

Policy 540 SELECTION AND PAYMENT OF EMPLOYEES POLICY

Selection and Employment of Staff

The procedure for hiring most employees is:

1. The group or individual desiring the employment of a staff member is to prepare a JOB DESCRIPTION and justification for the position and forward them to the Personnel Committee. This is to be done for positions just vacated as well as new positions.
2. The Personnel Committee will review or revise and then approve the JOB DESCRIPTION. The Personnel Committee will recommend to the Board regarding the implementation of the employment. This recommendation will include comments on fund availability.
3. The Board will approve or disapprove the request to recruit the new staff member. In months when the Board does not meet, the Finance Cabinet will make the decision, subject to the ultimate approval by the Board.
4. Recruitment for the position will not begin until after the Board (or Finance Cabinet) has approved the recruitment.
5. The Personnel Committee is responsible for the selection process. It may delegate portions of the process but must oversee it.
6. A document is to be prepared which outlines the compensation, the hours worked including specific times if the position requires attendance on a schedule, and duties to be performed. A statement regarding benefits is to be included. This document is to be on file with the Board.
7. After recruitment is successful, a recommendation from the Personnel Committee is to be made to the Board (or Finance Cabinet) for approval to make the job offer.
8. Once the applicant has been hired a background check will be done by the Personnel Committee for all employees.
9. Copies of JOB DESCRIPTIONS and contracts will be on file with the Board in the church office.
10. It is imperative that the Personnel Committee and the Board (or Finance Cabinet) respond clearly and in a timely manner to requests for employment. Delays or confusion should not become an excuse for

circumventing a process which protects the Church, its members or employees.

11. Exceptions to the above procedure will be for those employees who provide service on an occasional basis and who work under direct supervision of another church employee. Specific examples are musicians for a worship service and nursery attendants. The Personnel Committee will be notified of such hiring's. These persons shall be hired following criteria and procedures approved by the Personnel Committee and the Finance Cabinet or the Board.
12. Because of Occupational Safety and Health Administration's (OSHA's) mandatory safety and health standards for the workplace, and because, on August 13, 2021, OSHA suggested that employers consider adopting policies that require workers to get vaccinated or to undergo regular COVID-19 testing (in addition to mask wearing and physical distancing, if they remain unvaccinated), we have implemented a mandatory COVID-19 vaccination policy for our workplace. All FCC Corvallis employees will be required to verify that they are fully vaccinated for COVID-19 (two weeks after completing final dose) unless a reasonable accommodation is approved. To assist any employee who is pregnant, who is nursing, who has a disability, or who has a medical condition that prevents them from safe vaccination, or who rejects vaccination because of sincerely held religious beliefs, a reasonable accommodation may be made. Requests for a reasonable accommodation must be made in writing and submitted to the Senior Minister. All other employees not in compliance with this policy will be placed on unpaid leave until they are in compliance with the policy. FCC will continue to review OSHA guidance in our administration of this portion of the Personnel policy.

Method of Compensation

1. A new employee will contact the church secretary to obtain the necessary forms. She or he will provide the necessary information, complete the necessary forms, and return them to the church secretary within one week of hire, in order to receive the first paycheck.
2. Wages or salaries, less tax deductions, required state or federal payments, and industrial accident insurance premiums, are to be paid to all employees who provide continuing service, have responsibilities for continuing programs, or have responsibilities for the well-being of other persons. This stipulation is made in order to provide them with appropriate insurance coverage.
3. Honoraria will be used only as one-time payments to persons who provide a single service to the Church. Examples are substitutes in the pulpit,

single-Sunday musical performances, or a series of Christian Education lessons.

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