

SECTION 3
COMPENSATION POLICIES

CLASSIFICATIONS OF EMPLOYMENT

For purposes of salary administration, eligibility for overtime payments and employee benefits, the Conference classifies its employees as follows:

- I. Staff Member - any person who is appointed to or employed by the Conference or an agency of the Conference.
 - A. Exempt Staff are those persons who are salaried and not subject to the Fair labor Standards Act. Occupations in this category include Executive, Administrative and Professional positions.
 - B. Non-Exempt Staff are those persons who are paid on an hourly basis and are subject to Fair labor Standards Act requirements for minimum wage and overtime payments.
 - C. Location Supervisors are those persons who most directly supervise a staff member.

II. Staff Categories

- A. **Executive Staff (Exempt)**
 - Director of Connectional Ministries
- B. **Professional Staff (Exempt)**
 - Director of Ministry Support
 - Conference Treasurer
 - Director of Computer Services
 - Director of CCRM
 - Director of Information Management
 - Director of Spiritual Leadership
 - Director of Congregational Development
 - Camp Director/Manager
- C. **Support Staff (Exempt)**
 - Camping Property Supervisors
 - Camping Food Service Supervisors
 - Camping Program Directors
 - Administrative Assistant for CCRM
 - Camp Office Managers

D. Support Staff (Non-Exempt)

1. Full-time staff member - one who has completed the required orientation period and works on a regular approved schedule of at least 37-1/2 hours per week.
2. Part-time staff member - one who has completed the required orientation period and works a minimum of 15 hours average per week on a regular basis and is employed for six months during a year or longer.
3. Provisional staff member - one who is working on a regular basis during an orientation period.
4. Temporary staff member - one who works on an irregular basis or less than an average of 15 hours per week or for less than six months per year. No benefits are included for these positions.

E. Summer Camp Staff (seasonal, residential, exempt) - Summer camp staff are hired through a written memorandum of understanding signed by the camp director and the employee. The memorandum of understanding defines the expectations of the work week and the weekly wage. The nature of the job requires that employees be on site and available 24 hours a day with one continuous 24 hour period off per week. The signed memorandum defines a weekly wage rate, a beginning date, and an ending date, and provides for lodging and meals for the employment period.

You will be informed of your initial employment classification and of your status as an exempt or nonexempt employee during your orientation session. If you change positions during your employment as a result of a promotion, transfer, or other action, you will be informed by your supervisor of any change in your status.

Please direct any questions regarding your employment classification or exemption status to your supervisor.

WORK SCHEDULES

Work schedules for employees may vary throughout our organization. Hours of operation at the Conference Center will be determined by the Director of Connectional Ministries. In other locations, Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, such as evenings and weekends, as well as variations in the total hours that may be scheduled each day and week. Your Supervisor will keep you informed of these requirements.

The regular work schedule for nonexempt hourly employees is 37.5 hours per week. If you must be away from your job or part of the workday due to doctor visits, or other

short-term personal situations, you may request flextime hours from your location supervisor. Under this program, you can make up the unworked hours (up to five hours per pay period) by scheduling additional productive work time as flextime hours. If, during any workweek you are unable to make up the required time, the hours will be deducted from your personal/sick leave time. If at any point during the benefit year an employee exhausts their total personal/sick leave time and have not worked the full 37.5 hour workweek, they will be paid for their actual hours worked.

MEAL PERIODS

All employees are provided with one 30 minute unpaid meal period each workday. Your supervisor will schedule meal periods to accommodate operating requirements.

RECORDING WORK HOURS

It is the policy of the Conference to comply with applicable laws that require records to be maintained of the hours worked by our employees. To ensure that accurate records are kept of the hours you actually work (including overtime hours where applicable) and of the accrued leave time you have taken, and to ensure that you are paid in a timely manner, nonexempt employees will be required to record their time worked, and absences, in the appropriate categories in the appropriate database or on a time sheet, as instructed by your supervisor. This should be completed weekly. The payroll department will print a sheet for your review, which should then go to your supervisor. After review and approval, your supervisor will forward it to payroll for processing.

For exempt employees, a report of leave time shall be provided to the Director of Ministry Support on a monthly basis to ensure accurate documentation.

Please ensure that your actual hours worked and leave time taken are recorded accurately. Falsification of a time record is a serious violation of Conference policy and is grounds for disciplinary action, including discharge.

REGULAR PAY PROCEDURES

All employees are paid bi-weekly on Monday. Each paycheck will include earnings for all work performed through the end of the payroll period. The payroll period ends on the Wednesday prior to the payday, and includes the ten working days prior to that day.

In the event that a regularly scheduled payday falls on an office holiday, or a day considered a “banking holiday”, employees will receive pay on the last day of work before the regularly scheduled payday.

Employees may have pay directly deposited into their personal bank accounts and will receive an itemized statement of wages.

Please review your paycheck for errors. If you find a mistake, report it to your supervisor immediately. Your supervisor will assist you in taking the steps necessary to correct the error.

OVERTIME PAY PROCEDURES

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour laws (over 40 hours per week). Overtime pay is based on actual hours worked. Time for sick leave, vacations and holidays will be considered hours worked for the purpose of calculating overtime.

SALARY ADMINISTRATION

Each position at the Conference has been evaluated and assigned a salary grade. Each grade has been assigned a corresponding salary range. Periodically, the Conference may revise its job descriptions, evaluate individual jobs to ensure that they are rated and paid appropriately, and review job specifications to ensure that they are directly job related.

Your salary will be reviewed on an annual basis, and if you receive a salary increase, it will normally be effective on January 1 of the next calendar year.

Fringe Benefits

Your total compensation at the Conference consists not only of the salary you are paid, but also includes the various benefits you are offered, such as *group health insurance, paid vacations, holidays and sick time, long-term disability benefits, and retirement plans*. These benefits are described in a later section of this handbook.

Lodging and Meal Allowances

The Conference may provide lodging and meal allowances for staff members by virtue of the job description. Those who are required to live on a camp premises, for the

convenience of the employer, may receive non-taxable lodging and meals for themselves and their family.

To qualify for reimbursement under IRS guidelines, the staff person must be required to live on the premises, and the employee must accept this living arrangement in order to be hired. In order for meals to be tax free, they must be provided on the business premises of the employer, and furnished for the convenience of the employer. If these guidelines are not met, the value of the lodging and meals will be reported as taxable income to the employee.

Where applicable, professional staff will be advised of the policies regarding parsonages and/or housing allowances.

Questions regarding our salary administration program or your individual salary or wage rate should be directed to your supervisor or the Director of Ministry Support.

Accountability

Any variance to the existing Compensation Policies (Section 3) or Time-Off Benefits (Section 4) should be authorized in writing by the senior person (Cabinet level) who is approving the exception. Director of Ministry Support will maintain this authorization in the individual's personnel file, and notify the payroll department of the approval.

PERFORMANCE ANALYSIS

The North Central New York Conference employs the Ministry Planning and Review System (MP&R) for ongoing performance analysis. Supervisors and employees are strongly encouraged to discuss key result areas and goals on an informal, and regular basis. A performance analysis will be conducted after three months of employment.

Additional performance analysis sessions are conducted throughout the year to provide both supervisors and employees the opportunity to discuss key result areas/goals, support needed to achieve results, your achievements and any areas that need improvement. Your supervisor may make suggestions for continuing your professional development. Together, you and your supervisor will also re-adjust your key result areas. This is a time for you to discuss career objectives or any concerns.

Documentation of these MP&R sessions will become part of your personnel file.

FEES, HONORARIA, PULPIT SUPPLY

Staff persons, lay and clergy, receive support through Annual Conference shared ministry monies in order that they may serve as resource persons and consultants to the churches

and agencies of the Annual Conference. Honoraria for services, which are within the scope of their job descriptions, need not be paid and shall not be accepted.

Pulpit Supply, in the absense of the pastor, is not an expected responsibility of Conference staff members. When a staff member supplies a pulpit, honorarium and travel at the rate established by the Annual Conference may be accepted.