



St. Mark's Episcopal Church

ST. MARK'S EPISCOPAL CHURCH-FAIRLAND

EMPLOYEE HANDBOOK

12621 Old Columbia Pike, Silver Spring, Maryland, 20904

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A. About St. Mark's and this Handbook

1. Welcome

Welcome to the ministry team at St. Mark's Episcopal Church. You have been given a unique and special opportunity to serve God and to minister to others in God's name. Your work here will make you a part of a team that seeks to meet the spiritual needs of a diverse community.

2. St. Mark's Mission

- ❖ We will deepen our faith by adopting more liturgical options to reach out into the community.
- ❖ We will extend our outreach by getting more people involved in and reaching more people through community involvement.
- ❖ We will embrace evangelism by choosing to be a church that reaches out to our community and spread the good news of Christ.
- ❖ We will increase our participation by being committed to our church through regular attendance, and giving of our resources of time, talent, and treasure.

3. St. Mark's Brief History

St. Mark's has been in existence since the late 1700's in various forms. The physical church has been built/rebuilt several times, starting in 1774, rebuilt in 1835, rebuilt in 1876, and finally rebuilt in 1980. The Parish Hall was built in 2001.

4. St. Mark's governance

St. Mark's is a part of the Episcopal Diocese of Washington, <https://www.edow.org/>, which is a Diocese of the Protestant Episcopal Church of the United States, <https://episcopalchurch.org/>. St. Mark's started out as a Mission of the Diocese and became a self-supporting Parish in 1976.

The Diocese is headed by the Bishop of Washington, currently The Right Rev. Mariann Budde. The National Church is headed by the Presiding Bishop, The Most Rev. Michael Curry.

St. Mark's is headed by The Rev. Dr. Christopher I. Wilkins and the remaining members of the Vestry of St. Mark's: 2 elected Wardens, 9 elected Vestry members, and 2 non-voting members – the Treasurer and the Secretary.

St. Mark's is organized by a committee structure shown in Appendix 3 – St. Mark's Organizational Chart.

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B. Policies and Procedures

1. Your Employment with St. Mark's Episcopal Church

Unless otherwise specified by contract or letter of agreement, your employment with St. Mark's Episcopal Church is "at will" and not by contract either express or implied. This means that both St. Mark's Episcopal Church and you are free to end the employment relationship at any time, with or without notice, and for any reason. No employee or representative of St. Mark's Episcopal Church, other than the Vestry, has the authority to create a contract of employment with you. Any such contract must be in writing signed by both parties.

2. Purpose of this Handbook

This Employee Handbook is intended to acquaint you with St. Mark's Episcopal Church and to provide you with information about the employment policies and practices of St. Mark's Episcopal Church in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded. This Handbook is not an employment contract and should not be construed as one.

St. Mark's Episcopal Church reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. Any written changes to this Handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this Handbook. Nothing in this Employee Handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

3. Equal Employment Opportunity

Employment decisions at St. Mark's Episcopal Church are based on merit, qualifications, and abilities without regard to **gender, race, color, ethnic origin, national origin, marital or family status (including pregnancy or child care plans), sex, sexual orientation, gender identity and expression, disabilities** (as defined by the Americans with Disabilities Act), **age** (as protected by the Age Discrimination in Employment Act), veteran status, creed, or any other characteristic protected by state or federal law. This commitment to equal treatment applies to all aspects of employment, including, but not limited to: selection, training, assignment, promotion, compensation, benefits, transfer, performance evaluation, administration of personnel policies, discipline, and discharge. All applicants are extended

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an equal opportunity to gain employment, and all employees are extended an equal opportunity to progress in their fields of endeavor.

This policy does not waive the ministerial exception or any other exceptions to any federal, state or local legislation, including, but not limited to Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act and the Americans with Disabilities Act. (https://en.wikipedia.org/wiki/Ministerial_exception)

4. General Overview

a. Supervision

Each employee at St. Mark's Episcopal Church is accountable to the Vestry through an individual supervisor.

Daily work assignments rest with each employee's immediate supervisor. Administration of additional employment matters detailed in this Handbook is the responsibility of the Vestry.

b. Classification of Employees

As required by law, each position at St. Mark's Episcopal Church is classified as either exempt or non-exempt based on the government definition of what positions are eligible for overtime pay. If your position is classified as exempt, you are not eligible to be paid for overtime. If your position is classified as non-exempt, you are eligible for overtime pay (see "Overtime Pay" below). the Vestry will advise you which category your position falls into when you are hired.

Employees are also classified as full-time, part-time, or temporary for pay and benefits purposes. Employees who are approved to work 30 or more hours per work week are full-time. Employees who are approved to work less than 30 hours per week are part-time. Temporary workers may be called in to work either full-time or part-time hours but for a limited duration of time, usually not more than 6 weeks at one time.

c. Job Description

When you begin work at St. Mark's Episcopal Church, you will be given a job description to outline your duties. Your immediate supervisor will review the job description with you to answer any questions.

d. Nepotism and Dating Policy

No person shall become an employee of St. Mark's Episcopal Church for any position requiring that person to supervise or be supervised by a member of that person's family, unless an exemption is granted by the Vestry prior to employment.

Dating relationships are not permitted between a supervisor and an employee who reports to that supervisor.

e. Dress and Appearance

Each employee is required to present a favorable appearance at all times. Cleanliness and neatness should be a top priority. Courtesy and respectfulness to staff, church members, volunteers, and guests are a must. Employees appearing for work without consideration for cleanliness, neatness, or professional appearance may be asked to leave.

f. Speaking to the Media

Employees are not permitted to speak to the media as official or unofficial spokespersons of St. Mark's Episcopal Church unless the Rector or priest-in-charge or a Warden grants prior written clearance. All inquiries from the media should be referred to the Senior Warden.

5. Attendance and Leave Policies**a. Attendance and Work Schedules**

The normal office hours for the church are 9:00 a.m. to 3:00 p.m. Those staff members who are expected to participate in or direct worship, Sunday School, or other functions outside of that employee's normal workweek may elect a different day off with the approval of the employee's supervisor. Time away from the church for visitation, conference assignments/meetings, youth trips, etc. will be considered as time worked. If these occur on an exempt employee's regularly scheduled day off, the employee's supervisor may grant equivalent time off during the the current or following pay period. This time may not be accumulated. Employees who have scheduled ministerial events outside of normal office hours (board meetings, rehearsals, etc.) may, with their supervisor's prior approval, adjust their work schedule for that day.

b. Workweek

An employee's regularly scheduled workweek is defined in the employee's Letter of Agreement and is based on the types of responsibilities held by that employee.

c. Teleworking

Where appropriate to an employee's job responsibilities and in consultation with and on approval an employee's supervisor, an employee may work remotely ("teleworking") as long as doing so does not negatively affect an employee's performance. For employees whose responsibilities include their presence in the office during certain times, any teleworking arrangement should make provisions to be sure the "in-office" time is covered.

d. Holidays

All full-time and part-time employees will be granted the following paid holidays each year, unless the employee's Letter of Agreement provides otherwise:

New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Good Friday afternoon, Easter Monday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day and one floating holiday. The floating holiday must be coordinated with the Rector, the Priest-in-Charge, the Wardens, or the Parish Administrator.

Generally, when a holiday falls on a Saturday, the previous Friday will be the day off. When a holiday falls on a Sunday, the following Monday will be the day off. If your work requires attention during a holiday or other scheduled time off, your supervisor will work with you to provide other time away from your work. If a holiday falls on your regularly scheduled day off, you may arrange with your supervisor for an alternative day off around the same time period. This holiday schedule may not always apply to clergy, programming staff, and others who must be involved in special services or worship or related holiday activities. With the approval of the Wardens, those persons may arrange for other scheduled time off. Holidays do not accumulate and may not be carried over from year-to-year. You will not be paid for any unused holidays at the time your employment with St. Mark's Episcopal Church ends.

e. Vacation Leave

Vacation is intended to be a refreshing and meaningful break in an employee's regular work schedule. We encourage you to work with your supervisor to schedule vacation as early as possible to ensure a smooth continuation of work during your absence.

Refer to your Letter of Agreement to determine the amount of vacation time to which you are entitled. Vacation leave is on a calendar year. Vacation days may be carried over to another calendar year, with a cap on total accrued vacation leave at any time being the equivalent of two weeks' worth of the amount vacation leave to which you are entitled. For employees whose employment with St. Mark's Episcopal Church ends, accrued unused vacation leave will be handled in accordance with the separation policy set out in this Handbook (see Separation from Employment).

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f. Sick Leave

Everyone desires a healthy work environment. In the event you or a family member becomes ill, experience a medical emergency, or schedule a doctor's appointment, time off for illness, with pay, is provided. It is your responsibility to contact your immediate supervisor to request approval of sick leave. He or she will need to know the reason for your absence and medical documentation may be required. When the need for leave is foreseeable, requests for sick leave should be made at least 30 days in advance of the need for leave. In all other circumstances, the request should be made as soon as practicable. The Treasurer maintains accumulated sick leave records.

Refer to your Letter of Agreement to determine the amount of sick leave to which you are entitled

Sick leave may accrue from year-to-year, with a cap on total accrued sick leave at any time being the equivalent of two weeks' worth of the amount of sick leave to which you are entitled. Employees whose employment with St. Mark's Episcopal Church ends are not paid for accrued unused sick leave.

g. Absences from Work

If, for any reason, you cannot report for work on time, contact the church as far in advance of your starting time as possible to inform your supervisor why you will be absent and how long you expect to remain absent or late.

All leave, with the exception of unscheduled sick leave or emergencies, should be approved in advance by the employee's immediate supervisor. Following return to work, the employee must provide an Exception Reporting Timesheet to the employee's supervisor's approval and submission to the Treasurer for payroll processing.

Unexcused tardiness or absences are not permissible. Unless a leave of absence has been granted by the employee's supervisor (see "Leave of Absence" below), absence from work in excess of an employee's accumulated vacation leave, sick leave, or other leave is not permitted. Such time off will not be paid and may result in discipline up to and including termination. An unexcused absence of three or more consecutive days is considered a voluntary termination of employment by the employee.

h. Inclement Weather

It is St. Mark's Episcopal Church's policy to be open during normal hours of operation. In the event of adverse weather conditions, the Wardens, in consultation with the Rector or priest-in-charge may make the decision to close the church office. Reasonable efforts will be made to notify employees of office closings.

If the church office remains open, employees are not expected to endanger themselves when traveling to or from work in adverse weather conditions. Attendance during

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inclement weather should be a matter of individual judgment based on safety and availability of alternative modes of transportation. Common sense must be exercised. In all cases where employees feel unable to safely make the commute to work, they should contact their supervisor to report this condition before the beginning of their scheduled work hours.

If snow or other inclement weather conditions occur during the business day, the Wardens, in consultation with the Rector or priest-in-charge may make the decision to close church offices. In addition, an employee may request permission from his or her supervisor to leave early.

If an employee is unable to make it to work under inclement weather conditions, or if an employee leaves work early with the permission of his or her supervisor, and the church office opens, or remains open, for normal business, the employee will be required to use vacation or other applicable leave or, if appropriate for their job, to employ telework to complete their duties for the day. If the church office closes, employees will not be required to use vacation leave.

i. Leave of Absence

St. Mark's Episcopal Church recognizes that there may be times when an employee needs to be absent from work and the time off is not covered by annual or sick leave. When, for personal, medical, or other reasons an employee seeks additional time off, she or he may request a general leave of absence from the Wardens in consultation with the Rector or Priest-In-Charge. The Wardens and Rector or Priest-In-Charge must maintain the level of confidentiality requested by the employee. The Vestry will be asked to ratify the request.

The Vestry of St. Mark's Episcopal Church is under no obligation to grant a general leave of absence but may do so with or without pay in its sole discretion based on all the surrounding circumstances. A general leave of absence does not guarantee that St. Mark's Episcopal Church will hold the position open, as St. Mark's Episcopal Church may find it necessary or beneficial to fill the position. In addition, the following guidelines apply:

1. Wherever practicable, a written request for the leave of absence should be made to the Vestry at least 30 days before the leave is sought. The request should include a detailed explanation of the need for the leave and the length of leave sought.
2. An employee must utilize all accrued annual, sick, and other leave before a general leave of absence will be granted.

3. An initial general leave of absence cannot exceed 90 days. However, a leave may be extended for periods of 30 days or less upon submission of a new request and further approval of the Vestry.
4. Before beginning a general leave of absence, the employee must make specific arrangements to continue St. Mark's Episcopal Church's benefit programs such as pension and health benefits. St. Mark's Episcopal Church has no obligation to provide holiday pay, vacation benefits, or bonuses during an approved general leave of absence.
5. A general leave of absence does not affect an employee's continuity of employment. The original date of employment remains in effect.
6. If an employee does not return to work at the end of an approved leave, this will be considered a voluntary termination of employment by the employee.

j. Jury Duty and Court Subpoenas

If summoned to serve on a jury or subpoenaed to appear in court, you will be excused from work while under summons or subpoena. It is your responsibility to notify your supervisor immediately upon learning of the summons or subpoena, and you will be expected to work normal hours except for the time your presence is required by the court. While serving, you will be paid the difference between jury duty pay and your regular pay. Time for appearance in court for an employee's own case is considered personal business and will be the individual employee's responsibility. Normally, vacation or other leave days must be used for this purpose.

k. Volunteer Mission Work

St. Mark's Episcopal Church supports participation in volunteer mission efforts that benefit both the employee and the mission project. If participation in a mission project does not compromise the work of the office, any full-time or part-time employee may have up to five (5) days leave with pay per calendar year to participate in an organized mission trip. Such leave must be approved in advance with the employee's supervisor. If additional time is needed beyond the 5-day limit, the employee must also obtain prior approval from the Vestry, who may grant an unpaid leave of absence for this purpose. Either St. Mark's Episcopal Church or the home church of which the employee is an active member must sponsor the mission trip. Mission leave does not accrue from year-to-year and any unused mission leave is forfeited at year-end. Employees whose employment with St. Mark's Episcopal Church ends will not be paid for accrued unused mission leave.

l. Military Leave

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A leave of absence, without pay, will be granted to an employee who is drafted or called up to serve in the armed services. The armed services include employees in the U.S. Armed Forces, Public Health Services, National Guard, and Reservists. Employees are requested to notify their supervisors as far in advance as possible of their need to take leave. Leaves and reinstatement upon return from a military leave will be granted in accordance with state and federal law.

6. Salary and Wage Policies

a. Payment of Wages

Depending on the nature of your position, you may be paid by salary or hourly wage. You will be notified of this by the Vestry.

St. Mark's Episcopal Church is on a semi-monthly pay period. Employees are paid by direct deposit on the 15th and 30th of every month. In the event that the scheduled pay day falls on a weekend or holiday, employees will be paid on the last workday prior to the pay day.

Employees are paid on a current basis. On the first paycheck you receive, you will be paid for all scheduled hours during the first pay period if you start in the first week of the pay period. If you start in the second week of the pay period, you will be paid two weeks plus the hours worked the first week.

No timesheet is required when an employee works the regularly scheduled time, or a supervisory agreed upon equivalent. Changes to an employee's schedule that will not affect gross pay do not need to be reported. An **Exception Reporting Timesheet** is required when any employee uses vacation leave or sick leave. Non-Exempt employees are not expected to work in excess of eight hours per day or 40 hours per week, and should not do so without specific approval from the employee's direct supervisor. (See the "Overtime Pay" section.)

Payroll records are held in strict confidence and can be reviewed only by specified lay leaders.

b. Overtime Pay

Overtime compensation is not available for exempt employees.

For non-exempt employees, the following guidelines apply:

1. Non-exempt employees are expected to work only the hours per week approved for their specific position.

2. From time to time, job requirements may necessitate that a non-exempt employee work in excess of his or her approved hours in a week. This must be approved in advance by the employee's immediate supervisor.
3. Employees who work in excess of 40 hours per week will be paid at the overtime rate required by law.

Overtime is based on actual hours worked. Time off on vacation leave, sick leave, or other leave will not be considered hours worked for purposes of performing overtime calculations.

Furthermore, overtime is based only on hours worked over 40. Thus, if you are regularly scheduled to work only 30 hours, you will be paid at your regular hourly rate for any hours over 30 but under or at 40 hours. You will be paid overtime wages for hours worked over 40.

c. Payroll Advances

St. Mark's Episcopal Church does not provide payroll advances or extend credit to staff.

d. Change of Status

So that we can properly communicate employment information and administer employee benefits to you, notify your supervisor as soon as practicable if you have a change to any of your employee information:

- | | |
|--|--|
| <input type="checkbox"/> Address | <input type="checkbox"/> Number of dependents |
| <input type="checkbox"/> Insurance beneficiary | <input type="checkbox"/> Telephone number |
| <input type="checkbox"/> Marital status | <input type="checkbox"/> Person to notify in case of emergency |
| <input type="checkbox"/> Name | |

e. Job-related Injury or Illness

St. Mark's Episcopal Church strives to provide a safe workplace to its employees. However, should you experience a work-related injury or illness (regardless of cause or severity), immediately report it to your supervisor. If the injury or illness appears life threatening, call the 9-1-1 emergency number first; and follow directions. Otherwise, arrangements will be made for first aid or medical care at a facility approved by St. Mark's Episcopal Church's workers' compensation carrier.

7. Benefits

a. 403(b) Retirement Plan Benefits

Enrollment in the 403(b) retirement plan sponsored by the Episcopal Diocese of Washington (<https://www.edow.org/forms-and-resources/employment/compensation->

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[benefits/employee-benefits](#)) currently is available for any full-time employee. The language of the pension plan documents control all issues concerning eligibility, vesting and all other aspects of the plans and their benefits. Terms of the plan are subject to change. Therefore, you must refer to the individual plan documents for accurate details. To the extent permitted by law, the plan may be modified, added to, or terminated at any time.

b. Health Insurance

Enrollment in the health-insurance program sponsored by the Episcopal Diocese of Washington (<https://www.edow.org/forms-and-resources/employment/compensation-benefits/employee-benefits>) currently is available at the time of employment for any full-time employee. The cost of this program is determined annually by the Diocese and all employees are required to contribute to the cost of the selected plan. The language of the health insurance plan documents control all issues concerning health insurance. Eligibility criteria, schedules of benefit coverage, costs, deductibles, and other material terms are subject to frequent changes. Therefore, you must refer to the individual health plan documents and policies for accurate details. To the extent permitted by law, benefits may be modified, added to, or terminated at any time.

c. Social Security and Medicare Taxes

Unless an employee is an ordained member of the clergy, St. Mark's Episcopal Church is required by law to withhold social security taxes (FICA, including Medicare) from your pay. Except for ordained clergy, St. Mark's Episcopal Church contributes one-half the tax while the employee contributes the other half. The federal government determines the percentage of tax withheld from pay.

d. Wage Assignment

A wage assignment or garnishment is a legal order requiring an employer to withhold part of the staff member's wage in order to pay a debt. Wage assignments that meet legal requirements will be honored when issued. At that time, employees will be presented with written notice of the garnishment.

8. Employee Conflicts and Disagreements

a. Mediation and Arbitration of Disputes

In the event of any dispute, claim, or disagreement arising out of the employment relationship between St. Mark's Episcopal Church and its employees, the parties will use their best efforts to settle the dispute, claim, or disagreement between them. They shall consult and negotiate with each other in good faith and, recognizing their mutual

interests, attempt to reach a just and equitable solution satisfactory to both parties, including the use of an impartial mediator if agreeable to both sides.

If they do not reach such solution within 60 days then, upon written notice to either side, all disputes, claims and disagreements arising out of the employment relationship shall be finally settled by binding arbitration administered by the American Arbitration Association in accordance with their rules of procedure then in effect. Each party shall pay its own costs of arbitration. An arbitration award may be entered as a judgment in any court of competent jurisdiction.

Each side agrees these methods shall be the sole remedy for any controversy or claim arising out of the employment relationship, and they expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. This policy does not change the "at will" status of any employee. Continuing employment with St. Mark's Episcopal Church constitutes consideration for and acceptance of this policy and a waiver of any right to a bench or jury trial. **This policy does not waive the ministerial exceptions or any other exceptions to any state or federal legislation, including, but not limited to Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act.** (https://en.wikipedia.org/wiki/Ministerial_exception)

b. Discipline and Discharge

The purpose of this policy is to state St. Mark's Episcopal Church's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. Although employment with St. Mark's Episcopal Church is based on mutual consent and both the employee and St. Mark's Episcopal Church have the right to terminate employment at will, with or without cause or advance notice, St. Mark's Episcopal Church may use progressive discipline at its discretion.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The following are examples of some of the infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or misappropriation of the property or funds of St. Mark's Episcopal Church or of a co-worker.
- Falsification of records.
- Possession, use, being under the influence of, or distribution of alcohol or illegal drugs in the workplace, while working, while on church business, or while operating church-owned or leased vehicles or equipment. The exception to this is when alcohol is served as part of a St. Mark's function, e.g., a St. Mark's dinner.

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- Possession or distribution of pornographic or obscene materials or communications in the workplace, while working, while on church business, or while using equipment belonging to the church.
- Fighting or threatening violence in the workplace.
- Gambling in any form on church premises, while on church business, or while using equipment belonging to the church.
- Insubordination or other disrespectful conduct.
- Sleeping on the job.
- Violation of St. Mark's Episcopal Church workplace policies and guidelines.
- Sexual harassment or abuse, or other discriminatory, harassing, retaliatory, or unlawful practices.
- Personal conduct offensive to fellow employees, church members/attendees, or vendors.
- Possession of dangerous materials, such as explosives, firearms, or other weapons, in the workplace.

St. Mark's Episcopal Church reserves the exclusive right to evaluate employee performance and conduct and to take disciplinary action. St. Mark's Episcopal Church has the sole discretion to determine whether disciplinary action is to be taken in a given instance and to decide what type of discipline is appropriate. Each disciplinary action will be handled on a case-by-case basis, and there is no routine procedure or sequence of disciplinary action. St. Mark's Episcopal Church will decide in each case what action is appropriate based on all the facts and circumstances. Disciplinary action may consist of any of the following:

- Oral warning
- Written warning with a copy to the employee's personnel file
- Suspension – with or without pay
- Discharge

St. Mark's Episcopal Church does not guarantee that one form of disciplinary action will necessarily precede another, and immediate termination is possible in any given instance at St. Mark's Episcopal Church's sole discretion.

c. Separation from Employment

Separation from employment may be through voluntary resignation or through involuntary termination by discharge, position elimination, or reduction in force.

Resignation is a voluntary act initiated by the employee to terminate employment with St. Mark's Episcopal Church. Although advance notice of resignation is not required, St.

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Mark's Episcopal Church requests at least two weeks written notice from non-exempt employees and 30 days written notice from exempt employees. The notice should be provided to the employee's immediate supervisor or to the Vestry.

Note: If the Vestry deems it in the best interest of St. Mark's Episcopal Church, the employee may be dismissed immediately.

Prior to departure, the Vestry, or its designee, will meet with the individual in an exit interview. On the final day of employment, all building keys, credit cards, a list of all online accounts and passwords used by the staff member, and all other church property in the staff member's possession will be turned in to the employee's supervisor.

Employees will be paid through their last day of employment. Only the hours actually worked during the final pay period will be paid, along with any earned vacation leave that has not been used.

The decision on whether to grant an employee severance pay is a matter of discretion for the Vestry, ***although generally severance pay will only be considered in instances of termination by position elimination or reduction in force.***

c. Policies and Procedures that apply to Employees AND Volunteers

1. Ministries Support Policies and Procedures

Policies and Procedures that apply to volunteers involved in the ministries of St. Mark's Church as well as employees are defined in the St. Mark's Episcopal Church-Fairland Ministries Support Policies and Procedures. These policies and procedures cover such important topics as conduct, grievance handling, harassment and discrimination prohibitions, and general policies related to running the church. This document is available from the St. Mark's office and all policies and procedures defined therein must be followed by employees and volunteers.

2. Technology Use Policy

The St. Mark's Episcopal Church-Fairland Technology Use Policy applies to all use of technology owned by St. Mark's that is used by St. Mark's employees and volunteers. This includes computers, telephones, websites and any other technology-related resource created, owned or provided by St. Mark's. This document is available from the St. Mark's office all policies and procedures defined therein must be followed by employees and volunteers.

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3. Financial Policies and Procedures Manual

The St. Mark's Episcopal Church-Fairland Financial Policies and Procedures Manual defines how all financial contributions, reports, data, and any other financial instruments are to be handled by St. Mark's employees and volunteers. This document is available from the St. Mark's office and all policies and procedures defined therein must be followed by employees and volunteers.

D. Disclaimer

All policies within this Employee Handbook are intended to comply with the laws of Maryland and the United States and church law as detailed in the Canons of the Protestant Episcopal Church in the United States of America and the Canons of the Episcopal Diocese of Washington.

If a discrepancy appears, church law takes precedence. If any provision of this Handbook is adjudged void or otherwise unenforceable, this shall not affect the validity of the remainder of the Handbook. The offending portion may be stricken and the remaining policies in the Handbook shall remain in full force and effect.

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Appendix 1 - St. Marks's Payroll and Time Reporting Policy

Payroll direct deposits are made on the 15th and the last day of every month. If a scheduled pay date falls on a holiday or weekend, deposits will be made on the business day before the scheduled pay date. Payroll is processed by the Treasurer, or Assistant Treasurer, two (2) business days before deposits are made.

Employees are paid according to the terms of their individual Letter of Agreement (LOA):

- Exempt employees are paid 1/24th of their annualized salary per pay period;
- Non-Exempt employees are paid their established hourly rate for the number of allowed hours per workday (or scheduled holiday) falling within each pay period. Any hours above the number specified in the employee's LOA must be approved by the employee's supervisor.

No timesheet is required when an employee works their regularly scheduled time, or a supervisory agreed upon equivalent. Changes to an employee's schedule that will not affect gross pay do not need to be reported to the Treasurer. For example, an employee who is expected to work 6 hours per day might be permitted to work eight hours one day and four hours the next, providing that coverage is in place for the office's core business hours. Non-Exempt employees should not be asked to work in excess of eight hours per day or 40 hours per week. The Vestry designated supervisor is expected to monitor compliance with *Fair Labor Standards Act* rules regarding overtime.

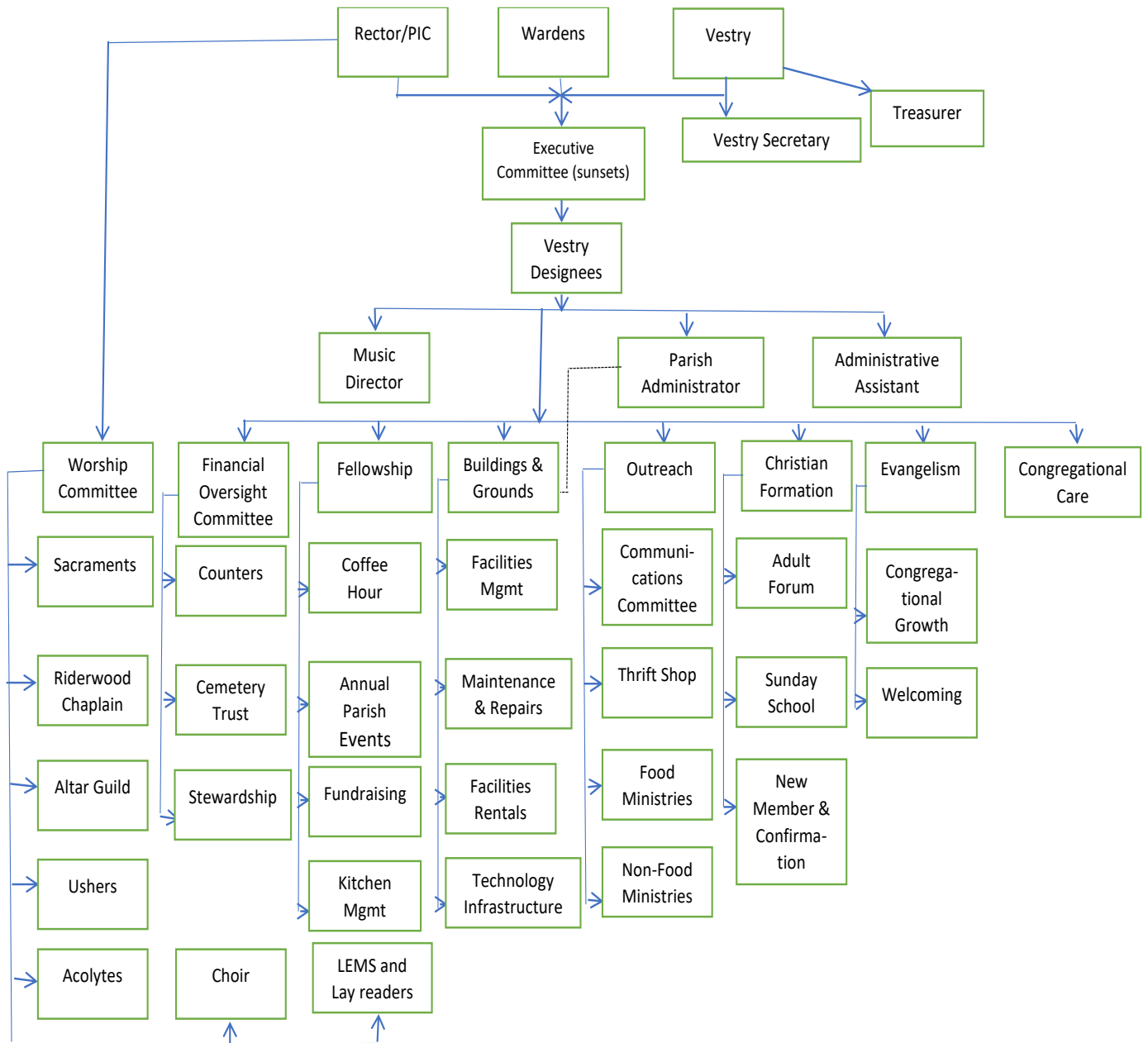
An ***Exception Reporting Timesheet*** is required when any employee uses annual leave, sick leave or personal days. This is necessary for leave tracking purposes, and in the case of hourly employees, for calculation of gross pay. The number of allowed days is specified in each employee's LOA. Timesheets are due to the Treasurer no later than three (3) days before a pay date.

St. Mark's Episcopal Church-Fairland Exception Reporting Timesheet

EMPLOYEE NAME: _____

TYPE	NUMBER OF HOURS	DATE(S) REPORTED	Supervisor's Signature
Annual Leave			
Personal Leave			
Sick Leave			
Approved Overtime			

Appendix 2 - St. Mark's Organizational Chart



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