

## **Guidelines for Congregations' Use and Adoption of the Diocesan Personnel Policies, Procedures and Practices Manual – Edition 7**

The Board of Trustees approved on September 15, 2016, the 7<sup>th</sup> edition of the Personnel Policy Procedures and Practices Manual. These policies apply to employees of the Diocese, including diocesan staff and missions. As in the past the Board urges parishes to use this document for formulating and updating their own policies. There has been extensive legal review of this edition and parishes should take advantage of that work being done for them. This policy manual is very useful in avoiding future disagreements or uncertainties by making decisions before a situation requires what may be an adversarial.

Parishes should look especially at the following sections for changes particularly applicable to them and forward proposed changes to Brian Nordwick [brian@realepiscopal.org](mailto:brian@realepiscopal.org) and Nancy Cohen [ncohen@family.stanford.edu](mailto:ncohen@family.stanford.edu) for review to make sure there are no legal issues in such changes.

- **Document:** Find and replace:
  - Diocese, Diocesan, Diocese of El Camino Real
  - Bishop
  - Board of Trustees
  - Diocesan Administrator
  - Personnel Commission
  
- **Cover:**
  - Name
  - Adoption date
- **Preamble**
  - End of Paragraph 1, application goes to [name]
- **301(a)**
  - Work week hours
- **301(b)**
  - Explanation of benefits:
    - at less than 20 hours per week, only worker's compensation insurance and either social security (lay employees) or CPG pension (clergy) are available.
    - at 20 hours a week to 29 hours a week,
      - employees can add medical insurance as a "qualifying, but not mandatory" offering at a pro-rated premium based on a 40-hour work week. While diocesan employees will be offered this option it is up to congregations whether to offer it or not as long as they are in parity with both lay and clergy staff.
      - Pension to be paid for clergy into their CPG fund. Lay employees must have an established CPG pension fund paid per their

guidelines if they work 1000 or more hours a year in addition to their social security. These are both mandatory.

- At 30-39 hours a week:
  - Medical per A177 (Resolved, the House of Deputies concurring, that this church establish The Denominational Health Plan of this church for all domestic dioceses, parishes, missions, and other ecclesiastical organizations or bodies subject to the authority of this church, for clergy and lay employees who are scheduled to work a minimum of 1,500 hours annually.
  - Dental pro-rated for diocesan and optional pro-rated for Parishes/institutions.
  - STD, LTD, LTC, Life – pro-rated for diocesan staff and optional pro-rated for Parishes/institutions
  - Pension as above in 20-29 hours for both clergy and lay employees.
- 40 and above hours a week. Same as 30-39 but no proration
- Parishes may decide in all categories the amount the employee contributes so long as same option for clergy and lay.
  
- **301(d)**
  - Remember that FLSA has greatly expanded the minimum salary necessary for an executive exemption to exempt positions beginning December 1, 2016, is \$47,476. This may affect classification of certain employees. Non-exempt employees are entitled to overtime pay.
- **303**
  - Name of county
- **305**
  - Work week
- **401(a)**
  - Holidays
- **402**
  - Vacation accrual
- **403 (b)**
  - Per Medical A177 - Resolved, the House of Deputies concurring, that this church establish The Denominational Health Plan of this church for all domestic dioceses, parishes, missions, and other ecclesiastical organizations or bodies subject to the authority of this church, for clergy and lay employees who are scheduled to work a minimum of 1,500 hours annually.
  
- **404 (c)**
  - Per 2012 General Convention Resolution C042, lay employees working 1000 or more hours must be provided with an approved CPG pension plan and pay into it as an employer. Please contact CPG or the diocesan office for details. This can

be in the form of a defined benefit or defined contribution 403(b) plan through CPG.

- **405(b)**
  - Amount of bereavement leave
- **406 (c), (d)**
  - Amount of personal absence
- **408**
  - Amount of parental leave
- **502(e) and 502(f)**
  - Change the designated people

*Note: For more information on medical plans see the annual announcement sent from the Diocesan Risk Manager.*