



September 2012

Dear Sisters and Brothers in Christ:

Administrators, sextons, canons, teachers, lay or ordained, it is my belief that everyone who works on my staff, in congregations, agencies and institutions is part of the work of changing the world!

We have long followed the practice in this Diocese of founding our relationships, all relationships, on the bedrock of the Baptismal Covenant. Some of the touchstones of this covenant are an expressed commitment to reconciliation, “seeking and serving Christ in all persons” and respecting “the dignity of every human being.” The goal we stretch for is to deal with each other in a fair and open manner.

Let me also commend to you the attached copy of the Employee Handbook. From its original version to the version before you, this handbook reflects our efforts to communicate clearly the current policies and practices regarding employment in the Episcopal Diocese of Michigan. Policies contained in this handbook are binding on Diocesan employees **and are guidelines for all employees of congregations, agencies or institutions of the Diocese.** You will want to particularly note changes on pages 30 and 33 regarding lay pension contributions and the Denominational Health Plan, which become effective January 1, 2013. **Variations from this policy should be submitted in writing to the Diocesan Administrator.**

If at any time you should have questions about the information contained in this manual, I invite you to contact the Diocesan Administrator, or my office, at the Diocesan Center (313-832-4400 or toll-free 866-545-6424).

We value you and your labor on behalf of the Diocese and the Church because “our common life depends upon one another’s toils.” God bless you, and God bless our work.

Faithfully yours,

The Right Rev. Wendell N. Gibbs, Jr.
Bishop

PREFACE

At the 167th Annual Convention in 2001, the Diocese of Michigan adopted the following guiding principles:

1. Employment policies and practices in the Episcopal Church – recruitment, selection, training, policy development, salary, benefits, due process, termination, and retirement – must manifest respect for the dignity of every person, in accord with the Baptismal Covenant.
2. Respect for the mission, ideals, and structures of the organization is expected of all who work within the Church.
3. Respect for the rights and responsibilities of each worker is essential to church workplaces.

These guiding principles, which were drafted by the Colloquium of Episcopal Professional and Vocational Associations, are consistent and should be read together with the letter from the Bishop of Michigan, contained in this Handbook, which further describes both the relationship of the Manual to our common Baptismal Covenant.

The Diocesan Council has been charged with determining how the principles listed above can be “respected and honored” in the various workplaces within the Diocese. The specific employment practices contained in the document which Resolution #3 (from the 2001 Diocesan Convention) adopted are appended to this Handbook (see Appendix page d) and provide examples of how the principles might be applied, depending on the position involved. Current policies and resolutions approved by Diocesan Convention (or Diocesan Council) that impact the Church workplace are also found in the Appendix. You should consult with the appropriate Diocesan staff member with regard to practice for the particular job(s) with which you are concerned.

Neither the guiding principles set forth above nor the specific employment practices described in the Employee Handbook or the appendix referred to above constitute a contract between the Diocese or any of its constituent units and its or their employees, respectively, nor do they alter the “at will” nature of the employment relationship. The guiding principles and the specific employment practices described in the appendix attempt only to inform about the manner in which employment practices should strive to reflect the highest standards of Christian relationships and to live out the Baptismal Covenant.

TABLE OF CONTENTS

Preface.....	ii
Table of Contents.....	iii
Introduction.....	1
I. General Employment Matters	2
Employment Status	3
Definitions.....	4, 5
Equal Employment Opportunity	6
Sexual and Other Unlawful Harassment.....	7, 8, 9
II. Absences from Work	10
Attendance Policies.....	11
Holidays	11
Vacations.....	12
Clergy.....	12
Vacations (cont).....	13
Full-time Non-Exempt Personnel	13
Vacations (cont).....	14
Full-time Exempt Personnel	14
Part-time Lay Employees.....	14
General Vacation Procedures.....	14
Jury Duty/Court Attendance	15
Bereavement Leave.....	16
Sick Days and Personal Leave	17
Military Leave.....	17
Clergy and Lay Professional Renewal.....	18
Medical/Disability Leave Policy.....	19
Requesting Leave.....	19
Compensation	19
Medical Verification	19
Family and Medical Leave.....	20
Eligible Employee.....	20
Advance Notice and Application for Leave	21
Medical Verification	21
Prohibited Work.....	22
Return to Work	22
Other Documentation Requirements.....	22
Intermittent and Reduced Schedule Leave	22
Use of Paid Leave	23
Spouses Working for the same Employer	23
Continuation of Benefits While on Leave	23
Coordination of Leaves	23
Restoration to Position.....	24
Benefits	24
Return to Work	24

III. Compensation	25
Compensation Policy	26
Non-Exempt Employees	26
Exempt Employees	26
Exempt Employees – Compensatory Time.....	26
Employing Unit Recommended Pay Policies.....	26
IV. Personnel Matters	27
General Guidelines.....	28
Car Allowance	28
Travel Expenses	28
V. Benefits	29
Introduction to Benefits	30
Pensions	30
Clergy.....	30
Lay Employees.....	30
Group Life Insurance	31
Short Term Disability	32
Clergy.....	32
Lay Employees.....	32
Long Term Disability.....	32
Clergy.....	32
Lay Employees.....	32
Comprehensive Medical Care and Dental Insurance.....	33
Clergy/Lay Employees.....	33
Medical Benefits	33
Annuity Option in Lieu of Medical Coverage	34
VI. When Employment Ends	35
Voluntary Termination – Compensation for Unused Vacation	36
Termination Policy.....	36, 37
Retired Clergy	38
Clergy Employment after Retirement.....	38
Group Life Insurance	38
Medical Insurance.....	38
Dental Insurance	38
Surviving Spouse/Partner and Dependants of Clergy.....	39

Appendices

Justice and Accountability in the Church Workplace	a
Principles and Guidelines	a
Employment Practices for Laity and Clergy.....	b
The Call.....	b
Covenant between the Person Called and the Calling Community	b
Continuing the Covenant	b
Ending the Covenant.....	c
Diocesan Convention Resolutions.....	d
Justice and Accountability in the Church Workplace (2001)	d
Parity for Lay Employees and Contractors.....	d

Introduction

This handbook is designed to answer your questions concerning your employment with the Episcopal Diocese of Michigan (“Diocese”) and its congregations, agencies, and affiliated institutions (hereafter referred to as “Congregations, Agencies, and Affiliated Institutions”). It is intended to clarify and update provisions of the Diocese of Michigan Salary and Benefit Policy. It is also intended to provide you with a general understanding of the policies of the Diocese, Congregations, Agencies and Affiliated Institutions. In addition, this handbook provides guidelines as to what they expect of you.

Policies contained in this handbook are binding on Diocesan Employees and are **guidelines** for all employees of congregations, agencies or institutions of the Diocese. **Variations from this policy should be submitted in writing to the Diocesan Administrator.**

In order to retain flexibility in the administration of its policies and guidelines, the Diocese, and Congregations, Agencies, and Affiliated Institutions with the consent of the Diocese, reserve the right to change, add, revise, or cancel any rule, policy or benefit, including the polices and contents of this handbook.

Because this handbook cannot anticipate every situation or question, your inquiries and comments concerning these policies and guidelines should be directed to:

- The Diocesan Administrator or, the Chief Administrative Officer if you are employed by the Diocese,
- The Rector and/or Clergy Person in Charge, as applicable, of the Congregation or his/her delegate if you are employed by a Congregation, or
- The appropriate designated Administrator (“Administrator”) if you are employed by an Agency or Affiliated Institution.

I.
GENERAL
EMPLOYMENT
MATTERS

Employment Status

Employment relationships in the Diocese of Michigan are based on a mutual covenant between the individual worker and the employing Office, Congregation, Agency, or Affiliated Institution. This is a voluntary relationship entered into and continued between the clergy person or lay employee and the Diocesan Office, Congregation, Agency, or Affiliated Institution which employs her or him and may, in some cases, be subject to provisions of The Episcopal Church and/or Diocesan Canon Law. As a mutually voluntary relationship, the employment relationship continues for an indefinite duration, but it may be terminated by either party, with or without cause, at any time(s) as it should wish to do so, subject in case of clergy to provisions of Canon Law.

The laws of the State of Michigan define such a mutually voluntary employment relationship as an “at-will” relationship, meaning that the relationship continues at the mutual will of the parties. In the interest of ensuring that the employment relationship is completely open, and that there are no misunderstandings, the Bishop believes that it is important for all persons who work in and for the Diocese to know their employment status under the secular laws.

This handbook is not intended, and should not be understood to alter, modify or conflict with your employment status under applicable law. All provisions of the Handbook will be interpreted in accordance with that law. Your employment status can only be altered or modified through a written agreement signed both by you and the employing Office, Congregation, Agency, or Affiliated Institution (acting through its authorized representative) that specifically states that it is intended to alter, modify or supersede the employment status.

Definitions

Clergy: An individual who has met the canonical requirements and been ordained a deacon, priest or bishop in The Episcopal Church USA; or who has been appropriately and canonically received as a deacon, priest or bishop from another church; or functions under the terms of “Called to Common Mission” as an ELCA cleric in an Episcopal setting; and either by canonical residence or Episcopal license is authorized to function in the Diocese of Michigan. Clergy includes deacons and priests serving the Diocese, Congregations, Agencies or Affiliated Institutions.

- **Full-Time:** When referring to **clergy** means regularly working thirty (30) hours or more per week.
- **Part-Time:** When referring to **clergy** means regularly working at least twenty (20) but less than thirty (30) hours per week.
- **Supply:** When referring to **clergy** means 1) working an occasional Sunday or leading/taking part in worship services on a fee-for-service or per diem basis or 2) performing pastoral duties on a fee-for-service or pre-agreed basis. In all cases, it means less than 20 hours per week and/or for a duration that does not incur pension obligations.

Lay Employee: An individual, other than a clergy person, who performs prescribed services on behalf of the Diocese, Congregations, Agencies, or Affiliated Institutions, as applicable, and under the supervision of the Diocese.

- **Full-Time:** When referring to **lay** employment it means employment in which an individual receives compensation for regular working thirty (30) hours or more per week.
- **Part-Time:** When referring to **lay** employment it means employment in which an individual receives compensation for regularly working at least twenty (20) but less than thirty (30) hours per week.
- **Casual:** When referring to **lay** employment it means employment in which an individual receives compensation for regularly working less than twenty (20) hours per week.

Exempt Personnel: An individual who is defined as “exempt” pursuant to the Fair Labor Standards Act, as amended from time to time: Very generally, this usually only covers salaried supervisory personnel; salaried management personnel; and salaried highly trained, uniquely qualified personnel.

Non-Exempt Personnel: An individual who is not covered by the definition of “Exempt Personnel.”

Definitions (cont)

Dependent: For the purposes of insurance coverage, a dependent is a child, stepchild, or adopted child for whom the employee is more than 50% responsible for support, who is:

- A. 19 years of age or younger,
- B. A full time student under 24 years of age. or
- C. Permanently disabled under the rules of the Social Security Administration.

Domestic Partner: A domestic partner is a person who can swear an affidavit with regard to their relationship with a clergy or lay employee, working for the Diocese, Congregation, Agency, or Affiliated Institution, to wit: We

- 1. are the sole, same-sex domestic partner of the other;
- 2. are eighteen (18) years of age or older;
- 3. Neither of us is legally married;
- 4. are not related by blood in a manner that would bar legal marriage if we were not of the same gender;
- 5. have lived together at the same regular and permanent residence for the past twelve (12) consecutive months;
- 6. agree to provide additional written proof that we meet this residency requirement, if required to do so, and understand that a failure to provide such proof could result in loss of coverage;
- 7. understand that we may not file another affidavit for domestic partnership benefits to establish a new domestic partnership until at least twelve (12) months after the termination of this domestic partnership; and
- 8. are financially interdependent.

Each insurance company's plan has slightly different provisions as benefits for each category of dependent. For specific information, please contact **the Diocesan Administrator of the Episcopal Diocese of Michigan, 4800 Woodward Avenue, Detroit, MI 48201; 313/832-4400 or Toll Free 866/545-6424.**

Equal Employment Opportunity

It is the policy of the Diocese, its Congregation, Agencies, and Affiliated Institutions, that the same comply with all applicable federal, state, and local laws. Unlawful discrimination is not practiced by the Diocese, Congregations, Agency, or Affiliated Institutions and will not be tolerated. Further, it is the policy of the Diocese to prohibit discrimination on the basis of one's sexual orientation. This policy of equal opportunity shall also be applied without regard to the religious beliefs of a person except where a position or policy could affect or relate to the religious principles or doctrines of the Episcopal Church. For example, some program positions may require active membership in the church so as to effectively implement the principles, practices, or doctrines of the Episcopal Church.

This equal employment opportunity policy is under the overall supervision and guidance of the Bishop of the Diocese or a diocesan executive, as designated by the Bishop. The Diocesan council and the Personnel and Benefits Committee of the Diocese will fully support this Policy. The Diocese, Congregations, Agencies, and Affiliated Institutions will also comply with the Diocesan Convention and adopted resolutions (e.g. Res. No. 24 adopted as amended at the 157th Diocesan Convention; see Appendix Resources for text).

Any questions or problems related to this policy, or any perceived deviation from this policy, should immediately be brought to the attention of the Canon to the Ordinary, or if there is no Canon to the Ordinary, the Chief Administrative Officer if you are employed by the Diocese; the Rector and/or Clergy Person in Charge, as applicable, of the Congregation or his/her delegate if you are employed by a Congregation; or the Administrator if you are employed by an Agency or Affiliated Institution.

Under Michigan and federal law, an employee may not be discriminated against in employment because of a disability. In certain cases your employer has a duty to accommodate disabled individuals. Under Michigan law, an employee with a disability who needs an accommodation must notify the Canon to the Ordinary, or if there is no Canon to the Ordinary, the Chief Administrative Officer; the Rector and/or Clergy Person in charge, as applicable, of the Congregation or his/her delegate; or the Administrator of the Agency or Affiliated institution, as applicable, in writing of the need for accommodation within 182 days after the date the employee knows, or reasonably should know, that an accommodation is needed. The employee's failure to notify his or her employer of a need for accommodation may result in the loss of legal rights under Michigan law.

Sexual and Other Unlawful Harassment

It is a longstanding policy of this Diocese, its Congregations, Agencies, and Affiliated Institutions to provide and maintain a work environment free from harassment of any kind as part of an overall commitment to equal opportunity in employment. Further, as Christians we are committed to respect the dignity of every human being. This is particularly important in how we work together (both paid employees and volunteers). Accordingly, it is important that we fully comply with all applicable laws in creating a healthy working environment. Harassment, for example, undermines the integrity of the employment relationship and negatively impacts upon the morale and productivity of all who work at the Diocese, its Congregations, Agencies, and Affiliated Institutions. It is prohibited for any employee, clergy, supervisor, or volunteer to harass another employee, clergy, supervisor, or volunteer, either on the job or off, on the basis of race, color, religion, gender (not limited to sexual harassment), national origin, age, height, weight, disability, military status or marital status.

Prohibited Conduct Includes:

1. **Sexual Harassment.** Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when: (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or (3) such a conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include, but is not limited to, unwelcome sexual advances or sexual flirtations; physical conduct of a sexual nature; request for sexual favors; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual, including sexual nicknames; sexually oriented jokes and displays in the work place; or sexually suggestive objects, pictures or cartoons.

2. **Other Harassment.** Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, weight, height or disability, military status or marital status or that of his/her relatives, friends, or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Sexual and Other Unlawful Harassment (cont)

Other Harassment (cont) Harassing conduct includes, but is not limited to, name calling, slurs, negative stereotyping; or threatening, intimidating, or hostile acts that relate to one's race, color, religion, gender, national origin, age, weight, height, disability, military status, marital status, or sexual orientation; or written or graphic material that defames or shows hostility or aversion toward an individual or group because of the foregoing characteristics and that is placed on walls, bulletin boards, or elsewhere on the premises or circulated in the workplace.

Where to Complain:

Any employee who believes that work place actions or words constitute harassment must immediately contact one of the following, depending on your place of employment: (1) direct supervisor at the Diocese; (2) the Rector and/or Clergy Person in Charge, as applicable, of the Congregation where employed or his/her delegate; (3) the Administrator of the agency or affiliated institution where employed; or (4) the privacy officer or person charged with investigating harassment claims in your place of employment. If you are dissatisfied with the results of the initial investigation or if you are uncomfortable reporting to the designated individual, you must file a complaint with the Canon to the Ordinary, or if there is no Canon to the Ordinary, Chief Administrative Officer at the Diocese or the person designated by the Bishop, to receive such complaints. All complaints or incidents brought to the attention of the Diocese, Congregations, Agencies, or Affiliated Institutions, as applicable, will be investigated immediately in as confidential a manner as possible and appropriate action will be taken. Each response to an allegation of harassment will be based on the totality of the circumstances and the facts gathered during investigation of a complaint.

Penalty:

An act found to constitute harassment will result in disciplinary action and can result in discharge. In the case of clergy, the application of the Ecclesiastical Disciplinary process may occur as well.

Non-Retaliation:

No employee will be retaliated against for filing a complaint or participating in an investigation of a violation of this policy.

Sexual and Other Unlawful Harassment (cont)

Harassment by a Non-Employee – Where to Complain:

Any employee who believes he or she has been the subject of harassment as defined in this policy by a **non-employee**, such as a parishioner, during work time or in relation to the employee's work, should immediately contact one of the following, depending on your place of employment: (1) direct supervisor at the Diocese; (2) the Rector and/or Clergy Person in Charge, as applicable, of the Congregation where employed or his/her delegate; (3) the Administrator of the agency or affiliated institution where employed; or (4) the privacy officer or person charged with investigating harassment claims in your place of employment. If the employee does not feel comfortable discussing the matter with him/her, then the employee should contact the Canon to the Ordinary or if there is no Canon to the Ordinary, the Chief Administrative Officer at the Diocese. An investigation of the complaint will be undertaken.

If, after appropriate investigation, the Diocese, Congregation, Agency, or Affiliated Institution finds that a non-employee has harassed an employee during work time or in relation to the employee's work, appropriate action will be taken.

II.
ABSENCES
FROM WORK

Attendance Policies

In general, all Clergy and lay employees are expected to be at work in accordance with the locally agreed working times and work place. Exceptions are included in the following *Absence from Work* policies. Failure to report as scheduled or to contact supervisor and/or schedule an *Absence from Work* may result in disciplinary action. Except for illness, emergency, and funerals, *Absences from Work* should be arranged as far in advance as possible, usually at least two weeks.

Holidays

The following holidays are recognized within the Episcopal Diocese of Michigan: New Year's Day, Martin Luther King Day, Presidents Day, Good Friday, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, one day during Christmas season, and New Year's Eve Day (or as locally published if the total number of days is equal to or greater than this list).

Clergy are expected to perform their professional obligations as required and observe holidays as possible. If obligations supersede a holiday, equivalent time should be arranged at the next convenient opportunity.

Full-Time exempt employees will receive their regular weekly salary during weeks in which a holiday occurs. If working on a holiday is required for the operation of the Diocese, Parish, or Agency, compensatory time off shall be granted as soon as possible.

Full-Time non-exempt employees will receive one day of regular pay for holidays. If working on a holiday is required for the operation of the Diocese, Parish, or Agency, the employee will be paid for the holiday as stated above and paid overtime for actual hours worked.

Part Time employees will receive their regular pay for the time regularly scheduled for the holiday. If working on a holiday is required for the operation of the Diocese, Parish, or Agency, the employee will be paid for the holiday as stated above and paid for actual hours worked.

Casual Employees are not paid for holidays.

Should a holiday fall on a Saturday or Sunday, the day recognized by the State of Michigan will be substituted. Holiday pay for non-exempt employees will be allowed if a holiday falls between two (2) paid vacation days.

Vacations

Clergy

Clergy with a year or more of continuous service with the Diocese, a Congregation, Agency, or Affiliated Institution are to receive a paid vacation of one month during the calendar year.

Clergy hired by the Diocese, a Congregation, Agency, or Affiliated Institution for their first position as a clergy person are to receive a minimum of one (1) week vacation with pay after six months of service with the option of one (1) additional week without pay.

Clergy resigning a position will be paid for vacation time earned during a year, but not taken.

Clergy with one (1) or more years of continuous service as a clergy person who accept a new position with the Diocese, a Congregation, Agency, or Affiliated Institution must negotiate their first year vacation schedule and their rate of compensation based on one (1) week of paid vacation for each thirteen (13) weeks worked with the vacation days taken as earned or accumulated up to four (4) weeks.

With the approval of the Diocese, Congregation, Agency, or Affiliated Institution, as applicable, an additional month of vacation may be provided occasionally for study and writing in parishes where the workload has not permitted such activity, or in lieu thereof, a sabbatical leave may be granted for this purpose.

Vacations (cont)

Full Time Non-Exempt Personnel

Vacation time for non-exempt personnel is based on length of service and is allowed during a calendar year as shown in the following schedule:

<u>DATE OF HIRE</u>	<u>VACATION TIME</u>
January 1 through May 31	5 workdays in the first calendar year of employment after completing 6 continuous months of service; 10 workdays in the second calendar year of employment provided employee has completed 12 continuous months of services; and 10 workdays thereafter until the 6 th anniversary year.
June 1 through December 31	No vacation days in the first calendar year of employment; 10 workdays in the second calendar year of employment provided employee has completed 10 continuous months of service; and 10 workdays thereafter until the 6 th anniversary years.
6 th Anniversary Year and Following	Up to 15 workdays in the 6 th anniversary year of employment and every year thereafter.
12 th Anniversary Year and Following	20 workdays in the 12 th anniversary year of employment and every year thereafter.

For these purposes, Anniversary Year is defined as the calendar year in which the anniversary of an employee's hire date falls. The above schedule may be modified at the discretion of the Diocese, Congregation, Agency, or Affiliated Institution, as applicable, including the right to reduce vacation time due to absences from work.

Vacations (cont)

Full Time Exempt Personnel

Exempt personnel receive twenty (20) workdays of vacation time each calendar year except that the following schedule applies for the first calendar year of employment:

DATE OF HIRE	VACATION TIME
January 1 through March 31	20 workdays
April 1 through June 30	15 workdays
July 1 through September 30	10 workdays
October 1 through December 31	no vacation days

Part Time Lay Employees

Part-time employees regularly scheduled to work five (5) days per week will receive vacation time based on their length of service in accordance with the schedule for Full-time non-exempt personnel. Vacation pay will be determined by the average number of hours worked per week in the year preceding his/her vacation.

General Vacation Procedures

Employees must observe the appropriate scheduling procedures for vacation time and schedule their vacations in a fashion that is fair to other employees and the needs of the Diocese, Congregation, Agency, or Affiliated Institution, as applicable. In so doing, the following guidelines must be observed:

1. Vacation time may not be accumulated from year to year.
2. Vacation time taken cannot be changed. When events that would lead to the granting of leave days for a death in the family or jury duty occur during a vacation period, such leave days may be scheduled as soon as possible or as necessary after the return from vacation.
3. When a holiday falls within his/her vacation period, an additional day of vacation is granted. The extra day should be scheduled through the supervisor.

Employees terminating employment will be paid for a pro-rata amount of vacation time earned and unused for the year at the time of termination. The time allowed under the vacation schedule will be prorated based on the percentage of time the employee worked during the calendar year.

Jury Duty/Court Appearance

An excused absence will be granted to all employees who are summoned for jury duty or to serve on a jury for the period of service. The employing unit will pay the difference between the jury fee and the employee's regular salary or wages, which the employee would have received for the working time actually lost. In order to receive payment, the employee must present proper evidence of the amount paid for such jury service. If the jury duty assignment only requires part of the day, it is expected that the employee will complete the balance of the normal, regular workday.

An employee who is subpoenaed for the purpose of giving testimony will be granted an unpaid excused absence.

Voluntary Termination – Compensation for Unused Vacation:

See page 36.

Bereavement Leave

Bereavement leave is a leave in addition to personal or sick leave. Accordingly, bereavement leave days are not to be deducted from accumulated personal or sick days earned.

Employees will be granted leave with pay due to the death of a family member or for the purpose of attending to affairs relating to the death of a family member according to the following schedule:

Immediate Family Members (mother, father, brother, sister, spouse/partner, children, parents-in-law): 3 days. If more than three days are needed, vacation and/or personal/sick leave days may be used.

Other Family Members (aunts, uncles, grandparents, nieces, nephews, brothers-in-law, sisters-in-law): 1 day. If more than one (1) day is needed, vacation and/or personal/sick leave days may be used.

Sick Days and Personal Leave

All full time clergy and lay employees are entitled to twelve (12) days of paid sick leave per calendar year for their own illness that prevents them from working. Sick days may be used for any reason allowed under the Family and Medical Leave Act (FMLA) rules (see page 20). Regular part time exempt employees are entitled to proportionate sick days. After January 1, 2002, unused sick days are not accumulated from year to year.

An employee must notify his or her direct supervisor as soon as possible, but no later than one hour after the employee's scheduled starting time, that he/she cannot work because of illness or emergency and the use of paid sick days is requested, if available. Leave for personal reasons must be approved as far in advance as possible and will be granted to the extent that staffing conditions permit. All lay and clergy persons must keep accurate records of sick days taken.

Clergy, and lay employees, who had accumulated unused sick days prior to January 1, 2002, up to the maximum of 90 sick days, may use accumulated days for sick time in excess of the 12 days allowed, or to supplement short term disability.* Accumulated sick days may **not** be used as personal days, or in lieu of short-term disability.

Military Leave

The Diocese, Congregations, Agencies, and Affiliated Institutions recognize the importance of military service and support those employees who are members of the uniformed services as required by federal and state laws. Leaves of absence for military service, military reserve duties, and training shall be governed by applicable law. All employees requesting a leave of absence for such reasons should notify their direct supervisor of such need as soon as is reasonably possible so as to minimize disruption to work.

* **Note:** Federal Income Tax and FICA is withheld from sick time paid as regular or supplemental payments. Only FICA is withheld from Short Term Disability payments. STD payments are taxable.

Clergy and Lay Professional Renewal

A clergy or lay professional desiring to take a leave of absence for renewal activities or a sabbatical should provide a written agreement with the Diocese, his/her Congregation, Agency, or Affiliated Institution, as applicable, for the conditions of the leave and stating among other items, the renewal or sabbatical plans, timelines, and a system for periodic review and revision. Renewal activities and sabbaticals may be for church-related and continuing education purposes.

Sabbaticals: After a term of service between seven (7) and ten (10) consecutive years of service at the Diocese, the same Congregation, or the same Agency or Affiliated Institution, a sabbatical leave of absence for a minimum of three (3) months and maximum of six (6) months may be granted.

Continuing Education: A minimum of ten (10) days per calendar year for renewal/continuing education activities will be granted. Prior to the commencement of a renewal activity, a clergy or lay professional and the Diocese, Congregation or Affiliated Institution are to mutually decide on a plan of action to be implemented during a clergy absence. Renewal days generally may not be carried over to the next year unless approved by the Diocese Congregation, Agency, or Affiliated Institutions.

Medical/Disability Leave Policy

(See also Family Medical Leave Act on page 20.)

Requesting Leave

A clergy or lay employee who requests leave under either (a) the serious health condition of a covered relative, or (b) the employee's own serious health condition, must provide appropriate medical certification from the attending health care provider. *Failure to return the Family Medical Leave Act (FMLA) Medical Certification form in a timely manner may result in a delay or denial of benefits until it is provided.* The FMLA Medical Certification form is available in the office of Diocesan Administrator, the Rector and/or Clergy Person in charge, as applicable or his/her delegate, or the Administrator of the Affiliated Institution or his/her delegate, as applicable.

Compensation

A clergy or lay employee's accumulated personal/sick time or any other paid benefits for which he/she is eligible (as stated in applicable policies during a disability leave) must be used during this 90-day period. The clergy or lay employee may be eligible for disability benefits or worker's compensation benefits as described in the Benefits Section of this handbook. If, for any period of leave, a clergy or lay employee receives insured and/or uninsured benefits that exceed 100% of his/her pre-leave pay, the clergy or lay employee agrees to reimburse the employing agency the excess amount. Uninsured benefits will be restored accordingly.

Medical Verification

Medical/disability leaves of absence will be granted for the period stated in a doctor certification of disability up to a maximum of 90 days in any rolling twelve-month period. The need for the leave must be supported by medical documentation satisfactory to the Diocese, Congregation, Agency, or Affiliated Institution, as applicable. The Diocese, Congregation, Agency, or Affiliated Institution reserves the right to request that the clergy or lay employee be examined by a physician of its choice to determine whether the employee is disabled (i.e., unable to perform any other available work for which the clergy or lay employee may be qualified) and the appropriate length of the leave.

Family and Medical Leave

Pursuant to the Family Medical Leave Act (FMLA), each eligible clergy or lay employee is entitled to twelve (12) workweeks of unpaid and job-protected leave during a rolling 12-month period measured backward from the first day of the clergy or lay employee's FMLA leave for any one or more of the following reasons:

1. The birth of a son or daughter and to care for the newborn child;
2. The placement, with clergy or lay employee, of a son or daughter for adoption or foster care and to care for the newly placed child;
3. To care for the clergy or lay employee's spouse, son, daughter, or parent with a serious health condition; and
4. Because of a serious health condition that makes the clergy or lay employee unable to perform one or more of the essential functions of his or her job.

Employee Eligibility

A clergy or lay employee *may* be eligible for FMLA Leave under this policy only if he/she:

4. Was employed by the Diocese, *or* Congregation, Agency, or Affiliated Institution for at least 12 months, whether or not consecutive;
5. Completed at least 1,250 hours of service within the 12-month period preceding the commencement of the leave; and
6. Works at a work site where 50 are employed or a site within a 75-mile radius of 50 or more employees of the Diocese, Congregation, Agency or Affiliated Institution, at the time the employee gives notice of the need for FMLA leave.

Advance Notice and Application for Leave

1. When need for a FMLA leave is foreseeable (i.e., for the birth or placement of a child or the planned medical treatment of a clergy or lay employee or a covered relative), the clergy or lay employee must provide at least 30 days advance notice of his/her intent to take a leave of absence under this policy.
2. If it is not possible to give 30 days advance notice, the clergy or lay employee must give notice as soon as practicable (i.e., within 1 or 2 business days of learning of the need to take leave). When a clergy person's or employee's need for leave is foreseeable because of the planned medical treatment of the clergy or lay employee or a covered relative, the clergy or lay employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the employer, subject to the approval of the attending health care provider.

Medical Verification

A clergy or lay employee who requests leave under either (a) the serious health condition of a covered relative, or (b) the employee's own serious health condition must provide appropriate medical certification from the attending health care provider. *Failure to return the FMLA Medical Certification form in a timely manner may result in a denial of benefits until it is provided.* The FMLA Medical Certification form is available in the office of the Canon to the Ordinary, or if there is no Canon to the Ordinary, the Chief the Diocesan Administrator Administrative Officer, the Rector and/or Clergy Person in charge, as applicable or his/her delegate, or the Administrator of the Affiliated Institution or his/her delegate, as applicable.

The Diocese, Agency, or Affiliated Institution, at its own expense, may require an examination by a second health care provider designated by the Diocese, Congregation, Agency, or Affiliated Institution, as applicable, if it reasonably doubts the medical certification originally submitted. If the second opinion conflicts with the original certification, then the Diocese, Congregation, Agency, or Affiliated Institution, as applicable, may, at its own expense, require the clergy or lay employee to undergo an examination by a third health care provider jointly selected by the Diocese, Congregation, Agency, or Affiliated Institution, as applicable, and the clergy or lay employee. The opinion of the third health care provider will be considered final and binding.

The Diocese, Congregation, Agency, or Affiliated Institution, as applicable, may require that the eligible clergy or lay employee obtain subsequent medical recertification every 30 days or as otherwise needed.

If the absence exceeds 10 work days, the individual is required to provide certification from his or her doctor that he or she is able to return to work, with or without accommodations before the employee is allowed to return to work from a leave for employee's serious health condition.

Prohibited Work

Employees are prohibited from performing work for other entities or engaging in self-employment during a leave of absence, unless written authorization is obtained from the employer by the employee. Violation of this provision may result in termination of employment.

Return to Work

Following an approved leave, the Diocese, Congregation, Agency, or Affiliated Institution, as applicable, will attempt to return a clergy or lay employee to the same position he/she previously held or to a similar position. Due to necessity, the length of the leave, the type of position, and other factors, this may not be possible. The Diocese, Congregation, Agency, or Affiliated Institution, as applicable, reserves the right to terminate an employee's employment if the employee's same position or similar position for which the employee is qualified is not available. If an employee is not able to return to work after the approved period of leave of absence, his/her employment may be terminated; the Bishop may dissolve a pastoral relationship, as defined by Canon.

Other Documentation Requirements

Any additional documentation or requirements of any other policy or benefits are still effective for periods in which the employee is seeking paid leave or leave which extends beyond the FMLA period.

Intermittent and Reduced Schedule Leave

When "medically necessary" because of the clergy person's or employee's serious health condition or that of a covered relative, a clergy or lay employee may elect to take **intermittent leave** (leave taken in separate blocks of time due to a single health condition) or leave on a **reduced leave schedule** (reducing the usual number of hours that the clergy or lay employee is scheduled to work per work week or work day). If intermittent leave or reduced schedule is required, the Diocese, Congregation, Agency, or Affiliated Institution, as applicable, may temporarily transfer the clergy or lay employee to another position with equivalent pay and benefits which better accommodates the clergy person's or employee's need for recurring leave.

Use Of Paid Leave

FMLA leave is generally unpaid leave. A clergy or lay employee, however, may be eligible for short- or long-term disability payments and/or worker's compensation benefits during a medical/disability leave. These policies are described on page 20.

The Dioceses, Agencies, and Affiliated Institutions require that clergy or lay employee use accrued paid personal/sick time or vacation time during an FMLA leave.

A clergy or lay employee must also use, if otherwise eligible, short or long-term disability benefits or worker's compensation benefits, during an FMLA leave for the clergy person's or employee's own serious health condition. Accrued personal/sick and vacation days must be used after these benefits, if available, are exhausted, or they may be used in coordination with such benefits so that the clergy or lay employee receives up to 100 percent of his/her pre-leave pay (excluding overtime). The clergy person's or employee's personal/sick and/or vacation time will be restored accordingly.

Spouses Working for the Same Employer

There are a few situations in which both spouses work for the Diocese, Congregation, Agency, or Affiliated Institutions. If each spouse seeks unpaid leave to care for his/her own sick parent, because of the birth of a child, or because of the placement of a child for adoption or foster care, their combined allowable leave is twelve (12) weeks during any consecutive twelve (12) month period. However, if each spouse requests an unpaid leave because of the serious health condition of a child or the other spouse, then each spouse is entitled to the full twelve (12) weeks of leave. In the instance FMLA leave to care for an ill spouse who works for the Diocese, Congregation, Agency, or Affiliated Institution, the leave would be unpaid for the "caring" spouse (except for use of paid vacation or personal time). The ill spouse may receive pay in accordance with any disability policy or plan sponsored by the Diocese, Congregation, Agency, or Affiliated Institution.

Continuation of Benefits While on Leave

During FMLA leave, the clergy person's or employee's group health coverage will be maintained at the level and under conditions coverage would have been provided absent the leave. If a clergy or lay employee is required to pay part of the premiums, the clergy or lay employee must continue to do so while on FMLA leave.

Coordination of Leaves

To the extent permitted by law, all leaves of absence, including worker's compensation leave of absence, Family and Medical Leave or a leave required by applicable state or federal law, will be coordinated. The time allowed under the Medical Leave Policy, the federal Family and Medical Leave Act ("FMLA") or applicable state or federal law will run concurrently as permitted by law.

Restoration to Position

Upon return from an approved FMLA leave, the clergy or lay employee will be restored to this or her former position or equivalent position with equivalent pay, benefits, and other terms and conditions of employment. Key employees may be denied restoration if the Diocese, Congregation, Agency, or Affiliated Institution, as applicable, determines that restoration to employment will cause substantial and grievous economic injury to its operation. No clergy or lay employee returning from an FMLA leave will lose any employment benefit that the clergy or lay employee earned or was entitled to before going on such leave.

Benefits

A clergy or lay employee is not eligible to receive pay for any holiday during the leave period. Vacation days will be reduced by an amount equal to the same percentage as the leave of absence relates to the calendar year. Example: if a person is entitled to 15 days paid vacation and is granted a 10-week leave, his/her vacation days for the year would be reduced to 12 days.

During the leave, a clergy person's or employee's medical and dental plan coverage will be maintained at the level and under conditions coverage would have been provided absent the leave for up to 12 weeks during any rolling twelve-month period measured backward from the first day of the leave. If the clergy or lay employee does not return to work, the Diocese, Congregation, Agency, or Affiliated Institution, as applicable, may recover premiums it paid for maintaining group health plan coverage unless the reason the clergy or lay employee does not return to work is due to continuation, recurrence, or onset of a serious health condition that would entitle the clergy or lay employee to leave, or circumstance beyond the clergy person's or employee's control.

All other employee benefits, unless otherwise provided in applicable plan documents or insurance contracts, will terminate as of the first day of the leave of absence. The terms of applicable plan documents and insurance contracts will govern this issue.

Return to Work

The clergy or lay employee has the responsibility to keep the Diocese, Congregation, Agency, or Affiliated Institution advised of the status of his/her leave and his/her ability to return to work. The employee must contact his or her direct supervisor at least two (2) weeks prior to the expiration of the approved leave to discuss return to work. If the absence exceeds ten (10) work days, the clergy or lay employee must submit a certification from his or her doctor that the clergy or lay employee is able to resume work, the clergy or lay employee should notify the Diocese, Congregation, Agency, or Affiliated Institution, as applicable, in writing as soon as possible.

III. COMPENSATION

Compensation Policy

Employees work on a weekly basis at such times as designated by their employer. Variations from the schedule must be approved in advance by an employee's direct supervisor.

Non-Exempt Employees

Non-exempt employees will be paid at the rate of one and one-half (1-1/2) hours for each hour of overtime work. Overtime begins after 40 hours of work are completed during a regular workweek. All overtime must be approved and/or appointed by a direct supervisor.

Exempt Employees

Exempt employees may be requested to work at such other times as directed by their direct supervisor, or they may request to work at such other additional times as necessary but only as approved by their direct supervisor.

Exempt Employees Compensatory Time

Exempt employees may be provided, on a pre-approved basis, compensatory time off. Compensatory time off provided to exempt employees may be awarded in half-day increments provided that compensatory time off must be taken within the calendar quarter of the payroll period for which the compensatory time off was awarded, except that compensatory time off earned in the last quarter of the calendar year must be taken no later than the end of the first quarter of the following calendar year. No more than five (5) full days of compensatory time may be awarded per calendar year and compensatory time will not accumulate from year to year, except with regard to the last quarter of each year as explained above.

Employing Unit Pay Recommended Policies

Each employing unit, with the Diocese's approval, should consider adopting polices and procedures providing for:

1. Pay day schedule.
2. Filing of Employee Time Reports.

**IV.
PERSONNEL
MATTERS**

General Guidelines

Each employing unit should consider adopting local policies regarding some or all of the following policies:

1. Work rules and standards.
2. Dress code.
3. Regular workday, lunch periods, breaks, and telephone usage.
4. Severe weather.
5. Confidentiality policy.
6. Employment references.
7. No solicitation policy.
8. No smoking policy.
9. Computer use and email policy.
10. Absences from work.
11. Punctuality.

Car Allowance

Clergy and lay employees who are required to operate a personal car on Diocesan, congregational, agency, or institutional business are to be reimbursed at the rate set by the Internal Revenue Service Guidelines on the standard mileage rate for miles driven on such business, plus parking fees and toll charges if similarly incurred.

Clergy electing to accept an annual amount based on anticipated costs will have the travel allowance added to their W-2 earnings.

Clergy and lay employees are required to get prior approval for travel expenses from the employing unit before making travel arrangements for diocesan business.

Each employing unit should have an accountable reimbursement or allowance plan for its employees.

Travel Expenses

Clergy and lay employees are to be reimbursed for approved travel expenses over and above their car allowance upon submission of reasonable evidence.

V. BENEFITS

Introduction to Benefits

Many of the benefits discussed in the following sections are described in greater detail in separate summaries, and in separate plan documents or insurance contracts. Conflicts between this handbook and these summaries and/or the underlying plans and contracts will be resolved by the language of the summaries, plans or contracts governing the benefits, and not by this handbook.

Importantly, while the Diocese, Congregation Agency, and Affiliated Institutions hope to maintain benefits described herein at present levels, the benefits discussed in the following sections are subject to change, amendment or termination within the sole discretion of the Diocese, or the Congregation or Agency or Affiliated Institution, as applicable. Variations from this policy should be submitted in writing to the Diocesan Administrator.

Pensions

Clergy

Clergy who meet eligibility standards are entitled to a pension from The Church Pension Fund, in accordance with The Church Pension Fund terms. A full description of the eligibility standards and benefits, as well as other details may be found in “The Church Pension Fund Handbook,” available from The Church Pension Fund.

Lay Employees (**Changes effective January 1, 2013**)

Mandatory Lay Pension: General Convention Resolution A138 (2009 and reaffirmed in 2012) requires all Episcopal Church organizations in the U.S. to provide pension contributions for all lay employees scheduled for 1,000 hours or more of compensated work annually. The mandatory pension amount varies according to plan selected:

- **Defined Contribution Plan:** 5% of salary with up to an additional 4% if employee matches 1-4%.
- **Defined Benefit Plan:** 9% of salary

Exception: Resolution CO42, passed in July 2012 provides for a phase in period for pension payments for lay employees of Episcopal Schools, reaching full contributions in 2015.

Inquiries regarding clergy or lay pension should be addressed as follow:

**The Church Pension Fund
445 Fifth Avenue
New York, New York 10016
1-800-223-6602. www.cpg.org**

Group Life Insurance

All eligible full-time and part-time clergy and lay employees, employed by the Diocese, Congregations, Agencies, or Affiliated Institutions, are covered by a group life insurance policy in the amount of \$100,000 or two times annual cash compensation (stipend plus housing allowance equivalent) as of the beginning of the year rounded to the nearest multiple of \$1,000 whichever is less (but not less than \$5,000), in accordance with the policy. Information as to eligibility, current carrier and benefit terms is available from the **Diocesan Administrator's Office of the Episcopal Diocese of Michigan**. Dependents may be eligible for coverage.

Each clergy person or lay employee is responsible for providing written notice of changes in status or beneficiaries to Diocesan Administrator's Office **of the Episcopal Diocese of Michigan, 4800 Woodward Ave., Detroit, MI 48201: 313/832-4400 or Toll Free (866) 545-6424**.

The Church Pension Fund will also provide an additional life insurance benefit to eligible clergy and lay employees in the amount of \$50,000 or two times annual salary, whichever is less (but not less than \$5,000), in accordance with the terms of The Church Pension Fund. Information as to the eligibility and benefit terms is available from The Church Pension Fund. The address of the Church Pension Fund is:

**The Church Pension Fund
445 Fifth Avenue
New York, New York 10016
The telephone number is 1-800-223-6602.**

Each clergy person and lay employee is responsible for providing written notice of changes in status or beneficiaries to The Church Pension Fund.

Short-Term Disability

Clergy

Please contact Church Pension Group directly at 1-800-223-6602

Lay Employees

Please reference the “Sick Days and Personal Leave” policy on page 17. Contact the **Diocesan Administrator’s Office** of the Episcopal Diocese of Michigan: 313/832-4400 or Toll free: 866/545-6424 to obtain a booklet of detailed policy information

Long-Term Disability

Clergy

Please contact Church Pension Group directly at 1-800-223-6602.

Lay Employees

Eligible lay employees of the Diocese, Congregations, Agencies, and Affiliated Institutions, are covered by a group long-term disability insurance policy 30 days after the 1st of the month following date of hire. Information as to eligibility and benefit terms is explained in the Long-Term Disability summary of coverage, which may be obtained from the **Diocesan Administrator’s Office** of the Episcopal Diocese of Michigan 4800 Woodward Ave., Detroit, MI 48201; 313/832-4400 or Toll Free: 866/545/6264.

You must provide written notice of changes in status to, and make claims through, the **Diocesan Administrator’s Office** of the Diocese of Michigan as indicated above.

Comprehensive Medical Care and Dental Insurance

All clergy and lay employees of the Diocese, Congregations, Agencies, or Affiliated Institutions must be provided Comprehensive Medical and Dental Insurance coverage as provided below.

Clergy/Lay Employees

Full Time (At least 30 hours per week) – Are to be enrolled in their choice of the medical and dental insurance packages offered by the Diocese in accordance with plan terms. Coverage shall include their spouse, dependents, and same gender domestic partners, and begins on the first day of service.

Part-time (20 hours but less than 30) – May be offered coverage for themselves, their spouses, dependents, and same gender domestic partners. Persons electing this coverage may be required to pay up to one half of the premium. The Diocese or any Congregation, Agency, or Affiliated Institution electing to offer this benefit to any part-time clergy or lay employee must offer the same benefit to all part-time clergy and lay employees.

Supply and Casual (less than 20 hours) – No coverage is offered

Retired – Under 65 years of age – May elect to remain in the medical group by paying premiums on an individual basis.

Retired – 65 years of age or older – Coverage is provided as a Medicare supplement as described in the Diocesan Retirement Policy.

Medical Benefits

The Diocese of Michigan offers a choice of medical insurance carriers and their related programs. The offered plan(s) include coverage for hospitalization, surgery, physician visits, vision, and prescriptions. Plans vary by coverage, co-pay, and deductible. Complete information concerning the offered plan(s) is available from the **Diocesan Administrator's Office** of the Episcopal Diocese of Michigan 4800 Woodward Ave., Detroit, MI 48201; 313/832-4400 or Toll Free: 866/545/6264.

Clergy and lay employees must provide written notice of changes in status (including marriage, domestic partnership, and the birth of children) and make claims through the above address.

Annuity Option in Lieu of Medical Coverage

Eligible full-time clergy and lay employees electing coverage through their spouse's medical plan may, at the applicable regular open enrollment period, opt out of health coverage from the Diocese, Congregation, Agency or Affiliated Institution for the following year and elect to have the Diocese, Congregation, Agency, or Affiliated Institution contribute a monthly amount to a Section 403(b) annuity, subject to maximum individual 403(b) deferral limits. Check with your 403(b) provider.

The annuity amount would equal the lowest premium of all medical carriers for a single person. This amount can be obtained from your benefits coordinator or through the **Diocesan Administrator's Office** of the Episcopal Diocese of Michigan 4800 Woodward Ave., Detroit, MI 48201; 313/832-4400 or Toll Free: 866/545/6264.

Clergy or lay employees electing out of health insurance coverage provided by the Diocese, Congregation, Agency, or Affiliated Institution must sign a waiver of such coverage. Both clergy and employees may again enroll in a health policy provided by the Diocese, Congregation, Agency, or Affiliated Institution during any next regular open enrollment period.

**VI.
When
Employment
Ends**

Voluntary Termination – Compensation for Unused Vacation

Employees voluntarily terminating employment will be paid for a pro-rata amount of vacation time earned and unused for the year at the time of termination. The time allowed under the vacation schedule will be prorated based on the percentage of time the employee worked during the calendar year

Please note: The Diocese of Michigan is an at-will employer. However, the following severance policy may be implemented:

Termination Policy

1. An employee in good standing whose service is terminated not by his/her choice, shall be entitled to termination severance pay, unless:
 - a) The employee is discharged for violation of Diocesan personnel policies or other inappropriate behavior.
 - b) The employee exhausts leave time and does not return to work.
2. Termination pay, based on services to the current employer, is as follows:
 - a) One half (1/2) month pay for each year of service
 - b) The minimum amount is one (1) month's pay and the maximum amount is to be six (6) months pay.
 - c) The employee is also to receive full compensation for accrued vacation time based on the employer's policy.
3. An employee in good standing with less than one year of service to the current employer who is terminated not by his/her choice shall be entitled to the following termination pay (except for reasons specified in 1 above):
 - a) Up to 3 months – no termination pay due
 - b) 3 to 12 months – 1 week due
 - c) Employees with over 6 months but less than 1 year of service to the current employer, who have not taken earned vacation days, are to be paid for earned vacation days.
4. Terminated employees currently insured for life and medical will receive employer paid group coverage for Life and Medical insurance for the termination pay period. Employees may elect to remain in the medical group for an additional eighteen months by paying premiums on an individual basis.
5. Pension premiums during the termination period, will not be paid by the employer. Employees who have a vested interest may elect their benefit option as specified in the benefit agreement.

Termination Policy (cont)

6. Pay base for determining termination pay for lay employees is gross salary and for clergy employees is the same as for pension assessment (stipend plus utilities and housing).
7. At the time of severance, a date is to be established in writing upon which the employee is no longer expected to perform his/her regular duties.
8. Upon termination after at least five full years of continuous employment, clergy and lay employees who accumulated sick days prior to January 1, 2002, shall be paid for one-half of their remaining accumulated sick days up to 60 accumulated days (i.e., an employee may receive up to 30 days).

Retired Clergy

Clergy Employment after Retirement

If you return to full-time employment with the Diocese, a Congregation, Agency, or Affiliated Institution after you retire, your pension will be suspended. If your work is of a special nature, a committee of the Church Pension Fund must determine if you are active or retired, and a judgment will be made on the nature and extent of your work, the compensation you receive, and the status of your pension. Whenever you return to work, The Church Pension Fund must be advised.

Group Life Insurance

Clergy retiring before age 65 due to an approved disability will retain full life coverage until age 65, subject to the policy then in force. For more information regarding life insurance, review your Group Life Insurance Policy booklet.

Medical Insurance

Clergy with 10 consecutive years of service in the Diocese of Michigan immediately preceding their retirement and canonically resident in the Diocese of Michigan at retirement and enrolled in health insurance through the Diocese, a Congregation, Agency, or Affiliated Institution, as applicable, at the time of their retirement may be eligible for medical insurance benefits that supplement Medicare Part A and B coverage. Retiree premium contributions rates are established by the Episcopal Church and are subject to change.

Information on enrollment may be requested from the **Diocesan Administrator's Office** of the Episcopal Diocese of Michigan 4800 Woodward Ave., Detroit, MI 48201; 313/832-4400 or Toll Free: 866/545/6264.

Information on additional catastrophic medical benefits for which you may be eligible can also be obtained from the **Diocesan Administrator's Office**.

Dental Insurance

Clergy, upon retirement, may continue dental insurance with full premium paid by retiree. Retiree premium contribution rates are established by the Diocese, and are subject to change. Retirees electing not to enroll **at the date of retirement** are **not** eligible for enrollment later.

Information on enrollment may be requested from the **Diocesan Administrator's Office** of the Episcopal Diocese of Michigan 4800 Woodward Ave., Detroit, MI 48201; 313/832-4400 or Toll Free: 866/545/6264.

Surviving Spouse/Partner and Dependents of Clergy

Upon death of an active clergy member, a surviving spouse, upon application to the Church Pension Group/Medical Trust, may enroll for medical and dental benefits in his or her own name within 60 days of the death of a clergy spouse or partner. Information on premiums and enrollment may be requested directly from Church Pension Group/Medical Trust by calling 1-866-273-4545.

APPENDICES

Justice and Accountability in the Church Workplace

PRINCIPLES AND GUIDELINES

If the Episcopal Church is to fulfill its mission to the world to proclaim and to teach gospel values of personal dignity and justice in our common life, we must practice those same values in our everyday Church working relationships. Workplace issues such as wages, pro forma resignations, and regular evaluations should not be addressed apart from the principles of our Baptismal Covenant.

People who work in the Church – including bishops, kitchen aides, presbyters, headmasters, sextons, deacons, secretaries, musicians, youth workers, teachers, administrators, and others each, according to assigned responsibilities and personal talents – serve the Church’s mission.

Therefore, in our various church workplaces – parishes, schools, seminaries, camps, institutions, diocesan and national church administration, and so on – we need to promote the right ordering of relationships by fostering the principles of personal dignity, justice, accountability, and participation. By such principles, we seek to promote both the dignity of individuals and the corporate responsibilities of church institutions.

Using such principles, it is imperative that we develop church workplace procedures and policies that honor the rights of individuals while serving faithfully the over-arching common good entrusted to us as the church, that is, the mission of Jesus Christ to the World.

1. Employment policies and practices in the Episcopal Church (recruitment, selection, training, policy development, salary, benefits, due process, termination, and retirement) must manifest respect for the dignity of every person, in accord with the Baptismal Covenant.
2. Respect for the mission, ideals, and structures of the organization is expected of all who work within the Church.
3. Respect for the rights and responsibilities of each worker is essential to church workplaces.

EMPLOYMENT PRACTICES FOR LAITY AND CLERGY

The Call

1. The format of the calling process is to be publicly stated in writing.
2. The description of each position and its requirements is to be clearly defined in writing.
3. A definite calendar and sequence of the process is to be publicly stated in writing.
4. Members of the calling Community are to be represented in the selection process.

The Covenant between the Person Called and the Calling Community

1. The responsibilities of the person called are to be stated in a clear and definite format within a written covenant.
2. The responsibilities of the calling community to the person called are to be stated in a clear and definite format within a written covenant.
3. Provision of mutual, annual evaluation is to be included in the written covenant.
4. The dates for the inception and expiration of the covenant are to be specified with the written covenant.
5. A complete compensation package, including how and when it will be reviewed, is to be specified within the written covenant.

Continuing the Covenant

1. The spiritual, mental, physical and social health of every employee deserves support through opportunities for professional development, spiritual nurture, personal growth, and personal time.
2. A standard and regular process of mutual reporting by all parties on their covenanted responsibilities is essential to their shared ministry.
3. All parties share responsibility for fostering a wholesome working environment.

Ending the Covenant

1. Sufficient notice is to be given by either party intending not to renew the covenant upon its stated expiration.
2. When a covenant is not renewed, reasons for the decision are to be given.
3. Appropriate assistance for continuing ministry is to be offered by and to each party.
4. The covenant may be ended, by mutual agreement, before the expiration of its stated term.
5. If one party believes the provisions of the covenant are not being fulfilled and wishes, therefore, to terminate the covenant prior to the expiration of its stated term:
 - a. When applicable, canonical procedures will be followed.
 - b. The terminating party must present written documentation, based on the provisions of the covenant.
6. The dignity of all parties shall be respected in leave taking. Leave taking should be marked by the community in a mutually agreed upon manner.

DIOCESAN CONVENTION RESOLUTIONS

Justice and Accountability in the Church Workplace (2001)

1. Receive a position paper from the colloquium of Episcopal Professional and Vocational Associations (CEPVA) entitled Justice and Accountability in the Church Workplace.
2. The Workplace guidelines were adopted as guiding principles in professional and volunteer employment in the diocese of Michigan.
3. The principles were placed as a preface in the Employment Manual of the diocese of Michigan.
4. The Diocesan Council was empowered to resolve how these principles can be respected and honored in the variety of work places within the Diocese.

Parity for Lay Employees and Contractors

1. The Diocese of Michigan recommends parity between clergy and lay employees serving in equivalent positions with regard to salary, pension, insurance and benefits, including medical coverage and professional development as described by the Equal Opportunities Commission of the United States Department of Labor.
2. The Diocesan Center, Congregations, Agencies, and Institutions of this Diocese are urged to make and implement this recommendation for all such employees.
3. That compensation and benefits for nonprofessional contract and temporary employees be in accord with United States fair labor policies.