



**First Evangelical Church of San Gabriel Valley**

聖加路羅省基督教會

3658 N. Walnut Grove Ave. • Rosemead, CA 91770

Tel: (626) 571-5537 • Fax: (626) 571-1040 • E-mail: [office@fecsgv.org](mailto:office@fecsgv.org) • Website: [www.fecsgv.org](http://www.fecsgv.org)

# OFFICE MANUAL

## TABLE OF CONTENTS

### Section

1. Introduction
2. Staff Appointment
3. General Responsibilities
4. Resignation from/Termination of Employment
5. Public Holidays
6. Leaves
7. Insurance
8. Retirement and Savings Plan
9. Mileage
10. Performance Standards
11. Staff Grievance

Staff Member Statement of Acknowledgement

## 1. Introduction

- 1.1 This Office Manual is intended for information only. It is not meant to be a complete handbook containing all details or descriptions of the policies, procedures, or benefits of the Church. In the case that any staff member has any inquiries about the implementation of the items contained in this manual, he/she should refer to the Policy and Procedure Manual (the P & PM.)
- 1.2 Except for Section 10, this Office Manual does not apply to part-time or temporary staff members.
- 1.3 The Church will review its policies and procedures from time to time and will keep staff members informed of any changes.
- 1.4 The Church reserves the right to alter or amend this Office Manual or the stated policies therein, at its sole discretion, whenever circumstances warrant.

## 2. Staff Appointment

- 2.1 The Church's staff consist of pastoral staff, ministerial staff and office staff. All staff members report to the Senior Pastor or to a Supervisor designated by the Senior Pastor or the Personnel Committee.
- 2.2 For each staff member, there shall be a probation period ranging from six (6) months to one (1) year, depending on the ministry nature and responsibilities as contained in his/her work description. During the probation period, either party has the right to terminate employment with or without cause.

## 3. General Responsibilities

- 3.1 All full-time staff members shall be responsible before the Lord to devote at least forty (40) hours per week exclusively for the work of the Church.
- 3.2 Except for assignments related to his/her ministry or responsibilities, a full-time staff member is expected to be present in the Church office during all working hours. If necessary, staff members shall consult with the Senior Pastor to work out his/her flexible work schedule. Absences not related to sickness must have advance approval of his/her Supervisor.
  - 3.2.1 For pastoral and ministerial staff, Mondays are off days in place of Sundays. Evening prayer meetings, committee meetings, Friday or Saturday fellowship attendance, if required, is considered at 60% discount basis. Typically 4 hours per day can be shifted from each day for off-hour visitation and counseling.
  - 3.2.2 For office staff, the discount basis for required work-related evening prayer meetings, committee meetings, Friday or Saturday fellowship attendance, Sunday Service attendance is set at 50%.
- 3.3 Pastoral and ministerial staff members may engage in outside speaking activities but up to a maximum of 2 times per year (seven days maximum per speaking engagement). Such speaking engagements should not be in conflict with the Church's activities. Pastoral and ministerial staff members must use his/her best judgment to minimize outside activities in order to avoid conflict of interest. Such engagement must receive prior approval of the Senior Pastor.

## 4. Resignation from/Termination of Employment

- 4.1 A resignation occurs when a staff member leaves the Church voluntarily, for stated reasons, or fails to return to his/her position by the second working day after the expiration of an approved leave, or fails to report to work for a period of five consecutive days without notifying his/her Supervisor.
- 4.2 After the probation period, a staff member who decides to resign from employment with the Church is requested to give one (1) month's notice in writing. Such notice should be addressed to the Senior Pastor.
- 4.3 A staff member may be terminated for employment when he/she fails to meet spiritual, ethical or professional standard of performance or conduct required by his/her ministry or responsibilities.

## 5. Public Holidays

5.1 Church staff members are eligible for eight (8) paid public holidays in the calendar year plus one (1) personal floating day off as follows:

- New Year's Day
- Washington's Holiday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day following Thanksgiving Day
- Christmas Day
- Personal floating day off (birthday or employment anniversary)

5.2 A scheduled holiday which falls on Saturday will be observed on the preceding Friday. A holiday which falls on Sunday will be observed on the following Monday.

5.3 If a staff member cannot take a certain paid public holiday because of project deadlines or special events/activities of the Church, he/she is allowed to take a day off after that special events/activities to compensate for it. If a staff member cannot take a certain paid public holiday, he/she shall notify his/her Supervisor and receive prior approval. However, the staff member must take this compensatory paid holiday within two (2) months from the original holiday. Failure to do so will lead to forfeiture of the compensatory holiday.

5.4 For pastoral and ministerial staff members, if a holiday falls on his/her regular day off, he/she is entitled to take another day off with the approval of the Supervisor. However, the Senior Pastor may alter the date or stagger work schedules in order to monitor operational requirements.

## 6. Leaves

Except for emergencies, all requests for leave for five (5) working days or more shall be submitted to the Supervisor for approval at least two (2) months before the first day of the leave. All other requests for leave (except those for sick leave) shall be submitted to the supervisor for approval at least two (2) weeks before the first day of the leave.

### Annual Leave (Vacation)

6.1 All full-time staff members are entitled to annual leave (vacation) subject to exigency of service. The earning rates are as follows:

- 6.1.1 All pastoral and ministerial staff shall accrue fifteen (15) working days of vacation per year, with one (1) additional working day per year after completion of five (5) years' service. The maximum accrual rate is twenty-five (25) working days per year.

6.1.2 All office staff members shall accrue ten (10) working days of vacation per year, with one (1) additional working day per year after completion of five (5) years' service. The maximum accrual rate is twenty-five (25) working days per year.

6.1.3 Accrual hours at the rate specified becomes available after six (6) months of service. Prior to completion of six (6) months' service, no vacation is available and if the employment is terminated, no vacation hours will be credited to the employee.

6.2 Annual leave (vacation) may be accumulated up to a maximum of twice a staff member's current annual accrual rate.

6.3 Staff members who leave the Church after one (1) full year of employment shall receive pay for unused annual leave (vacation).

6.4 When a public holiday occurs while the staff member is on paid vacation, he/she receives holiday pay for that day and may use the vacation day at a later time.

#### Personal Leave

6.5 Full-time staff members who have completed three (3) or more months of employment may, with approval from the Senior Pastor, take appropriate personal leave in the following circumstances:

- Training for professional development
- Jury duty
- Funeral of an immediate family member\*
- Other emergencies

Staff members are eligible for a maximum of ten (10) working days of paid jury duty leave each year. Approval for other personal leaves, including their duration, shall be granted at the sole discretion of the Senior Pastor, based on the facts and circumstances surrounding each individual's request.

\*For the purpose of this regulation, immediate family members shall be defined as the employee's spouse, child (step), mother (step), father (step), brother (step), sister (step), mother-in-law, father-in-law, grandmother, grandfather, grandchild, and any other relative for whom the employee was legally responsible and who resided in the employee's household at the time of his/her death.

6.6 Personal leave cannot be accumulated.

#### Sick Leave

6.7 Staff members shall accrue up to four (4) hours of sick leave per month. The maximum accrued sick leave is ninety (90) days, that is, seven hundred and twenty (720) hours. A record should be kept at the Church office under the supervision of the Senior Pastor.

6.8 Staff members are responsible for calling in on the first day of their absence. Failure to do so may lead to formal disciplinary action. A doctor's note is required for sick leave of more than three (3) days.

#### Unpaid Leave

6.9 There are circumstances under which a staff member may be required to be away from work for an extended period of time. Examples include:

- pursuing higher education
- disability due to physical or mental condition and not receiving Church sick leave
- maternity leave

The duration of such unpaid leave of absence will depend on the type of leave. Advance approval by the Senior Pastor is required for all unpaid leaves.

6.10 A staff member who is authorized to take unpaid leaves of absence continues to accrue service-credit, including vacation, subject to defined limits.

### Sabbatical Leave

6.11 Pastoral Staff members are eligible for sabbatical leave. For details about eligibility and provisions, please refer to the P & PM.

## **7. Insurance**

7.1 All full-time staff members are eligible to participate in the medical, dental, disability, and life insurance policies of the Church.

## **8. Retirement and Savings Plan**

8.1 Staff members who were Church employees on December 31, 1996 are eligible to participate in the Church retirement plan 403B after completion of at least 1,000 hours of service.

8.2 Staff members who are Church employees on or after January 1, 1997 will become eligible to participate in the Church retirement plan 403B as of first day of January or first day of July coincident with or following the date they:

8.2.1. complete one (1) year of service

8.2.2. have attained age 18

## **9. Mileage**

9.1 Staff members who do not receive a monthly expense allocation and who use their personal motor vehicles to perform official duties may have their mileage (i.e. mileage, parking , etc) reimbursed on a monthly basis at the prevailing rates which are announced by memoranda from time to time. Reimbursement request forms are available from the Accountant and shall be submitted to him/her by the 5<sup>th</sup> of the month following the month during which mileage has accrued.

## **10. Performance Standards**

It is not possible to provide a complete list of work rules or performance standards. As a result, the following are presented only as examples. Staff members are responsible for understanding and following these standards. Whoever does not comply with these standards may be subject to disciplinary action, up to and including possible termination.

10.1 Ministry Covenant - All staff members shall maintain a high standard of spirituality, ethics, and interpersonal relationship in ministry. The following covenant, which defines the spirit and values of the Church, shall be entered into and adhered to by all staff members, with a view to satisfying God's heart:

- Thou shall be a servant
- Thou shall keep an inner rhythm

- Thou shall reorder your inner world
- Thou shall never take persons and things for granted
- Thou shall keep confidentiality
- Thou shall be personal
- Thou shall aim for excellence
- Thou shall trust one another
- Thou shall be a team player
- Thou shall communicate
- Thou shall speak the truth in love
- Thou shall not cover up
- Thou shall follow established policies and procedures
- Thou shall be punctual

10.2 Poor Work Performance - Staff members may be disciplined, up to and including possible termination, for poor work performance, as determined by the Church. Some examples of poor work performance are as follows:

- Below-average work quality or quantity
- Failure to follow instructions or policies and procedures of the Church

10.2.1 Supervisors conduct a Performance Evaluation discussion with their subordinates as often as necessary but no less than once every twelve (12) months to review job content, performance, performance objectives, and potential future assignments.

10.3 Misconduct - Staff members may be disciplined, up to and including possible termination, for misconduct. Some examples of misconduct are as follows:

- Insubordination
- Poor attitude, including rudeness, or lack of cooperation
- Excessive absenteeism, tardiness, abuse of break privileges (for example, lunch break shall be thirty (30) minutes, unless otherwise approved by the Supervisor)
- Abuse, misuse, theft, or unauthorized possession or removal of Church properties or the personal properties of others
- Use of office resources, equipment, and facilities, including the physical location of the office itself, for purposes other than those of the Church's ministry without advance approval by the Senior Pastor
- Immoral use of Church telecommunication facilities (e.g. transmitting immoral materials using Church equipment)
- Making phone calls not directly related to the Church's ministry (personal calls at the office shall be limited to a minimum)
- Falsifying or making a material omission on Church records, reports, or other documents, including, but not limited to, payroll, personnel, or employment records
- Divulging confidential Church information to unauthorized persons
- Disorderly conduct on Church properties, including fighting or attempted bodily injury, or the use of profane, abusive, or threatening language toward others, or possession of a weapon

- Violation of any law adversely affecting the Church, or conviction in court of any crime which may cause the staff member to be regarded as unsuitable for continued employment

## 11. Staff Grievance

11.1 To ensure fair and equitable treatment of employees, channeled communication is provided for an employee who has a job-related problem or grievance, which he/she feels should be brought to the attention of the Personnel Committee or Board of Elders.

11.2 The levels of authority to resolve the problem are in the following order:

- 1) Immediate Supervisor
- 2) Senior Pastor
- 3) The Personnel Committee
- 4) Board of Elders

# FECSGV OFFICE MAUNAL

## STAFF MEMBER STATEMENT OF ACKNOWLEDGMENT

This is to acknowledge that I have received a copy of the Office Manual of the First Evangelical Church of San Gabriel Valley (“the Church”). I understand that it provides guidelines and summary information about the Church personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that the Church reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that both the Church and I have the right to terminate the employment relationship according to the pertinent provisions contained in the Office Manual, and that this employment-at-will relationship will remain in effect throughout my employment with the Church unless it is specifically modified by an expressed written agreement signed by me and the Church authority.

I further acknowledge that this employment-at-will relationship may not be modified by any oral or implied agreement.

---

Staff Member's Signature

---

Staff Member's Name (*Please Print*)

---

Date