



# ST. TIM'S EPISCOPAL CHURCH

## Employee Handbook

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*St. Timothy's Episcopal Church*  
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**“Embracing all people with the love of Jesus.”**

## **Welcome to St. Timothy's!**

We work hard to live out our motto, “Embracing all people in the love of Jesus.” The clergy and lay staff of St Tim’s support the community in this work. To assure each other that we have a common understanding of how we go about our duties, we have prepared this Employee Handbook. It sets out the common ground on which we live out our ministries.

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## Some Important Legal Information

*“... you shall read this law before them in their hearing...” Dt. 31-11*

The legal notices below are very important for you to read and understand. A little dry, but it is important that you have a clear understanding of all of them. If you have any questions about these notices, please let us know.

### Introduction and Purpose

This Employee Handbook (or “Handbook”) is intended to provide you with a general understanding of St. Timothy's (also referred to as St. Tim’s) human resources policies. We hope that the information in this handbook will be helpful to both new and current employees.

The Handbook, however, cannot anticipate every situation or answer every question about employment. **This Handbook is not an employment contract.** In order to retain necessary flexibility in the administration of policies and procedures, St. Timothy's reserves the right to change or revise policies, procedures, and benefits described in this handbook whenever the Vestry determines that such action is warranted. Such changes or revisions will in no case be considered to alter, weaken, or dilute St. Timothy’s employment-at-will policy. In addition, this Handbook supersedes all previous written policies distributed by St. Timothy's.

### Employment of Relatives/Parishioners

In order to minimize potential conflicts of interest, it is St. Timothy’s policy not to hire relatives of staff or clergy. Parishioners, whether current or prospective, may not be considered for employment. Any exceptions must be approved by the Rector at his or her sole discretion.

Following the beginning of their employment, staff members of St. Timothy’s are always welcome to participate in worship services and to become parishioners of the Church. However, staff members must be cognizant of their relationship with the Church as employees and are expected to conduct themselves accordingly. In particular, staff members must maintain confidentiality regarding all information obtained through the employment relationship.

### Employment at Will

It is the goal of St. Timothy’s to provide a positive work environment as we work together to achieve our mission and vision goals. However, St. Timothy’s also recognizes that either you or

St. Timothy's must sometimes initiate change. **In this regard it is expressly understood that your employment is "at will." Thus, you retain the right to terminate your employment with St. Timothy's at any time for any reason or for no reason and St. Timothy's retains a corresponding right to end the employment relationship at any time for any reason or for no reason.**

### **Equal Employment Opportunity Policy**

St. Timothy's is an equal opportunity employer. It is our policy to provide equal employment opportunities to all qualified individuals regardless of race, color, creed, national origin, sex, age, veteran status, gender status, or sexual orientation. We will provide reasonable accommodation to qualified employees with a known protected disability or for an employee's religious beliefs providing the accommodation does not cause undue hardship to St. Timothy's or cause a direct threat to health and safety as defined by the Americans with Disabilities Act or applicable Colorado state law.

### **Letters of Agreement**

Some employees, lay or clerical, may have Letters of Agreement ("LOA") covering the principal terms of their employment. In the event of conflict between the provisions of the LOA and this Employee Handbook, the LOA will control.

### **Background Checks**

Because we work with families and children, we must take prudent measures to screen individuals who will be in contact with those we serve. Within the confines of permissible law, thorough background checks are conducted on all prospective employees as a condition of employment to determine current or past sexual or other serious misconduct and/or criminal records.

Hiring must be done in accordance with pertinent Diocesan guidelines and St. Timothy's policies regarding the Protection of Children and Youth from Abuse, Prevention of Sexual Exploitation of Adults and Prevention of Sexual Harassment of Adults

Background checks may include but are not necessarily limited to:

- Inquiries of past employers
- Inquiries of schools attended
- Inquiries of past volunteer organizations
- Searches of past records including inquiries of police departments and use of specialized background search by whatever firm or services St. Timothy's deems appropriate.
- Credit checks.
- Driving records.
- Sex offenders' records.
- Criminal background checks.

## **Safeguarding God's Children**

You will be required to complete a course approved by the Diocese of Colorado called "Safeguarding God's Children". In addition, an extensive background check will be conducted before you can begin work in this vital ministry, you must read the Diocesan and St. Timothy's policy on this critical subject, and you will be required to retake the course periodically in accordance with Diocesan and St. Timothy's policy. A copy of this Model Policy is available online at <https://episcopalcolorado.org/congregational-resources/safe-church/> or by accessing a copy in the church office. A written record will be kept of your successful completion of Safeguarding God's Children."

## **Probationary Period**

If you are new to St. Timothy's, then you will have a probationary period during your first ninety days (90 days) of employment. During the probationary period, St. Timothy's evaluates your work performance, including attendance and other work-related factors. Of course, you will also have the same opportunity to determine if you think there is a good fit between you and St. Timothy's. Please understand that St. Timothy's is the sole judge in making all evaluations and we will continue to evaluate the work performance of each employee who completes the probationary period.

Please use this period to learn more about St. Timothy's and what is expected of you as a staff member; and to become better acquainted with the benefits of being an employee.

## **Employee Classifications**

St. Timothy's Church has the following basic classifications for our staff. During orientation, your position will be clearly defined by your supervisor. Benefits for your position are described in the benefits section of this handbook.

### **Full-Time Employees**

A full-time employee is an employee who is regularly scheduled to work thirty (30) or more hours per week.

### **Part-Time Employees**

Part-time employees are regularly scheduled to work less than thirty (30) hours per week.

### **Exempt Employees**

If you are an exempt employee, then you are exempt from federal and state overtime wage requirements should your hours of work exceed specific levels.

## **Non-Exempt Employees**

If you are a non-exempt employee, then you are entitled to overtime pay consistent with federal and state law provisions.

## **Resolving Disputes**

*“My dear brothers, take note of this: Everyone should be quick to listen, slow to speak and slow to become angry.” James 1-19*

St. Timothy’s believes it is extremely important that you have an effective means of addressing work-related issues, and that by working together, we can resolve most any question or concern that may arise. If you have a problem or concern, we want you to tell us.

If a conflict exists between you and another staff member, please attempt to resolve the issue on that level by discussing the problem with your fellow employee. If this is unsuccessful or if the problem relates to other issues, then talk to your supervisor. Your supervisor is your principal contact with St. Timothy’s. Be assured that your supervisor will handle matters in a confidential manner. If you are uncomfortable or unable to discuss an issue with your supervisor, you may ask to meet with St. Timothy’s Rector. You and your supervisor are likely to resolve most problems. Any questions or concerns about policies, procedures, safety, or other matters should first be discussed with your supervisor.

If you are not satisfied with the answer from your supervisor or you feel that you cannot discuss the issue with your supervisor, you should talk to the Rector.

For matters pertaining to harassment or offensive conduct, please also refer to procedures contained in the St. Timothy’s Policy Against Harassment (see below).

## **Performance and Pay Reviews**

*“God is not unjust; he will not forget your work and the love you have shown him as you have helped his people and continue to help them.” Hebrews 6:10*

St. Timothy’s expects all employees to perform their job duties in a safe and productive manner. As a result, your supervisor will use an ongoing performance evaluation to accomplish the following objectives. It is expected that an annual performance evaluation will be completed by December 1 each year.

- You will understand what job duties you are expected to perform and the performance standards you are expected to meet.

- You will be aware of whether you are meeting or exceeding the performance standards and will have an opportunity for open communication and interaction with your supervisor about your job performance.
- If you are not meeting the performance standards, you will be clearly advised of any additional steps deemed necessary to elevate your performance to a satisfactory level.

As you can tell, your supervisor has a great deal of responsibility. To better assist your supervisor, and to improve your job performance and satisfaction, it is also your responsibility to participate actively in the **ongoing** performance appraisal process with your supervisor, including any self-evaluation requested

A supervisor's performance appraisal is only one of the factors used to make decisions on compensation and retention. St. Timothy's also considers other factors such as current budget and organizational needs that may have an impact on staffing and compensation levels.



## **Hours of Work, Pay, and Timecards**

*“Now when you work, your wages are not credited to you as a gift, but as an obligation.”*

*Romans 4-4*

Your supervisor will inform you of your scheduled hours and any changes to that schedule.

### **Meal and Rest Periods**

You are entitled to an uninterrupted and duty-free 30-minute unpaid meal period when your work shift exceeds five consecutive hours. In addition, you are entitled to a compensated 10-minute rest period for each four hours of work.

### **Overtime Work for Non-Exempt Staff**

Although this doesn't happen often, because of work demands, St. Timothy's may determine that overtime is necessary. If you are a non-exempt employee, you will be paid at the rate of one and one-half (1½) times your regular straight-time rate of pay for all hours you actually work in excess of 12 hours in a day (Colorado law) or in excess of 40 hours in a work week (Federal law). For purposes of the Federal Fair Labor Standards Act which in part addresses the subject of overtime compensation for non-exempt eligible staff, the workweek at St. Timothy's consists of seven (7) days beginning immediately after 12:00 midnight on Saturday and ending at 12:00 midnight the following Saturday.

### **Payday Policy**

You will be paid on a monthly basis on the last day of the month. When a payday falls on a weekend or a recognized holiday, pay will be distributed on the last scheduled working day before the weekend or the holiday. In most instances, your pay will reflect hours worked as of that payday. Therefore, it is important that you submit your hours to the principal accounting officer in advance of the end of the month.

### **Recording Hours for Nonexempt Staff**

Please accurately record the hours that you work on your time sheet and:

- Have all hours worked initialed by your supervisor.
- Have all overtime hours initialed by your supervisor.

## **Your Paycheck**

Please examine your paycheck stub each pay period to verify that St. Timothy's paid you the correct amount. In addition, there are several deductions that may be required including federal and state taxes, pension, medical insurance, Social Security, Medicare, court ordered garnishments, etc. If you believe that St. Timothy's has made an improper deduction from your pay, please bring it to the attention of your supervisor or St. Timothy's principal accounting officer immediately. If St. Timothy's determines that it has made an improper deduction, you will be reimbursed promptly for the amount deducted incorrectly.

## **Business Expenses**

Any necessary, budgeted business expenses incurred as a result of fulfilling your job description should be submitted to the principal accounting officer on St. Timothy's approved expense form within 60 days of incurring the expense. All expenses should be properly documented. If you have any questions or concerns about an anticipated expense, please obtain your supervisor's approval before incurring the expense.

## **Your Personnel Records Are Important**

The accuracy of your personnel records is essential for the proper handling of many issues of importance to you as well as to St. Timothy's. Please promptly notify the principal accounting officer if you have a change in the following personal data:

- Mailing address
- Email address
- Physical address/location
- Home/message phone number
- Cell phone
- Person and phone number to call in the event of an emergency
- Any official name change
- Marital status change (marriage, divorce or separation)
- Any change in dependent status (birth, marriage, death or loss of legal custody)
- Insurance beneficiary
- Military status
- Change in direct deposit authorization

## Employee Benefits

*“Whatever you do, work at it with all your heart, as working for the Lord, not for men. Since you know that you will receive an inheritance from the Lord as a reward.” Colossians 3:23-24*

In addition to your paycheck and the “inheritance” mentioned above, there are several benefits that are offered to our valued staff. These benefits vary based on your status as a full-time or part-time employee, clergy or lay person. A summary of these benefits is explained in this section. You will have the opportunity during your orientation meeting to discuss these benefits and have any questions answered.

### Retirement Plan

St. Timothy’s offers pension plans administered by the Church Pension Group (CPG) with headquarters in New York City ([www.cpg.org](http://www.cpg.org)). The plan for lay staff is called the Defined Contribution Retirement Plan for eligible lay employees. Clergy participate in a different plan that is separate from lay staff.

It is the intent of St. Timothy’s Vestry to fund pensions for the lay staff scheduled to work more than 1000 hours per year to the extent recommended by the Episcopal Church USA and currently does so. At present, **St. Timothy’s** contribution to your retirement plan begins at 5% of your compensation and increases in 1% increments for every one percent 1% contributed by **you** up to the maximum of 4% for **matching** purposes. Thus, St. Timothy’s maximum contribution is 9% of your compensation (5% base + up to 4% matching). You may contribute more than 4% of your compensation up to the IRS limit. Your participation in the plan begins immediately following the completion of the Probationary Period.

For additional details on eligibility, enrollment and contribution requirements, vesting, plan benefits, and how to access benefits, please refer to the Summary Plan Description (“SPD”), a copy of which you can access online at [www.cpg.org](http://www.cpg.org) or obtain a copy from the principal accounting officer. Please direct any further questions to the principal accounting officer.

Clergy will participate in the defined benefit Clergy Pension Plan administered by the Church Pension Fund. Under the terms of this plan, clergy earn a defined annual pension payment depending on length of service and levels of income. The plan requires no contributions from the participants; all contributions are met by St Timothy’s.

St. Timothy’s reserves the right to reduce pension contribution funding as allowed by church national policy should financial conditions dictate.

### Church Pension Group Benefits

St. Timothy's employees are encouraged to explore the Church Pension Group (CPG) website ([www.cpg.org](http://www.cpg.org)) for information on other benefits available. These benefits include insurance programs, IRAs, annuities, financial consulting, and other valuable investment advice. Any benefits available through the CPG that are not specifically outlined in this handbook as an employee benefit are entered into at your own expense.

## **Medical and Dental Insurance Benefits**

*"The LORD will sustain him on his sickbed and restore him from his bed of illness." Psalm 41:3*

All full-time employees (30 hours or more per week), clergy and lay persons are eligible to participate in the medical and health plans offered by the Episcopal Diocese of Colorado and the Church Pension Group Specific plan benefits and details are described in plan literature available from the church office or the diocese each year during open-enrollment period.

Under current diocesan policies, St Timothy's will pay 100 percent of the cost for a single employee under the chosen medical and dental plans to cover eligible employees. If the employee selects additional coverage for his or her family, St Timothy's pays a portion of the additional cost and the employee pays the remaining cost through payroll deduction. Because the future cost of medical and dental insurance is difficult to predict, the Vestry will determine what percentage of the costs St. Timothy's will pay for a single employee or for additional coverage before the annual enrollment period, such determination to be within Diocesan and national church policies.

As there are several options available through the Diocesan Group Medical Plan, the Vestry will decide which specific medical plan will be used as a basis for coverage under St. Timothy's medical benefit, currently the Kaiser Permanente Medical Plan. An eligible employee may elect however, to choose another of the more expensive plans offered by the Diocese if the Diocesan Plan so allows. In such a case, the employee would reimburse St. Timothy's for the difference in cost through payroll deduction.

In some instances, eligible employees may choose not to be covered under St. Timothy's approved insurance plans. Instead, they may opt for another plan available to them outside of St. Timothy's policies (for example, through a spouse's employer). In such cases they shall not be entitled to any additional compensation or reimbursement from the church.

## **If Your Personal Situation Changes**

Please promptly notify the Office Administrator should your family status change. In certain situations, you may be able to modify your medical or dental insurance plan coverage in the event of a birth, death, separation, divorce, spousal job loss, etc.

## **Open Enrollment**

St. Timothy's offers an open enrollment period in the fourth quarter of each year. Open enrollment means that you have the opportunity to make changes to your medical or dental insurance plan coverage for the new plan year, which typically begins on the 1<sup>st</sup> of January. St. Timothy's Office Administrator will notify you when the open enrollment period occurs.

## **Continuation of Medical Insurance and Dental Insurance Coverage Under the Church Pension Group**

If your employment with St. Timothy's ends at any time after enrolling in the medical or dental insurance plans, an Extension of Benefits (EOB) plan allows you to continue coverage for up to 36 months after leaving the employ of St. Timothy's. Any extension of benefits coverage would be at your own expense.

## **Life Insurance and Short -Term Disability**

As an added benefit, employees working at least 20 hours per week on a consistent basis are provided with a \$50,000 group life insurance policy and are enrolled in a short-term disability plan through the Church Pension Group. St. Timothy's short-term disability benefits begin after 30 days of continued disability and last for a maximum of 52 weeks. For further information on these benefits, please visit the Church Pension Group's website at [www.cpg.org](http://www.cpg.org) or contact St. Timothy's Office Administrator.

## **Work-Related Accidents and Injuries**

### **Reporting Injuries or Accidents**

As soon as possible, report all on-the-job injuries or accidents, no matter how minor, to your supervisor, rector, associate rector, Office Administrator, or the principal accounting officer. Failure to do so may affect your right to workers' compensation benefits under St. Timothy's policy with the Church Pension Group. St. Timothy's has posted a notice in the office that provides detailed instructions should such an injury or accident occur.

If you are injured at work, your supervisor or other staff member with proper authority will provide assistance. This person will assist in arranging needed transportation. In the event of a serious injury or accident, he or she will assist in notifying emergency medical services.

### **Time Off for Treatment and Recovery**

If you are injured at work, you will receive regular wages for any time lost to obtain medical attention on the day of the accident. As the actual benefits available under St. Timothy's Workers' Compensation policy may change from year to year, please consult with the principal accounting officer for current policy coverages.

Please keep your supervisor informed as to your status while recuperating.

### **Unemployment Insurance Benefits**

As a new employee, it is very important to understand that unemployment insurance benefits are **not** available to you should your employment with St. Timothy's end for any reason. Churches in Colorado are not required by state law to provide this benefit, and the vast majority of churches do not extend this benefit to their employees.

### **Personal Time Off (PTO)**

St. Timothy's Church recognizes that you may occasionally need to be absent from the office for personal reasons. This policy serves to provide for excused paid absences. Because St. Timothy's does not offer long-term disability coverage as a benefit, the PTO Policy can be useful to mitigate the effects of being absent from work for an extended period of time due to illness or disability.

### **Notification**

If you require personal time off, you must notify and receive written approval from your immediate supervisor as soon as possible before the leave is taken. Failure to provide adequate notice of absence may result in loss of pay for the period away from work, so it is always advisable to talk with your supervisor first.

### **Sick Days**

St. Timothy's provides five sick days annually for Full Time salaried employees. These do not carry over from year to year.

### **Modification or Termination**

Although St. Timothy's Church expects to continue the provisions of this PTO policy indefinitely, as with other provisions in this Handbook, St. Timothy's reserves the right to modify or terminate this policy.

## **Holidays**

New Year's Day, Martin Luther King Day, Monday after Easter, Memorial Day, Independence Day, Labor Day, Election Day, Thanksgiving Day, Christmas Day.

The Rector may decide to close the office for other holidays or occasions. These will be determined annually. Exempt employees who are required to work on a holiday will receive an equal number of hours off at a later time. The time off must be scheduled in consultation with the supervisor or Rector.

Part-time employees will not be paid for a holiday which falls on a day the employee is not scheduled to work.

## **Vacation**

St. Timothy's vacation schedule is based on the anniversary of your employment. The number of paid vacation days for which each employee is eligible is based on length of employment. Employees are not entitled to "anticipated" or "advance" vacation time.

After the first six-month anniversary of employment, each employee scheduled to work at least 20 hours per week is entitled to the number of paid vacation hours equal to the number of hours normally worked in a week, as specified in the Employment Agreement. Thus, after six months, any employee contracted to work 32 hours per week will be entitled to a paid vacation of 32 hours, while an employee working 24 hours per week will be entitled to a paid vacation of 24 hours.

An additional equal number of hours of vacation will be granted on the first anniversary of employment, on the employee's sixth and eleventh January 1 of each year. Thus, an employee contracted to work 40 hours per week will earn 40 vacation hours after six months, an additional 40 hours after one full year's employment (80 hours in total) to the sixth January 1, an additional 40 hours from the sixth January 1 to the eleventh January 1 (120 hours in total), and an additional 40 hours days from that point (160 hours in total). An employee working 32 hours per week will be entitled to 64 paid vacation hours after one year's employment to the sixth January 1, 96 paid vacation hours to the eleventh January 1, and 128 paid vacation hours thereafter.

### Vacation Eligibility Carryover:

Employees are encouraged to use all vacation eligibility in the calendar year in which it is accrued.

Accrued unused vacation eligibility may be carried over from year to year to a maximum of twenty (20) hours. For example, if an employee has 8 hours vacation eligibility remaining as of

December 31 and is granted 48 hours on January 1, she will begin the year with 56 hours of vacation eligibility.

Scheduling Vacation:

Approval of all vacation schedules must be obtained in advance from the Rector. Requests must be made in writing or by email and be received no later than three weeks in advance.

Payment of Unused Vacation Eligibility:

Unused vacation eligibility will be paid in a single lump sum upon the employee's termination of employment for any reason.

### **Other Types of Leaves and Absences**

#### **Compassionate Leave**

You become eligible for up to 5 days of paid Compassionate Leave upon the completion of three months of service. This leave is allowed in the event of the death of an immediate family member which is defined as your spouse or spouse's parents, your parents, children, siblings, grandparents, or grandchildren.

#### **Maternity/Paternity Leave**

Maternity/Paternity leave may be taken for the birth or adoption of a child. A maximum of 90 days leave may be taken. All earned vacation must be used. The remainder of the 90 days leave will be unpaid. St. Timothy's will make a reasonable effort to provide similar pay and opportunities upon your return that were available at the commencement of the leave.

#### **Jury Duty**

Should you be called for jury duty, in most instances it will be treated as leave with pay. However, St. Timothy's reserves the right to deduct any pay received for jury duty from your paycheck. In the case of an extended jury duty call that might interfere with St. Timothy's operations and financial situation, St. Timothy's reserves the right to reclassify your jury duty as leave without pay.

#### **Family and Medical Leave Act (FMLA)**

As an employer with fewer than 50 employees, our staff is not covered by the federal FMLA.

#### **Unpaid Leave of Absence**

Requests for unpaid personal leaves of absence will be evaluated on a case-by-case basis and generally may not extend longer than 60 days. Vacation and PTO benefits do not accrue while



an employee is on an unpaid leave of absence. In addition, any other benefits that are paid by St. Timothy's Church for the employee are the responsibility of the staff member on leave.

### **Witness Duty**

You must promptly inform your supervisor if you are subpoenaed to appear as a witness in legal proceedings during work hours. The time off will be unpaid, unless you ask to use accrued paid vacation or PTO. If St. Timothy's subpoenas you to appear on St. Timothy's behalf at a legal proceeding, the time will be counted as hours worked.

### **Military Leave**

Employees who serve in the United States military will be granted a protected leave of absence in accordance with federal law. You must promptly inform your supervisor as soon as you know the scheduled dates of military service.

## **End of Employment**

Exempt employees are expected to provide at least one month's notice to St. Timothy's of their intention to leave St. Timothy's, and non-exempt employees are expected to provide at least two weeks' notice. In each case, written notice should be given to the supervisor or Rector. Insufficient notice will affect eligibility for rehire.

If your employment ends with St. Timothy's for any reason, you may be asked to participate in an exit interview. The purpose of this interview is simply an exchange of information to assist St. Timothy's in evaluating the effectiveness of its personnel policies and procedures. In addition, you will receive important information regarding your options related to the continuation of benefits such as medical insurance, dental insurance, and our pension plan. **Employees of St. Timothy's are not covered for unemployment compensation purposes. St. Timothy's is exempt from the provisions of Colorado's Employment Security Act and does not participate in this program.**

All employees leaving their position are required to turn in all St. Timothy's Church property no later than their last day of work, including but not limited to phones, computers, keys, passwords, files, and flash drives. References to potential future employers will be limited to dates of employment except with a written release for each reference requested.

### **End of Employment Transition Policy**

Employees who have worked more than an average of 1000 hours per year during the four years before the end of their employment:

1. Must withdraw from any participation in congregational life (including worship, social events, church communications) for two months for every year of service, up to a maximum of 24 months (for 12 or more years of service).

2. Must, when they choose to return to the congregation, obtain the Rector's written permission before participating in any ministry group they supervised.
3. Must adhere to any further limits on participation or extension of time framework expressed in writing by the Rector after consultation with the Wardens.

Staff members who have worked less than an average of 1000 hours per year during the four years before the end of their employment must obtain the Rector's written permission before participating in any ministry group they supervised.

Any person may attend a wedding or funeral at St. Timothy's or visit our Columbarium, but former staff members must not take an active role in a worship service during the time period described in 1. without receiving the Rector's written permission.

This policy does not apply to unpaid, volunteer staff.

### **Attendance Policy**

*"For you yourselves know how you ought to follow our example. We were not idle when we were with you.... We did this... in order to make ourselves a model for you to follow."*

*2 Thessalonians 3:7-10*

### **Our Expectations**

St. Timothy's expects you to be on time, at work and ready to work your regularly scheduled hours as a condition of hire and continued employment. Absenteeism, early departures and late arrivals burden your fellow coworkers. While it is recognized that it may be necessary for you to be absent occasionally, it is important that absences be kept to a minimum.

You are expected to take care of personal affairs and obligations at a time other than during working hours, except when allowed by our Personal Time Off policy. Whenever it is necessary to be off for personal convenience, please obtain permission from your supervisor.

### **Call-in Requirements**

If you will be absent from work for any reason, please personally notify your supervisor or St. Timothy's Office Administrator as soon as possible, unless an unforeseeable event or an emergency prevents you from giving advance notice.

### **Doctor's Release and Status Reports**

For your safety and the safety of your coworkers, a doctor's release verifying that you are able to return to work may be required after any injury or illness resulting in 3 or more consecutive days' absence or any hospitalization regardless of the time absent.

St. Timothy's may grant reasonable accommodation in complying with these policies to individuals with disabilities if it does not cause undue hardship to St. Timothy's operations or

cause a direct threat to health and safety. However, regular attendance and promptness are considered part of your essential job functions.

### **Drug and Alcohol Policy**

*“Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.” 1 Corinthians 6:19*

St. Timothy’s has a commitment to its employees, parishioners, visitors, and the community to provide an alcohol-free and drug free working environment. St. Timothy’s expects all staff to be in a suitable mental and physical condition to perform assigned job duties satisfactorily at all times. In addition, St. Timothy’s has an obligation to all the staff to ensure safe, healthy, productive, and reliable job performance and working conditions. Therefore, St. Timothy’s as a matter of policy will consider impairment of a staff member due to alcohol or other chemicals to be grounds for summary dismissal.

#### **Scope**

This policy covers all staff at St. Timothy’s Church.

#### **Prohibited Behavior**

The following clearly outlines St. Timothy’s position regarding intoxicants and behaviors prohibited by this policy.

Employees may not:

- Report for work or remain at work on the premises with any abnormal level of alcohol, intoxicant, marijuana, prescription stimulant, or illegal drug in their system.
- Engage in the unauthorized use of any alcohol, marijuana, prescription stimulant, intoxicant, or illegal drug on St. Timothy’s premises or while at work, including rest and meal periods.
- Possess or attempt to distribute, sell, obtain, manufacture, transfer, share, or receive any alcohol, intoxicant, marijuana, drug, opioid, or any other substances that may impair job performance or pose a hazard to the safety and welfare of the staff, visitors, congregation, or members of our community. St. Timothy’s prohibits the use or display of drug or alcohol paraphernalia while you are on St. Timothy’s property or St. Timothy’s time. Violation of this rule will result in immediate termination. This policy does not pertain to St. Timothy’s events that involve authorized use of alcohol.
- Use medically authorized (prescription) or over-the-counter drugs in a manner inconsistent with the directions for the medication.

On occasion, one or more members of the Vestry, clergy, or senior staff may entertain during work hours or after work hours as representatives of St. Timothy’s. These occasions may

include lunches, dinners, and conferences. On any such occasion, only the moderate and limited use of alcoholic beverages is acceptable. St Timothy's representatives are expected to remain responsible, professional, and sober at all times. They are not to return to the premises to work after such an occasion.

### **Violation of Policy**

Employees and volunteers who violate the drug and alcohol policy are subject to disciplinary action, up to and including immediate termination.

## **St. Timothy's Standards of Conduct**

*"Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ."  
Philippians 1:27*

It is important to emphasize that St. Timothy's insists on adherence to its work rules; and although it is not the most pleasant subject to include in our Handbook, violation of any work rule may result in discipline, up to and including discharge. The list of rules below does not contain every rule or possible standard of conduct expected from employees, but it states many of the more fundamental rules. If you are unsure of what is expected of you in a certain circumstance, please ask your supervisor.

Nothing in this listing of St. Timothy's work rules is intended to conflict with the Employment at Will Policy on page 9 of this Handbook. St. Timothy's interpretation and judgment of whether or not a rule has been violated is final and binding on both you and St. Timothy's.

Prohibited conduct includes, but is not limited to:

- Intentional violation of safety rules or safety practices.
- Violation of substance abuse policy.
- Violation of our model policies, "Safeguarding God's Children" and "Safeguarding God's People."
- Being tardy or absent without authorization or notification.
- Missing three consecutive scheduled workdays without notifying St. Timothy's.
- Disclosure of confidential information obtained through your employment.
- Unauthorized use of St. Timothy's phones, computers, or servers, whether accessed by St. Timothy's or personal devices.
- Pornographic, racist, or violent material on St. Timothy's computer or your personal device.
- Being dishonest or committing a fraudulent act or breach of trust while performing work related functions for St Timothy's.

- Recklessly driving or exceeding safe driving rules while performing work related functions for St. Timothy's.
- Threatening, intimidating, coercing, or interfering with fellow employees, members of St. Timothy's, volunteers, or guests including written or verbal insubordination.
- Using profane, abusive, or threatening language while performing work related functions for St. Timothy's.
- Stealing, misusing, destroying, or removing from St. Timothy's premises without authorization any St. Timothy's property or the property of any employee.
- Using St. Timothy's facilities, equipment, or materials without authorization.
- Engaging in criminal conduct whether or not it is related to St. Timothy's work activities.
- Falsifying any St. Timothy's records, including employment information.
- Engaging in any other conduct that St. Timothy's, in its sole discretion, believes to be adverse to the best interests of St. Timothy's, whether while at work or away from the workplace.

Misconduct or violation of any of St. Timothy's policies, procedures, or standards of conduct may result in a verbal or written warning, a suspension with or without pay, or termination. St. Timothy's will base the type of discipline it administers upon the facts of each particular case as determined by St. Timothy's. There is no guarantee that disciplinary action will take place in any set manner or order.

### **Use of Internet and Social Media**

Employees should have no expectation of privacy in anything created, stored, sent, or received on St. Timothy's computers and system. In particular, employees should be aware that any electronic communications sent or received on St. Timothy's computer system, whether on St. Timothy's equipment or personal devices, regardless of their nature, remain the property of St. Timothy's.

Each employee has a responsibility to use the Internet, as well as any related equipment and programs in an appropriate and productive manner. The following guidelines for use of the Internet and electronic equipment have been established by the Vestry. Any use outside the boundaries of these guidelines will be grounds for discipline, including termination.

### **Acceptable Uses of the Internet, Electronic Equipment, and Social Media**

All communications must be for professional reasons: The Internet is used to conduct official business or to gain professional information. Access to the Internet through St. Timothy's network is a privilege and necessitates responsible and ethical use.

## **Unacceptable Use of the Internet, Electronic Equipment, and Social Media**

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-church business or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operations of the church network or the networks of other users. It must not interfere with employee productivity.

Users are expressly prohibited from the following:

- Use the Internet for any illegal purpose.
- Upload or download commercial software that is outside the church's standard.
- Visit Internet sites that contain illegal, obscene, pornographic, violent, or hateful content.

### **Social Media**

Posting to any St. Timothy's social media account (e.g. Facebook, Twitter, Instagram, website, etc.) is at the direction and sole discretion of the Rector.

When posting on an employee's personal social media account, the employee may not associate themselves with St. Timothy's. Employees should refrain from using 'St. Timothy's', 'St. Timothy's', or any similarly identifying phrase as part of the employee's personal user or account name. Employees must clearly state that their online posts are personal and not on behalf of the St. Timothy's staff, parish, or congregation. Nothing posted online may conflict with any policies, procedures, guidelines, or standards of conduct outlined in this handbook, in policies adopted by the Diocese or the national church.

### **Communications**

Each employee is responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet must have the sender's name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet must not infringe upon the rights of others. No abusive, profane or offensive language is allowed to be transmitted through the system.

### **Software**

To prevent computer viruses from being transmitted through the system, unauthorized downloading of any software is prohibited, including screen saver software and computer games.

### **Copyright Issues**

Copyright materials belonging to entities other than St. Timothy's must not be transmitted by employee on the Internet without proper notice and/or reimbursement to the copyright holder.

Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to St. Timothy's or other users. Failure to observe copyright or license agreement may result in disciplinary action from the church or legal action by the copyright owner.

### **Policy Against Harassment**

*"Be kind and compassionate to one another..." Ephesians 4:32*

Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group, their race, religion, national origin, physical attributes, gender, or sexual preference will be transmitted.

St. Timothy's will actively enforce its policy against harassment. The policy applies to all conduct on St. Timothy's property or during working hours and to all conduct off the job that may affect a staff member's work environment. This policy also prohibits harassment or offensive conduct directed toward any St. Timothy's staff member by parishioners, visitors, and vendors.

St. Timothy's considers violation of this policy a serious offense that will lead to discipline, up to and including discharge and/or prohibition from entering St Timothy's premises

#### **Conduct**

A St. Timothy's employee may not engage in any activity, including, but not limited to, a second job or volunteer work, if it will:

- Adversely affect on-the-job work performance,
- Create a conflict with the mission and vision statements of St. Timothy's, or
- Have a negative impact on the reputation of St. Timothy's or its staff.

### **Misconduct Away from the Workplace**

St. Timothy's strives to maintain an excellent reputation within the Colorado Diocese and local community. We have a policy against employee misconduct that may damage St. Timothy's reputation or an employee's working relationship with St. Timothy's. This includes misconduct both at work and away from the workplace. St. Timothy's policy requires all employees to report all serious criminal (including drug-related and alcohol-related incidents) arrests and convictions within five calendar days of their occurrence and suits when filed. This policy does not include minor traffic violations. Violation of this policy may result in disciplinary action up to and including discharge from employment.

## Security

*“Trust in the Lord and do good; so you will dwell in the land, and enjoy security.”*  
Psalm 37:3

Each employee and staff member is a steward of St. Timothy’s; please ensure that all doors, files, desks and other equipment with locks are secure at the end of the workday. If you are the last to leave the office, please keep our church campus safe by checking that all doors are secure. Lost keys must be reported to the Office Administrator immediately.

### Visitors to St. Timothy’s

All visitors **must** check in with the office and be escorted through the St. Timothy’s campus by a staff member or volunteer. Events that are larger in scope (such as Vacation Bible School) will have their own specific check-in and security procedures. It is strongly recommended that all staff and volunteers ascertain in a friendly manner the purpose of any unknown person’s visit whom they may encounter on the campus.

## Confidentiality Policy

### St. Timothy’s and Personnel Information

To conduct St. Timothy’s business and properly administer our own personnel procedures, as well as fulfill our mission and vision, we must gather and maintain certain private information. The purpose of this Confidentiality Policy is to set forth guidelines with regard to the collection, maintenance, use, and disclosure of confidential information. All of us share the responsibility to ensure that proper security and confidentiality are maintained. Report any breach promptly to the Rector, Associate Rector, Office Administrator, principal accounting officer, or Senior Warden. Anyone who violates this policy will be subject to disciplinary action and possible legal recourse.

St. Timothy’s property includes not only tangible property such as desks and computer terminals, but also intangible property such as information and data on those computer terminals. Of particular importance are proprietary information and confidential information. “Proprietary information” includes all information obtained by St. Timothy’s employees during the course of their work. This Handbook, for example, contains proprietary information. “Confidential information” is any St. Timothy’s information that is not generally known to the public or our congregation. Parishioner lists and files, including personal information and contribution records, personnel files, employee medical information, computer records, and financial data are all considered “Confidential Information” and St. Timothy’s property.



## General Policies

You may not disclose or use proprietary or confidential information except as authorized by the Rector.

- Do not discuss confidential information with anyone, including coworkers, customers and individuals outside St. Timothy's. Take extra precautions when you are in areas where someone may overhear your discussion or observe your work. Clear your desktop of any confidential information before leaving your desk. If you need to leave your computer during the workday, you should use the "lockout" feature that will require you to enter a password when you return. Where appropriate, clearly mark files as "Confidential."
- Computer(s) regularly used by you should not be used by other staff without permission.
- Only the person to whom it is addressed should open mail marked "confidential".
- Although we wish to respect employees' privacy, there may be times when, in order to prevent or investigate claims of harassment, theft, or other wrongdoing, an authorized St. Timothy's representative may monitor phone calls, regular mail, and electronic mail (e-mail). Please be aware that e-mail sent or received on St. Timothy's computers is the property of St. Timothy's and is subject to our policies, including the policy against harassment. Although *unauthorized* access to an employee's phone calls, regular mail, or e-mail account violates this confidentiality policy, St. Timothy's reserves the right to monitor these items with the authorization of St. Timothy's Rector.
- When in doubt about the release of information, check with your supervisor or the Office Administrator. Never be intimidated into releasing the information when there is a question of confidentiality.

## Outside Requests for Information about our Staff

Please direct all written requests, telephone calls, or other inquiries regarding information about a current or former employee to the Rector or Office Administrator. These individuals are the only people authorized to release information. Guidelines for release of the information are set out below.

We will not release employee data to individuals or organizations outside of St. Timothy's without the employee's authorization unless compelled by court order, judicial or administrative process, or a specific provision of law. Prior to release, the person requesting the information must present the appropriate court document or agency authority.

If you want St. Timothy's to release information to an outside individual or organization (e.g., financial and employment information released to a bank or loan agency in support

of the employee's loan application; employment information to a prospective employer) you must sign a release and waiver before we release the information. Your spouse or relative cannot give the waiver on your behalf absent a court order.

### **Information about our church and operations**

All requests for information about St. Timothy's, its staff, employees, or parishioners must be forwarded to the Rector, or if the Rector is not available, to the Senior Warden.

In managing the course of employment, you may become privy to sensitive information about St. Timothy's, our parishioners, staff, or volunteers. This information must remain confidential both internally (within St. Timothy's) and externally (outside St. Timothy's, including spouses and family members). Do not discuss it with others beyond what is required to perform your job unless you are given specific authority to do so

### **Medical Information**

All medical information regarding you and your coworkers is strictly confidential. This includes but is not limited to workers' compensation claims and treatments, enrollments and claims for health and welfare benefits, and results of drug and alcohol tests. Except as outlined below, no release is permitted without specific authorization from the person who is the subject of the medical information.

Confidentiality is an important part of your job. Please feel free to talk to your supervisor, the Senior Pastor or a member of the Human Resources Committee if you have confidentiality concerns.

### **Work-Related Information**

In order to properly administer the personnel functions of our church, we must gather and maintain personal information about our staff. St. Timothy's recognizes your right to privacy and seeks to avoid any unwarranted intrusion upon that right

### Monitoring Acknowledgment Statement

I understand that St. Timothy's electronic communication equipment is to be used for conducting St. Timothy's business only. I agree never to use a password that has not been disclosed to St. Timothy's. I agree never to access any file or retrieve any stored communication when not authorized to do so.

I am aware that St. Timothy's reserves the right to review, intercept, access, and disclose any information on St. Timothy's systems at any time, with or without employee notice and that such access may occur during or after working hours. I am aware that use of a password does not restrict St. Timothy's right to access electronic communications. I am aware that violations of St. Timothy's policy may subject me to disciplinary actions, up to and including termination.

I acknowledge that I have read and that I understand St. Timothy's policy regarding **Electronic Communications** (immediately above). I authorize St. Timothy's to review, intercept, access, and disclose any of my communications or files on St. Timothy's equipment.

I am aware that St Timothy's reserves the right to modify this Employee Handbook at its sole discretion.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
For St. Timothy's

\_\_\_\_\_  
Date

## Employee Acknowledgment

I have received a copy of the St. Timothy's Employee Handbook and understand its contents. I agree that it is my obligation to understand all of the rules, policies, terms, and conditions and to abide by them. If I have any questions regarding these policies, I will ask my supervisor or Rector. I understand and agree that employment at St. Timothy's is **"at will."** I also understand and agree that any provision of this Handbook may be amended or revised at any time by St. Timothy's with or without notice. In addition, if my position involves working with children, youth ministries, or vulnerable adults, I agree to read and complete all requirements of the "Safeguarding God's Children" and "Safeguarding God's People" policies and programs within one week of the date of signing below.

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

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

For St. Timothy's Church: \_\_\_\_\_  
Name and Title

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

Please return to the Office Administrator or your supervisor within one week of your start date.