

## Mount Cross Personnel Committee

Minutes of November 8, 2021

The Personnel Committee called its meeting to order at 10:00. Present were Randy Churchill, Steve Michel, Becky Riley (council liaison) and Jim Prosser. Randy Churchill gave the devotion.

There were three topics for discussion: (1) Should the Employee Handbook be modified so that part-time employees qualify for ten (10), or some lesser number, paid vacation days; (2) Should the Employee Handbook be modified so that part-time employees qualify for the two "floating holidays" which are currently available to only to "full time employees;" and (3) should Mount Cross offer a health insurance benefit for full time salaried employees.

Background: Issues 1 and 2 were referred to the committee from the Executive Committee based on a request by the Pastor to grant vacation and the additional paid holidays to all part-time employees, and specifically the combined position of "office manager/interim music director." Issue 3 likewise came to the committee from the Executive Committee because the Child Youth & Family Ministry Director (CYFMD) position was intended to have a health insurance benefit, but the Employee Handbook makes no provision for this benefit.

Action. The committee thoroughly discussed the vacation and "floating holidays" requests and came to the conclusion that both benefits are properly reserved for full-time employees of the church. The committee also felt there would be additional cost to the church to track how vacation would accrue to part time employees and that "accrued vacation" was required under state law to be paid out to the employee at time of termination of employment. (Whereas accrued sick leave is not required to be paid out on termination.) The request to provide a two week vacation benefit to all part-time employees failed by a vote of 3-0.

On the other hand, the committee felt that some vacation benefit should accrue for part-time employees who regularly work more than 30 hours per week. A motion was made that the Employee Handbook be modified so that part-time employees who regularly work more than 30 hours per workweek be granted 1 week of paid vacation; and that the handbook be clarified that all other part-time employees can take unpaid vacation leave if approved by the Pastor.

Finally, the committee discussed the health insurance benefit for full time salaried employees. It was noted that Rostered employees negotiate health insurance as part of their "call." Thus, the request would only affect non-rostered full time employees. It was also discussed that health insurance was intended to be provided to this position but that the current CYFMD declined this coverage, as he had other available coverage (which will not be available when he turns 26 years old).

Based on past experience the committee also believed that acquiring a group health policy was not feasible and that inquiry should be made with the Synod to see if member churches could be part of its group health plan. Alternatively, the committee felt the best way to provide this benefit was to offer all full-time salaried employees \$200 per month toward the purchase of an individual health policy. This benefit would only be a reimbursement of the employee's purchase of health coverage. A motion

to amend the Employee Handbook to provide this cash reimbursement, effective January 1, 2022, was approve, 3-0.

Finally, it was agreed that the Chair would prepare language for the Employee Handbook to accomplish the above actions and submit it to committee members for approval.

No other business being before the committee, it adjourned at 11:20 A.M.

Respectfully submitted,

Jim. Prosser, Chair

#### EMPLOYEE HANDBOOK AMENDMENTS

1. Amend the first paragraph of the Vacation Leave policy in the Employee Handbook, at page 11, to read as follows:

Vacation Leave. Mount Cross grants ten (10) days paid vacation to full-time employees working 1-5 years. After 5 years of employment, full-time employees will earn one additional day of paid vacation for each year of service up to a maximum of 15 days' vacation. Mount Cross grants to any part-time employee who regularly works more than 30 hours per workweek five (5) paid vacation days at their regular rate of pay for the number of hours that would normally have been worked. Vacation accrual begins upon employment in a position eligible for vacation benefits and is earned pro-rata from their start date. For example, an employee starting on July 1, would be eligible for one half the normal vacation time earned for their credited experience. Overtime hours are not included in the basis for calculating vacation accrual. Vacation must be scheduled at a time appropriate to the planning of the organization and approved in advance by the Senior Pastor.

2. Add to the "Employment Classifications, Benefits and Duties" chapter of the Employee Handbook at page 4 the following language:

**Health Insurance Reimbursement.** All "Exempt Employees," as defined above are eligible to receive \$200 per month to reimburse the employee for the cost of health insurance. In order to receive this benefit the employee must submit to the Treasurer proof that a health insurance policy covering the employee has been purchased and is in effect during the period of reimbursement.

[Note: the Employee Handbook defines "exempt employee" as "...full-time salaried employees who do not receive overtime pay for hours in excess of 8 in a day or 40 in a week...." See Employee Handbook, page 4.]

