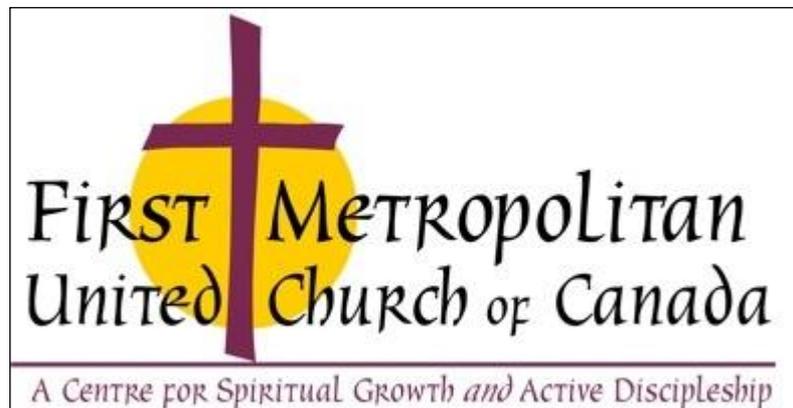


FIRST METROPOLITAN UNITED CHURCH
Human Resources Policy Manual



Based on the BC Employment Standards Act (RSBC 1996) and some sections adapted from the Human Resources Policy Manual of United Church of Canada

April 2013

Contents

Introduction	5
SECTION 1: EMPLOYMENT	8
Position Approval Policy 1.1	8
Job Descriptions Policy 1.2	9
Employment Equity Policy 1.3	10
Employment of Relatives Policy 1.4.....	11
Recruitment and Selection of Staff Policy 1.5	12
Moving Costs Policy 1.6	15
Working Hours Policy 1.7	16
Probation Policy 1.8.....	18
Resignation and Retirement Policy 1.9	19
Termination Policy 1.10	21
SECTION 2: COMPENSATION & LEAVES.....	24
Salary and Benefits Policy 2.1	24
Overtime/Compensating Time Policy 2.2	26
Acting Pay Policy 2.3.....	28
Sick Leave Policy 2.4	29
Sick Leave Policy 2.4	30
Short Term Disability Policy 2.5.....	31
Statutory Holiday Policy 2.6	32
Vacation Leave Policy 2.7.....	33
Pregnancy Leave Policy 2.8.....	35
Parental Leave Policy 2.9	36
Bereavement Leave Policy 2.10.....	38
Family Responsibility Leave Policy 2.11	39
Compassionate Care Leave Policy 2.12	40
Jury Duty Policy 2.13	41
Unpaid Leave of Absence Policy 2.14.....	42
Continuing Education Policy 2.15.....	43
Sabbatical Leave Policy 2.16.....	45
Election to Public Office Policy 2.17	47
SECTION 3: EMPLOYEE RELATIONS.....	48
Code of Conduct Policy 3.1	48
Employee Code of Conduct.....	52
Orientation Policy 3.2.....	53

Performance Reviews Policy 3.3	54
Harassment and Workplace Violence Policy 3.4.....	55
Conflict Resolution Policy 3.5.....	57
Occupational Health and Safety Policy 3.6.....	61

Introduction

These policies have been developed with consideration for the First Metropolitan United Church (FMUC) and the people who work in it. They attempt to balance the needs of the organization with the needs of individuals, but are also influenced by British Columbia government legislation, policies that exist in other organizations and in other parts of the church, our ability to pay (as in salary and benefit programs), and the theology and priorities of the church. They should be consistently applied, widely communicated, and open to review.

The Ministry and Personnel Committee of FMUC reporting to the Executive of the FMUC Council, has the responsibility for the development and updating of human resources policies. The Council is then asked to consider these policies for adoption.

Policies in the Human Resources Policy Manual, unless noted otherwise, apply to all employees of FMUC- Ordered Ministry, program and lay staff.

The Council delegates the responsibility for interpreting, implementing, monitoring, and ensuring compliance with these policies to the Ministry and Personnel Committee which collaborates with staff supervisors in this work. Related operating procedures and policy exceptions are the delegated responsibility of the Ministry and Personnel Committee with consultation, as required, with the Council Executive.

When government legislation changes or new legislation is adopted, and the resulting legislation provides benefits or conditions of employment that are changes from that provided for under existing policy, M&P will expeditiously draft and propose revised policy and in the interim will ensure that, in the applicable jurisdiction, operational practices are amended to be in compliance with the revised/new legislation.

Policies are reviewed every three years or whenever there is a change to the Employment Standards Act (BC). Any employee is encouraged to provide input regarding existing policies or new policies for consideration. Policy questions should be directed to the immediate supervisor.

Definitions:

For the purposes of this policy manual, the following definitions are used:

Supervisor- a person who is responsible for conducting annual performance reviews of the staff member, working with the staff member on ongoing goal setting and progress reviews and doing the initial reviewing of any leaves or other policies in the manual for specific staff member(s). This person is identified to the employee when the staff member is hired and, if the supervisor

changes during the time of employment, the staff member is immediately notified of this change.

Staff:

Ordered ministry– Staff members who are Ordered Ministers or Designated Lay Ministers. Currently this includes the Lead Minister, Pastoral Care and Shared Worship minister and CYYAF (Children, Youth, Young Adults and Families) minister

Program- Staff members involved in other parts of ministry e.g., Health and Wellness Advocate and Minister of Music.

Lay- Staff members who provide support for the work of the church which includes, but is not limited to, custodial, bookkeeping, information technology and secretarial.

M&P – The Ministry and Personnel Committee of First Metropolitan United Church. The M&P Committee does not have decision-making authority but recommends particular actions to the Council concerning staff, including ministry personnel. The M&P Committee has a dual role with the staff of the church: it is consultative and supportive. This committee is required to approve leave requests in order to ensure coordination.

Regular employee - a member of the staff who regularly works 14 hours or more in a week and is eligible to be enrolled in the United Church pension and group insurance plans.

Casual employee – a member of the staff who works in a position having no specified schedule and that may be of indefinite duration. S/he has neither guaranteed hours per day or days of work per week; rather, they are contacted when work is available.

Immediate family - the spouse, partner, parent of partner or spouse, child, guardian, sibling, grandchild, or grandparent of an employee

FMUC – First Metropolitan United Church

UCC – United Church of Canada

Implementation of policies and leave applications

These revised policies take effect upon approval of the Council Executive and subsequent distribution to the staff.

Applications for any type of leave are to be submitted to the staff member's immediate supervisor on the prescribed form. The supervisor reviews the application and discusses possible changes as required with the employee based on known staff coverage and work requirement issues in the work area. Once these issues are resolved the supervisor passes on the application to the Ministry

and Personnel Committee to review in light of other leaves requested from other areas of the organization, Human Resources policies and criteria recommended by M&P and approved by Council.

The final approval for the leave will generally be made by the Ministry and Personnel Committee which will coordinate leaves to ensure that the work of the church continues to be done. The staff member will receive an answer in writing (on the leave form) whether or not the leave is granted within 2 weeks of the application (and sooner if required). In cases where special consideration is required or an application for leave is not in accordance with the policies in this manual, the M& P committee will forward the request to the Council Executive for a decision on whether the leave will be granted or not.

SECTION 1: EMPLOYMENT

Position Approval Policy 1.1

Approved: April 2013

Reviewed:

Purpose:

FMUC is committed to ensuring fair and equitable staffing and a consistency of job descriptions across all occupational categories and at all levels of employment. This policy outlines the process for approval of a new position.

Policy:

M&P is responsible for recruitment of current vacancies and realignment of existing staff positions within approved budgets.

Approval for new regular staff positions that are additions to FMUC must be approved by the FMUC Council.

Job Descriptions Policy 1.2

Approved: April 2013

Reviewed:

Purpose:

FMUC is committed to ensuring that the description of jobs is accurate, complies with legislation, and provides coverage for the tasks required to carry out the work of each unit.

Policy:

M&P is responsible for writing job descriptions in the format that is consistent with current job descriptions in FMUC. Final authority for job descriptions rests with the Council Executive, in consultation with the Ministry and Personnel Committee.

Procedures:

1. Job descriptions should include the tasks and responsibilities of the position, the position's relationship to other positions, the conditions under which the work is performed, and the qualifications required.
2. Job titles should be brief and descriptive of the position, and, where possible, be consistent with other similar positions in FMUC.
3. M&P ensures that job description comply with category benchmarks, human rights legislation, and employment equity objectives.
4. Job descriptions should be reviewed annually by the staff member and supervisor at the time of the annual performance review (Policy 3.3). Where changes to a job description are recommended, the supervisor forwards this request to M&P.
5. When M&P receives such a request, they identify whether the changes are significant enough to warrant a job category review.

Employment Equity Policy 1.3

Approved: April 2013

Reviewed:

Purpose:

FMUC is committed to maintaining a fair and just workplace and to following a policy of employment equity in the calling, appointment, development, and advancement of staff.

Policy:

Employment will be given on the basis of ability and qualifications.

Procedures:

1. Recruitment, employment, development, and promotion practices and policies shall be as free as possible from both systemic and deliberate barriers.
2. Job descriptions will list the requirements needed to perform the job satisfactorily. M&P will ensure that the competencies and qualifications are bona fide requirements and do not preclude specific groups.
3. Ordered Ministry staff positions require membership in The United Church of Canada. Should UCC membership be required for other positions, M&P shall ensure that extreme care is taken to justify this requirement before recruiting begins and will liaise with the Dispute Resolution Office, Justice Services Branch, Ministry of Justice in Victoria, as required.

Employment of Relatives Policy 1.4

Approved: April 2013

Reviewed:

Purpose:

FMUC is committed to ensuring fair employment practices as related to the employment of relatives.

Policy:

No employee shall be directly or indirectly supervised by a relative. Relatives of staff at FMUC shall not be employed, unless approved by the Council on the advice of M&P.

Procedures:

1. In order to help protect the employee(s) and FMUC from adverse criticism, open disclosure of situations as stated above is required prior to hiring. During the recruitment process, reasonable steps will be taken to ensure that there is no conflict of interest. M&P should be consulted before proceeding with a hiring in such situations.
2. For purposes of this policy, a “relative” means a member of the employee’s immediate family, usually considered to be the partner or spouse, child, stepchild, birth or adoptive parent, father-in-law, mother-in-law, sister, brother, grandparents, or stepparents.

Recruitment and Selection of Staff Policy 1.5

This policy is based on the requirements of the BC Employment Standards Act and the guidelines and principles of The Manual of the United Church of Canada.

Approved: April 2013

Reviewed:

Purpose

First Metropolitan United Church is committed to ensuring a fair and consistent recruitment and hiring process for all staff.

Policy

When a vacancy occurs, Council or other appropriate authority will decide whether it should be filled. The job description will be reviewed by the Ministry and Personnel committee in consultation with the appropriate supervisor or committee to who/which the position is accountable. If required, a new or revised job description will be prepared. Proposals for new staff positions must be approved by Council (see Position Approval Policy 1.1).

The Ministry and Personnel Committee is responsible for ensuring that the appropriate procedures are followed in all recruitment and selection processes.

Recruitment

Ordered Ministry: The recruitment of ordered ministry must follow United Church of Canada procedure, including the appointment of a Joint Needs Assessment Committee and a Joint Search Committee. Consideration should be given to requiring executive leadership skills, acquired either through past experience or through training.

Lay and program staff

Once a vacancy has been declared, the staffing process should consist of the following steps:

Job description review/update

- The Ministry and Personnel committee reviews the currency/adequacy of the job description and determines what changes might be needed in consultation with the appropriate supervisor or committee, as above.
- Advertisement, screening, interview questions and selection decision should all be based on the job description.
- Job descriptions for all staff should include, where appropriate, entering information relevant to the position's key functions into the Power Church (or other church management) database

- All staff should have competency, where appropriate, in using computer software including e.g., send emails, draft letters, insert graphics into documents, create simple PowerPoint presentations and use Excel spreadsheet programs. Additional computer use competencies will be required for specific positions, e.g., creating mailing lists for secretarial staff.
- All new staff, where appropriate, should be able to use social media, such as Facebook and Twitter.

Search and Selection Committee

- Council will appoint a search and selection committee to conduct the search. The committee should have members from M&P and the committee to which the position reports or works with. Responsibilities, timelines and who has the hiring authority should be established.
- The M & P representative should serve as Chair of the selection committee in order to ensure that procedures are followed consistently and fairly.

Advertising

- If advertising is required, the most cost-effective methods should be considered (e.g., the FMUC website, bulletin boards, other congregations, community newspapers, other local non-profit organizations). Internet advertising and social media may be options. Expenses for advertising need to be approved by Council.

Screening Candidates

- Applications should be acknowledged upon receipt.
- Candidates to be interviewed should be selected on the criteria outlined in the job description and other competencies specific to the position where appropriate.

Interview

- Open-ended and behaviour-based questions are recommended to elicit the most information from candidates. Behaviour-based questions ask candidates how they would react to a specific situation. Questions should be written with the position criteria and required competencies in mind.
- Questions may not be asked related to race, origin, colour, religion, sex and age. BC human rights legislation should be reviewed to determine other questions which may or may not be asked.
- More than one interview should be held, where practical, with a preferred candidate in order to allow both FMUC and the candidate enough opportunities to truly discern whether the relationship will be mutually beneficial.

Reference and Police Checks

- Reference checks and current police records checks are required for all hirings. Police records checks are done at the candidate's expense. A copy of the police records check should be retained by M&P in the appropriate personnel file.

- The search committee should discuss what additional information needs to be gathered by means of the reference check: what is critical to the success of the applicant in this position, including issues that are essential to successful job performance. These may include attitude toward work, flexibility, ability to work independently or as part of a team, initiative, level of problem solving, etc.

Selection

- The decision on the final candidate should take into consideration all information gathered from the interview and reference checks. If none of the candidates meets the hiring criteria, there is no obligation to hire. Interview notes may be kept for a period of time in case an unsuccessful candidate requests feedback.

Job Offer

- A job offer is made following appropriate checks (reference checks, police records check)
- An offer may be conditional upon receipt of a police records check, since such checks may take time.
- Once the successful candidate has accepted the job, unsuccessful candidates should be notified as soon as possible.

Every work arrangement should be in writing and will be signed by the Chair of Council or the Chair of Ministry and Personnel or their delegated authority. The onus is on FMUC as the employer to state expectations clearly. In addition to providing the employee with a detailed position description, the offer letter should include the following:

- a brief description of the position (or a job description provided in a separate document)
- employment relationship (regular full-time, regular part-time, temporary, etc.)
- reporting relationships—be specific about accountability and supervision
- hours of work
- sick leave, vacation and benefits entitlements (including continuing education if applicable)

Each new staff member will be asked to sign the Employee Code of Conduct (p. 49).

Further information and sample documents for use in the recruitment process are available from the Ministry and Personnel Committee.

Moving Costs Policy 1.6

Approved: April 2013

Reviewed:

Purpose:

Under their Terms of Call, individual churches are required to pay moving expenses for Ordered Ministers.

With the approval of Council, FMUC may, in certain circumstances and depending on finances, offer to pay for moving and travel expenses in the case of a new full time program staff member who is required to move to accept employment.

Policy:

Eligible employees who are required to move to accept employment will be reimbursed for reasonable and/or properly authorized moving and related costs. If the staff person terminates employment within three years, s/he will reimburse the church on a pro-rated basis.

Procedures:

1. When the church becomes aware of an upcoming move, the "Moving Guidelines Information" package (United Church of Canada) will be used. The guidelines include all relevant details on moving expenses and any other related information.

Working Hours Policy 1.7

Approved: April 2013

Reviewed:

Purpose:

This policy relates to hours of work and alternative work arrangements to ensure that employees keep a regular working schedule that helps maintain a consistent and predictable workflow.

It makes provisions for the opportunity for alternative work schedules, when possible, through flexible working hours and, under exceptional circumstances, a compressed work week.

Policy:

The standard working hours for full-time Ordered ministry and program staff are eight hours per day, 40 hours per week. Hours for full time lay staff are seven hours per day, 35 hours per week. However, it is expected that some staff may work more than a standard work week from time to time due to the nature of work being undertaken.

A compressed work week is normally defined as a four day work week of 40 hours (full-time ministry or program) or 35 hours (full-time lay). Under exceptional circumstances, in consultation with the M&P committee, employees may be permitted to work a compressed work week. The needs of the church are foremost and must be taken into account. All requests for a compressed work week by staff must be approved by the supervisor in consultation with the M&P committee.

Flexible working hours are defined as an arrangement whereby an employee can vary the scheduling of her/his working hours within specified guidelines, to determine (or be involved in determining) the start and end times of her/his working day. Flexible working hours ("flextime") may be arranged as long as the proposed working hours are convenient for the Church and staffing coverage is provided. Flexible working hours must take into account the Church's core office hours.

Lunch hours and rest periods will be consistent with Employment Standards Act of British Columbia. An employee must not work more than five hours in a row without a minimum 30-minutes unpaid meal break. An employee who is required to work or be available for work during a meal break must be paid for the meal break.

In the case of split shifts, the staff member must complete the shift within 12 hours of starting work.

Procedures

1. Normal working hours of the Church are 8:30 a.m. to 4:30 p.m (with church open hours as 8:30 am to 3:30 pm) Monday through Friday or as revised from time to time to meet operational needs.
2. To promote wellness of employees, they are encouraged to take a lunch break unless they are required to be on call and are called out on their lunch break.
3. The M&P committee must be consulted prior to approving any ongoing changes to an employee's work hours. This includes changes to regular hours, compressed work week, and flexible hours.

Probation Policy 1.8

Approved: April 2013

Reviewed:

Purpose:

FMUC is committed to providing new employees with enough time at the beginning of the employment relationship to learn the scope of the position. This is referred to as the probationary period; it allows opportunities for both the Church and employee to assess the fit for the position.

Policy: (also see Recruitment and Selection Policy 1.5)

The probationary period for all categories is six months. Supervisors are responsible for providing continuous feedback to the employee during this time, setting out clear expectations and identifying areas for improvement, if necessary. The employee also has a responsibility to identify potential problem areas as they arise. On completion of the probationary period, the supervisor will meet with the employee to discuss past performance and future goals.

In addition, the employee will be assigned a representative from the M&P committee to act as a resource in order to ensure that new employees are treated and assessed fairly and with consistency.

Procedures:

1. The probationary period may be extended for an additional period not to exceed six months, if the supervisor, in consultation with M&P considers that the employee has potential and that additional support is required. If there is an extension, the employee must be notified in writing at the beginning of the extension period.
2. If an employee's performance is not satisfactory, regardless of the training and support given, termination may come at any time during or at the end of the probationary period after the supervisor's consultation with the Ministry and Personnel Committee and Council.
3. The M&P committee must be consulted in all cases where an extension is being considered, or where termination may result and the final decision for termination will be made by the Council Executive.

Resignation and Retirement Policy 1.9

Approved: June 2012

Reviewed:

Purpose:

The purpose of this policy is to establish the process of providing notice of resignation and retirement to First Metropolitan United Church, Victoria, BC.

This policy applies to all staff who are not Ordered ministry. Ordered ministry personnel are subject to the requirements of their terms of call or appointment and The Manual of the United Church of Canada.

Policy:

Notice of Resignation

Employees of First Metropolitan are encouraged to provide as much notice as possible of an intention to resign.

Under BC law (Employment Standards Act), employees are not required to give notice of resignation to an employer. However, since the job recruitment process, which includes decisions on position requirements and salaries in addition to the search for a candidate, can take several weeks, employees are encouraged to provide **one month's notice**.

Notification should be in writing to avoid any misunderstanding regarding dates.

An employee who voluntarily resigns his or her employment is not entitled to compensation for length of service.

In accordance with provincial legislation, final wages, including any outstanding wages such as annual vacation pay, statutory holiday pay and overtime worked must be paid to the employee within six days after the employee's last day of work.

Notice of Retirement

Employees planning to retire should provide as much advance notice as possible in writing. It is important to begin retirement planning well in advance of the planned retirement date.

Formal notice should be given at least **six months** before the expected retirement date to allow First Metropolitan reasonable time to review its needs and plan a succession process. This also allows time for applicable government and United Church of Canada pension plan documentation to be completed to ensure no interruption in earnings.

In accordance with provincial legislation, final wages, including any outstanding wages such as annual vacation pay, statutory holiday pay and overtime worked, must be paid to the employee within six days after the employee's negotiated date of retirement.

Procedures:

1. Formal notification of resignation or retirement shall be made in writing to the M&P committee with a copy to the person's supervisor (if not M&P). The resignation date is the last day an employee is physically at work. The date of retirement will be negotiated depending on whether or not vacation and other leave is to be taken after the last day the employee is at work.
2. On termination of employment, a regular staff member who has been employed for less than five years will receive 6 per cent, and one who has been employed for five years or more will receive 8 per cent, of regular salary for the period during which vacation leave was earned but not taken.
3. An exit interview will be recommended by the M&P committee to the Council. The M&P committee may be asked to undertake the exit interview or, if applicable, a representative from presbytery may be asked to do this. Issues identified in an exit interview may be helpful in the subsequent hiring process.

Termination Policy 1.10

Approved: June 2012

Reviewed: July 2022

Purpose:

The purpose of this policy is to establish the process pertaining to termination of employment at First Metropolitan United Church, Victoria, BC. It also serves to establish the procedures involved in the application of the policy.

This policy applies to all lay and program staff of First Metropolitan. Ordered Ministry personnel are subject to the requirements of their terms of call or appointment and the Manual of the United Church of Canada (90 days' notice subject to approval by the regional council).

Policy:

Termination

First Metropolitan shall, to the best of its ability, provide continuity of employment to employees within the constraints of organizational and financial circumstances.

Circumstances such as restructuring, downsizing, position redundancy, reduced workloads or reduced funding may, however, necessitate the termination of continuing full-time or part-time employees. Employees may also be terminated for dissatisfaction with job performance or for just cause.

First Metropolitan may end an employee's employment, in the absence of cause, at any time in its absolute discretion and for any reason not prohibited by statute on giving the Employee written notice or pay in lieu of notice or a combination thereof in accordance with the *Employment Standards Act* as may be amended from time to time.

The giving of notice or pay in lieu thereof will not preclude First Metropolitan from alleging just cause for the Employee's termination.

Notice or payment of the foregoing amounts shall be in full settlement of any claims the Employee may have against First Metropolitan relating directly or indirectly to the Employee's employment under this Termination Policy and to such termination and are deemed to be inclusive of all payments to which the Employee might be entitled pursuant to the *Employment Standards Act* as may be amended from time to time, any other statute and at common law. For further clarity, the Employee specifically acknowledges that by acceptance of this Termination Policy, the Employee is hereby forfeiting any right to claim common law notice of termination, which may be greater than the entitlements required to be provided to the Employee pursuant to the provisions of this Termination Policy. The Employee further acknowledges that the Employee is forfeiting their right to claim all compensation of any nature, including but not limited to

compensation for loss of benefits coverage, including disability benefits, incentive payments, or any other benefit, whether under contract, common law or otherwise.

The BC Employment Standards Act provides that:

Payouts-

- (1) After 3 consecutive months of employment, the employer becomes liable to pay an employee an amount equal to one week's wages as compensation for length of service.
- (2) The employer's liability for compensation for length of service increases as follows:
 - (a) after 12 consecutive months of employment, to an amount equal to 2 weeks' wages.
 - (b) after 3 consecutive years of employment, to an amount equal to 3 weeks' wages plus one additional week's wages for each additional year of employment, to a maximum of 8 weeks' wages.

Notice-

- (3) The liability is deemed to be discharged if the employee
 - (a) is given written notice of termination as follows:
 - (i) one week's notice after 3 consecutive months of employment.
 - (ii) 2 weeks' notice after 12 consecutive months of employment.
 - (iii) 3 weeks' notice after 3 consecutive years of employment, plus one additional week for each additional year of employment, to a maximum of 8 weeks' notice.
 - (b) is given a combination of written notice under subsection (3) (a) and money equivalent to the amount the employer is liable to pay, or
 - (c) terminates the employment (resigns), retires from employment, or is dismissed for just cause.
- (4) The amount the employer is liable to pay becomes payable on termination of the employment and is calculated by
 - (a) totaling all the employee's weekly wages, at the regular wage, during the last 8 weeks in which the employee worked normal or average hours of work,
 - (b) dividing the total by 8 and multiplying the result by the number of weeks' wages the employer is liable to pay.

On termination of employment, a regular staff member who has been employed for less than five years will receive 6 per cent and one who has been employed for five years or more will receive 8 per cent of regular salary for the period during which vacation leave was earned but not taken.

Once written notice of termination has been given conditions of employment, including the wage rate, will not be altered without the employee's written consent. During the notice period employees continue to have an obligation to complete work assignments; however, the employee should be provided with

reasonable time off to attend job interviews and to obtain advice and assistance with a job search.

Just cause

An employee may be terminated for “just cause.” Grounds for such termination include, but are not limited to, dishonesty, theft, insubordination, willful misconduct, willful neglect of duty or documented performance problems. The onus is on the employer to prove that just cause for termination exists.

An employee who is terminated for “just cause” is not required to receive written notice or compensation for length of service.

Procedures:

1. The M&P committee will make reasonable efforts to ensure that the supervisor has taken all the appropriate supervisory steps leading to a decision to terminate an employee.
2. Terminations can be moved forward only after consultation with the M&P committee and approved by Council Executive.
3. All termination decisions must be first approved by the Council Executive.
4. The M&P committee will advise and work with the supervisor to ensure appropriate support is in place for the termination meeting.

I, _____, by signing below and in consideration of a one-time payment of \$X, less statutory deductions, hereby accept the terms and conditions contained in this Termination Policy as amended and affecting the termination of my employment, and I have done so voluntarily and without duress.

Signature

Date

SECTION 2: COMPENSATION & LEAVES

Salary and Benefits Policy 2.1

Approved: April 2013

Reviewed:

Purpose:

FMUC seeks to embody the values of justice and fairness for all its employees, and establishes salary and benefits with those values as guiding principles.

Policy:

FMUC's salary and benefits policy attempts to:

- attract and retain committed, competent, and qualified employees;

- provide fair and equitable compensation to all employees by ensuring that salaries are internally equitable and externally competitive with comparable non-profit organizations.
 - A. Salary and length of service
 - reward years of experience and performance in a given job in accordance with established salary schedules.

Salary will be paid in recognition of the responsibilities and requirements of the position. Salary objectives, practices, and procedures are accessible to all staff. All positions shall receive a salary category designation

B. Rates of pay

Economic adjustments are calculated by using relevant information based on the the Canadian Nonprofit Sector Compensation and Benefit Study or other recognized formulas.

C. Pension and Group Benefits

FMUC holds the obligation to ensure that benefits information is provided to regular employees upon hiring. These benefits are mandatory and a condition of employment for all regular employees of the United Church of Canada. They include pension and insurance for life insurance, accidental death and dismemberment, health and dental, short term disability, employee assistance and long term disability.

Any changes made to the benefits programs shall be made known in writing to all employees.

Procedures:

1. Salary increases which result from an economic adjustment to salary ranges generally take effect on January 1st. Salary increases which reflect progression within salary ranges occur on the anniversary date of employment in the position, and are based on satisfactory work performance.
2. A move to a higher category job or an upward re-categorization of an existing job is considered a promotion. The employee's anniversary date changes to the date of employment in the new position.
3. Employees who choose to move to a lower category will normally be paid at an appropriate level in the lower range.
4. Fluctuations in the marketplace can sometimes result in a particular group moving ahead in a range at a faster pace than others. The M&P committee identifies these fluctuations through an analysis of salary data for all positions every two years using the UCC pay guide for Ordered ministry staff, and reports on Canadian Non-profit sector compensation for lay staff and other appropriate pay guidelines for program staff.
5. If a group has fallen significantly behind prevailing rates of pay, such that it appears that recruiting and retaining appropriately qualified staff is being affected, then a range adjustment may be recommended.
6. If employees exceed the current wage benchmark for their category, their wage will be frozen (red circled) at the current level until the benchmark catches up to their wage. If they leave the position, the wage rate will reflect the benchmark for the job description.

Overtime/Compensating Time Policy 2.2

Approved: April 2013

Reviewed

Purpose:

FMUC is committed to providing a workplace where employees are fairly compensated for extra hours worked during a work week.

Policy:

At times, excessive workload may make it necessary for employees to work beyond their normal working hours. However, the need for overtime should be a temporary situation.

Excessive overtime can be stressful, contribute to an unequal distribution of work, and lead to an unhealthy working style. Because of this, it is important that overtime be monitored, approved, and recorded.

In British Columbia, according to the Provincial Employment Standards Act, the work week is defined as Sunday to Saturday.

All overtime hours must be approved, in writing, in advance by the supervisor. The approval must specify the number of hours being approved. Overtime that is not approved in advance will not be compensated.

Staff in designated categories will be paid for overtime, as per government legislation, or be given compensating time for overtime hours worked, if requested by the employee in writing. The BC Employment Standards Act states that an employee must be paid time-and-a-half after working eight hours in a day or more than 40 hours in a week.

Ministry and program staff are not eligible for overtime pay.

For intensive overtime, (e.g., excessive workload such as back-to-back meetings or assignments that makes it necessary for an employee to work long hours for an extended period of time, possibly including evenings or weekends) employees will get compensating time off as agreed to with their supervisor/ M&P as appropriate. The expectation is that compensating time will be taken as soon as possible after the fact.

Procedures:

1. Compensating time for all categories must be taken as soon as possible, but within three months of the week in which the overtime was earned.
2. The number of overtime hours and compensating time must be recorded, approved in advance by the relevant supervisor, and reported to the M&P committee.
3. For Ministerial staff compensating time must be taken as soon as possible. Unless there are extenuating circumstances and consultation has occurred with the M&P committee, compensating time beyond the three-month period will be lost. For these employees, there is no provision for compensating time to be paid out.
4. Overtime must be used or paid out at the rate it was earned. For example, an employee who worked two hours at time-and-a-half is entitled to three hours off or three hours' pay. The BC Employment Standards Act states that daily overtime pay is time-and-a-half after eight hours worked in a day and double time after 12 hours worked in a day.
5. Weekly overtime is time-and-a-half after 40 hours worked in a week. For the purpose of calculating weekly overtime, only the first 8 hours worked by an employee in each day are counted, no matter how long the employee works on any day of the week.

Acting Pay Policy 2.3

Approved: April 2013

Reviewed:

Purpose:

FMUC will provide for acting pay when an employee has been formally asked to take on an acting role related to a position in a higher category.

Policy:

When a staff person is formally requested to take on an acting role for 25 consecutive working days or more, additional remuneration will be paid if the acting position is remunerated at a higher level than that which the person assuming the acting position currently receives. No other additional benefits shall be received or accrued.

Procedures:

1. There must be consultation between the supervisor and M&P committee, prior to appointing someone into an acting position.

Sick Leave Policy 2.4

Approved: April 2013

Updated and Reviewed: May 2020, September 2021, December 2021

Purpose:

FMUC is committed to responding to its employees' needs when faced with sickness, injury and/or quarantine through exposure to contagious disease.

Policy:

Permanent fulltime and permanent part time employees are entitled to 12 days of sick leave with pay each calendar year. An employee who is first appointed after January 1 is entitled to a pro-rated portion of the entitlement for that year. Up to 12 days of unused sick leave may be carried over for one calendar year only.

Casual and contract staff are entitled to 5 days of sick leave with pay each calendar year.

In accordance with BC provincial health officer, any employee (full time, permanent part time or casual) that develops symptoms of illness must not return to work until his/her symptoms have resolved and is no longer contagious. If symptoms of illness develop while in the workplace, an employee is required to leave the workplace as soon as possible in order to recuperate and to minimize the spread of possible contagious disease.

Procedures:

1. An employee must advise her/his supervisor and Ministry and Personnel (M&P) Committee when s/he will be absent from work due to sickness and ensure that the immediate supervisor and M&P Committee are apprised of the length of time s/he is expected to be absent.
2. Absence from work for less than five consecutive working days requires employees to complete a Request for Leave form upon return to work
3. Absence from work for five consecutive working days or longer requires a doctor's certificate to permit qualification for Restorative Care Plan
4. Additional medical assessment may be requested if frequency of absenteeism is a concern to the Church.
5. Vacation continues to accrue during the time for which the employee is on paid sick leave.

Sick Leave Policy 2.4

Employee Acknowledgement Form

I hereby acknowledge that I have received and read FMUC Employee Sick Leave Policy 2.4 (updated September 2021) and that I am fully aware of its terms and agree to abide by the conditions contained within it.

Name:

Signature:

Date:

Short Term Disability Policy 2.5

Approved: April 2013

Reviewed:

Purpose:

FMUC is committed to responding to its regular employees' needs when faced with sickness and/or injury.

Policy:

All regular employees are provided with the United Church of Canada's "self-insured" short-term disability benefit. Employees are entitled to full salary continuance for up to six months, if they qualify, with a two week application period.

Procedures:

1. An employee must advise her/his immediate supervisor when s/he will be absent from work due to sickness or for any other reason and ensure that the immediate supervisor is apprised of the length of time s/he is expected to be absent.
2. The "self-insured" short-term benefit plan provides coverage for a total of six months.
3. A return to work following a short term disability leave must be supported by a medical clearance from the attending physician indicating any accommodation requirements.
4. Vacation continues to accrue during the time for which the employee is on paid sick leave.
5. If it is anticipated that the employee will be applying for long-term disability, application should be made as far in advance as possible by notifying the United Church Pension and Benefits Centre with a copy to the M&P committee.

Statutory Holiday Policy 2.6

Approved: April 2013

Reviewed:

Purpose:

To give employees time for rest and recreation, and in keeping with legislation, FMUC provides time off with pay for statutory holidays.

Policy:

Employees are entitled to holidays as determined by provincial legislation. Holidays, including the days of the week between Christmas and New Year's and Easter Monday- if and when the church is closed- are granted with pay to all employees (see below). The policy recognizes provincially legislated holidays.

The ten statutory holidays in British Columbia are:

- New Years Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- B.C. Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day

When the church is closed during Christmas week, if circumstances permit, then staff time off will be considered paid leave, and will not count against annual vacation allotments. This policy also applies to Ministerial staff. (Approved by Council Executive, November 2011)

Other Religious or Ethnic Holidays:

Employees who wish to take time off to celebrate religious or ethnic holidays not included on the list above may use other leave provisions.

Vacation Leave Policy 2.7

Approved: April 2013

Reviewed:

Purpose:

FMUC provides each employee with a vacation entitlement to give employees time for rest and recreation, and in keeping with legislation.

Policies:

FMUC calculates vacation entitlement based on the original date of hire.

The original date of hire for Ordered of Ministry staff, for the purposes of vacation calculation, is the date of ordination or commissioning to diaconal ministry into The United Church of Canada or admission from another denomination, as long as there has been continuous employment within a recognized United Church ministry. Vacation leave for Ordered ministry staff is in their Terms of Call (generally at least one month in each pastoral year).

Employees will be given credit for the entire month of hire, regardless of the commencement date. Full credit for the month of leaving will be given if the termination date is the 15th or thereafter. Full vacation entitlement will be given on January 1 of each year, or pro-rated for the first year of service when less than one full year. Leave policy for lay and program staff is as follows:

(a) Regular employees

Regular employees are entitled to 3 weeks of vacation leave with pay in each of the first five years of employment, 4 weeks in each year of the next ten years, and 5 weeks in each year thereafter.

One week of vacation leave may be carried forward from one year to the next. Application to do so must be made to their supervisor in writing and approved by the Ministry and Personnel Committee before November 1 of the year from which leave would be carried forward.

The vacation leave year is from January 1 to December 31. An employee who is first appointed after January 1 is entitled to a pro-rated portion of the entitlement for that year. Vacation leave will normally not be granted during the first 3 months of employment.

(b) Casual employees

Casual employees are entitled to 2 weeks of vacation leave after each twelve consecutive months of employment and 3 weeks each year after five consecutive years of employment. Vacation leave cannot be carried over from one year to the next. The vacation is on a pro-rated basis.

A casual employee will not receive wages during vacation leave, but in the first four years of employment a casual employee will receive vacation pay

equal to 4 per cent of all wages paid to the employee in the preceding year. In subsequent years of employment vacation pay will be equal to 6 per cent of all wages paid in the previous year.

Vacation pay is counted as part of the total wages paid in a particular year and will be paid at least 7 days before the start of the vacation.

Full credit for vacation will be based on continuous years of service, while the employee is receiving a salary as a regular employee.

Procedures:

1. The church, as the employer, has the right under the BC Employment Standards Act to schedule vacations according to business requirements as long as it ensures that employees receive a vacation within 12 months after becoming entitled to it. Employees should schedule vacation time during summer months when operational needs are lower and must ensure that key functions are covered during their absence.
2. All vacation leaves will be coordinated by the Ministry and Personnel Committee in discussion with supervisors.
3. Employees may carry-over up to five days in any given year. Approval must be obtained from the M&P committee, for carry-over of more than five days. All employees are encouraged to take their full vacation entitlement each year.
4. Vacation days are to be taken in periods of one week or more (as per Employment Standards Act).

Pregnancy Leave Policy 2.8

Approved: April 2013

Reviewed:

Purpose:

FMUC is committed to supporting its employees in their work and family life. The church recognizes the unique situation brought about by pregnancy and provides leave for expectant mothers.

Policy:

Expectant mothers will be granted pregnancy leave commencing before, on or after the date of childbirth.

Procedures

1. An employee shall inform FMUC M&P committee in writing of her request for pregnancy leave at least four weeks in advance of the date of her leave, unless there is a valid reason why notice cannot be given. Upon receipt of a written request, pregnancy leave without pay before, on, or after the birth of her child will be granted. The period of the pregnancy leave will be subject to the maximums set out by the BC government insurance plans. In January 2013, a pregnant employee is entitled to up to 17 consecutive weeks of unpaid pregnancy leave in accordance with the provisions of the *Employment Standards Act* of British Columbia.
2. FMUC may require an employee to provide a medical certificate certifying the employee's pregnancy.

Pregnancy Top-Up Payment:

Regular employees granted pregnancy leave will receive "top-up" payments, provided that the organization is presented with proof that she is in receipt of pregnancy benefits under a government insurance plan.

The top-up payment will consist of the following:

- a) 60% of her weekly rate of pay during the two weeks qualifying period, if she is subject to a qualifying period of two weeks before receiving government insurance plan benefits

Parental Leave Policy 2.9

Approved: April 2013

Reviewed:

Purpose:

FMUC is committed to supporting its employees in their work and family life. The church recognizes the unique situation brought about by new parenthood and provides leave for new parents.

Policy:

Parental benefits are payable either to the biological or adoptive parents while they are caring for a newborn or an adopted child. Parental benefits for biological parents are payable from the child's birth date, and for adoptive parents from the date of the child's placement in the home. Parental leave for birth and adopting parents will be granted in accordance with the *Employment Standards Act*.

Procedures:

1. An employee will inform the M&P committee in writing of their request for parental leave at least four weeks in advance of the date of the leave, unless there is a valid reason why notice cannot be given.
2. The employee will be granted parental leave without pay for a single period according to government insurance plan limits. The parental leave will be in the 52-week period beginning on the day the child is born or the day on which the child comes into the employee's care, in the case of an adoption. In January 2013, parental leave under the Employment Standards Act (BC) is as follows:
 - up to 35 weeks if other leave taken under the Pregnancy Leave policy to be taken immediately after the Pregnancy Leave
 - up to 37 weeks if no leave taken under the Pregnancy Leave policy
 - up to 37 weeks for the birth father of the child beginning after the child's birth and within 52 weeks of the birth
3. The employee may be required to submit a birth certificate or proof of adoption of the child. The definition of child for the purposes of this policy is a person who has not yet reached the age of majority in the province/territory in which the employee resides.
4. If both parents are employees of FMUC, both parents may take a period of parental leave provided that the total period of the leave taken by both parents does not exceed the maximum leave period as per government insurance plan.

Parental Top-Up Payment:

Regular employees granted parental leave will receive a parental top-up payment, provided that the organization has been presented with proof that the employee is in receipt of parental benefits under a government insurance plan.

Parental top-up will consist of the following:

- a) 60% of the employee's weekly rate of pay for a maximum of two weeks, if the employee is subject to a qualifying period of two weeks before receiving government insurance plan benefits

Bereavement Leave Policy 2.10

Approved: April 2013

Reviewed:

Purpose:

FMUC is committed to supporting its employees during times of loss and provides bereavement leave to those who require it.

Policy:

A regular employee will be granted up to four days of leave plus travel time with pay on the death of a member of the employee's immediate family. A casual employee will be granted the same without pay.

Immediate family includes the spouse, partner, parent of partner or spouse, child, guardian, sibling, grandchild, or grandparent of an employee.

Procedures:

1. All leaves granted will be reported by supervisors to the M&P committee who in turn will report these to the Council Executive.
2. Depending on the circumstances, this policy may be combined with other leave policies if the supervisor and the M&P committee consider it appropriate.

Family Responsibility Leave Policy 2.11

Approved: April 2013

Reviewed:

Purpose:

Every employee is entitled to up to 5 days of unpaid leave per year to meet responsibilities related to the care, health or education of any member of the employee's immediate family.

Policy:

Situations that require urgent and immediate attention, and where the employee is the only person able to respond, are covered in this policy.

Procedures:

1. An unexpected and immediate short-term crisis qualifies for this leave. Employees facing situations that go beyond the short term should consult with their supervisor and/or the M&P Committee.
2. Family responsibility leave may be up to five days per year and is not cumulative. Any family responsibility leave of up to five days may be approved by the immediate supervisor. For very exceptional circumstances, leave may be granted for up to 10 days. The Council Executive will have final approval for any leave granted over five days.

Compassionate Care Leave Policy 2.12

Approved: April 2013

Reviewed:

Purpose:

All employers have been legislated to ensure that employees are legally permitted compassionate care leave time. This policy is in accordance with legislated family leave policies.

Policy:

All employees are eligible to take a leave of absence without pay for compassionate care leave. Employees may be entitled to government Employment Insurance Benefits and should contact Human Resources and Skills Development Canada directly.

Employees are entitled to up to eight weeks of leave without pay for compassionate care leave where there is significant risk of death of an immediate family member within 26 weeks. The time is to be taken in units of 1 or more weeks at a time.

Procedures:

1. An employee must give written notice that s/he will be taking compassionate care leave. If the employee must begin the leave before advising her/his supervisor, the employee will advise the supervisor as soon as possible after beginning the leave.
2. The extended compassionate leave procedures are outlined on government websites.
3. An employee returning from an approved leave will be reinstated to her/his former position or be provided with comparable alternative work.
4. Vacation will continue to accrue during the period of leave if the employee returns to work after the leave. If the employee does not return to work, vacation will not accrue.
Vacation accrued during the period of leave can be added on to the end of the compassionate care leave if approved in advance.

Jury Duty Policy 2.13

Approved: April 2013

Reviewed:

Purpose

FMUC is committed to supporting the civic responsibilities of its employees and provides leave for jury duty to those who are called to serve.

Policy:

An employee, who is not on leave, who is required to attend court as a juror will be granted unpaid leave for the period of the jury duty.

Procedures:

1. Jury duty must be reported to the M&P committee.
2. While on jury duty the employee is deemed to have continuous service for the purposes of calculating vacation entitlements and pension and other plan benefits.
3. FMUC will continue to pay premiums for the UCC benefit plans as per usual when employee is on a leave.

Unpaid Leave of Absence Policy 2.14

Approved: April 2013

Reviewed:

Purpose:

FMUC is committed to supporting its employees and provides for an unpaid leave of absence for those who require it. The M & P Committee uses its discretion in supporting requests for leave under special circumstances.

Policy:

All employees may be granted a leave of absence without pay with the approval of the Council Executive.

Vacation and sick leave credits do not accrue during a leave of absence without pay.

The policy regarding benefit and pension coverage during a leave of absence is as follows:

- A leave of absence of more than 30 calendar days will be considered a break in continuous service for the purpose of benefit entitlement. The employee will keep benefits and service earned up to that date.
- In order to maintain provincial health care coverage, the employee will pay the full premium (employee and employer portions) directly to the payroll office.
- In order to maintain benefit coverage and membership in the pension plan, the employee will pay the full premium(s) (employee and employer portions) directly to The United Church of Canada's Pension and Benefits Centre, our third-party pension and benefits administrator.

Procedures:

1. If an economic adjustment is due during the leave of absence, it will take effect on the date the employee returns to work.
2. Any anniversary review and salary range increase due during the leave period will be postponed until after the employee returns to work. If the leave of absence is more than 30 days, the anniversary date is moved forward by the length of the leave, after which time the increase becomes effective. Subsequent anniversary dates will occur every 12 months (providing employment is continuous) from the new anniversary date.
3. All benefits will be reinstated and the usual payroll deductions made upon the employee's return to work.

Continuing Education Policy 2.15

Approved: April 2013

Reviewed:

Purpose:

FMUC is committed to supporting the ongoing professional development of its employees and provides the opportunity for continuing education for Regular employees.

Policy:

Continuing education opportunities such as training, skills development, education, or professional development may be available for employees if the continuing education is directly related to an employee's current work, known future work, or anticipated areas of expansion at the Church.

Under their Terms of Call or appointment, ordered ministry personnel are provided with 21 paid days per year, including Sundays, for study leave. Regular staff in program areas may be provided with unpaid leave up to two weeks (10 working days) per year of continuing education leave, upon the approval of the Council Executive. Regular staff in lay positions are also eligible for a continuing education benefit.

Funding to attend continuing education opportunities depends on the Terms of Call for Ordered Ministers and may be available for other staff depending on budgetary allotments, if any, for this each year for other staff.

Continuing education programs for lay staff are subject to the approval of the immediate supervisor, who will determine whether the continuing education opportunity will facilitate the work of the church and will be of mutual advantage to the employee and the Church.

Final approval of the continuing education program for all staff rests with the M&P committee in consultation with the supervisor and Council Executive. Approval of the continuing education leave is subject to the requirements (skill level, time, etc.) of the workplace, as well as budgetary considerations.

Procedures:

1. A formal request will be made by the employee to the supervisor. Approval must be obtained in advance of the continuing education event.
2. For Continuing Education Leave (Study Leave), the M&P committee will be consulted prior to having annual study leave granted to ensure consistency with such policy issues as whether the employee is entitled to study leave, and whether there has been study leave taken that year.

3. Ordered ministry staff have access to specified amounts each year. Funds are also set aside for program and lay staff, subject to yearly budgetary considerations.

4. For continuing education events that are approved and include graded courses where funding for fees is also being supported, half the amount of the course fee will be paid upon registration, and the second half upon successful completion of the course.

5. There is no provision for carrying over unused continuing education amounts from year to year. There is also no provision for carrying forward continuing education leave from year to year.

Sabbatical Leave Policy 2.16

Approved: April 2013

Reviewed:

Purpose

FMUC is committed to supporting the ongoing professional and vocational development of its Ordered Ministry staff and provides the opportunity for a Sabbatical Leave. The purpose of Sabbatical Leave is to provide time for an employee to enrich skill levels, further professional abilities, and become better equipped to serve on the cutting edge of her or his area of ministry. It is an opportunity for the individual to disengage strategically from regular tasks to view ministry and mission from a new perspective. The result may be an individual who is revitalized to continue her or his work.

Policy:

After 5 years of full-time or part-time ministry at FMUC, Ordered ministers who are regular employees may apply for Sabbatical Leave. They may apply again at successive five-year intervals. The Sabbatical Leave may be for a period of up three consecutive months with full salary and benefits, not including travel costs, in a reasonably intense and disciplined program that is approved by the Council Executive, at least six months prior to the leave. It is expected that the minister will continue at FMUC for a period of at least one year following the conclusion of the sabbatical.

Sabbatical Leave may be combined with Continuing Education Leave (also known as Annual Study Leave), vacation, and/or unpaid leave of absence to extend the term. The appropriate length of a Sabbatical Leave depends on many factors and will be determined by the M&P committee and Council Executive. A Sabbatical Leave must be completed within a one-year period.

Procedures:

1. A Sabbatical Leave proposal will be discussed in the early stages of development with the applicant and the M&P committee.
2. The timing of the Sabbatical Leave, will be approved by the Council in consultation with M&P. The employee may then start to make plans regarding the Sabbatical Leave activities, before the final proposal has been formally approved.
3. Sabbatical Leave must be approved by the Council Executive on recommendation by the M&P Committee. The approval process is meant to be consultative in nature in order to provide a comprehensive analysis of the leave being proposed. The minister should include the following in his/her proposed plan for the sabbatical:

- the nature of the study or experiences, and its connection to the practice of ministry
- its anticipated outcome, and
- its length, timing and other specifics.

4. The M&P committee, in conjunction with the Council Executive is responsible for determining the number of leaves to be requested per year, taking into consideration budgetary limitations, needs, and work requirements. Because of this, it may not be possible to grant a Sabbatical Leave at the time requested.

5. Consultation and review of the Sabbatical Leave proposal must be reviewed at least six months before the proposed start date. Specific details are to be provided in writing no later than two months before the start of the leave.

6. Upon completion of the Sabbatical Leave, the employee will provide written and/or oral reports as determined when the leave was approved.

Election to Public Office Policy 2.17

Approved: April 2013

Reviewed:

Purpose:

FMUC is committed to supporting employees who campaign for and/or are elected to public office.

Policy:

FMUC requires that employees who are seeking election to either the Parliament of Canada or to the provincial legislature take an unpaid leave of absence. Provisions may also be made for employees who are subsequently elected to any public office; this may include either an extended unpaid leave of absence, or a change in employment status to regular part-time.

Procedures:

1. An employee seeking election to either the Parliament of Canada or the provincial legislature must take an unpaid leave of absence or vacation for the duration of the campaign.
2. If elected to a full-time position in a provincial or federal election, the employee must resign her/his position in the United Church.
3. An employee elected as mayor, where such position is a part-time position, may remain on staff with an appropriate reduction in pay in proportion to the amount of time that must be devoted to the mayoralty duties involved. The percentage of the reduction will be decided by the M&P committee with Council approval.
4. An employee who is elected as councillor or school trustee may be granted unpaid time off to attend council or board meetings.
5. Any periods of leave of absence without pay to attend to the duties of elected office will not be used when determining length of service.
6. The service before and after such leaves of absence will be deemed to be continuous for all purposes.

SECTION 3: EMPLOYEE RELATIONS

Code of Conduct Policy 3.1

Approved: April 2013

Reviewed:

Purpose:

FMUC is committed to providing a satisfactory, fulfilling, and mutually rewarding working experience for all employees. The Church strives to act, and be seen to act, in the best interests of the church and those it serves, and with the highest ethical standards. The Code of Conduct includes standards for professional behaviour, confidentiality, confidentiality agreements, conflicts of interest, privacy, technology, gifts, and media relations.

Policy:

FMUC believes that all people are children of God, created in the image of God and therefore worthy of respect and love. Living out that belief requires a deep sense of mutuality, trust, and accountability. As an employer, this is lived out by striving to create and sustain a workplace where these values are practiced every day.

Professional Behaviour:

FMUC strives to provide a positive work environment where employees can contribute to a productive, respectful, and professional atmosphere, with equal opportunity for all. FMUC strives to foster an open, trusting, and collegial work environment. This type of work environment can be achieved where individuals feel they are treated with dignity and respect without being subjected to discrimination or harassment. Any form of discrimination or harassment will not be tolerated.

All employees are expected to conduct themselves in a courteous and professional manner.

Employees are expected to respect and comply with all organizational policies and guidelines, and to demonstrate respect and accountability to their colleagues. Employees are also expected to respect the ethos of The United Church of Canada, and deal with all individuals during the course of their work, both internally and externally, in a manner that demonstrates the values of a caring, diversity, and respectful community.

Confidentiality:

Employees of FMUC may, in the course of their work, come to know, be made aware of, or obtain confidential information concerning The United Church of

Canada, FMUC, its employees, and/or its constituents. This information must not be used for personal gain or disclosed to persons not authorized to be in receipt of the information, and must be held in strict confidence. This duty of confidentiality continues to apply after employees have left FMUC with no time limitations.

Communication of confidential information within and outside of FMUC will only be permitted when the recipient of the information has a legitimate need to know and the information is limited to that which is required to perform his or her duties. If an individual is in doubt about whether or not information can be shared, the individual should contact his/her supervisor.

This requirement of confidentiality applies to any asset of FMUC including computer software, organizational records and other proprietary information, and to personal information of all kinds.

Confidentiality Agreements:

When entering into a working relationship with a third party, FMUC program and lay staff must advise the third party that they are not to divulge the information to anyone without written authorization from their supervisor who is empowered to do so, and written confirmation from a third party must be received upon acceptance of these conditions. Ministry staff must have authorization from the Chair of M&P or Chair of Council.

Conflict of Interest:

Situations must be avoided where personal interests are, or may potentially be, in conflict with an employee's duty to FMUC. When faced with an actual, perceived, or potential conflict of interest, the employee is required to exercise the judgment of a responsible person, uninfluenced by considerations other than the best interests of FMUC. If an employee knows that an actual, perceived, or potential conflict of interest exists, the employee must immediately provide all details of the conflict to their supervisor or the M&P committee. If there is uncertainty as to whether a conflict may exist, the employee should discuss the matter with the M&P committee.

Privacy: (See FMUC Privacy Policy-Finance and Administration)

Technology:

FMUC provides access to Internet resources and e-mail systems in order to provide its employees with the ability to conduct business efficiently and effectively on behalf of FMUC.

Incidental personal use of technology, such as Internet resources and e-mail systems, is acceptable, as long as it does not consume resources unnecessarily, interfere with productivity, pre-empt any business activity, or otherwise breach this policy. The Internet and e-mail usage policies are designed to maintain

security and confidentiality and to ensure that users do not engage in inappropriate conduct which could result in legal liability for themselves and/or The United Church of Canada and FMUC.

FMUC has the right and the ability to access, monitor, and record Internet and e-mail usage, including files stored in private areas of its networks, to ensure compliance with these policies. All technology systems are owned by FMUC, which has the right to grant, deny, or terminate a user's access. All data transmitted or stored on FMUC systems is the property of FMUC.

Technology resources and systems which are owned by FMUC include, but are not limited to:

- all desktop and laptop personal computers and mobile devices;
- software (including Internet browsers) installed on computers and mobile devices;
- all networks and third-party services provided or arranged by FMUC
- all mail systems supplied or arranged by FMUC.

Employees are expected to:

- ensure internal e-mail distribution lists are not given to anyone outside of FMUC and that passwords are not made available to others;
- use e-mail appropriately and take responsibility for contents of e-mails that are created, keeping in mind the importance of considering the wider audience receiving the message;
- take care not to leave e-mail addresses on a website, give out or post e-mail addresses, if not required to do so for business purposes;
- ensure to the extent possible that attachments and downloaded programs are related to business, and are legal and inoffensive;
- ensure messages and attachments belonging to another user are not altered in any way without the originator's permission;
- maintain confidentiality about FMUC and/or its members in public Internet forums.

When an e-mail is sent to someone within FMUC, it is sent on FMUC's internal e-mail network, which is protected and secure. E-mails sent to anyone outside will be transmitted over the Internet, which is a public network, and there is no guarantee that the message will be confidential or secure.

When confidential or sensitive e-mail messages or attachments are being sent, clearly specify that such messages and attachments should not be forwarded or copied. Keep in mind that information being sent via the Internet in an e-mail is not secure.

Gifts Received from Third Parties:

An employee may accept gifts from persons or companies unrelated to FMUC which represent promotional items of minimal value. Reasonable business

promotion benefits (normally not to exceed \$200.00 in value) may also be accepted, but may not be sold or converted into cash. Normally, a gift which exceeds \$200.00 is to be considered as one given to the organization and not to the person. If a gift is offered which exceeds \$200.00, the employee should discuss this with her or his supervisor. Ministry staff should discuss such gifts with the Chair of Ministry and Personnel or Chair of Council.

Procedures:

Regular Review of the Code of Conduct by staff:

1. Any changes to the Code of Conduct will be distributed to all staff. Staff may be asked to confirm receipt and awareness of the Code and their duty to comply with it. (See Acknowledgment Form as follows)

Employee Code of Conduct

Acknowledgement Form

I hereby acknowledge that I have received and read FMUC Employee Code of Conduct (referred to as "Code") and that I am fully aware of its terms. I also agree to read and comply with all policies adopted by FMUC, and which may be adopted in the future. I understand that compliance with this Code is a condition of employment.

I understand that if I fail to comply with this Code or other published policies of FMUC or applicable laws, it will be addressed and I may be subject to disciplinary action, including a warning, revision of responsibilities, suspension, or dismissal.

I understand that these policies are not intended to replace other policies that have been issued or will be issued from time to time which also govern employee conduct. All of these other policies are incorporated by reference into this Code.

Name:

Signature:

Date:

Orientation Policy 3.2

Approved: April 2013

Reviewed:

Purpose:

FMUC will provide orientation for new employees in order to introduce new staff to the purpose and work of the Church, to highlight key areas in employment policies, practices, and benefits; and to provide an opportunity for new staff to establish initial contact with existing employees and each other.

Policy:

FMUC will provide orientation for new employees. This may be informal, but will include an overview of the Church and church structure, information on human resources policies and benefits, an introduction to other staff, and hands-on assistance in technology, if required. The intent is to ensure new employees feel welcomed, and to ensure that they have all necessary information to become familiar with the work as soon as possible.

Procedures:

1. It may not always be feasible to conduct a formal orientation session. However, FMUC will ensure that it provides support and information to familiarize new employees with the work of the Church, and specific information related to their position within the first week. Orientation of new employees is a requirement of all supervisors.

Performance Reviews Policy 3.3

Approved: April 2013

Reviewed:

Purpose:

The annual performance review allows the supervisor and employee to discuss the previous year's goals and how well they were achieved and why and to set goals for the upcoming year. It is an occasion for helpful feedback in a climate of openness and trust that leads to constructive results.

Policy:

All employees will have an annual performance review with their supervisor. The review process is a participatory one in which the employee and supervisor provide input and assessment of the work carried out. There may be positions for which input from other colleagues will be requested.

Procedures

1. Performance review forms are available from the M&P committee. Once completed, the employee and supervisor will sign the completed appraisal, acknowledging that the review has taken place. The appraisal is then forwarded to M&P, and a copy provided to the employee.
2. Movement throughout the salary scale will be based on a satisfactory performance review.
3. Recommendations arising from the review may provide a basis for discussion and actions at different levels within the organization, as applicable.

Harassment and Workplace Violence Policy 3.4

Previous April 2013 policy removed May 2018

Replaced May 2018 with United Church of Canada **Workplace Violence and Harassment Policy July 2017**

Purpose:

The United Church of Canada is committed to providing safe environments for work, worship, and study, free from harassment and violence. The church will not tolerate any behaviour by any person—including but not limited to its members, adherents, lay employees and ministry personnel, and elected members or volunteers—that constitutes harassment, or is violent or threatens violence. Harassment and violence in the workplace are prohibited by federal and provincial law and the laws of the church.

Policy:

All complaints of harassment or violence toward anyone within the church—including lay employees or ministry personnel, and elected members or volunteers—will be taken seriously and dealt with in a spirit of compassion and justice.

Harassment is defined as any unwanted physical, sexual, or verbal conduct that is known or ought reasonably to be known to be unwanted, and is a form of discrimination. Harassment may involve a wide range of behaviour, from verbal innuendo and subtle suggestions to overt demands and physical abuse, and it includes psychological harassment.

Sexual harassment is defined as any attempt to coerce an unwilling person into a sexual relationship, to subject a person to unwanted sexual attention, or to punish a refusal to comply.

Violence is defined as the exercise of physical force or attempt to cause physical force by a person against a worker in a workplace that causes or could cause injury. It also includes statements or behaviours that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in the workplace, that could cause physical injury.

It is everyone's responsibility to raise concerns about harassment, violence, and discrimination within the workplace. It is also everyone's responsibility to take steps to address harassment, violence, and discrimination in the workplace.

Procedures

1. All complaints of harassment or violence will be taken seriously and will be investigated.
2. If the person complaining (the complainant) is able to do so, they should communicate directly with the person who is behaving inappropriately, to tell them that their behaviour is unacceptable and is being experienced as unacceptable by the complainant.
3. If the behaviour does not stop or the complainant is unable to speak to the respondent (the person behaving inappropriately), then a complaint

should be provided in writing with detail as to the date of the incident(s), location, any witnesses, and a description of the incident(s).

4. The complaint should be sent to the appropriate Conference executive secretary/speaker where the incident occurred.
5. The Conference executive secretary/speaker will assess the complaint and the applicability of this policy to respond to the complaint. If there are other processes available to address the complaint, those may be recommended by the executive secretary or speaker. Such other options could include mediation, a facilitated conversation, or other forms of dispute resolution.
6. The complaint will be provided to the respondent at the earliest possible opportunity by the Conference executive secretary/speaker or appointee.
7. If the complaint is being made about the Conference executive secretary/speaker, the complaint will be made to the Ministry and Employment Unit, General Council Office (pursuant to Human Resources policy 3.4).
8. The Conference executive secretary/speaker will inform the Executive or Sub-Executive of the Conference that a complaint has been received. The Conference executive secretary/speaker will also inform the pastoral charge or faith community and the court of accountability for that court of the church that a complaint has been made, and of the process to be used to address the complaint.
9. Pastoral care will be offered to the parties.
10. The Conference executive secretary/speaker will assign an investigator to the complaint in consultation with the appropriate staff person in the Ministry and Employment Unit, General Council Office.
11. The investigator will meet with the parties to the complaint in person; if there are any witnesses, conversations with the witnesses may be conducted in person or over the phone.
12. The investigator will prepare a report with recommendations to resolve the complaint, and the report will be provided to the Conference executive secretary/speaker, who will communicate the resolution and recommendations, as appropriate, to the parties and to the pastoral charge or faith community and court of accountability.
13. The parties will be provided with information about the outcome as appropriate in the circumstances. Personal information will not be provided about any party, and all information will be held in as much confidence as is possible while still ensuring fair process.

Conflict Resolution Policy 3.5

Approved: April 2013

Reviewed:

Purpose:

FMUC is committed to ensuring that there are appropriate procedures in place related to problem resolution and formal complaints between people in the Church. It is recognized that employees may become involved in circumstances where conflict will arise, and where complaints will arise over the application of policies that relate to terms and conditions of employment. It is further recognized that it is in the interest of all involved to have means in place that will assist in the resolution of these conflicts and complaints.

Policy:

It is FMUC's desire that disagreements between people be resolved as quickly as possible. When disagreements arise, it is understood that those involved in the dispute will attempt to resolve the situation together before others become involved. If no resolution is found, the affected parties, in the case of conflict between employees, are then expected to contact their respective supervisors, who will be given an opportunity to help resolve the issue.

This policy is intended to encourage dialogue and positive confrontation of issues so that resolution can occur as quickly as possible. If there is no resolution, the M&P committee will be advised and other methods of problem resolution will occur.

This policy is intended for use of all people within the church, but specifically for the staff to assist in the resolution of:

- conflicts between/among employees and others within the church; and
- complaints over the application of policy and procedures that impact on the terms and conditions of employment of an employee(s).

It is in the best interest of everyone involved with a conflict or a complaint to have the matter resolved as quickly as possible. An employee(s) who is in a conflict situation or has a complaint is encouraged to bring the matter to the attention of the other party or parties involved so that both may make reasonable efforts to resolve the matter.

Conflicts arise in organizations for various reasons, including strongly held and differing ideas, violations of personhood or other rights, and the personal and corporate frailty that enters into many relations between human beings. When such conflicts go unresolved, the operations of the organization and the morale of its members are damaged.

We believe that the church is called not only to resolve conflict but also to deal pastorally with the pain that conflict causes. Qualities such as forgiveness, wholeness, and humility are important expressions of the compassionate love that is at the core of the gospel of Jesus Christ. Equally important is that justice not only be done but also be seen to be done.

Basic to the following procedures is the intention that conflicts be clarified and resolved as quickly and as fairly as possible.

Procedures:

The following procedures are organized into two phases: 1. An informal phase which is an initial attempt to resolve conflicts as discreetly as possible and with minimum disruption and 2. A conflict resolution process to be used if the informal phase is unsuccessful.

Although persons are entitled to representation by advocates or legal counsel at any stage, it is the hope that within FMUC conflicts will be resolved without such representation before the issue moves to the Formal Phase as described in the UCC Dispute Resolution Policy Handbook.

1. INFORMAL PHASE.

The intention of the informal phase is to encourage the harmonious resolution of disputes and to prevent the opening or further deepening of wounds. If informal action is successful, the healing process becomes easier.

Step 1 - Preparation.

Whenever a conflict arises the parties involved should ask themselves the following questions:

Why is this conflict important to me and to the values I hold?

Do I carry suspicions or assumptions about the other person(s)?

What would make the situation better for me and for the First Met community?

Step 2 - Discussing the Problem.

The parties should meet together to define and discuss the problem and attempt to reach an understanding acceptable to both. They should each feel free to approach a mutually acceptable third person to assist them in arranging to meet and/or to conduct their discussions.

Each person should state his/her issues and feelings and actively listen to the other. They should also:

i. acknowledge and validate the other person(s), e.g. by saying "I can see that you are just as concerned as I am", or "I appreciate your willingness to talk about this matter",

- ii. remind one another why it is important for First Met that the problem be resolved, which may involve discussing assumptions, suspicions and values,
- iii. propose possible solutions and try to agree on an outcome that is specific and realistic,
- iv. agree on a time to check with one another in the future and follow through on that agreement.

2. CONFLICT RESOLUTION PHASE.

If the informal phase is unsuccessful, moving to a process of conflict resolution requires that a third party become involved because trust, goodwill, and readiness to find a way through have failed.

Step 1.

A written complaint is made to the FMUC Council Secretary, clearly and briefly describing the nature of the problem. Employees can obtain forms for this purpose through the M&P Committee.

Any member, adherent, or employee of the United Church or any person who is Ministry Personnel, who has personal knowledge of an act or omission by a member, an adherent, a Candidate for the ministry, or a person who is Ministry Personnel, that is a proper ground of discipline, may make a written complaint to the Council Secretary.

Any person who is not a member or an adherent, but who has sought out the professional or pastoral services of employees or Ministry Personnel of the United Church for purposes of pastoral care, counseling, marriage workshops, day care, etc., has the right not to be abused in any way. Such person is also extended the right to full protection of the policies and procedures of the United Church for the addressing of such matters, and may therefore make a written complaint to Council. However, if the complaint is about the conduct of a Member of the Order of Ministry or a Congregational Delegated Minister, a written complaint should be made to Presbytery.

Note: A complainant has the right to withdraw the complaint at any stage by notifying the Council Secretary in writing.

Step 2.

On receiving the complaint, Council takes the following actions:

- i. delivers a copy of the complaint to the respondent,
- ii. informs the complainant of the process to be used,
- iii. explores the need for and, where necessary arranges, pastoral care for the parties, and
- iv. names a Conflict Resolution Facilitator (CRF) and sets a timeline and deadline for reporting back
- v. when the issue concerns an allegation of sexual abuse Council shall immediately consult and follow the policies and procedures for dealing with

such cases, approved from time to time by the General Council and available from the General Council office.

NOTE: Minutes should show only that a complaint has been received and a CRF has been appointed.

Step 3.

The CRF conducts a preliminary meeting with each of the parties separately, explains the conflict resolution process to them and, in consultation with the parties involved, decides whether there should be a conflict resolution process or not.

If there is to be a conflict resolution process, the CRF and the parties decide on what form it will take. The UCC Dispute Resolution Policy Handbook describes several possible processes, including mediation and arbitration.

If there is not to be a conflict resolution process, the CRF advises the parties of what other possibilities for action are open to them and reports the outcome of the meeting to Council.

Step 4

A conflict resolution process is implemented.

Step 5

If there is non-cooperation or a failure to resolve the matter, before reporting to Council, the CRF advises the parties of further possibilities for action on the complaint.

Step 6

The CRF reports to the Council.

Step 7

If agreement has been reached, the Council makes arrangements to monitor the agreement. If agreement has not been reached the Council takes whatever action it considers appropriate, including holding a formal hearing in accordance with the requirements laid down in Para.075 of the United Church of Canada Manual.

Occupational Health and Safety Policy 3.6

Approved: April 2013

Reviewed:

Purpose:

This outlines the policy and procedures related to occupational health and safety in the workplace.

Policy:

The Safety Statement:

It is the policy of FMUC that all its work shall be carried on with the fullest regard for the safety and health of its employees.

All employees of FMUC will be provided with an appropriate space in which to work and proper machines and tools to do the job.

It is the desire and intention of FMUC to provide a safe workplace, safe equipment, and proper materials, and to establish and insist on safe methods and practices at all times.

It is a basic duty of all those carrying executive responsibility to make the safety of human beings a part of their daily, even hourly, concern. This responsibility must also be accepted by every individual who conducts the affairs of the organization, in whatever capacity she or he may function.

The key to success lies in the willingness of every individual in this organization to recognize his or her responsibility and actively support accident and injury prevention activity.

Procedures:

1. Supervisors and Council shall actively support the safety program.
2. Staff members should be involved in the design, implementation, and training of the safety program in their own area.
3. Safety instruction and office ergonomic training will begin with the new employee orientation program and shall be a continuing process throughout employment.
4. Council, through the Ministry and Personnel committee, is responsible for ensuring adherence to health and safety procedures.

5. Personal protective equipment will be used in accordance with safety procedures as directed by the Building Supervisor or other authorized people.
6. Inspections of all FMUC areas of the church will be made on a routine basis and an annual Occupational Health and Safety audit shall be conducted by the Building Supervisor and the Chair of Property. The report will be forwarded to the M&P committee for reporting purposes. The property committee will integrate report findings into its annual budgetary process.
7. The correction of hazards shall be given priority.
8. Accidents will be immediately investigated by the Building Supervisor, M&P and Property committees and a detailed report submitted to Council.
9. Health and safety education and training will be undertaken by the organization.
10. Employees are required to observe safety regulations, report unsafe conditions, and wear appropriate safety equipment.
11. Staff are encouraged to audit workstation designs, making ergonomic adjustments as budgets permit.
12. Staff training and positive reinforcement of proper posture, exercises, and the reduction of repetitive motion are encouraged.