



# EMPLOYEE Policies and Procedures Handbook

(revised June 2014)

**Created and Maintained by: Ministry and Personnel Committee**



# EMPLOYEE HANDBOOK

## Policies and Procedures

### Table of Contents

[Introduction](#) ..... 5

#### Section 1- Employment

1.1 [Position Approval](#) ..... 5

1.2 [Job Descriptions](#) ..... 6

1.3 [Employment Equity](#) ..... 7

1.4 [Employment of Relatives](#) ..... 8

1.5 [Recruitment and Selection of Lay Staff](#) ..... 9

1.6 [Recruitment and Selection of Ministry Personnel](#) ..... 10

1.7 [Probation](#) ..... 11

1.8 [Work Hours](#) ..... 12

1.9 [Resignation/Retirement](#) ..... 14

1.10 [Termination](#) ..... 15

#### Section 2 – Compensation and Absence from Work

2.1 [Salary and Benefits](#) ..... 17

2.2 [Overtime](#) ..... 19

2.3 [Acting Pay](#) ..... 21

2.4 [Sick Days and Short Term Disability](#) ..... 22

2.5 [Holidays](#) ..... 23

2.6 [Vacation](#) ..... 25

2.7 [Maternity, Adoption and Parental Leave](#) ..... 26

2.8 [Bereavement Leave](#) ..... 28

2.9 [Compassionate Leave](#) ..... 29

2.10 [Extended Compassionate Leave](#) ..... 30

2.11 [Court Duty](#) ..... 31



2.12 <a href="#">Unpaid Leave of Absence</a> . . . . .	32
2.13 <a href="#">Continuing Education</a> . . . . .	33
2.14 <a href="#">Sabbatical Leave</a> . . . . .	35
2.15 <a href="#">Election to Office</a> . . . . .	36
2.16 <a href="#">Pay Information: Deductions, Vacation Pay and Record Keeping</a> . . . . .	37

### **Section 3 – Employee Relations**

3.1 <a href="#">Code of Conduct</a> . . . . .	39
3.2 <a href="#">Annual Review</a> . . . . .	42
3.3 <a href="#">Exit Interviews</a> . . . . .	44
3.4 <a href="#">Harassment and Workplace Violence</a> . . . . .	45
3.5 <a href="#">Conflict Resolution</a> . . . . .	47
3.6 <a href="#">Occupational Health and Safety</a> . . . . .	49
3.7 <a href="#">Membership in Professional Organizations</a> . . . . .	50

### **Section 4 - Other Relevant Information**

4.1 <a href="#">First-St. Andrew’s Organizational Chart - Council Committees</a> . . . . .	51
4.2 <a href="#">First-St. Andrew’s Organizational Chart - Staff</a> . . . . .	52
4.3 <a href="#">Other Resources</a> . . . . .	53
4.4 <a href="#">Committee Chairs</a> . . . . .	55

### **Section 5 – Forms**

5.1 <a href="#">Absence from Work Request - Other</a> . . . . .	57
5.2 <a href="#">Absence from Work Request - Vacation</a> . . . . .	58
5.3 <a href="#">Change of Employee Information</a> . . . . .	59
5.4 Annual Review - Ministerial Staff (deleted - see 5.5.) . . . . .	
5.5 <a href="#">Annual Review - All Staff</a> . . . . .	60
5.6 <a href="#">New Hire Information</a> . . . . .	64
5.7 <a href="#">Continuing Education Application</a> . . . . .	66
5.8 <a href="#">Acknowledgment of Code of Conduct Form</a> . . . . .	69



# EMPLOYEE HANDBOOK

## Policies and Procedures

### INTRODUCTION

This document has been developed to articulate employee policies and guidelines for the benefit of staff and the Ministry and Personnel Committee of First-St. Andrew's United Church.

These policies attempt to balance the needs of the Church with the needs of individuals, and were derived using the framework provided by United Church of Canada documents (e.g. "Employment Guidelines for Lay Employees" and "Ministry and Personnel (M&P) Committee Guidelines"); they are also influenced by government legislation.

First-St. Andrew's supports the fair and equitable treatment of all employees and our policies should be consistently applied, widely communicated, and open to review.

Policies in this Employee Handbook are intended to apply to **both ministry personnel and lay staff** (except where noted differently), and shall serve as a basis for employment conditions at First-St. Andrew's United Church, London, Ontario.

These policies are subject to amendment by a motion of Council.

The Ministry and Personnel Committee, together with the settled ministry personnel, are responsible for interpreting, implementing and monitoring these policies.

#### **Policies shall be reviewed every three years or as required.**

Any member of staff is encouraged to provide input regarding existing policies or new policies for consideration. Questions on specific policies should be addressed to an immediate supervisor or directly with the Ministry and Personnel Committee.

When changes to conditions of employment or benefits occur, the Ministry and Personnel Committee will recommend to Council that the applicable policy or policies be revised. The Ministry and Personnel Committee will ensure that approved changes are communicated to staff.

#### **Definition of terms used in this document**

*"First-St. Andrew's"* means First-St. Andrew's United Church - London, Ontario, Canada.

*"Lay Staff"* means employees not ordained and not performing a ministry function, such as administrators, church secretaries/administrative assistants, musicians, choir directors and custodial staff.

*"Ministry Personnel"* means persons in the Order of Ministry – Diaconal and Ordained, Lay Pastoral Ministers, Lay Pastoral Ministers in Training, Staff Associates, Ordained/Diaconal Supply, Candidates Supply, Student Supply, Minister in Training (Native Ministry), Intern Supply and Designated Lay Ministers (i.e. Parish Nurse).

*"Council"* means First-St. Andrew's United Church Council.



# EMPLOYEE HANDBOOK

## Policies and Procedures

### Section 1: Employment

#### 1.1 POSITION APPROVAL

The First-St. Andrew's Council is responsible for the approval of new positions and/or realignment of existing positions within approved budgets. Council may delegate this authority to a committee.

##### Lay Staff

- Council must approve all part-time or full-time permanent staff positions.
- Each position shall have a current Job Description which has been approved by Council.

##### Ministry Personnel

- When there is a change in pastoral relationship, position descriptions for ministry personnel are developed by a Joint Needs Assessment Committee, appointed at that time. Subsequently, the Ministry and Personnel Committee assumes responsibility for reviewing position descriptions regularly and making recommendations to Council when revisions are required. This may occur as part of an annual review.

##### Related FSA Policies

- [Recruitment and Selection of Lay Staff](#)
- [Recruitment and Selection of Ministry Personnel](#)
- [Job Descriptions](#)

##### Related Documents/External Resources

*The Manual* 040-063 ([http://www.united-church.ca/files/manual/2010\\_manual.pdf](http://www.united-church.ca/files/manual/2010_manual.pdf))

1.1 POSITION APPROVAL	
Approval Meeting:	May 2012 (Council )
Previous Version Date:	May 2012
Committee Responsible:	Ministry and Personnel

# EMPLOYMENT HANDBOOK

## Policies and Procedures

### Section 1: Employment

#### 1.2 JOB DESCRIPTIONS

The Ministry and Personnel Committee is responsible for ensuring current job descriptions are available and written in a format consistent with the established template.

All new or revised job descriptions shall be approved by Council. In the case of new hires the job description shall be approved by Council prior to the start of the hiring process.

Job descriptions should include the tasks and responsibilities of the position, the position's relationship to other positions, the conditions under which the work is performed, and the qualifications required.

#### Procedures

1. Changes to job descriptions can be initiated by a staff member, Ministry and Personnel Committee, another church committee or Council.
2. Requests for changes to job descriptions must be reviewed by the Ministry and Personnel Committee.
3. The Ministry and Personnel Committee shall submit new or revised job descriptions to Council for approval.
4. Changes to job descriptions may result in changes to compensation. Such changes must also be approved by Council.

#### Related FSA Policies

- [Recruitment and Selection of Lay Staff](#)
- [Recruitment and Selection of Ministry Personnel](#)
- [Employment Equity](#)

#### Related Documents/External Resources

Guidelines for Developing Ministry Personnel Position Descriptions

1.2 JOB DESCRIPTIONS	
Approval Meeting:	May 2012 (Council )
Previous Version Date:	May 2012
Committee Responsible:	Ministry and Personnel



# EMPLOYEE HANDBOOK

## Policies and Procedures

### Section 1: Employment

#### 1.3 EMPLOYMENT EQUITY

All applicants and staff shall be considered for employment, hired, treated, trained, and promoted in a way that is free of barriers, including systemic and deliberate practices and policies that discriminate against them.

Job descriptions will list the requirements needed to perform the job satisfactorily. The Ministry and Personnel Committee will ensure that the listed competencies and qualifications are bona fide requirements and do not preclude specific groups.

#### Related FSA Policies

- [Probation](#)
- [Employment of Relatives](#)
- [Job Descriptions](#)

1.3 EMPLOYMENT EQUITY	
Approval Meeting:	May 2012 (Council )
Previous Version Date:	May 2012
Committee Responsible:	Ministry and Personnel

# EMPLOYMENT HANDBOOK

## Policies and Procedures

### Section 1: Employment

#### 1.4 EMPLOYMENT OF RELATIVES

Employment of relatives has the potential of creating difficulties in supervision, hindering conflict resolution, or creating a conflict of interest. Extreme care and judgment must be exercised to ensure that neither employees nor First-St. Andrew's are placed in such potentially difficult situations.

Relatives of staff may be hired only with the full consideration of the position by the Ministry and Personnel Committee. The Ministry and Personnel Committee will recommend the appropriate action to Council.

Employment of relatives is not allowed in cases where one party has access to information that may be prejudicial to the other, thereby creating a conflict of interest.

For purposes of this policy, a "relative" means a member of the employee's immediate family, usually considered to be the partner or spouse, child, stepchild, birth or adoptive parent, father-in-law, mother-in-law, sister, brother, grandparents, or stepparents.

#### Procedures

1. In order to help protect the employee(s) and First-St. Andrew's from adverse criticism, open disclosure of situations as stated above is required prior to hiring.
2. During the recruitment process, reasonable steps will be taken to ensure that there is no conflict of interest.

#### Related FSA Policies

- [Recruitment and Selection of Lay Staff](#)
- [Recruitment and Selection of Ministry Personnel](#)
- [Employment Equity](#)

1.4 EMPLOYMENT OF RELATIVES	
Approval Meeting:	May 2012 (Council )
Previous Version Date:	May 2012
Committee Responsible:	Ministry and Personnel



# EMPLOYMENT HANDBOOK

## Policies and Procedures

### Section 1: Employment

#### 1.5 RECRUITMENT AND SELECTION OF LAY STAFF

First-St. Andrew's Council must approve all positions prior to the start of the search process and The Ministry and Personnel Committee is responsible for ensuring that the appropriate procedures are followed in all recruitment processes.

##### Procedures

1. When a vacancy occurs, or a new position is created, the job description will be prepared and/or reviewed by the Ministry and Personnel Committee and other relevant committees. It is then submitted to Council for approval.
2. Recruitment for all positions will include postings (internal and external), advertisements, and/or the use of agencies as deemed suitable.
3. The Ministry and Personnel Committee will provide guidelines to the Selection Committee named by Council.
4. For internal candidates, relevant work history, or details from employee files that may have a bearing on the position being pursued, may be shared with the Selection Committee at the discretion of the Ministry and Personnel Committee. Unless such information has a direct bearing on the position being pursued, confidentiality of employee files will be maintained.
5. Staff transferring to a new position may be subject to a probationary period at the discretion of the Ministry and Personnel Committee.
6. Reference checks are required for all prospective employees. Such checks will be coordinated by the Selection Committee.
7. A Police Record Check (PRC) is required where the role permits unsupervised contact with vulnerable people such as children or seniors.
8. Letters of appointment are drafted by the Ministry and Personnel Committee and approved by Council.

##### Related FSA Policies

- [Probation](#)
- [Employment Equity](#)

Term / Contract Employment

- [Employment of Relatives](#)
- [Job Descriptions](#)

#### 1.5 RECRUITMENT AND SELECTION OF LAY STAFF

<b>Approval Meeting:</b>	<b>May 2012 (Council )</b>
<b>Previous Version Date:</b>	<b>May 2012</b>
<b>Committee Responsible:</b>	<b>Ministry and Personnel</b>

# EMPLOYMENT HANDBOOK

## Policies and Procedures

### Section 1: Employment

#### 1.6 RECRUITMENT AND SELECTION OF MINISTRY PERSONNEL

Recruitment and selection of ministry personnel is governed by regulations and procedures outlined in *The Manual* of the United Church of Canada available at the church or online.

The selection and appointment of Ministry Personnel at First-St. Andrew's is the responsibility of a Joint Search Committee appointed jointly by the Council and Middlesex Presbytery. The process requires the active participation of Presbytery, and generally includes the formation and deliberation, in sequence, of a Joint Needs and Assessment Committee, a Joint Search Committee, and establishment of a pastoral relationship by call, settlement or appointment. Subsequent to the establishment of a pastoral relationship, conditions of employment for ministry personnel are managed by the Ministry and Personnel Committee, although Council and Presbytery are ultimately responsible for the employment relationship.

#### Related FSA Policies

- [Employment Equity](#)
- [Job Descriptions](#)

Term / Contract Employment

#### Related Documents/External Resources

Guidelines for Developing Ministry Personnel Position Descriptions

(<http://www.united-church.ca/files/handbooks/mppdescriptions.pdf>)

Handbook for Joint Search Committees

(<http://www.united-church.ca/files/handbooks/jsc.pdf>)

Handbook for Joint Needs Assessment Committees

(<http://www.united-church.ca/files/handbooks/jnac.pdf>)

The Pastoral Relationship (The Manual 040-063)

1.6 RECRUITMENT AND SELECTION OF MINISTRY PERSONNEL	
Approval Meeting:	May 2012 (Council )
Previous Version Date:	May 2012
Committee Responsible:	Ministry and Personnel



# EMPLOYMENT HANDBOOK

## Policies and Procedures

### Section 1: Employment

#### 1.7 PROBATION

New lay staff members shall have a probationary period of 3 months. New ministry personnel do not have a probationary period.

Employees transferring to a new position within First-St. Andrews may be subject to a probationary period.

##### Procedures

1. Continuous feedback will be provided to the employee *during* the probationary period through the immediate supervisor and the Ministry and Personnel Committee.
2. The employee also has a responsibility to identify areas of concern.
3. If an employee is incapable of achieving an acceptable level of performance regardless of the training, support, and encouragement given, termination may occur at any time during or at the end of the probationary period.
4. The Ministry and Personnel Committee, with input from the supervisor and the employee, shall conduct a performance review upon completion of the formal probationary period.
5. If the employee's performance is satisfactory, permanent employment will be confirmed in writing.
6. The Ministry and Personnel Committee may extend the probationary period if the employee has potential but needs additional time or training to reach satisfactory performance.
  - Notice of the extension of probation, reasons for the extension, and performance standards expected (if applicable) shall be given to the employee in writing by the Ministry and Personnel Committee at the beginning of the extension period.
  - In no case should an extension of an employee's probation be longer three (3) months.
  - The Ministry and Personnel Committee shall inform Council of any probationary extensions.

##### Related FSA Policies

- [Termination](#)
- [Resignation/Retirement](#)

##### Related Documents/External Resources

Employment Guidelines for Lay Employees

<http://www.united-church.ca/files/handbooks/lay-employee.pdf>

1.7 PROBATION	
Approval Meeting:	May 2012 (Council )
Previous Version Date:	May 2012



# EMPLOYMENT HANDBOOK

## Policies and Procedures

### Section 1: Employment

#### 1.8 WORK HOURS

##### Lay Staff

First-St. Andrews' standard full time work week is 35 work hours; this reflects office hours of 9:00 am to 5:00 pm, and excludes the 1-hour unpaid lunch period.

The specific hours of work for lay staff are outlined in the Letter of Appointment received by each employee.

*Ad hoc* requests to modify work hours need to be approved by the immediate supervisor.

Long term or recurrent changes to the hours of work for lay staff must be approved by the Ministry and Personnel Committee in consultation with the immediate supervisor.

Flexible working hours ("flextime") may be arranged with the Ministry and Personnel Committee as long as the proposed working hours are appropriate for First-St. Andrew's and staffing coverage is provided.

Lunch breaks and rest periods must be consistent with the Ontario Employment Standards Act.

##### Ministry Personnel

"While the definition of a standard workweek may vary from province to province, note that on the call form (MEPS Form 435 CPC: Record of Call to Pastoral Charge) "full-time" is based on a 40-hour workweek. That is the standard practice in The United Church of Canada." (Extracted from *Handbook for Joint Needs Assessment Committees*)

"One of the assumptions you need to address is that ministry personnel would be 'on call' 24 hours a day, 7 days a week. This is considered an unfair employment standard today." (Extracted from *Handbook for Joint Needs Assessment Committees*)

*The Ministry and Personnel Committee* will monitor the work-life balance of ministry personnel and endeavour to ensure that it is healthy and sustainable.

"Ministry personnel are responsible for maintaining a healthy balance in their own lives. Accordingly, they:

- a) maintain their own physical, emotional, and spiritual well-being
- b) nurture supportive personal and collegial relationships
- c) manage time for work, family, friends, personal development, and renewal"

(Extracted from *Ethical Standards and Standards of Practice for Ministry Personnel*)



## Employment Definitions

### ***Full-time Permanent***

Lay Staff: 35 hours per week (excluding one hour unpaid lunch) – benefits apply

Employee must be placed on the church payroll with appropriate statutory deductions and United Church of Canada benefit coverage.

Ministry Personnel: 40 hours per week (normally) – benefits apply

Employee must be placed on the church payroll with appropriate statutory deductions and United Church of Canada benefit coverage.

### ***Part-time Permanent***

Lay Staff and Ministry Personnel: 14 or more hours per week – benefits apply

## Other Related Documents

Handbook for Joint Needs Assessment Committee

1.8 WORK HOURS	
<b>Approval Meeting:</b>	<b>May 2012 (Council )</b>
<b>Previous Version Date:</b>	<b>May 2012</b>
<b>Committee Responsible:</b>	<b>Ministry and Personnel</b>

# EMPLOYMENT HANDBOOK

## Policies and Procedures

### Section 1: Employment

#### 1.9 RESIGNATION AND RETIREMENT

Employees planning to end their employment with First-St. Andrews must give formal notice.

##### Procedures

Under normal conditions, minimum notice for lay staff is one month; minimum notice for ministry personnel is three months.

Notification shall be made in writing to the Ministry and Personnel Committee, with a copy to the immediate Supervisor.

An exit interview will be conducted by the Ministry and Personnel Committee.

The letter of notice and a summary of the exit interview shall be filed in the employee personnel file maintained by the Ministry and Personnel Committee.

The Ministry and Personnel Committee may accept notice less than the normal minimum period under exceptional circumstances, and shall inform Council.

“Notice of Request by Ministry Personnel for Change of Pastoral Relationship. Ministry Personnel may, by written notice both to the Secretary of the Official Board or Church Board or Church Council and to the Secretary of the Presbytery, request a change of pastoral relationship in order: to end the relationship to be available for call, settlement, or appointment; to be retained on the roll; to retire; or to resign from the Order of Ministry. The notice shall propose an effective date at least ninety (90) days following the date on which such notice is deemed to have been received in accordance with section 003. The notice may request an earlier effective date, subject to the approval both of the Pastoral Charge and of the Presbytery.” (*The Manual, 046*)

##### Related Documents/External Resources

*The Manual*

1.9 RESIGNATION AND RETIREMENT	
Approval Meeting:	May 2012 (Council )
Previous Version Date:	May 2012
Committee Responsible:	Ministry and Personnel



# EMPLOYMENT HANDBOOK

## Policies and Procedures

### Section 1: Employment

#### 1.10 TERMINATION

Termination may occur for a variety of reasons (e.g. “for cause”, position elimination). In all cases of termination, payment in lieu of notice and amount of severance shall be in accordance with government regulations, employment standards, and case law where appropriate, with consideration given to such factors as length of service, reason for termination, and other circumstances prevailing at the time. As a general guideline, consideration should be given to providing one month of notice (or pay in lieu thereof) for every year of service. However, this amount is subject to review and adjustment in any particular case.

In the event that the termination is “for cause” (e.g. insubordination, dereliction of duty, inappropriate or criminal behavior) the preceding may not apply.

#### **Procedures for Lay Staff**

1. The Ministry and Personnel Committee must ensure that there is a fair process of performance management before dismissal is considered. It is recommended that legal advice be sought prior to terminating a lay employee.
2. Ideally the process leading to such a decision should be expedited in order to minimize stress on all parties and disruption to the workplace.
3. Terminations will occur only after consultation with the Ministry and Personnel Committee. After consideration of the situation, the Ministry and Personnel Committee may recommend the termination to Council.
4. All termination decisions must be approved by the Council of First-St. Andrew’s.
5. It is suggested that two representatives of First-St. Andrew’s be present at the termination meeting with the employee. Normally, one would be a senior member of the staff team and the other would be a member of the Ministry and Personnel Committee, usually the Chairperson. Both representatives should know exactly what they intend to say, and one should be delegated the task of doing the talking while the other observes. The employee should be given a brief, honest explanation of the reason for the termination and be told that the decision to terminate is irrevocable.
6. In all cases of termination it is required that the employee be given written notification that employment is going to end permanently.

#### **Procedures for Ministry Personnel**

A Pastoral Charge may seek to terminate the pastoral relationship with a member of the ministry personnel, either with cause or without cause. The Pastoral Relations Committee of Middlesex Presbytery is available to the Council to advise as to procedures in both cases. Elements of these are outlined in *The Manual* at sections 42-51.

**Related FSA Policies**

- [Code of Conduct](#)
- [Harassment and Workplace Violence](#)

**Related Documents/External Resources**

Employment Guidelines for Lay Employees

1..10 TERMINATION	
<b>Approval Meeting:</b>	<b>May 2012 (Council )</b>
<b>Previous Version Date:</b>	<b>May 2012</b>
<b>Committee Responsible:</b>	<b>Ministry and Personnel</b>





# EMPLOYEE HANDBOOK

## Policies and Procedures

### Section 2: Compensation and Absence from Work

#### 2.1 SALARY AND BENEFITS

First-St. Andrew's salary and benefits policy attempts to:

- attract and retain committed, competent, and qualified employees;
- provide fair and equitable compensation to all employees by ensuring that salaries are internally equitable and externally competitive;
- reward years of experience and performance in a given position;
- pay salary appropriate to the responsibilities and requirements of the position;
- ensure that salary objectives, practices, and procedures are accessible to all staff.

Economic adjustments are calculated by using relevant information including the United Church of Canada cost of living recommendations, provincial and federal norms and the fiscal restraints of First-St. Andrew's. Salary increases which result from an economic adjustment to salary ranges generally take effect annually on January 1.

Salary increases which reflect progression within a job description will occur on the anniversary date of employment in the position, and will be based on satisfactory work performance.

#### Benefits

First-St. Andrew's is obliged to ensure that benefits information is provided to employees upon hiring. "Permanent employees who work 14 hours a week or more must be enrolled in the United Church Pension Plan and the Core Group Insurance Plan". Any changes made to the benefits programs shall be made known to all employees. Additional information is available from the United Church of Canada Pension and Benefits Centre.

The Ministry and Personnel Committee shall recommend salary figures for ministry personnel based on resources such as the "Minimum Salary and Allowances for Ministry Personnel" document, comparable pastoral charges of the United Church of Canada and using data from the Annual Report of the United Church of Canada.

#### **Procedures**

1. The Ministry and Personnel Committee collaborates with the Finance Committee to have salary recommendations ready by October so they may be included in the Annual Budget presentation at the November Council meeting.
2. Lay staff or ministry personnel can request a salary increase by notifying the Ministry and Personnel Committee, in writing, of their request. The Ministry and Personnel Committee will review the request and, if applicable, will make recommendations to Council for approval.
3. The Ministry and Personnel Committee can initiate a recommendation for a salary increase (e.g. when it is tied to performance or change of position).



## Related FSA Policies

- [Pay Information: Deductions, Vacation Pay and Record Keeping](#)

## Related Documents/External Resources

United Church of Canada Human Resources ([www.united-church.hroffice.ca](http://www.united-church.hroffice.ca))

Minimum Salary and Allowances for Ministry Personnel

2.1 SALARY AND BENEFITS	
Approval Meeting:	May 2012 (Council )
Previous Version Date:	May 2012
Committee Responsible:	Ministry and Personnel

# EMPLOYEE HANDBOOK

## Policies and Procedures

### Section 2: Compensation and Absence from Work

#### 2.2 OVERTIME

At times, excessive workload may make it necessary for employees to work beyond their normal working hours. However, the need for such overtime should be a temporary situation. Excessive overtime can be stressful, contribute to an unequal distribution of work, and lead to an unhealthy working style.

Overtime hours that accrue due to normal fluctuations in workload should be approved in advance whenever possible. The employee shall submit a report of overtime hours to the supervisor at least monthly. Should such accrual become chronic, the supervisor shall advise the Ministry and Personnel Committee.

In situations where predicted workload for major projects will warrant significant overtime hours, such overtime should be approved in advance, in writing, by the supervisor.

#### Lay Staff

Normally, an employee will be given time in lieu for overtime hours worked. Compensating time off will be on an hour-for-hour basis up to 44 hours per week. For time worked over 44 hours in a week, compensating time off will be calculated at one and one half times the hours worked.

Accrual of approved overtime hours cannot exceed 1 week of contractual hours.

In situations where hours of overtime have been approved in advance, the Ministry and Personnel Committee may, at its discretion, compensate the employee with remuneration. Remuneration will be at the employee's regular hourly rate of pay up to 44 hours per week. For time worked in excess of 44 hours per week, overtime will be calculated at one and one half times the hourly rate as per Ontario legislation.

#### Ministry Personnel

It is an expectation that ministry personnel will normally work a 40-hour work-week. The Ministry and Personnel Committee is committed to work with ministry personnel to preserve a healthy work/life balance. Should circumstances cause a prolonged disruption in this balance, the Ministry and Personnel Committee will dialogue with the affected personnel to determine the appropriate solution.

#### Procedures

1. Lay staff must record the reason for the overtime hours, the dates and number of hours worked, and the compensating hours to be taken, and provide this account to their supervisor at least monthly.
2. A report summarizing the approved overtime hours worked must be provided quarterly to the Ministry and Personnel Committee by the supervisor.
3. Compensating time shall be taken within 3 months from the week in which the overtime was earned.



4. Requirement of consistent overtime hours should be identified in writing by the employee to the immediate supervisor and/or the Ministry and Personnel Committee. This may trigger a review of the requirements for the position and/or hours of work.

**Related FSA Policies**

- [Hours of Work](#)

<b>2.2 OVERTIME</b>	
<b>Approval Meeting:</b>	<b>February 2014 (Council )</b>
<b>Previous Version Date:</b>	<b>May 2012</b>
<b>Committee Responsible:</b>	<b>Ministry and Personnel</b>

# EMPLOYEE HANDBOOK

## Policies and Procedures

### Section 2: Compensation and Absence from Work

#### 2.3 ACTING PAY

First-St. Andrew's will provide acting pay when a member of the lay staff has been asked to take on an acting role related to another position of greater responsibility (e.g. due to the unexpected departure of another employee).

This policy does not apply to ministry personnel.

When a staff person is requested to take on an acting role for one month or more, additional remuneration will be paid. If the acting position is remunerated at a higher rate of pay, the higher rate will be paid during the acting period. No other additional benefits shall be received or accrued.

#### Procedures

1. The supervisor will advise The Ministry and Personnel Committee when there is a perceived need.
2. For costs within the Ministry and Personnel Committee budget for staff, approval by Council is not required.
3. For costs which exceed the approved budget, Council approval shall be sought. In either case, Council shall be informed of the acting position appointment.

The Ministry and Personnel Committee shall advise the employee of the results.

#### Related FSA Policies

- [Work Hours](#)
- [Overtime](#)
- [Salary and Benefits](#)

#### Related Documents/External Resources

Request for Funds over Budget Form

2.3 ACTING PAY	
Approval Meeting:	May 2012 (Council )
Previous Version Date:	May 2012
Committee Responsible:	Ministry and Personnel

# EMPLOYEE HANDBOOK

## Policies and Procedures

### Section 2: Compensation and Absence from Work

#### 2.4 SICK DAYS

First-St. Andrew's is committed to responding to its employees' needs when faced with sickness and/or injury.

- The standard allocation of sick days is one day per month, equivalent to 12 days per annum. A maximum of 12 unused sick days can be carried over from prior years.
- Absence from work for five consecutive working days or longer requires a doctor's certificate to permit qualification for sick leave.
- Occasional absences of less than one half day will not be considered a sick day under this policy.
- Sick days will not be paid out upon departure from employment.
- Vacation entitlement continues to accrue during paid sick leave.

#### Procedures

1. An employee must advise her/his immediate supervisor when s/he will be absent from work due to sickness and ensure that the immediate supervisor is apprised of the length of time s/he is expected to be absent.
2. When the absence is 5 days or more, a doctor's certificate must be submitted to the Church Administrator who will file in the employee file.
3. If medical absence extends past two weeks the employee should contact the Church Administrator and the Benefits Administrator at United Church of Canada (1-866-859-5025) to discuss options regarding *Short Term Disability* benefits.
4. The Employee shall also inform their Ministry and Personnel Committee representative who will advise the Ministry and Personnel Committee.
5. In cases of extended absences the Ministry and Personnel Committee will advise Council of the employee leave status.
6. A return to work following an extended medical leave of absence must be supported by a medical clearance from the attending physician indicating accommodation requirements, if any.

#### Related FSA Policies

- [Salary and Benefits](#)
- [Absence from Work Request - Other](#)

#### Related Documents/External Resources

United Church of Canada Human Resources ([www.united-church.hroffice.ca](http://www.united-church.hroffice.ca))

Employment Guidelines for Lay Employees ([www.united-church.ca/files/handbooks/lay-employee.pdf](http://www.united-church.ca/files/handbooks/lay-employee.pdf))

2.4 SICK DAYS	
Approval Meeting:	May 2012 (Council )
Previous Version Date:	May 2012
Committee Responsible:	Ministry and Personnel



# EMPLOYEE HANDBOOK

## Policies and Procedures

### Section 2: Compensation and Absence from Work

#### 2.5 HOLIDAYS

To give employees time for rest and recreation, and in keeping with legislation, First-St. Andrew's follows the United Church calendar for time off with pay for holidays.

##### Policy

Employees in every province are entitled to holidays as determined by provincial legislation. For permanent employees these holidays will be compensated with pay.

<i>Holiday Schedule</i>	<b>ONTARIO</b>
<b>New Year's Day</b>	1
<b>Family Day</b>	1
<b>Good Friday</b>	1
<i>Easter Monday ***</i>	1
<b>Victoria Day</b>	1
<b>Canada Day</b>	1
<b>Civic Holiday-August</b>	1
<b>Labour Day</b>	1
<b>Thanksgiving Day</b>	1
<i>Remembrance Day ***</i>	*
<b>Christmas Day</b>	1
<b>Boxing Day</b>	1
<b>Total</b>	<b>12</b>
<i>Floating Holiday</i>	1 **
<b>TOTAL Paid Days</b>	<b>13</b>

\* When Remembrance Day falls on a work day, staff will receive that day off. If it falls on a non-working day then no additional day is received.

\*\* First-St. Andrew's provides one extra paid day, at the discretion of the employee, in consultation with the employee's supervisor.

\*\*\* Not a Statutory Holiday

### **Church Closure**

First-St. Andrew's may be closed for additional days during the Christmas/New Year's period. Employees may choose to use vacation days, "in lieu" days or take time off without pay for days other than designated statutory holidays.

### **Substitute Holidays**

A substitute holiday is another working day off work that is designated to replace a public holiday. Employees are entitled to be paid public holiday pay for a substitute holiday.

A substitute holiday must be scheduled for a day that is no later than three months after the public holiday for which it was earned. OR, if the employee has agreed in writing, the substitute day off can be scheduled up to 12 months after the public holiday.

Employees required to work on a statutory holiday, and where a substituted day cannot be scheduled, will be compensated at double time and a half.

*Other Religious or Ethnic Holidays:* Time off to celebrate religious or ethnic holidays, other than days listed above, will not be compensated.

<b>2.5 HOLIDAYS</b>	
<b>Approval Meeting:</b>	<b>February 2014 (Council )</b>
<b>Previous Version Date:</b>	<b>May 2012</b>
<b>Committee Responsible:</b>	<b>Ministry and Personnel</b>



# EMPLOYEE HANDBOOK

## Policies and Procedures

### Section 2: Compensation and Absence from Work

#### 2.6 VACATION

##### Ministry Personnel

Vacation entitlement is negotiated at the time of employment and may be renegotiated periodically. Full-time positions include “one month” of vacation time, to be interpreted by the Ministry and Personnel Committee with the ministry personnel. First-St. Andrew’s customarily is closed between Christmas and New Year’s Day (See #7 below).

##### Lay Staff

During the first year of employment vacation entitlement is based from the original date of hire at First-St. Andrew’s to December 31 of that year. Subsequent to that year, vacation days are calculated from January 1 to December 31.

Vacation is accrued on the following basis:

- 15 working days – 0–4 years of service
- 20 working days – 5–15 years of service
- 25 working days – 16+ years of service

##### Procedures

1. Vacation may be taken at any time during the year as agreed to by the Minister of Worship and Administration. First-St. Andrew’s reserves the right to designate times of the year when vacations may or may not be taken.
2. Vacation days must be approved in advance.
3. Any vacation taken before the end of the first year of employment may result in a negative vacation accrual and may be deducted from the employee salary.
4. All vacation days will be reported by the Office Administrator to the Ministry and Personnel Committee biannually.
5. Carryover days start from December 31.
6. Employees may carry over a maximum of 10 vacation days in any given year, which must be used within six (6) months past the carryover date. Employees are encouraged to take their full vacation entitlement each year.
7. First-St. Andrew’s may be closed during the Christmas and the New Year period. During this period, all employees may choose to use vacation days, in lieu days or time off without pay to cover the non-statutory holiday days ([see policy Holidays](#)).
8. Should extraordinary circumstances require that First-St. Andrew’s cancel or postpone an employee’s approved vacation, the Ministry and Personnel Committee will review the financial implications of the cancellation/postponement, if any, and will reimburse the employee appropriately.

##### Related Documents/External Resources

Standard Record of Call ([www.united-church.ca/files/forms/pr435.pdf](http://www.united-church.ca/files/forms/pr435.pdf))

2.6 VACATION	
Approval Meeting:	February 2014 (Council)
Previous Version Date:	May 2012
Committee Responsible:	Ministry and Personnel



# EMPLOYEE HANDBOOK

## Policies and Procedures

### Section 2: Compensation and Absence from Work

#### 2.7 MATERNITY, ADOPTION AND PARENTAL LEAVE

Employment standards legislation entitles *permanent* full and part-time employees to an unpaid maternity leave of 17 consecutive weeks in Ontario. Eligibility is based on due date, not necessarily on the actual date of delivery. For the first two weeks of leave, First-St. Andrew's will pay the employee's current salary. In Ontario, to be eligible for maternity, adoption or parental leave, the employee must have worked a minimum of 13 weeks during the previous 52 weeks from the start of the leave.

##### Procedures

1. The employee must give notice of the date she/he intends to commence the leave (emergencies excepted). Usually, the *earliest* a pregnancy leave can begin is 17 weeks before the employee's due date. Ordinarily, the *latest* a pregnancy leave can begin is on the baby's due date. However, if the baby is born earlier than the due date, the latest the leave can begin is the day the baby is born. Within these restrictions, an employee can start her maternity leave any time within the 17 weeks up to and including her due date. Ontario allows this decision to be made by the employee, not the employer. Maternity leave must be taken all at one time.
2. While on maternity leave, the employee will continue to receive credits for seniority and service and is eligible to continue her benefits coverage by paying her portion of the premiums. Legislation requires that the employer continue to pay the employer's share unless the employee advises in writing that she will not make the employee's payments.
3. A Record of Employment must be provided for the employee's Employment Insurance application.
4. Ontario employment standards' parental/adoption leave provides for 35 to 37 weeks of unpaid parental leave. Parental/adoption leave is available to either parent, or it may be shared between the parents as they deem appropriate. The leave is unpaid, but Employment Insurance benefits are available to either spouse for a portion of that time.
5. To maintain coverage in the pension and group insurance plans for this period, employees must pay their share of the premiums and contributions to Human Resources—Pension and Benefits at the General Council Office of the United Church of Canada unless they have elected to discontinue contributions. Legislation requires the employer to continue paying the employer's share for the period of time covered by employment insurance, unless the employee advises in writing that he or she will not make the employee's payments.
6. A Record of Employment must be provided for the employee's Employment Insurance application when starting a parental/adoption leave.
7. Paid time off is given for postnatal checkups for mothers and for parents bringing a new infant for regular postnatal checkups in the first year of life.
8. Employees who plan not to return to work after their leave are encouraged to give notice as soon as possible. The Employment Insurance Commission does not penalize employees who resign for reason of pregnancy and notify their employer in advance.

### **Partner's Leave**

Five days of partner's leave at full salary and benefits will be granted to the partner (including a same-sex partner) of a person who has given birth or become the primary caregiver to an adopted child. This leave must be taken within four weeks of the birth or arrival of the child.

### **Related Documents/External Resources**

Employment Standards of Ontario (<http://www.labour.gov.on.ca/english/es/>)

<b>2.7 MATERNITY, ADOPTION AND PARENTAL LEAVE</b>	
<b>Approval Meeting:</b>	<b>May 2012 (Council )</b>
<b>Previous Version Date:</b>	<b>May 2012</b>
<b>Committee Responsible:</b>	<b>Ministry and Personnel</b>

# EMPLOYEE HANDBOOK

## Policies and Procedures

### Section 2: Compensation and Absence from Work

#### 2.8 BEREAVEMENT LEAVE

Up to four days of bereavement leave with pay is provided to all employees upon the death of a member of their immediate family or a significant person.

The immediate family is usually considered to be the partner or spouse, child, stepchild, birth or adoptive parent, father-in-law, mother-in-law, sister, brother, grandparents, or stepparents.

A significant person is usually a relative not included in the above, or a close friend.

#### Procedures

1. Requests for leave shall be approved by the immediate supervisor who shall inform the Ministry and Personnel Committee.
2. In extenuating circumstances, allowances for extra time may also be made by the supervisor for travel, in consultation with the Ministry and Personnel Committee.
3. Depending on the circumstances, this policy may be combined with other leave policies if the Ministry and Personnel Committee considers it appropriate.

2.8 BEREAVEMENT LEAVE	
Approval Meeting:	May 2012 (Council )
Previous Version Date:	May 2012
Committee Responsible:	Ministry and Personnel

# EMPLOYEE HANDBOOK

## Policies and Procedures

### Section 2: Compensation and Absence from Work

#### 2.9 COMPASSIONATE LEAVE

“Compassionate leave provides for reasonable time away with full pay for exceptional or extreme emergency situations not covered under other leaves. This is not an entitlement, and should be granted on an as-needed basis for unusual, unexpected circumstances or situations that require urgent and immediate attention, and where the employee is the only person able to respond.”

Compassionate leave with pay may be provided to all staff for personal emergencies in consultation with the Ministry and Personnel Committee.

Factors for determining an emergency include:

- The need for the employee to respond to the emergency.
- A situation over which the employee has no control.
- Situations that require urgent and immediate attention, and where the employee is the only person able to respond.

Compassionate leave may be up to five days per year and is not cumulative. Any compassionate leave of up to five days shall be approved by the immediate supervisor.

For very exceptional circumstances, compassionate leave may be granted for an additional 5 days. The Ministry and Personnel Committee will have final approval for any leave granted over five days.

#### Procedures

1. Employees shall contact their immediate supervisor who will contact the Chair of Ministry and Personnel Committee as soon as possible.
2. The Ministry and Personnel Committee will inform other staff and Council.

#### Related FSA Policies

- [Extended Compassionate Leave](#)

#### Related Documents/External Resources

Employment Guidelines for Lay Employees

<http://www.united-church.ca/files/handbooks/lay-employee.pdf>

2.9 COMPASSIONATE LEAVE	
Approval Meeting:	May 2012 (Council )
Previous Version Date:	May 2012
Committee Responsible:	Ministry and Personnel

# EMPLOYEE HANDBOOK

## Policies and Procedures

### Section 2: Compensation and Absence from Work

#### 2.10 EXTENDED COMPASSIONATE LEAVE

All employees are eligible to take a leave of absence without pay in cases of extended compassionate leave. For certain family members, as defined by government legislation, employees may be entitled to employment insurance benefits.

Employees should contact Human Resources and Skills Development Canada directly to ascertain benefits that may apply in their circumstances.

#### Procedures

1. An employee must give written notice to the Ministry and Personnel Committee of their intent to take extended compassionate leave.
2. The Ministry and Personnel Committee will recommend the extended leave to Council and, if approved, will advise other staff.
3. An employee returning from an approved leave will be reinstated to her/his former position.

#### Related Documents

- [Compassionate Leave](#)

2.10 EXTENDED COMPASSIONATE LEAVE	
Approval Meeting:	May 2012 (Council )
Previous Version Date:	May 2012
Committee Responsible:	Ministry and Personnel

# EMPLOYEE HANDBOOK

## Policies and Procedures

### Section 2: Compensation and Absence from Work

#### 2.11 COURT DUTY

Employees who miss work for court duty will receive full salary and benefits. Absence for subpoenaed witness duty is treated the same as jury duty.

Employees are expected to return to work as soon as court duty has been completed.

##### Procedures

1. All employees shall inform their supervisor and the Ministry and Personnel Committee.
2. Any fees an employee may receive for being on court duty may be retained by the employee.

2.11 COURT DUTY	
Approval Meeting:	May 2012 (Council )
Previous Version Date:	May 2012
Committee Responsible:	Ministry and Personnel

# EMPLOYEE HANDBOOK

## Policies and Procedures

### Section 2: Compensation and Absence from Work

#### 2.12 UNPAID LEAVE OF ABSENCE

All employees may be granted a leave of absence without pay with the approval of the Ministry and Personnel Committee and Council.

Benefit and pension coverage during a leave of absence is as follows:

- A leave of absence of more than 30 calendar days will be considered a break in continuous service for the purpose of benefit entitlement. The employee will keep benefits and service earned up to that date.
- In order to maintain pension, EAP, life insurance and employer portion of medical and dental coverage, during unpaid leave of absence the employee will pay the full premium (employee and employer portions) directly to the United Church of Canada.

Sick leave credits do not accrue during a leave of absence without pay.

Vacation leave credits accrue during a leave of absence without pay.

If an economic adjustment is due during the leave of absence, it will take effect on the date the employee returns to work.

Any annual review and/or salary range increase due during the leave period will be postponed until after the employee returns to work. Should there be a cost of living increase during the unpaid leave of absence the benefit coverage will be updated accordingly.

All benefits will be reinstated and the usual payroll deductions made upon the employee's return to work.

#### Procedures

1. The employee shall request, in writing, a leave of absence from the Ministry and Personnel Committee specifying the reason for the request and anticipated dates of absence.
2. The Ministry and Personnel Committee will inform Council.

#### Related Documents/External Resources

[www.united-church.hroffice.ca](http://www.united-church.hroffice.ca)

2.12 UNPAID LEAVE OF ABSENCE	
Approval Meeting:	May 2012 (Council )
Previous Version Date:	May 2012
Committee Responsible:	Ministry and Personnel





# EMPLOYEE HANDBOOK POLICIES AND PROCEDURES

## SECTION 2: COMPENSATION AND ABSENCE FROM WORK

### 2.13 CONTINUING EDUCATION

Continuing education opportunities such as training, skills development, education, or professional development are available for all employees if the continuing education is directly related to an employee's current work or known future work at First-St. Andrew's.

Continuing education programs are subject to the approval of the Ministry and Personnel Committee in consultation with the immediate supervisor.

For continuing education requests which are separate from a contractual obligation of First-St. Andrew's, availability of funding is subject to budget constraints. Final approval of any continuing education program rests with the Ministry and Personnel Committee.

Funds for continuing education purposes may be available through the Ministry and Personnel Committee budget for continuing education and/or the *Clark Educational Fund* of First-St. Andrew's.

Ministry personnel are provided three (3) weeks leave and applicable funding for continuing education purposes as per the United Church of Canada policy. Should ministry personnel desire additional time and/or financial support beyond their contract they shall make a request, in writing, to the Ministry and Personnel Committee.

#### Procedures

1. Ministry personnel shall communicate, in writing, with Ministry and Personnel Committee regarding their continuing education plans. Ideally this will be done prior to the activity.
2. For non-contractual continuing education requests, all employees shall submit the *Application for Continuing Education* to the Ministry and Personnel Committee. Such requests shall be made in consultation with the immediate supervisor.
  - A completed *Application for Continuing Education* form, and relevant supporting documents, shall be submitted to the Chair of the Ministry and Personnel Committee normally one month prior to the activity.
  - Upon completion of the activity the employee is required to submit a written report to the Ministry and Personnel Committee. Under exceptional circumstances, the employee may be asked to present a verbal report to the Ministry and Personnel Committee, Council or the congregation.
3. In the case of requests for continuing education leave which exceed contractual obligations, or available budgets, the Ministry and Personnel Committee shall make a recommendation to Council for approval.
4. The Ministry and Personnel Committee will advise the employee and supervisor of the outcome.
5. The Ministry and Personnel Committee shall keep a record of all approved continuing education requests.

### Related FSA Documents

- Clark Education Fund - Terms of Reference
- [Continuing Education Application Form](#)

### Related Documents/External Resources

Continuing Education of Ministry Personnel (*The Manual* 039)

Standard Record of Call ([www.united-church.ca/files/forms/pr435.pdf](http://www.united-church.ca/files/forms/pr435.pdf))

2.13 CONTINUING EDUCATION	
Approval Meeting:	May 2012 (Council )
Previous Version Date:	May 2012
Committee Responsible:	Ministry and Personnel

# EMPLOYEE HANDBOOK

## Policies and Procedures

### Section 2: Compensation and Absence from Work

#### 2.14 SABBATICAL LEAVE

Sabbatical Leave is a period of at least three consecutive months intentionally set aside for ministry personnel in pastoral relationships as an occasion for reflection, recreation, and revitalization, unencumbered by their usual and customary responsibilities, and yet still receiving their usual remuneration and benefits. Sabbatical finds expression in study, rest, spiritual retreat, and prayer.

In recognition of the potential good that can arise from a sabbatical, First-St. Andrew's both endorses the principle, and encourages its pastoral charges and ministry personnel in pastoral relationships to avail themselves of the opportunity of sabbatical leave.

First-St. Andrew's follows the requirements and considerations articulated in the United Church of Canada policy *Sabbatical Policy for Ministry Personnel In Pastoral Relationships December 2005, rev. 2009*.

The *Sabbatical Policy for Ministry Personnel in Pastoral Relationships* is applicable to every pastoral charge and all full- and part-time ministry personnel in pastoral relationships who have completed five or more years of service in the pastoral charge that will be party to the sabbatical. However, it does not apply to ministry personnel who are appointed as Interim Ministers to a pastoral charge.

#### Procedures

Ministry personnel shall:

1. advise First-St. Andrew's, via the Ministry and Personnel Committee, at least 12 months prior to its intended beginning, of the desire to take sabbatical.
2. dialogue and negotiate with First-St. Andrew's, via its Ministry and Personnel Committee, about the length, timing, and other specifics of the sabbatical, including, but not limited to, the nature of the study or experience being proposed and the outcomes anticipated.
3. offer to give a brief concluding report to any of the following groups which wants it: the congregation, the Ministry and Personnel Committee, Council.
4. normally, continue in ministry with First-St. Andrew's for a period of one year following the end of the sabbatical.

The Ministry and Personnel Committee will keep all records relating to the sabbatical leave in the Minister's file.

#### Related Documents/External Resources

Sabbatical Policy for Ministry Personnel In Pastoral Relationships

[http://www.united-church.ca/files/handbooks/sabbatical\\_policy.pdf](http://www.united-church.ca/files/handbooks/sabbatical_policy.pdf)

Continuing Education of Ministry Personnel (*The Manual* 039.1)

2.14 SABBATICAL LEAVE	
Approval Meeting:	May 2012 (Council )
Previous Version Date:	May 2012
Committee Responsible:	Ministry and Personnel



# EMPLOYEE HANDBOOK

## Policies and Procedures

### Section 2: Compensation and Absence from Work

#### 2.15 ELECTION TO OFFICE

First St. Andrew's requires that employees who are seeking election to either the Parliament of Canada or to a Provincial legislature take an unpaid leave of absence.

Provisions may also be made for employees who are subsequently elected to any public office; these provisions may include either an extended unpaid leave of absence, or a change in employment status.

##### Procedures

1. The employee shall apply to the Ministry and Personnel Committee for an unpaid leave of absence.
2. The Ministry and Personnel Committee shall inform Council of said leave.
3. If elected to a *full-time* position in a municipal, provincial or federal election, the employee must resign her/his position at First-St. Andrew's.
4. An employee who is elected as counselor or school trustee may be granted unpaid time off to attend council or board meetings, provided there is no significant impact on the work requirements of First-St. Andrew's.

##### Election to Office of United Church of Canada

- When possible, if an employee is nominated for office, the employee shall advise the Ministry and Personnel Committee.
- If the employee is elected, he/she will discuss the implications of the elected office and the accommodations required to meet both the needs of First-St. Andrew's and the responsibilities of the elected position with the Ministry and Personnel Committee. Any accommodations shall be approved by Council.

##### Related FSA Policies

- [Unpaid Leave of Absence](#)

2.15 ELECTION TO OFFICE	
Approval Meeting:	May 2012 (Council )
Previous Version Date:	May 2012
Committee Responsible:	Ministry and Personnel

# EMPLOYEE HANDBOOK

## Policies and Procedures

### Section 2: Compensation and Absence from Work

#### 2.16 PAY INFORMATION

#### DEDUCTIONS, VACATION PAY, AND RECORD KEEPING

(This information is extracted from the Employment Guidelines for Lay Employees)

**Required Deductions:** Federal and provincial statutes require that deductions be made from an employee's wages for:

- income tax;
- employment insurance (EI) premiums;
- Canada/Quebec Pension Plan (CPP/QPP) contributions;
- court orders.

A court may order that deductions be made from the wages of an employee who owes money. This may be the result of a child support ruling, a garnishee on wages by a third party, or a demand on a third party. More information can be found on the Canada Revenue Agency website.

Earnings and deductions (for example, CPP/QPP, EI, income tax) for all employees on the payroll must be reported on a T4 supplementary form at year-end.

**Vacation Pay:** When vacation is paid, employees must be given the following information in writing:

- the period of time for which vacation pay is being paid;
- the amount of wages on which vacation pay is calculated;
- the amount of each deduction and the reason for it;
- the employee's net vacation pay.

**Record Keeping:** Legislation requires that all employers keep written records about each person they hire. Please refer to the Province of Ontario website for specific time periods.

Records to be kept for a minimum of two years:

- the employee's wage rate and gross pay;
- the employee's net pay after deductions;
- the amount and purpose of each deduction made;
- documents and information regarding maternity leave or parental leave;
- if the employee is a student under 18, the employee's date of birth;

- the number of hours worked by the employee by day and week; and
- other payments to which the employee is entitled.

Records to be kept for five to seven years:

- the name and address of each employee;
- the date each employee began employment; and
- wage records for each pay period and vacation pay records.

Each time regular wages are paid, employees must be provided with the following information:

- the period of time or the work for which the wages are being paid;
- the wage rate (unless the employee has been told in some other way, such as through an employment contract);
- gross wages and net pay;
- the amount of each deduction and the reason for it; any other amount paid (such as a bonus).

Employees must be able to keep this information; it is normally provided on pay documentation.

**Related FSA Policies**

- [Salary and Benefits](#)

**Related Form**

- [Acknowledgment of Code of Conduct Form](#)

**Related Documents/External Resources**

Employment Guidelines for Lay Employees

(<http://www.united-church.ca/files/handbooks/lay-employee.pdf>)

Remuneration of Ministry Personnel (*The Manual* 036)

2.16 PAY INFORMATION	
Approval Meeting:	May 2012 (Council )
Previous Version Date:	May 2012
Committee Responsible:	Ministry and Personnel



# EMPLOYEE HANDBOOK

## Policies and Procedures

### Section 3: Employee Relations

#### 3.1 CODE OF CONDUCT

##### **Professional Behaviour**

First-St. Andrew's strives to provide a positive work environment where employees can contribute to a productive, respectful, and professional atmosphere, with equal opportunity for all. First-St. Andrew's Council and Ministry and Personnel Committee work to foster an open, trusting, and collegial work environment. This type of work environment can be achieved where individuals feel they are treated with dignity and respect without being subjected to discrimination or harassment. Any form of discrimination or harassment will not be tolerated at First St. Andrew's.

All employees are expected to conduct themselves in a courteous and professional manner. Employees are expected to respect and comply with all organizational policies and guidelines, and to demonstrate respect and accountability to their colleagues. Employees are also expected to deal with all individuals during the course of their work, both internally and externally, in a manner that demonstrates the values of a caring, diverse, and respectful community.

##### **Confidentiality**

Employees of First-St. Andrew's may, in the course of their work, come to know, be made aware of, or obtain confidential information concerning First-St. Andrew's, its employees, and/or members of the congregation. This information must not be used for personal gain or disclosed to persons not authorized to be in receipt of the information, and must be held in strict confidence. This duty of confidentiality continues to apply after employees have left First-St. Andrew's, with no time limitations.

Communication of confidential information within and outside of First-St. Andrew's will only be permitted when the recipient of the information has a legitimate need to know and the information is limited to that which is required to perform his or her duties. If an individual is in doubt about whether or not information can be shared, the individual should contact his/her supervisor or if necessary the Ministry and Personnel Committee.

This requirement of confidentiality applies to any asset of First-St. Andrew's, including computer software, organizational records and other proprietary information, and to all personal information.

##### **Conflict of Interest**

Situations must be avoided where personal interests may be in conflict with an employee's duty to First-St. Andrew's. When faced with an actual, perceived, or potential conflict of interest, the employee is required to exercise appropriate judgment, uninfluenced by considerations other than the best interests of First-St. Andrew's. If an employee knows that an actual, perceived, or potential conflict of interest exists, the employee must immediately provide all details to the Chair of the Ministry and Personnel Committee.



## Privacy Statement

First-St. Andrew's is committed to protecting the privacy of personal information. Personal information is collected, used, maintained, and disclosed in compliance with applicable federal and provincial privacy legislation including, but not limited to, the federal Personal Information Protection and Electronic Documents Act ([www.priv.gc.ca](http://www.priv.gc.ca)).

This Act addresses the way an organization collects, uses, discloses, and protects personal information; and the right of individuals to access personal information about themselves.

### In brief

- Personal information can only be used for the purposes for which it is collected. Specific permission must be sought from the individual if personal information is to be used for any other purpose than that for which it was initially collected;
- Personal information is to be stored under lock and key and only certain authorized individuals should have access to it;
- Once the personal information is no longer required, it should be destroyed except in cases where federal and/or provincial retention rules apply.

### Contractors

First-St. Andrew's is responsible for personal information in its control, which means information, whether factual or subjective in nature, about an identifiable individual. It includes, but is not limited to, health and financial information, such as:

- name and age;
- address, telephone number, and e-mail address;
- medical records;
- identification numbers (such as Social Insurance Numbers);
- income, assets, and transaction information;
- opinions, evaluations, and comments;

The name, title, and business address or telephone number of an employee in any organization/business is not considered personal information requiring consent prior to sharing with others as this information is available for the general public.

First-St. Andrew's will follow the 10 principles for handling personal information as set out in Schedule 1 of the Personal Information Protection and Electronics Document Act of Canada (PIPEDA). These principles are:

- accountability
- consent
- limiting use, disclosure, and retention
- safeguards
- individual access
- identifying purposes
- limiting collection
- accuracy





- openness
- provision of recourse

### Technology

First-St. Andrew’s provides access to Internet resources and e-mail systems in order to provide its employees with the ability to conduct business efficiently and effectively on behalf of First-St. Andrew’s. Incidental personal use of technology, such as Internet resources and e-mail systems, is acceptable, as long as it does not consume resources unnecessarily, interfere with productivity, preempt any business activity, or otherwise breach this policy. The Internet and e-mail usage policies are designed to maintain security and confidentiality and to ensure that users do not engage in inappropriate conduct which could result in legal liability for themselves and/or First-St. Andrew’s.

First St. Andrew’s has the right and the ability to access, monitor, and record Internet and e-mail usage, including files stored in private areas of its networks, to ensure compliance with these policies. All technology systems are owned by First-St. Andrew’s, which has the right to grant, deny, or terminate a user’s access. All data transmitted or stored on First-St. Andrew’s systems is First-St. Andrew’s property.

### Employees are expected to:

- ensure internal e-mail distribution lists are not given to anyone outside of First St. Andrew’s and that passwords are not made available to others;
- use e-mail appropriately and take responsibility for contents of e-mails that are created, keeping in mind the importance of considering the wider audience receiving the message;
- take care not to leave e-mail addresses on a website, give out or post e-mail addresses, if not required to do so for business purposes;
- ensure to the extent possible that attachments and downloaded programs are related to business, and are legal and inoffensive;
- ensure messages and attachments belonging to another user are not altered in any way without the originator’s permission;
- maintain confidentiality about First-St. Andrew’s and/or its members.

When confidential or sensitive e-mail messages or attachments are being sent, clearly specify that such messages and attachments should not be forwarded or copied.

### Media Inquiries

Any media questions or requests for interviews should be referred to the Minister of Worship and Administration and/or Chair of Council.

### Related FSA Policies

- [Harassment and Workplace Violence](#)
- [Acknowledgement of Code of Conduct Form](#)

3.1 CODE OF CONDUCT	
Approval Meeting:	May 2012 (Council )
Previous Version Date:	May 2012
Committee Responsible:	Ministry and Personnel



# EMPLOYEE HANDBOOK

## Policies and Procedures

### Section 3: Employee Relations

#### 3.2 ANNUAL REVIEW

It is the responsibility of the Ministry and Personnel Committee to design and conduct an annual review for ministry personnel and staff members. The annual review is a means by which ministry personnel, staff members, and people of First-St. Andrew's support one another in their mutual responsibilities for ministry. It is an occasion for helpful feedback in a climate of openness and trust that leads to constructive results.

The annual review process is established by the Ministry and Personnel Committee. The review is intended to facilitate two-way communication between each employee and First-St. Andrew's.

The annual review considers the relationships between ministry personnel and lay staff, as well as the relationships between the employee and groups and individuals to whom they relate in the course of their ministry. The review also offers the opportunity for the Ministry and Personnel Committee to ensure that First-St. Andrew's is fulfilling its obligations to the employee.

#### Supervision and Annual Reviews

At an annual review, existing goals are reviewed and new goals set; feedback should be clear, specific, and non-judgmental. A good discussion should:

- focus on performance against set goals;
- build on what the employee is doing well;
- motivate the employee;
- find ways to help the employee grow;
- provide written feedback following the review.

During the course of the review, matters may arise that should be referred to the Council or another committee for resolution. Recommendations to Council should be specific and include clear expectations of both the employee and the Ministry and Personnel Committee.

Where there is disagreement about a recommendation, every effort shall be made to reach a common understanding before reporting to Council.

#### Procedures

1. The Chair of the Ministry and Personnel Committee shall initiate the annual evaluation process by sending out the Employee Annual Review no later than **June 1** of each year.
2. The employee shall complete a self-evaluation using the *Employee Annual Review Form*.
3. The Ministry and Personnel Committee may gather information from the supervisor, other individuals and/or committees with whom the employee works most closely (e.g. the Finance Committee in the case of the Church Administrator).



4. The Ministry and Personnel Committee contact person and employee shall meet to discuss all of the information gathered prior to the review with the Ministry and Personnel Committee. Ideally this part of the process should be completed and the form submitted to the Ministry and Personnel Committee on or before **August 31**.
5. Should they so choose, the employee has the option to discuss their review with the full Ministry and Personnel Committee at a meeting to take place on or before **September 30**.
6. Recommendations arising from the review that require Council approval will be recorded and shared with all parties concerned.
7. Completion of the evaluation process should be on or before **October 30**.
8. The Ministry and Personnel Committee shall inform Council that the reviews have taken place and will file the completed evaluation in the employee file.

**Related FSA Policies**

- [Staff Annual Review \(Form\)](#)

**Related Documents/External Resources**

Ministry and Personnel (M&P) Committee Guidelines (Appendix D - Model Annual Review, Appendix E - Making Pastoral Evaluation Worthwhile)

<b>3.2 ANNUAL REVIEW</b>	
<b>Approval Meeting:</b>	<b>May 2012 (Council )</b>
<b>Previous Version Date:</b>	<b>May 2012</b>
<b>Committee Responsible:</b>	<b>Ministry and Personnel</b>

# EMPLOYEE HANDBOOK

## Policies and Procedures

### Section 3: Employee Relations

#### 3.3 EXIT INTERVIEW

An exit interview shall be conducted by the Ministry and Personnel Committee when an employee leaves their position. Ideally the interview shall be conducted within a month of the last date of employment. Information gathered from the interview may be used in future hiring processes. Issues brought forward that may impact on employees' working conditions will be considered by the Ministry and Personnel Committee.

##### Procedures

1. A minimum of two Ministry and Personnel Committee members shall conduct the interview with the departing employee.
2. A report summarizing issues arising from the interview will be submitted to the Ministry and Personnel Committee for consideration.
3. This report shall be filed with the Ministry and Personnel Committee in a designated "Exit Interviews" file.

3.3 EXIT INTERVIEW	
Approval Meeting:	May 2012 (Council )
Previous Version Date:	May 2012
Committee Responsible:	Ministry and Personnel

# EMPLOYEE HANDBOOK

## Policies and Procedures

### Section 3: Employee Relations

#### 3.4 HARASSMENT AND WORKPLACE VIOLENCE

First St. Andrew's is committed to providing a safe workplace and will not tolerate any behavior by its members, lay and Order of Ministry staff, or elected members that constitutes harassment or violence of any kind. Harassment and violence are prohibited by federal and provincial law. Complaints of harassment or violence will be taken seriously and dealt with in a spirit of compassion and justice.

Violence is defined broadly as:

- The exercise of physical force by a person against a worker in a workplace that causes, or could cause, injury;
- An attempt to exercise physical force by a person against a worker in a workplace that could cause physical injury;
- A statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the work, in a workplace, that may cause physical injury.

Harassment is defined as any unwanted physical, sexual, or verbal conduct that is known, or ought reasonably to be known, to be unwanted and is a form of discrimination. Harassment may involve a wide range of behaviors, from verbal innuendo and subtle suggestions to overt demands and physical abuse.

Sexual harassment is defined as any attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply.

It is the responsibility of all staff to raise concerns about harassment, violence, and discrimination. It is also the responsibility of all staff to report concerns of harassment, violence, and discrimination.

#### Procedures

1. All complaints of harassment or violence will be taken seriously and will be investigated. Investigations will be conducted and/or facilitated by the Ministry and Personnel Committee.
2. Dealing with a case of harassment or violence needs to minimize distress for the complainant and involve as few people as possible. Every effort will be made to maintain confidentiality, minimize disruption to the workplace and restore a safe and positive work environment.
3. Upon the conclusion of the investigation, the Ministry and Personnel Committee and/or other appropriate investigative bodies will review the information gathered, take appropriate actions, and respond to the complainant.

#### Related FSA Policies

- [Code of Conduct](#)



## Related Documents/External Resources

Resolution of Conflicts (*The Manual*, 065-077)

Sexual Abuse Prevention and Response Policy and Procedures – April, 2011

(<http://www.united-church.ca/files/handbooks/sexualabuse.pdf>)

### 3.4 HARASSMENT AND WORKPLACE VIOLENCE

<b>3.4 HARASSMENT AND WORKPLACE VIOLENCE</b>	
<b>Approval Meeting:</b>	<b>May 2012 (Council )</b>
<b>Previous Version Date:</b>	<b>May 2012</b>
<b>Committee Responsible:</b>	<b>Ministry and Personnel</b>

# EMPLOYEE HANDBOOK

## Policies and Procedures

### Section 3: Employee Relations

#### 3.5 CONFLICT RESOLUTION

It is desired that employee conflicts be resolved as quickly as possible. When disagreements arise, it is understood that those involved in the dispute will attempt to resolve the situation together *before* others become involved. The intention of this policy is to encourage dialogue so that resolution can occur as quickly as possible. If there is no resolution, the Ministry and Personnel Committee will be advised and other methods of problem resolution will occur.

##### Procedures

1. An employee seeking to resolve a conflict with another employee with whom s/he is not in a supervisory relationship should first raise the matter with the individual involved and seek to resolve the conflict.
2. If the employee seeking to resolve the conflict is unable to do so, the employee should contact his/her supervisor and/or the Ministry and Personnel Committee to seek assistance in resolving the conflict.
3. When a conflict situation among employees who are not in a supervisory relationship is brought to the attention of a supervisor:
  - The supervisor and/or the Ministry and Personnel Committee shall gather information related to the conflict situation.
  - The supervisor and/or the Ministry and Personnel Committee shall meet with the parties together and attempt to find a solution to the conflict.
4. If the conflict is not resolved when the parties meet, the supervisor shall discuss the matter with the Ministry and Personnel Committee. Upon consultation, the Ministry and Personnel Committee may allocate additional internal or external resources specializing in conflict resolution to assist the parties in resolving the conflict. Resources may include:
  - An external consultant
  - Legal council
  - Pastoral Relations Committee of Middlesex Presbytery
  - London Conference Personnel Minister
5. The involvement of the Ministry and Personnel Committee should be sought in cases of conflict between employees and member(s) of the congregation and/or church committees.
6. If an employee or group of employees is in conflict with the Ministry and Personnel Committee, the issue shall be referred to Council for resolution.
7. In any case of conflict requiring intervention by the Ministry and Personnel Committee or Council, a written report on the recommendation for resolution of the conflict will be provided to the employee and a copy filed with the Ministry and Personnel Committee's personnel file for the employee.

**Related FSA Policies**

- [Harassment and Workplace Violence](#)
- [Code of Conduct](#)

**Related Documents/External Resources**

Resolution of Conflicts (*The Manual*, 065-077)

<b>3.5 CONFLICT RESOLUTION</b>	
<b>Approval Meeting:</b>	<b>May 2012 (Council )</b>
<b>Previous Version Date:</b>	<b>May 2012</b>
<b>Committee Responsible:</b>	<b>Ministry and Personnel</b>



# EMPLOYEE HANDBOOK

## Policies and Procedures

### Section 3: Employee Relations

#### 3.5 OCCUPATIONAL HEALTH AND SAFETY

It is the policy of First-St. Andrew's that all its work shall be carried on with the fullest regard for the safety and health of its employees.

It is the desire and intention of First-St. Andrew's to provide a safe workplace, safe equipment, and proper materials, and to establish and insist on safe methods and practices at all times.

The key to success lies in the willingness of every individual in the Church to recognize his or her responsibility and actively support accident and injury prevention activity.

#### Procedures

1. Personal protective equipment will be used in accordance with safety procedures as outlined by provincial or federal directives.
2. The correction of hazards shall be given priority.
3. As required, health and safety education and training will be undertaken organized by the Ministry and Personnel Committee.
4. Employees are required to observe safety regulations, report unsafe conditions, and wear appropriate safety equipment.
5. Employees are encouraged to review their workstation designs, making ergonomic adjustments as budgets permit.
6. In cases of injury at work the incident will be documented in writing in accordance with reporting procedures. Incident report forms are available from the Church Administrator.

#### Related Documents/External Resources

Incident report form

Workplace Safety Insurance Board (WSIB)

Workplace Hazards Materials Information System (WHMIS)

#### 3.6 OCCUPATIONAL HEALTH AND SAFETY

<b>Approval Meeting:</b>	<b>May 2012 (Council )</b>
<b>Previous Version Date:</b>	<b>May 2012</b>
<b>Committee Responsible:</b>	<b>Ministry and Personnel</b>

# EMPLOYEE HANDBOOK

## Policies and Procedures

### Section 3: Employee Relations

#### 3.7 MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

First-St. Andrew's will pay membership in professional organizations when it is determined that such membership is a requirement for the position.

Opportunities may also arise where employees wish to join an optional professional body or association that will directly impact their work. In such cases the employee shall seek approval from the Ministry and Personnel Committee.

Funding for required professional membership fees will be provided by the Ministry and Personnel Committee budget. Fees for membership in optional professional bodies or associations will usually be the responsibility of the employee.

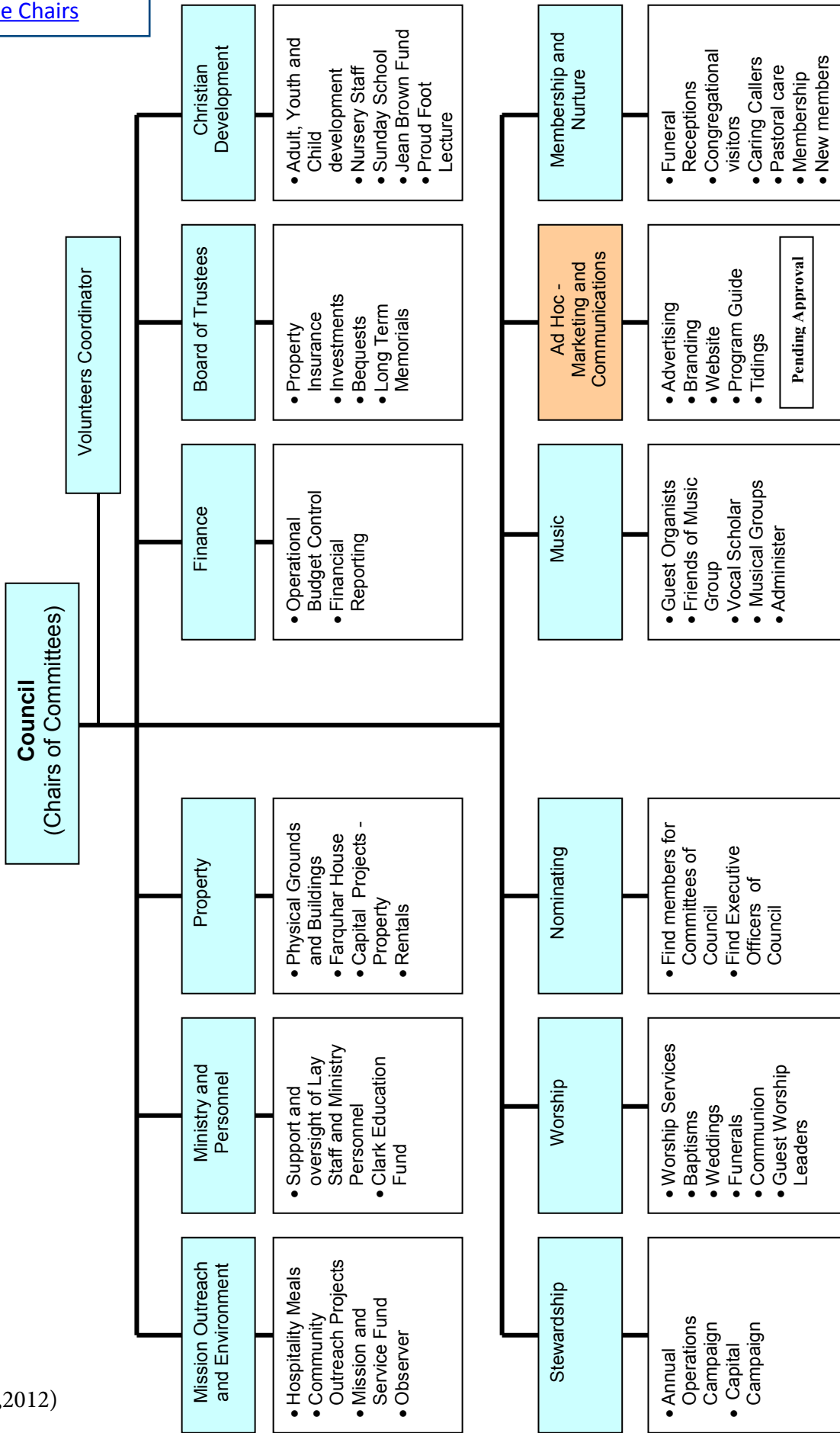
#### Procedures

1. Requests shall be in writing and submitted to the Ministry and Personal Committee.
2. All documentation will be filed in the Ministry and Personnel Committee employee files.

3.7 MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS	
Approval Meeting:	May 2012 (Council )
Previous Version Date:	May 2012
Committee Responsible:	Ministry and Personnel

**EMPLOYEE HANDBOOK**  
**Policies and Procedures**  
**Section 4: Other Relevant Information**  
**4.1 ORGANIZATIONAL CHART - COMMITTEES**

**Related FSA Document**  
[Committee Chairs](#)



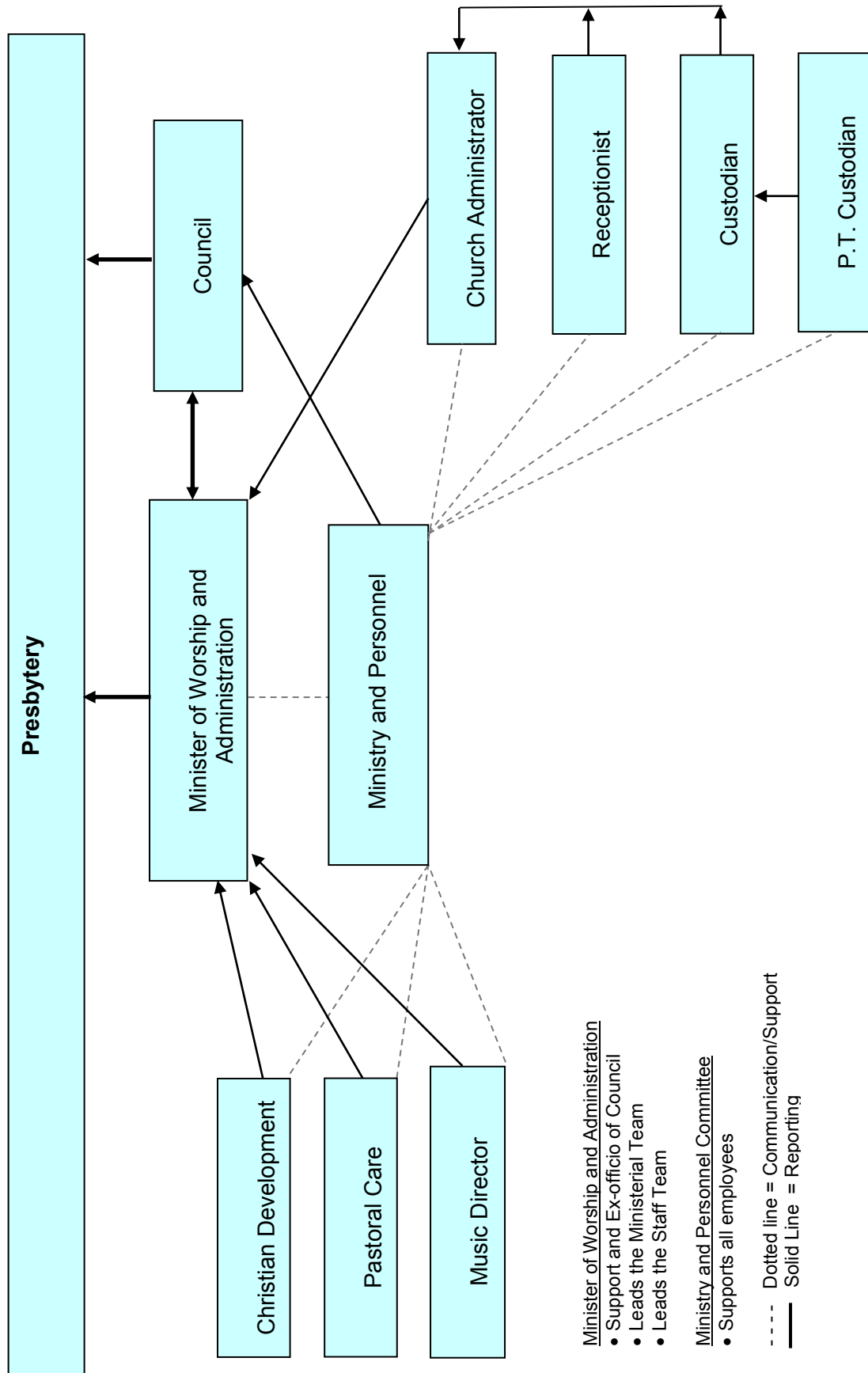
(V1-Mar26,2012)

[Return to Table of Contents](#)



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 London, Ontario N6B 1X6  
 Tel: 519-679-8181 Fax: 519-439-6838 www.fsaunited.com

**EMPLOYEE HANDBOOK**  
**Policies and Procedures**  
**Section 4: Other Relevant Information**  
**4.2 ORGANIZATIONAL CHART - STAFF**



Minister of Worship and Administration

- Support and Ex-officio of Council
- Leads the Ministerial Team
- Leads the Staff Team

Ministry and Personnel Committee

- Supports all employees

----- Dotted line = Communication/Support  
 ———— Solid Line = Reporting



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# EMPLOYEE HANDBOOK

## Policies and Procedures

### Section 4: Other Relevant Information

#### 4.3 OTHER RESOURCES

##### **The United Church of Canada Pension and Benefits Centre (Morneau Sobeco)**

The United Church of Canada supports its employees by offering a comprehensive benefits plan to all eligible employees of the church and their families. For further information about the group insurance plan, please visit The United Church of Canada Pension and Benefits Centre website or call toll-free **1-888-657-4607** or locally **416-386-6539**.

[www.united-church.hroffice.ca](http://www.united-church.hroffice.ca)

##### **The Manual**

“The Manual” is a collection of bylaws governing policy for the United Church of Canada. It is updated every three years. It is supplemented by handbooks which give more detail when necessary.

[http://www.united-church.ca/files/manual/2010\\_manual.pdf](http://www.united-church.ca/files/manual/2010_manual.pdf)

##### **Employment Standards**

Provincial employment standards legislation has been developed to protect both the employer and the employee. It provides fair and equitable minimum standards for any employment relationship. Employers may exceed these requirements but cannot provide less coverage than is required by the Employment Standards Act. This legislation includes such topics as minimum salaries, hours of work, vacation entitlements, notice periods, and termination requirements. [www.hrsdc.gc.ca/eng/labour/employment\\_standards/ministries.shtml](http://www.hrsdc.gc.ca/eng/labour/employment_standards/ministries.shtml)

##### **Government of Canada**

The Canada site has been designed to provide you with different avenues to find information. This webpage contains links to the official government websites of Canada’s provinces and territories.

[www.canada.gc.ca/othergov-autregouv/prov-eng.html](http://www.canada.gc.ca/othergov-autregouv/prov-eng.html)

##### **Canada Revenue Agency**

The Canada Revenue Agency (CRA) administers tax laws for the Government of Canada and for most provinces and territories. This website will be a resource for payroll purposes, e.g., deducting Canada Pension Plan (CPP) contributions, Employment Insurance (EI) premiums and income tax), Records of Employment, T4 slips, garnishment of employee’s wages, and so on. [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca)

##### **Canadian Human Rights Commission**

For the maintenance of a fair and just workplace, recruitment, employment, development, and promotion practices and policies must be as free as possible from both systemic and deliberate barriers.

Provincial human rights legislation addresses discrimination on some or all of the following grounds: race or colour, religion or creed, physical/mental disability, sex (including pregnancy or childbirth), marital status, age, sexual orientation, ethnic

origin, family status, dependence on alcohol or drugs, place of origin, political beliefs or association membership, pardoned convictions, record of criminal conviction, and source of income

[www.chrc-ccdp.gc.ca](http://www.chrc-ccdp.gc.ca)

### **Canada's National Workplace Health and Safety Website**

Occupational health and safety legislation has been put in place by all provinces to provide a safe environment in which to work. It is your responsibility to provide a safe environment for all your staff and to both initiate and respond to safety concerns.

Workers' compensation is a government agency that provides pay continuance for employees that are injured in the workplace. Certain types of employment automatically require coverage while others do not. In the church's case, coverage is not automatic; therefore, each individual church must make the decision to participate.

[www.canoshweb.org](http://www.canoshweb.org)

### **Privacy Legislation**

In Canada, we are protected by two federal privacy laws. The Privacy Act covers the personal information-handling practices of the federal government and the Personal Information Protection and Electronic Documents Act (PIPEDA) Act is Canada's private sector privacy law, which came fully into effect on January 1, 2004. This website offers information and clarification of these two laws.

[www.privcom.gc.ca/fs-fi/02\\_05\\_d\\_16\\_e.asp](http://www.privcom.gc.ca/fs-fi/02_05_d_16_e.asp)

<b>4.2 OTHER RESOURCES</b>	
<b>Approval Meeting:</b>	<b>May 2012 (Council )</b>
<b>Previous Version Date:</b>	<b>May 2012</b>
<b>Committee Responsible:</b>	<b>Ministry and Personnel</b>

**EMPLOYEE HANDBOOK  
Policies and Procedures**

**Section 4: Other Relevant Information**

**4.4 COMMITTEE CHAIRS**

<b>Council</b> .....	<b>Jo Ann Silcox</b>
<b>Christian Development</b> .....	<b>Allyson Watson</b>
<b>Finance</b> .....	<b>Harold Jackson</b>
<b>Membership &amp; Nurture (Volunteer Management)</b> ....	<b>Audrey Coulthard</b>
<b>Ministry and Personnel</b> .....	<b>Jeanette Morgan</b>
<b>Mission and Outreach and the Environment</b> .....	<b>Linda Badke</b>
<b>Music</b> .....	<b>Paul Cooper</b>
<b>Property</b> .....	<b>George Jolink</b>
<b>Stewardship</b> .....	<b>Tara Gondfer</b>
<b>Worship</b> .....	<b>Kerry Stover</b>
<b>Board of Trustees</b> .....	<b>John Eberhard and David Man- ness</b>



<b>Marketing &amp; Communications (Permanent Ad Hoc Committee) . . . . .</b>	<b>Doug Gonder</b>
<b>Jean Brown (Permanent Ad Hoc Committee) . . . . .</b>	<b>Cynthia Simpson</b>
<b>Presbytery Representatives . . . . .</b>	<b>Bill and Jean Knowles Linda Badke Bob Vosper</b>
<b>United Church Women . . . . .</b>	<b>Laural Kenney</b>

**4.1 COMMITTEE CHAIRS**

<b>Approval Meeting:</b>	<b>May 2012 (Council )</b>
<b>Previous Version Date:</b>	<b>May 2012</b>
<b>Committee Responsible:</b>	<b>Ministry and Personnel</b>





**EMPLOYEE HANDBOOK  
Policies and Procedures**

**Section 5: Forms**

**5.1 ABSENCE FROM WORK REQUEST - OTHER**

**Employee:** \_\_\_\_\_

**Dates Absent from Work:**

- ( ) Bereavement \_\_\_\_\_
- ( ) Illness \_\_\_\_\_
- ( ) Accumulated Overtime \_\_\_\_\_
- ( ) Personal Needs Time \_\_\_\_\_
- ( ) Compassionate Leave \_\_\_\_\_
- ( ) Court Duty \_\_\_\_\_
- ( ) Continuing Education \_\_\_\_\_
- ( ) Sabbatical Leave \_\_\_\_\_
- ( ) Lieu time (e.g. worked a stat) \_\_\_\_\_
- ( ) Unpaid Leave of Absence \_\_\_\_\_

**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Copies to:** FSA-Ministry and Personnel Committee  
Employee M&P rep  
Employee Supervisor

(V1-Mar26,2012)



**EMPLOYEE HANDBOOK  
Policies and Procedures**

**Section 5: Forms**

**5.2 ABSENCE FROM WORK REQUEST – VACATION**

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

Vacation Time Requested:

From	To	No. of Vac Days	No. of Stat Days

Submitted by: \_\_\_\_\_

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

Approved by: \_\_\_\_\_

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

**\*\* FOR FSA OFFICE USE ONLY \*\***

Days accumulated at request: \_\_\_\_\_ Days used with this request: \_\_\_\_\_

Days remaining after this vacation period: \_\_\_\_\_

Copies to: ( ) employee file ( ) employee ( ) ADP Payroll Input file ( ) Employee supervisor ( ) M&P

(V1-Mar26,2012)



**EMPLOYEE HANDBOOK  
Policies and Procedures**

**Section 5: Forms**

**5.3 CHANGE OF EMPLOYEE INFORMATION**

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

Please change the following information effective: \_\_\_\_\_

Change address to: \_\_\_\_\_  
\_\_\_\_\_

Change telephone # to: \_\_\_\_\_

Change emergency contact to: \_\_\_\_\_  
Name/number/relationship to you

Change marital status to: \_\_\_\_\_

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

**\*\*FOR M&P USE ONLY \*\***

Change position to: \_\_\_\_\_

Change salary to: \$ \_\_\_\_\_ per ( ) hour ( ) per annum

Change status to: \_\_\_\_\_

Change hours of work to: \_\_\_\_\_ per week

**\*\* FOR FSA OFFICE USE ONLY \*\***

Servant Keeper Updated ( )    ADP Updated ( )    Employee File Updated ( )

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

(V1-Mar26-2012)



# EMPLOYEE HANDBOOK

## Policies and Procedures

### Section 5: Forms

#### 5.5 ANNUAL REVIEW - ALL STAFF

The goal of the Ministry and Personnel (M&P) Committee is to have an annual conversation with each FSA employee concerning the workplace, working conditions, employee satisfaction and opportunities for improvement. To achieve this, each employee is requested to complete this form and submit it to their M&P contact by August 31.

The employee and M&P contact will meet in person to discuss the review in September, and comments, changes and/or recommendations will be added in that meeting. The final version should be completed by September 30 and will be discussed at the October meeting of the M&P Committee.

Employee Name		Position
Review Time Period	From	To

Priorities from previous years (List up to 3 and comment on progress made on these over the year)

Priorities for the upcoming year (May include new or renewed priorities, goals or objectives)



What aspects of your work do you enjoy most?

Does your job description define the scope of your work accurately? Does it match your supervisor's expectations (if applicable)?

Are new or additional tools needed to help you do your job effectively (e.g. equipment, materials, professional development, software)?

Do you have any work-related concerns (e.g. health and safety, security, working conditions or relationships)?

Are you satisfied with your salary, benefits and vacation entitlement?

In your role as a supervisor (if applicable), are there any issues you would like to identify?

How might the M&P Committee or the congregation improve your work experience?

Summary comments and/or recommendations (To be completed by employee and M&P contact)

## SIGNATURES

---

*Employee*

*M&P Contact*

*Date*

5.5 Annual Review Form - Lay Personnel	
Approval Meeting:	V3 April 2014)
Previous Version Date:	V2-April 2012
Committee Responsible:	Ministry and Personnel

**EMPLOYEE HANDBOOK  
Policies and Procedures**

**Section 5: Forms**

**5.6 NEW HIRE INFORMATION**

*(This portion to be completed by EMPLOYEE)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_

D.O.B. : \_\_\_\_\_ S.I.N.: \_\_\_\_\_

TD 1 (FED) ( ) TD1 (PROV) ( ) Blank/Voided Cheque: ( )

**Emergency Contact:**

Name: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

*(This portion to be completed by Ministry and Personnel Committee)*

Date of Hire: \_\_\_\_\_ Position: \_\_\_\_\_

Reports to: \_\_\_\_\_

Salary: \$ \_\_\_\_\_ per ( ) annum ( ) hour ( ) contract

\$ \_\_\_\_\_ Housing Allow \$ \_\_\_\_\_ Travel Allowance \$ \_\_\_\_\_ Telephone

Additional Benefits: \_\_\_\_\_

Status: ( ) Ministry Personnel ( ) Lay Employee

( ) Permanent Full time ( ) Permanent Part-Time (if PPT, hours per week) \_\_\_\_\_





( ) Contract Full time      ( ) Contract Part-time (if contract, start/end dates) \_\_\_\_\_

Attach copy of ( ) offer of employment    ( ) contract    ( ) job description

Submitted by: \_\_\_\_\_ (M&P)

***(This portion to be completed by FSA-Office Administrator)***

STD HRS per pay period \_\_\_\_\_ Salary per pay period: \_\_\_\_\_

Vacation %age: \_\_\_\_\_ TD 1 (FED) \_\_\_\_\_ TD 1 (PROV) \_\_\_\_\_

V1-Mar26-2012



# EMPLOYEE HANDBOOK

## Policies and Procedures

### Section 5: Forms

#### 5.7 CONTINUING EDUCATION APPLICATION

This application form, completed in full, is required to be eligible for consideration for funding support.  
***Where possible, please submit an electronic copy.***

##### **Funding from Clark Education Fund**

- to ensure timely processing, this application form, and relevant supporting documents, should be submitted to the Chair of the Ministry and Personnel Committee 1 month prior to the activity or expected imbursement.
- Upon completion of the activity you are required to submit a report to the Ministry and Personnel Committee. You may be asked to present your report to the M&P Committee, Council or the congregation.

##### **Funding from annual budget accounts**

- This application form and relevant supporting documents, shall be submitted to the Chair of the Ministry and Personnel Committee as soon as possible prior to the activity or expected imbursement.
- You may be asked to submit a report to the M&P Committee.

Date Application Submitted:	
Name of Applicant:	
Location of Activity:	
Start Date of Activity:	End Date of Activity:

**Brief outline of activity:** Please include details on duration, number of sessions, weeks, full time, part time, etc.



**Cost of activity (e.g. conference, course registration fees, books, etc.)**

--

**Cost of Travel: (Air/bus/train fare, mileage, food)**

--

**It is customary for an applicant to cover a portion of the cost of the activity. Please indicate what expenses (if any) you will cover.**

Total Cost of Activity:  Total Requested:  Total Cost Incurred by Applicant:
--

**As mentioned above, you will be asked to submit a verbal or written report and you MAY be asked to present your report in person to the M&P committee, Council or to the congregation.**

**Do you accept these stipulations?**

Yes <input type="radio"/>	No <input type="radio"/>	Other (Please Explain)

**Note: You may include brochures, publications, etc. to support your application.**

**The following section to be completed by the Ministry and Personnel Committee**

Date Approved/Rejected:
Amount Approved:
Activity Funded From:
Clark Education Fund <input type="radio"/>
Annual Budget Account <input type="radio"/>
Signature of Chair M & P
Date Applicant Was Advised:
Date Applicant Was Remunerated:
Total Amount Remunerated:

<b>5.7 Continuing Education Request</b>	
Approval Meeting: Sept 8, 2011 (Council )	Approval Meeing: Jan 15, 2013 (Council)
Previous Version Date: V1 - Sept 8, 2011	Version Date: V2 - Jan 15, 2013
Committee Responsible: Ministry and Personnel	



**EMPLOYEE HANDBOOK  
Policies and Procedures**

**Section 5 Forms**

**5.8 ACKNOWLEDGEMENT OF CODE OF CONDUCT FORM**

I hereby acknowledge that I have received and read First-St. Andrew's Employee Code of Conduct and that I am fully aware of its terms. I also agree to read and comply with all policies adopted by First-St. Andrew's. I understand that compliance with this Code is a condition of employment.

I understand that if I fail to comply with this Code or other published policies of First-St. Andrew's or applicable laws, it will be addressed and I may be subject to disciplinary action, including a warning, revision of responsibilities, suspension, or dismissal.

I understand that First-St. from time to time may issue policies which also govern employee conduct. All of these other policies are incorporated by reference into this Code of Conduct.

I confirm that I will comply with all provisions of the Code of Conduct.

Name: \_\_\_\_\_

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

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

<b>5.8 Acknowledgement Form</b>	
Approval Meeting:	Approval Meeting: Mar 26 (Council)
Previous Version Date	Version Date: V1-Mar 26, 2012
Committee Responsible:	Ministry and Personnel