

LAY EMPLOYEE Human Resources HANDBOOK

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Introduction

This handbook is designed to answer your questions concerning employment with the Episcopal Diocese of Michigan ("diocese") and its congregations, agencies, and affiliated institutions (hereafter referred to as "The Employer.") It is intended to clarify and update provisions of the Episcopal Diocese of Michigan (EDOMI) compensation and benefits policies. It is also intended to provide a general understanding of the policies of the diocese, regarding matters of Human Resources.

These policies are considered to be the minimum standards for lay staff. **Variations from these policies should be submitted in writing to the Director of Administration.**

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

Because no handbook can anticipate every situation or question, inquiries and comments concerning these policies and guidelines should be directed to:

- The Director of Administration if you are employed by the diocese, or
- The Rector and/or Clergy Person in Charge, as applicable, of the Congregation or their delegate if you are employed by a Congregation, or
- The Senior Warden if there is no Rector/or Clergy Person in Charge, or
- The appropriate designated Administrator ("Administrator") if you are employed by an Agency or Affiliated Institution.

** Clergy guidelines are found in the 'Clergy Compensation Policy" located on the EDOMI website: Human Resources – Episcopal Diocese of Michigan (edomi.org)

I.
GENERAL EMPLOYMENT MATTERS

Employment Status

Employment relationships in the Episcopal Diocese of Michigan are based on a mutual covenant between the individual worker and the employing entity. This is a voluntary relationship entered into and continued between the lay employee and the entity employing them 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.

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 Diocesan believes that it is important for all persons who work in and for the diocese to know their employment status under secular law.

This Handbook is not intended to, and should not be understood to, alter, modify, or conflict with employment status under applicable law. All provisions of the Handbook will be interpreted in accordance with that law. Employment status can only be altered or modified through a written agreement signed both by the employee and the employer (acting through its authorized representative) that specifically states its intention to alter, modify, or supersede the existing employment status.

Definitions

Clergy: An individual who has met the canonical requirements and has been ordained/consecrated a deacon, priest, or bishop in The Episcopal Church; or who has been appropriately and canonically received as a deacon, priest, or bishop from another church; or functions under the terms of a Full Communion partnership (i.e., the Moravian Church and the Evangelical Lutheran Church in America) and either by canonical residence or Episcopal license is authorized to function in the Episcopal Diocese of Michigan.

Lay Employee: A non-ordained individual who performs prescribed services on behalf of the diocese or other employing entity.

- **Full-Time:** In reference to **lay** employment, it means employment in which an individual receives compensation for regularly working thirty (30) hours or more per week.
- **Part-Time**: In reference to **lay** employment, it means employment in which an individual receives compensation for regularly scheduled working hours less than thirty (30) hours per week.
- **Casual**: In reference to **lay** employment, it means less than full time employment for which an individual receives hourly compensation on a seasonal, irregular, or "as needed" basis.

Exempt Personnel: An individual who is defined as "exempt" from the Fair Labor Standards Act (FLSA), as amended from time to time by the Department of Labor. Employees must meet the salary level test, salary basis test, and the duties test as prescribed by the FLSA. Exempt employees are paid a salary, rather than an hourly wage.

Non-Exempt Personnel: An individual who is not covered by the definition of "exempt personnel" under the Fair Labor Standards Act is a "non-exempt" employee. A non-exempt employee will receive an hourly wage and must be paid time and one half for hours of work over 40 per week.

Additional information on exempt/non-exempt employment classifications can be found on the Depart of Labor website: https://www.dol.gov/

Dependent: For the purposes of medical insurance coverage, a dependent is:

- A Spouse
- A Child who is 30 years of age or younger on December 31st of the current year

- A Disabled Child under the rules of the Social Security Administration

*Each insurance company's plan has slightly different provisions for benefits for each category of dependent. For specific information, please contact **the Diocesan Office or see our Benefit Guidelines at** Human Resources – Episcopal Diocese of Michigan (edomi.org)

Equal Employment Opportunity

It is the policy of the Employer that the same comply with all applicable federal, state, and local laws. Unlawful discrimination is not practiced by the Employer and will not be tolerated. Further, it is the policy of the diocese to prohibit discrimination on the basis of one's race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, age, weight, height, disability, military status, family status, or marital status. 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 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, designated by the Bishop. The Diocesan Council will fully support this policy. The Employer will also comply with adopted resolutions of the Diocesan Convention applicable to matters of Human Resources and employment.

Any questions or problems related to this policy, or any perceived deviation from this policy, should immediately be brought to the attention of the Director of Administration the Rector and/or Clergy Person in Charge, as applicable; the Congregation or their delegate for employees of a Congregation; or the Administrator for employees of an Agency or Affiliated Institution.

The Episcopal Diocese of Michigan does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the Americans with Disabilities Act (ADA). An employee needing to request a reasonable accommodation, as prescribed by the ADA, must notify, in writing, the Director of Administration, the Rector, and/or Clergy Person in charge—of the need for a reasonable accommodation. Requests should be made as soon as the need for the accommodation is realized.

Sexual Harassment and Other Prohibited Conduct

It is a longstanding policy of the Employer 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, we are committed to respect the dignity of every human being. This is particularly important in how we work together (clergy, lay employees, and volunteers). Accordingly, we must fully comply with all applicable laws in creating a healthy working environment. Harassment undermines the integrity of the employment relationship and negatively impacts the morale and productivity of all who work for the Employer. No employee, clergy, supervisor, or volunteer may harass another employee, clergy, supervisor, or volunteer, during working or non-working hours, on the basis of race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, age, weight, height, disability, military status, family status, or marital status.

Prohibited Conduct

Sexual Harassment

According to the Equal Employment Opportunity Commission (EEOC), there are two types of sexual harassment claims: **"quid pro quo"** and **"hostile work environment."** The EEOC provides guidance on defining these as follows:

Quid pro quo means "this for that." In the context of sexual harassment, it involves expressed or implied demands for sexual favors in exchange for some benefit (e.g., a promotion, pay increase) or to avoid some detriment (e.g., termination, demotion) in the workplace. Quid pro quo harassment is perpetrated by someone who is in a position of power or authority over another (e.g., manager, supervisor over a subordinate). A clear example of quid pro quo harassment would be a supervisor threatening to fire an employee if he or she refuses to have sex with the supervisor.

Hostile work environment harassment arises when speech or conduct is so severe and pervasive that it creates an intimidating or demeaning environment or situation that negatively affects a person's job performance. Unlike quid pro quo harassment, this type of harassment can be perpetrated by anyone in the work environment, including a peer, supervisor, subordinate, vendor, customer, or contractor. Hostile work environment situations are not as easy to recognize, given that an individual comment or occurrence may not be severe, demeaning behavior

may occur that is not based on sex, and there may be long periods between offensive incidents. Examples of conduct that might create a hostile work environment include inappropriate touching, sexual jokes or comments, repeated requests for dates, and a work environment where offensive pictures are displayed.

The EEOC states that sexual harassment can occur in a variety of circumstances, including the following:

1. The victim as well as the harasser may be of any sexual orientation, gender identity or gender expression.
2. The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
3. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
4. Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
5. The harasser's conduct must be unwelcomed.

Other Prohibited Conduct

Other forms of harassment include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, age, weight, height, disability, military status, family status, or marital status or that of their 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.

Harassing behavior includes, but is not limited to, name calling, slurs or negative stereotyping; threatening, intimidating, or hostile acts that relate to one's race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, age, weight, height, disability, military status, family status, or marital status; 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 workplace actions or words constitute harassment must immediately contact one of the following, depending on their place of employment: (1) direct supervisor in the Diocesan Office; (2) the Rector and/or

Clergy Person in Charge or Warden, as applicable, of the Congregation where employed or their 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 their place of employment. An employee who is dissatisfied with the results of the initial investigation or who is uncomfortable reporting to the designated individual, must file a complaint with the Director of Administration, or the person designated by the Bishop to receive such complaints. All complaints or incidents brought to the attention of the Employer, 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 an allegation of harassment by a clergy person, the Title IV Ecclesiastical Disciplinary process may apply as well.

Understanding Title IV – Episcopal Diocese of Michigan (edomi.org)

Non-Retaliation

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

Harassment by a Non-Employee—Where to Complain

Any employee who believes they have been the subject of harassment, as defined in this policy, by a **non-employee**, such as a member of a congregation, during work time or in relation to the employee's work, should immediately contact one of the following, depending on their place of employment: (1) direct supervisor in the Diocesan Office (2) the Rector and/or Clergy Person in Charge or Warden, as applicable, of the Congregation where employed or their 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 their place of employment. If the employee does not feel comfortable discussing the matter with that individual, then the employee should contact the Director of Administration. An investigation of the complaint will be undertaken.

If, after appropriate investigation, the Employer 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 Lay employees are expected to be at work in accordance with the locally agreed working times in their workplace. Exceptions are included in the following *Absence from Work* policies. Failure to report as scheduled or to contact the 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 (2) weeks.

Holidays

The following holidays are recognized within the Episcopal Diocese of Michigan: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday, Easter Monday, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples' 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).

Full-Time and Part-Time 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, congregation, or agency, compensatory time off shall be granted as soon as possible.

Casual Employees: It is not required that casual employees receive holiday pay.

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

Vacations

All Full-Time Exempt/Non-Exempt Personnel

Lay employees are allowed 4 weeks of vacation time each calendar year except that the following schedule may apply for the first calendar year of employment:

DATE OF HIRE	VACATION TIME
January 1 through March 31	4 weeks
April 1 through June 30	3 weeks

July 1 through September 30	2 weeks
October 1 through December 31	Days may be allowed at employer's discretion

Part-Time Lay Employees

Part-time employees regularly scheduled will receive a pro rata amount of the annual 4-week vacation time in accordance with schedule above. *For example: An employee with a 20 hour per week work schedule will receive 20 hours of pay for a week of 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. In general, vacation time may not be accumulated from year to year. One week of vacation may be carried over to the next year.

2. When a holiday falls within a vacation period, an additional day of vacation is granted and may be scheduled in the normal fashion.

Employees terminating or resigning 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

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 required. The employing unit will pay the employee's salary when they are required to serve on a jury.

Bereavement Leave

Bereavement leave is paid time off in addition to personal or sick paid time off. Accordingly, bereavement leave days are not to be deducted from personal, vacation 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.

Employing entities will need to use discretion as applicable in the Bereavement Leave policy as to the amount of time granted.

Sick Days and Personal Leave (Paid Time Off)

All employees are entitled to twelve (12) days of paid time off, generally described as nine (9) sick days and three (3) personal days. This paid time off may be used for any reason allowed under the Family and Medical Leave Act (FMLA) rules. Part-time employees are entitled to a pro rata amount of paid time off, based on the number of hours worked weekly. Part-time employees shall accrue a minimum of one hour of paid earned sick time for every 30 hours worked but shall not be entitled to use more than 72 hours of paid earned sick time per year.

Unused paid time off (sick/personal days)

An employee must contact their direct supervisor as soon as possible, but no later than one (1) hour after the employee's scheduled starting time, to request an available sick or personal day.

Leave for personal reasons must be approved as far in advance as possible and will be granted to the extent that staffing conditions permit. For the purpose of short-term disability qualification, an accurate account of sick days used will be kept.

Sick Time Carryover: The Earned Sick Time Act, ESTA, requires employers to carry over all accrued, unused earned sick time. This carryover obligation applies even to temporary or seasonal employees, whose carried-over time should remain as long as the seasonal employment does not lapse for more than six months.

Military Leave

Our Employers 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.

Sabbaticals, Continuing Education/Professional Development:

GUIDELINES & RESOURCES FOR SABBATICAL PLANNING

Sabbaticals

Certain Lay employees are eligible for sabbatical leave. Sabbatical leave is a carefully planned period of time, usually three (3) months, following the first seven (7) years of service in a diocesan-related ministry, in which the lay professional is granted leave away from normal duties in order to spend an extended period of time in study, reflection, and renewal. Sabbatical time can be scheduled after each seven (7) year period of employment.

Sabbatical leave is not a vacation, nor is it only continuing education; it is to promote spiritual, intellectual, and emotional renewal and growth. Sabbaticals are also a time to reflect on one's life, ministry, mission, call, and goals for the future in order to be a more effective minister of the Gospel and shepherd God's people.

Employers are encouraged to accrue funds to support sabbatical activity. Please contact the Director of Administration for a copy of the current "Guidelines & Resources for Sabbatical Planning" document.

Continuing Education/Professional Development

Employers will support continuing education and professional development opportunities by allowing paid leave and reimbursement for fees.

The Family and Medical Leave Act (FMLA)

It is the policy of the Episcopal Diocese of Michigan that all employers comply with the guidelines of the Family and Medical Leave Act (FMLA) as prescribed by the U.S. Department of Labor. Please contact the Director of Administration for guidance on implementation of the Family and Medical Leave Act.

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 forty (40) hours of work are completed during a regular workweek. All overtime must be approved and/or assigned by a direct supervisor.

Exempt Employees

Exempt employees may be requested by their direct supervisor to work at other times. They may request to work at additional times but may do so only as approved by their direct supervisor.

IV. PERSONNEL MATTERS

General Guidelines

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

1. Workplace rules and standards.
2. Dress code.
3. Regular workday hours
4. Inclement weather policy.
5. Confidentiality policy.
6. Computer use and email policy.
7. Absences from work.
8. Punctuality.

Reimbursement for Mileage

Employees who are required to operate a personal vehicle for business purposes are to be reimbursed at the annual rate set by the Internal Revenue Service Guidelines. Parking fees and toll charges if similarly incurred will be reimbursed.

Employees are required to get prior approval for travel expenses from the employing unit before making travel arrangements for diocesan business.

Each Employer should have an accountable reimbursement policy, requiring appropriate documentation of expenses and a stated business purpose.

Other Travel Expenses

Employees are to be reimbursed for approved travel expenses over and above their vehicle allowance upon submission of reasonable evidence of expenses and a stated business purpose.

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 Employer, as applicable. Variations from this policy should be submitted in writing to the **Director of Administration**.

Pension Contributions

Mandatory Lay Pension: The Episcopal Church requires all its 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

Inquiries regarding lay pension may be addressed to the Church Pension Fund.

Group Life Insurance

All eligible lay employees working over thirty (30) hours per week employed by the diocese, may enroll in a group life insurance policy, with a benefit amount of twice their annual cash compensation, not to exceed $100,000. Policy information as to eligibility, current carrier and benefit terms is available from the **Director of Administration's Office of the Episcopal Diocese of Michigan**. Dependents may be eligible for coverage.

Each employee is responsible for providing written notice of changes in status or beneficiaries to the Director of Administration's Office of the Episcopal Diocese of Michigan

Short-Term Disability

Eligible lay employees are enrolled in short-term disability insurance. Please contact your employer or the Director of Administration for detailed information on the current coverage. Details can be found in the Health Care Premiums and Benefits Guide online at: **Human Resources – Episcopal Diocese of Michigan (edomi.org)**

Paid Parental Leave

An employee of the Episcopal Diocese of Michigan, or affiliated congregation, agency or institution, who is a full-time employee and has been employed for at least one full year, is entitled to paid parental leave if they or their spouse gives birth to a child or legally adopts a minor child.

This leave is twelve consecutive weeks with full pay. If eligible, short-term disability coverage will be utilized.

Long-Term Disability

Eligible lay employees are covered by a group long-term disability insurance policy. Eligibility and benefit terms are explained in the Health Care Premiums and Benefits Guide online at: **Human Resources – Episcopal Diocese of Michigan (edomi.org)**

Employees must provide written notice of changes in status to, and make claims through, the **Director of Administration's Office** of the Episcopal Diocese of Michigan.

Medical and Dental Insurance

At each annual Open Enrollment period, an array of medical plans will be offered to employees through the Episcopal Medical Trust. During the Open Enrollment period, the diocesan office will establish a minimum coverage plan for which the congregation will pay premiums. The Employer can opt to pay the full premium for a more benefit rich plan offered, or the employee may "buy up", at their own expense, via payroll deduction.
Please note: The Diocese of Michigan does require parity in medical benefits coverage for lay employees and clergy. That is, all clergy and lay employees within a congregation must be offered equal levels of coverage and cost sharing of premiums, proportionate to hours worked.

Employees working between 30 and 40 hours per week may participate in the health care plans with the employer contributing a pro-rata amount of the premium.

Consumer Driven Health Plans (CDHP) which require employer contributions to a health savings account (HSA) may also be offered as a part of the medical plan selections The formula for determining an equitable contribution to a Health Savings Account (HSA) can be obtained by contacting the Diocesan Canon for Finance.

Congregations must permit eligible, full-time employees who opt out of medical insurance coverage from the congregation and elect coverage through their spouse's medical plan to have the congregation make a monthly contribution to a Section 403(b) plan. The amount of the contribution to the 403(b) plan will be established annually by the diocesan office and will based on the premiums for the insurance plans available.

Additional information on health care benefits can be found at:
https://www.edomi.org/church-admin/hr/

Full-Time Employees (At least 1500 hours per year or average of 30 hours/week): are to be enrolled in their choice of a medical and dental insurance package offered by the diocese in accordance with plan terms. Coverage shall include their spouse and dependents and begins on the first day of the month following the start of employment date. Congregations and other employing entities may select a plan within the array offered and make the same plan available to all eligible clergy and lay employees. Employees working between 30 and 40 hours per week may participate in the health care and dental plans with the congregation contributing a pro-rata amount of the premium.

Part-Time Employees (At least 20 hours per week, but less than 30): may be offered medical and dental coverage for themselves, their spouses, and dependents. Persons electing this coverage may be required to pay the premium for this coverage. The Employer 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.

Casual Employees: No coverage is offered.

Retirees Under 65 Years of Age: may elect to remain in the medical group by paying premiums on an individual basis.

Retired Lay Employees 65 Years of Age or Older: may enroll in the Medicare Supplement through the Church Pension Fund.

Annuity Option in Lieu of Medical Coverage

The Employer must permit eligible full-time employees who opt out of medical insurance coverage from the congregation and elect coverage through their spouse's medical plan to have the congregation make a monthly contribution to a Section 403(b) plan. The amount of the contribution to the 403(b) plan will be established annually by the Diocesan Office at Open Enrollment time and will based on the premiums for the insurance plans available. This contribution is made in lieu of a health benefit and is not considered part of Minimum Direct Compensation.

The amount of the annuity contribution is set annually by the Diocesan Office, can be obtained from your benefits coordinator.

Employees electing out of health insurance coverage provided by the Employer must sign a waiver of such coverage. Employees may again enroll in a health policy provided by the Employer during any subsequent regular Open Enrollment period.

EAP

The stand-alone Employee Assistance Program (EAP) shall be made available for those not enrolled in the medical trust.

VI. When Employment Ends

The Episcopal Diocese of Michigan is an at-will employer. The following severance policy applies to lay employees.

Involuntary Termination Policy

1. A lay employee in good standing whose service is terminated not by their 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 six (6) month's pay.
    c) The employee is also to receive full compensation for earned vacation time determined by the amount of time worked in the year of the termination.
3. An employee in good standing with less than one (1) year of service to the current employer who is terminated not by their 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: One (1) week due.
    c) Employees with over six (6) months but less than one (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 group life and medical insurance during the termination pay period. Information on an additional eighteen (18) months of coverage (premiums paid by the employee) can be obtained by contacting The Church Pension Group at (800) 480-9967.
5. The employer will not pay pension premiums during the termination period.
6. The pay base for determining termination pay for lay employees is gross cash compensation.
7. At the time of severance, a date is to be established in writing upon which the employee is no longer expected to perform their regular duties.
8. Upon termination after at least five (5) full years of continuous employment, employees who accumulated sick days prior to January 1, 2002, shall be paid for one-half (1/2) of their remaining accumulated sick days up to sixty (60) accumulated days (i.e., an employee may receive payment for up to 30 days).
9. The Michigan Earned Sick Time Act (ESTA) does not require employers to pay out an employee's accrued, unused, earned sick time upon termination of employment.

Voluntary Termination—Compensation for Unused Vacation

Employees voluntarily terminating employment will be paid for a pro rata amount of vacation time earned and unused 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

Contact Information:

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

Diocesan Policy related to the use of drugs, alcohol, and the prohibiting of firearms:
Policies – Episcopal Diocese of Michigan (edomi.org)

Contact information for the Bishop, Canon to Finance and all Episcopal Diocese of Michigan staff can be found here:

Staff – Episcopal Diocese of Michigan (edomi.org)