Signature of applicant or individual applying on behalf of applicant)				16. Date		
Privacy Act Statement						
<p>Participation in Legacy United Methodist Church, Voluntary Leave Transfer Program is voluntary; and the solicitation of this information is necessary for the purpose indicated on this application and will be used to identify records properly associated with the transfer of Annual and Sick Leave. Information on this application will be disclosed only to the, Operation Director and Executive Pastor.</p> <p>Furnishing of social security number, as well as other data, is voluntary, however failure to do so may delay or prevent action on the application. All information furnished on this form will be used for the sole purpose indicated on this application. No other use of this information will be permitted.</p>						
Operation Director recommendation			Executive Pastor recommendation			
<input type="checkbox"/> Approve		<input type="checkbox"/> Disapprove	<input type="checkbox"/> Approve		<input type="checkbox"/> Disapprove	
Explanation (Optional)			Explanation (Optional)			
Signature			Signature			
Date			Date			

REQUEST FOR EXTENDED FAMILY OR MEDICAL LEAVE

This form is to be completed by employee seeking paid or unpaid leave under the provisions of the Family Medical Leave.

Name of employee _____ Current position _____

Reason for request

If health of family member applies, state the name and address of family member requiring care and relationship to employee:

Inclusive dates requested for leave: _____

Signature of Employee _____

Date of Application _____

Action Taken by Executive Pastor

____ Approved ____ Disapproved for Reason(s) Given Below:

Executive Pastor _____ Date _____

Operation Director

Number of days and dates to be used as followed:

____ Sick Days _____

____ Annual Leave Days _____

____ Loss Pay Days _____