



EMMC

MAKING DISCIPLES | CONNECTING CHURCHES

Employee Handbook

Equip Encourage Empower

Approved by the General Board
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Welcome

Welcome to EMMC.

God has blessed this conference with a team made up of employees, volunteers and associates. EMMC's team is interdependent. Our team's success depends on each member making a significant contribution. As teammates, we agree on the goals and work together to achieve those goals. We are glad that God has called you to become a member of EMMC's team, and we look forward to serving together with you.

We desire to honour God by serving with excellence. EMMC seeks to provide a friendly, professional, supportive work environment that allows people to give their best in service to Him. We want you to succeed. We are committed to identifying and developing employees with superior abilities and high levels of dedication and commitment to the work that God has called this conference to do.

Welcome to the team!

Employee Handbook

1. Introduction

- 1.1. The Employee Handbook is for the information of EMMC staff. The purpose of this handbook is to bring together a convenient summary of the policies and procedures that affect employees. It explains what EMMC expects from its employees and what its employees can expect of EMMC.
- 1.2. All new employees must read the Confession of Faith and EMMC Employee Handbook and sign the Policy Acknowledgement section of the handbook.
- 1.3. The intent of the Employee Handbook is to give employees general direction in carrying out their responsibilities. It is not possible to design a streamlined, convenient document that anticipates and covers every possible situation or scenario. Therefore, when using this handbook, employees must exercise common sense, wisdom, and intuition. If employees have questions that the handbook does not answer, they should talk with the Executive Director.
- 1.4. The General Board of the EMMC endorses the Employee Handbook.
- 1.5. The Executive Director of the EMMC (or his designate) must approve exceptions to the Employee Handbook.

2. Employee Handbook Revisions

- 2.1 Development, modification, additions, and deletions of these policies and procedures will be the responsibility of the Executive Director and the General Board.
- 2.2 Employees are welcome to submit suggestions regarding the Employee Handbook to the Executive Director or Moderator of the General Board.

EMMC Statements

3. PURPOSE STATEMENT

EMMC exists to *EQUIP* and *ENCOURAGE* our churches for effective ministry, *EMPOWERING* them to participate in God's work in the world.

Our international, regional and local ministries will focus on:

- *INSPIRING* and *FACILITATING* local outreach and global missions.
- *EQUIPPING* and *RESOURCING* local church ministries.
- *DEVELOPING* and *SUPPORTING* pastors and leaders in our congregation

VISION STATEMENT

To help EMMC Congregations achieve a level of unity, love and service, worthy of God's call.¹

¹ October 2007 First General Council Meeting under Regionalization- Morden EMMC
Employee Handbook

4. Summary Statement of Beliefs & Practices

1. **God:** We believe in the one holy and loving God, filled with glory, power and wisdom, who lives in eternal Trinity as Father, Son, and Holy Spirit. God, who created and sustains the physical and spiritual universe, desires a relationship with us.
2. **Creation:** We believe that all persons are made in the image of God with a capacity to make moral choices, and given the responsibility to manage creation. God desires all human life to begin in families where husband and wife are covenanted together under God for life.
3. **Sin:** We believe that sin is a rejection of God's rule, beginning with the rebellion of Satan and followed by Adam and Eve's deliberate choice to disobey God. Because of sin everyone has fallen short of God's will, creating a conflict with God, self, and others. The penalty for sin is physical and spiritual death.
4. **Revelation:** We believe that the Bible is the inspired and infallible Word of God, the final authority for faith and life. God's revelation in the Old Testament through creation and the covenant was a preparation for the supreme revelation in the New Testament through Jesus Christ.
5. **Jesus Christ:** We believe in God the Son, the Lord Jesus Christ, fully God and fully human, who proclaimed the rule of God, lived a sinless life, died on the cross as payment for our sins, rose bodily from the dead, ascended into heaven, and reigns as Lord of all.
6. **Salvation:** We believe that salvation is a gift of God's grace, received through personal repentance and faith in Jesus Christ as Lord and Saviour. Believers have assurance, forgiveness of sin, salvation from sin, reconciliation with God, and eternal life as they live in faith and obedience.
7. **Holy Spirit:** We believe in God the Holy Spirit who gives new life to all who have placed their faith in Christ. The Spirit, who indwells believers, continues to comfort, empower, gift, guide, and unite them to fulfill the mission of the church.
8. **Discipleship:** We believe that following Jesus as Lord in all of life means that the Christian life is characterized by love, integrity, purity, and simplicity. The believer's commitment to Christ and the global church becomes the standard for discerning the level of participation in society.
9. **Church:** We believe that the Church is the visible body of believers, the global community of those who have placed their faith in Jesus Christ. Members of this body are covenanted together in local congregations and participate in the ordinances of water baptism and the Lord's Supper.
10. **Peace and Reconciliation:** We believe that God offers peace and reconciliation to all humanity through the work of Christ on the cross. Followers of Christ's law of love affirm the sacredness of life as they make peace in personal, social, and international situations.
11. **Mission:** We believe that the mission of the Church is to make disciples in all the world by proclaiming the gospel of Jesus Christ in evangelism and compassionate ministries.
12. **Christ's Final Triumph:** We believe in the return and reign of Jesus Christ, the final resurrection, the judgement of the unrighteous in hell and the eternal reward of the righteous in heaven.

For more information consult *The Confession of Faith*, adopted 2001.

Employee & Office Relations

5. Office Conduct

- 5.1. EMMC's staff members function in an environment where morality, professionalism, confidentiality, and reliability are extremely important. The conference expects each employee to contribute to the quality and reliability of EMMC's ministries within the scope of their responsibilities.
- 5.2. The conference office should be seen through the eyes of a visitor. Care should be taken to ensure the conversation and conduct in the office is welcoming, friendly, and appropriate.

6. Office Confidentiality

- 6.1. The records of the conference office should be treated as confidential.
- 6.2. What is said or learned at EMMC as a staff member is to be considered confidential. Knowledge about people or circumstances gained due to a staff position must be guarded closely.
 - 6.2.1. Staff members are responsible for the information they share with their families that may potentially be passed along to others.
- 6.3. Telephone numbers or addresses are not to be given out to anyone soliciting business.

7. General Employment Expectations

7.1. Attendance

7.1.1. As part of an employee's commitment to the EMMC, they are expected to report for work regularly and on time. Regular attendance is essential to the smooth operation of the organization and shows respect for fellow employees.

7.1.2. Employees are expected to work all the hours and days assigned, though it is understood that there is some flexibility with regards to school events, professional appointments, etc. Additionally, employees involved in frequent evening meetings or events, would be allowed equal time off during normal office hours. These arrangements should be made with the Executive Director.

7.1.3. Employees must be willing at times to work, cover and help out in areas not normally assigned to them. Additionally, employees must work the hours that are most suitable for the conference ministries (including evenings and weekends), rather than what is most suitable for the employee.

7.1.4. Requests for scheduling changes or for particular days off must be made ahead of time and approved by the Executive Director.

7.1.5. During working hours, the staff should be considerate and accountable as to where they are. If they are away from the office area, the Administrative Assistant should be informed as to their whereabouts and estimated time of return. It is understood that staff must work out of the office at times however arrangements should be made with the Executive Director.

7.1.6. EMMC employees should be members of an EMMC church and work towards becoming members if they are not already. Support or contract workers (ie. administrative, auditors, lawyers) do not have to attend an EMMC church.

7.2. Staff Meetings

7.2.1. Monthly Staff Meetings: Each month, staff members are required to attend an all-staff meeting. The purpose of this meeting is to allow staff to pray together, provide updates on specific areas of responsibility, cast vision, receive training, etc.

7.2.2. Other meetings as required: Each staff person is required to attend meetings that are called pertaining to their area of ministry/involvement. If at all possible, the meeting times are established at a time that works for all involved.

7.3. Personal Appearance

7.3.1. Employees are responsible to dress and to be groomed in an appropriate manner that makes a favourable public impression.

7.3.2. The guiding principle for EMMC's employee dress code is modesty and professionalism within the scope of their ministry.

7.3.3. If an employee has questions regarding appropriate dress, they should consult with the Executive Director.

8. Personal Possessions

8.1. EMMC will furnish desks and cupboards for employees to secure their personal possessions in the work place.

8.2. EMMC does not assume responsibility for any theft or damage to employees' personal belongings while in the EMMC office.

9. Personnel Records

9.1. It is the employee's responsibility to ensure that their personnel records are up to date and accurate. The Administrative Assistant will contact staff to receive up to date contact information in early January.

9.2. Employees will notify the Administrative Assistant (or his/her designate) of any change in their personal information, for example: address, telephone number, or number of dependants.

10. Employee Use of Computer and Internet

10.1. Computer and Internet Utilization

10.1.1. Everyone using EMMC's computing and internet facilities must exercise responsible, ethical behaviour since misuse by even a few individuals has the potential to disrupt EMMC's business.

10.1.2. To protect the integrity of EMMC's computing and internet facilities and its users against unauthorized or improper use of those facilities, the conference reserves the right, without notice, to: limit or restrict any individual's use, and to inspect, copy, remove, or

otherwise alter any data, file, or system resource which may undermine the authorized use of any computing and internet facility.

10.1.3. EMMC reserves the right to periodically check any component of its computing and internet system.

10.1.4. Anyone improperly using EMMC's computer and internet facilities will be disciplined.

10.2. Employee Internet Use Policy and Agreement

10.2.1. A separate signed copy of this policy and agreement will be kept in the employee's file.

10.2.2 See Appendix 2 for a copy of the Employee Internet Use Agreement to be signed by the employee.

11. Employee Use of Vehicles

11.1 Employees using their own vehicles as they perform their jobs will receive \$0.43/km as a mileage reimbursement.²

11.2 Work-related expenses will be reimbursed. An expense sheet, with receipts, should be handed in to the Administrative Assistant every month.

12. Conflict of Interest

12.1. No staff member will place himself/herself in a position where there is conflict of interest between his/her duties as a staff member of EMMC and his/her other interests.

12.3. In positions where it is unclear whether a conflict of interest may arise, the staff member must consult the Executive Director.

13. Concurrent Employment

13.1. All employees considering second jobs or educational courses must first obtain permission from the Executive Director (or designate) and ensure that the job will not create a conflict of interest or interfere with the proper performance of their duties at the EMMC.

13.2. Assuming permission has been granted, the employee will notify the Executive Director in writing, stating nature of work or course, name of employing company or individual/educational organization, working/study hours, duration of contract/course, and any other pertinent information.

14. Work Week and Scheduling

14.1. EMMC office hours are normally from 8:30am to 4:30pm, Monday through Friday.

² General Board Meeting #15-06 September 16, 2017

- 14.2. The EMMC Home Office works on a block system. 10 blocks / week is considered a norm for staff; 5 days / 2 blocks per day. If staff have week-end engagements in addition to their normal week, staff may take banked time off for the extra blocks that they work each week above the 10 blocks / week.

Staff required to travel out of province or internationally shall be eligible for one lieu day off for travel periods of up to seven days. An additional lieu day off will be granted for each additional period of up to 7 days away within the same out of province or international trip. When weekend work is required, staff may take banked time off for the extra blocks worked during those weekend days.

It is preferred that banked time be taken shortly after being accumulated and at least within the calendar year. Accumulation and redemption of any banked days should be recorded by the staff and approved by the Executive Director.

15. Staff/Board Lines of Authority

- 15.1. According to EMMC By-Laws, all staff members are accountable directly or indirectly (in the case of support staff) to the Executive Director.
- 15.2. The Executive Director, in turn, is accountable to the General Board (not individual Board members).

Lifestyle Expectations

16. Discipline

- 16.1. EMMC supports the philosophy that its staff members are mature, responsible, and self-reliant, and that they accept the responsibilities of meeting the fair performance and behaviour expectations required by their jobs.
- 16.2. In situations where employees require assistance with performance or behaviour problems, EMMC's policy is to follow an approach of progressive discipline. Appropriate action will be based on the seriousness of the situation and the circumstances.
- 16.3. Discipline less than termination may take the form of an oral warning, a written warning, a performance review indicating below-standard performance in one or more areas, probation, or suspension. The option chosen, or whether any of them is used prior to termination, will depend on the seriousness of the disciplinary problem.
- 16.4. The Executive Director (or designate) will make evaluation of the situation and refer to the General Board where necessary.
- 16.5. Disciplinary Protocol for Volunteers (Instruction for discipline within a ministry area - Matthew 18).

16.5.1. If questionable or sinful behaviour (eg. sexual misconduct, inappropriate behaviour with minors, illegal acts, serious conflicts, etc.) takes place in your ministry area, it **MUST** be reported to the Executive Director. If in doubt, the default should be to err on the side of caution & report.

16.5.2. Sexual misconduct is a general term that covers a wide range of behaviors. It would include not only extra-marital sexual relations (ie. fornication and adultery) but also sexual flirtations, including inappropriate sexual comments and physical contacts, as well as the use of pornographic materials in any form.

16.5.2.1. For more information refer to *Ministerial Sexual Misconduct Policy 1996*.

16.5.3. The Executive Director will subsequently determine whether or not the situation warrants involvement of the General Board.

16.5.4. All correspondence, meetings & decisions must be documented and filed for legal purposes.

16.5.5. When disciplinary meetings take place, there must be no less than two people representing EMMC, one of them being the Executive Director and the other being a member of the General Board.

Employment Information, Compensation & Benefits

17. Hiring Procedures

- 17.1. When a senior staff person anticipates to resign, or terminate, that person shall submit a written letter of resignation to the board chairman and the Executive Secretary, at least six months before the time of termination.
- 17.2. Service by a staff person beyond age 65 shall be at the discretion of the board in consultation with the individual involved and the Executive Secretary.
- 17.3. When a senior staff position needs to be filled the board in question shall make a review of its staffing needs, inform the General Council, which will then decide whether a Search Committee needs to be appointed.
- 17.4. The Search Committee (consisting of three people) should include at least one or two people from the board in question and member(s)-at-large. The Executive Secretary would be an ex-officio member (voice but no vote) on the committee, except in the search for an Executive Secretary.
- 17.5. General Council shall ensure that an appropriate job description is in place.
- 17.6. If there is a delay in the appointment of a new staff person, General Council shall ensure that adequate interim arrangements are in place.
- 17.7. Senior staff shall normally be hired on a three-year term.
- 17.8. Suggested search process:
 - A) request suggestions from board in question and the General Council,
 - B) advertise in the EMMC Recorder for applicants,
 - C) do its own recruitment, talking to potential candidates,
 - D) compile a "long list"
 - E) select a "short list" of no more than two or three,
 - F) interview and dialogue with candidates,
 - G) make the choice,
 - H) present the candidate to the board in question for approval,
 - I) present the candidate to the General Council for approval,
 - J) announce choice to the constituency.

17.9. Time Frames:

Time can slip by very quickly in the search process. For that reason it is very important to proceed promptly with the decision to seek a replacement, appoint a Search Committee and swing into action as a committee.

Another important set of time frames to consider is the time given to a candidate to make a decision. Generally speaking, two to three weeks should be provided, from the time the candidate has officially received the request. Special exceptions could be made.

17.10. Communication:

It is important to communicate promptly and clearly both on the part of the committee and the candidate. Applicants not selected, but who were considered and contacted, or who applied, need to be informed promptly that a selection has been finalized.

17.11. Evaluation:

Toward the end of the second year an evaluation of the senior staff person's work shall be done. The evaluation shall seek to identify and affirm strengths of the worker, and identify areas where improvement in work could be made.

17.12. Re-appointment:

If the work of the senior staff person is considered acceptable, the board in question shall decide preferably 12 but at least six months prior to end of the term, whether to rehire the person. Their decision shall be brought to the General Council for approval.³

18. Introductory/Probationary Period for Employees

18.1. All new salaried employees hired at the EMMC shall be placed on a three (3) month probationary period with an additional three (3) months if further evaluation is required. If the additional three (3) months is required, the employee must be notified in writing two (2) weeks prior to the conclusion of the first three (3) months of probation that the probationary period has been extended along with the reason for the extension. During the probationary period, an employee will be given two (2) weeks notice when the employment will be terminated.

18.2. During the Probationary Period, the employee's job performance, attendance, ability to work with others, and work skills will be monitored and reviewed periodically with the Executive Director.

18.3. At the end of the Probationary Period, the employee will be evaluated and a decision made regarding Regular Employment. If their performance is considered satisfactory or better, they will become a Regular Employee.

18.4. If, during the Probationary Period, the employee fails to adapt successfully to the requirements of the position, the other staff members, or the conference as a whole, their employment may be terminated.

19. Performance Reviews

19.1. The regular review of each employee's performance is a continuous process of open dialogue and feedback. The purpose of this ongoing review is to enhance the employee's development, effectiveness, and job satisfaction. To be effective, this process is a shared responsibility involving two-way communication between the employee and the Executive Director.

³ March 2, 1990 EMMC General Council Format. Senior Staff Hiring Policy.

- 19.2. Performance reviews are a framework or tool used to initiate discussion and encourage development.
- 19.3. Performance Review Policy:
- 19.3.1. All paid employees will be informally assessed on an on-going basis.
- 19.3.2. Any problems that arise during informal and/or formal assessment will be dealt with as soon as possible.
- 19.3.3. All employees will be formally assessed at regular intervals.
- 19.3.4. The performance review will incorporate the following areas that are discussed at the review:
- i. Competence as it relates to job description and goals.
 - ii. Character strengths and areas that need improvement.
 - i. Chemistry as it relates to superiors, peers & volunteers.
 - ii. An opportunity for the staff person to provide feedback & comments.

20. Staff Compensation Philosophy

- 20.1. EMMC's philosophy is to provide total compensation to its staff in an equitable, competitive manner based on the EMMC Canadian Church Workers Salary Guidelines.
- 20.2. Compensation for each position will be based upon the requirements of the position, the amount & weight of responsibility, category of employment, number of hours worked, etc.
- 20.3. The compensation package for each employee is assessed during the budgetary process leading up to the new fiscal year.

21. Wage Administration

- 21.1. Each employee's rate of pay is based on an assessment of the employee's position, education, responsibility, and experience. Increases in the wage rate or salary depend in part on the employee's job performance and marketplace & budgetary conditions.
- 21.2. Paydays:
- 21.2.1. Salary employees are paid once a month, on the last day of each month (or the prior Friday if the last day of the month falls on a weekend).
- 21.2.2. Any questions about pay cheques should be directed to the Administrative Assistant.
- 21.3. Payroll Deductions:
- 21.3.1. The following deductions from employees' pay cheques are examples of deductions required by law: Canada Pension Plan, Employment Insurance, and Income Tax. Other deductions may be made. An example of such deductions would include deductions for an employee's portion of group insurance premiums.

21.3.2. If an employee wants to change the number of exemptions or their marital status for federal or provincial income tax withholding purposes, they will inform the Administrative Assistant.

22. Qualification for Benefits

22.1 Employees who work 20 hours per week or more are eligible to participate in the EMMC sponsored group benefit plans after completion of 3 months of employment.

23. Group Insurance Plan

23.1. All staff (as indicated in #22 above) will qualify to be covered by CTS Group Benefits (if their spouse is not covered at their place of employment), after a three month period of employment has been successfully completed.

23.2. The Life Insurance, Accidental Death, Dependent's Death and Long Term Disability must be paid by the employee in order for it to be tax free. The Employer (EMMC) will pay part of your Health & Dental premiums so that the employee/employer portions equal to half of the total as close as possible. The employee will pay for the remainder of the premium (LTD, Life, & AD&D) through payroll deductions.

23.3. In the event that an employee is covered under their spouse's plan for Healthcare, Dental Care, and/or Vision Care, it is still suggested that the employee have LTD, Life Insurance, and AD&D coverage under the EMMC plan. The reason for this is that the employee's life and income are not covered by their spouse's plan.

24. Registered Retirement Savings Plan

24.1 After the employee has successfully completed the three month probationary period, an additional 5% of their gross salary will be contributed by EMMC to a Registered Retirement Savings Plan as per the Canadian Church Workers Salary Guideline.

25. Clergy Residence Deduction

25.1. Some of EMMC's staff will qualify for the Clergy Residence Deduction (portion of salary is exempt from Income Tax & CPP) based on the two (2) fold criteria outlined in the Charities Act and as identified in the Income Tax Act as well as the regulations and interpretations associated with these acts.

25.2. Upon hire, the Director of Finance will make an assessment as to whether or not the employee in question qualifies for the Clergy Residence Deduction and if so will carry out the necessary calculations as to the amount.

26. Vacations, Off-site Ministry & Time Off

26.1. Full time staff members are eligible for 3 weeks of paid vacation for each of the first 7 full years (January 1 to December 31) of employment, and 4 weeks thereafter. Unless specific arrangements are made vacation time not used with the calendar year is forfeited. Part time staff receive vacation pay in accordance with the regulations set out by the Manitoba Department of Labour or as negotiated as part of their terms of employment.

25.1.1 Time away (vacations, off-site ministry & time off) must be approved before making plans, including purchasing plane tickets, booking hotels, giving your word to anyone – including family.

- 26.2. May 1st, all staff should post a minimum of 2 weeks of preferred vacation, so staff can organize and plan accordingly.
- 26.3. Vacation with pay will always be calculated on a calendar year basis. If an employee starts sometime during the year, the number of days vacation with pay to the end of that calendar year will be calculated, and that employee will take those days as vacation with pay by December 31 of that year.
- 26.4. For the purpose of calculating what constitutes a vacation day taken (for staff who normally work part of Saturday and part Sunday), the general rule will be to treat Sunday and the staff person's normal day off during the week as normal days off and all other days taken off as vacation days (ie. 14 days in a row off = 10 days or 2 weeks vacation).
- 26.5. For the most part, it is preferable and highly recommended that vacation time be booked off in weekly instalments (1, 2 or 3 weeks) vs. a day or two here or there. This makes it much easier for vacation calculation and scheduling & provides the staff person with an intentional time away with family away from the workplace.
- 26.6. Upon termination, the portion of vacation pay being paid to the employee will be directly proportionate to the number of days worked during that calendar year.

27. Professional Development Policy

27.1 Study Week

27.1.1. Employees are encouraged to be continually engaged in personal and professional development that will enhance their contribution and strengthen the ministry and services of the EMMC. Each employee is entitled to one week of "study leave" a year that can be taken as a continuous period or periodically over the course of the year.

27.1.2. Employees may hand in receipts relating to the cost. The limit will be set annually.

27.1.3. The following is a list of things that would qualify for a yearly study leave: courses towards a professional designation, seminars, workshops and other short-term courses.

27.1.4. The Executive Director must approve the plan for the study week.

27.2 Professional Development Leave

27.2.1. Definition: Besides a yearly study week, we encourage all our employee's to plan for an extended time of professional development.

27.2.1.1. A Professional Development Leave is understood to be a period of time away from the rigors of duty in order to obtain professional and personal growth related to his/her role and responsibilities in his/her position with the EMMC.

27.2.1.2 It is not an extended holiday or vacation.

27.2.1.3. It is not solely intended to be an educational endeavor.

27.2.1.4. It may include activities such as writing, research, travel, missions experiences or other pursuits leading to growth that are not normally possible during the regular routine of ministry. (tie #1 & this together)

27.2.1.5. If an employee would like a break that does not fall into the criteria of our Professional Development Leave this may be considered but would not qualify for the prescribed benefits.

27.2.2. Eligibility

27.2.2.1. All employees, including paid support staff are eligible for this leave.

27.2.2.2. The employee must have completed a minimum of six years of continuous, full time service in order to qualify for a Professional Development Leave. Part time staff requests will be evaluated on an individual basis. The clock is reset when the leave is taken and the employee becomes eligible again in 6 years. Unused time is not banked or carried over.

27.2.2.3. Application must be made to the Executive Director who will bring a proposal to the Executive of the Board for final approval.

27.2.2.4. The employee must agree to return to his/her present assignment at the conclusion of the leave and continue in that position for a period of not less than one year except in the case of reassignment. If the employee does not complete this year of employment then he/she will be asked to return the salary and benefits in proportion to what is left of that year.

27.2.2.5. The employee is expected to keep the Executive Director advised of his/her whereabouts and contact information in case of emergency.

27.2.3. Application

27.2.3.1. Employees desiring a Professional Development Leave should consult with the Executive Director before the yearly plan is made before making formal application. Applications should be received in time to provide coordination for budgeting and replacements.

27.2.3.2. A written proposal to the ED should include:

- A) Personal & ministry objectives.
- B) A description of the major elements of the leave, including dates and duration
- C) Subsequent benefits to their work and ministry.
- D) A suggestions of how current responsibilities will be handled during the leave

27.2.4. Length

27.2.4.1. Employees shall be permitted a Professional Development leave of three months after becoming eligible.

27.2.4.2. It is encouraged that further education leaves and vacation time not be used to extend this period of time on leave.

27.2.5. Remuneration

27.2.5.1. Recipients of a Professional Development leave will continue to receive their normal compensation and benefits during their time of leave.

27.2.5.2. All expenses incurred during the leave shall be borne by the individual with the exception of the following;

- A) Should the individual elect to continue some formal education during this period he/she would be eligible for any accumulated allowances as allowed budgetary
- B) Should the individual be required to return for any emergency related to the work

of the EMMC.

27.2.6. Return

27.2.6.1. Within a period of one month's return the employee shall prepare a written report for the ED outlining his/her experiences, areas of personal and professional growth.

27.2.6.2. The employee shall prepare himself/herself mentally and emotionally for a safe and effective return to ministry.⁴

28. Statutory and Non-Statutory Holidays

28.1. All staff members of EMMC are entitled to the following statutory and non-statutory holidays:

- New Year's Day
- Louis Riel Day (February)
- Good Friday
- Victoria Day
- Canada Day
- August Civic Holiday
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day (non-statutory)

28.2. When statutory holidays fall on an employee's regular day off (example: statutory holidays sometimes fall on a Monday and Monday is a day off for staff), an additional day off in lieu may be taken & should be taken within the same week as the statutory holiday if at all possible. Under no circumstances may statutory holidays be banked and taken off as chunks of time at a later date. Similarly, unless otherwise required to do so, a staff person should not work on a statutory holiday and then take a different day off in lieu.

29. Sick Pay

Employees may receive regular salary during sick period. In cases of illness for a period beyond normal sick days, special consideration may be given with respect to compensation and benefits. This can be discussed with the Executive Director. Sick pay will cover short-term illnesses. If an employee is unable to work because they are sick or injured for an amount of time longer than two weeks and meet the standards of qualification, Employment Insurance will cover the period of time before Long Term Disability / Accidental Death and Dismemberment Insurance is able to be used.

Conditions:

29.1 Granting of sick pay or short-term disability remains solely a right of EMMC. EMMC reserves the right at any time to require proof of illness/disability by a physician of EMMC's choosing, and at the EMMC's expense. In all cases, circumstances of the

⁴ Professional Development Policy- Adopted by the General Board on Jan 31, 2009

absence are considered in determining both initial eligibility for sick pay benefits and the duration of those benefits.

- 29.2 The employee must report by phone the cause of absence the first day of each period of absence due to illness and, if requested, must present a physician's note identifying the illness and incapacity which entitles him or her to sick-leave pay.
- 29.3 Employees may also use sick time to provide necessary short-term care (three days or less per occurrence) for dependents who are ill. Dependents are defined as current spouse, child(ren), stepchild(ren), parents or stepparents for whom the employee is the primary source of support in the employee's household.
- 29.4 Sick time may be taken in full day or partial day increments.
- 29.5 Sick pay will not be in addition to any compensation provided for by EMMC in the form of Group Insurance or Employment Insurance.
- 29.6 If an employee becomes ill or injured while on vacation, sick pay will generally not apply. If the illness continues after vacation or holiday period, benefits under the sick-leave policy would commence upon completion of scheduled vacation or holiday.

29.7 **Timeline**

29.7.1. Sick Pay

Sick pay will cover short term periods of illness or injury when an employee is unable to work.

29.7.2. Employment Insurance Sickness Benefit

To be used if illness, injury or quarantine last longer than two weeks and the employee cannot return to work.

If you cannot work because of sickness, injury or quarantine, but you would otherwise be available to work, employees could be eligible to receive up to a maximum of 15 weeks of EI sickness benefits.

You may be entitled to receive EI sickness benefits if:

- you are employed in insurable employment;
- you meet the specific criteria for receiving EI sickness benefits;
- your normal weekly earnings have been reduced by more than 40%; and
- you have accumulated at least 600 hours of insurable employment during the qualifying period.

EI sickness benefits are payable only to those people who are unable to work because of sickness, injury or quarantine but who would otherwise be available for work if not for their incapacity due to medical reasons. To receive sickness benefits, you need to obtain a medical certificate signed by your doctor or approved medical practitioner.

29.7.3. Long Term Disability- Blue Cross / Sirius

If an employee is unable to return to work Long Term Disability insurance will be used following the period of time that EI sickness benefits will support the employee. For more specific information on the Long Term Disability and

Accidental Death and Dismemberment coverage provided by Blue Cross and Sirius please consult the Class-C benefits booklet.

Benefits are based on 66.67% of monthly earnings up to a maximum benefit of \$4,000 per month. Benefits commence on the 120th day in the event of accident or sickness and are payable to age 65.

- non-evidence limit - \$4,000
- claim payments received are nontaxable benefits.
- benefits terminate at the earlier of retirement or age 65.
- coverage for active employees terminates at age 65 less the elimination period.

30. Maternity / Parental Leave

- 30.1. EMMC's Maternity Leave / Parental Leave policy complies with Manitoba's Employment Standards guidelines for Maternity and Parental Leave. For more detailed information consult Manitoba Employment Standards on these topics.
- 30.2. An employee wishing to commence Maternity Leave can begin up to 17 weeks before the expected date of birth or earlier should medical conditions dictate. Generally, the leave will end 17 weeks after it began. The latest that a leave can last is 17 weeks after the birth.
- 30.3. Employees requesting maternity leave must give their employers at least four weeks' written notice before the leave. They must also provide a medical certificate indicating the estimated date of delivery.
- 30.5. On timely return at the expiration of the Maternity / Parental Leave period, an employee is entitled to the same staff position or a comparable job, with the same or greater benefits and pay when they return from leave.
- 30.6. An employee on Maternity / Parental Leave is entitled to remain on the following EMMC sponsored benefits provided they continue to pay their portion of the benefit premiums: Group Insurance Benefits.
 - 30.6.1. At the commencement of the Maternity Leave, the employee will submit to the EMMC office post-dated cheques for the employee-paid portion of the monthly benefit premiums that will be payable during the Maternity Leave.
- 30.7. An employee on Maternity Leave who elects to continue EMMC sponsored benefits and then chooses not to return to work for more than 3 months must reimburse EMMC for the full cost of the benefit premiums paid on her/his behalf during the Maternity Leave.
- 30.8. If an employee does not plan to return to work following their Maternity Leave, the Executive Director must be informed in writing so that a replacement may be found.

31. Bereavement & Other Leaves

- 31.1. Bereavement leave for employees will be allowed for: up to 5 days at the normal rate of pay for a spouse, child, mother or father; and up to 3 days with pay for a sibling, grandparent/step-grandparent, or grandchild/step-grandchild, as well as spouse of each. Increased leave due to long distance of travel may be granted.
- 31.2. All other leaves including leaves of absence for reasons of extended bereavement, prolonged illness or injury of a permanent employee or time off to take care of a seriously

ill family member, etc. will be dealt with on a case by case basis in terms of whether or not the leave will be granted and whether or not the leave is paid or unpaid.

- 31.3. The Executive Director will review each request and reply to the applicant.
- 31.4. Requests for leave should be made (verbally for short leaves and written for prolonged leaves) well in advance (if possible), to allow the decision making process to take place. Reasons must be indicated in the request.

32. Jury and Court Duty

- 32.1. In the spirit of good corporate citizenship, EMMC acknowledges and supports its employees' responsibilities with respect to jury duty.
 - 32.1.1. If an employee is called for jury duty, they will continue to receive pay and benefits for the time they are absent from work.
 - 32.1.2. If the employee receives any payment for serving on a jury, they are expected to forward the payment to EMMC.
- 32.2. If an employee is subpoenaed as a witness, their wages and benefits will normally continue only in cases involving the public interest and/or ministry related, as opposed to personal litigation.

Termination Procedures

33. Vision

We desire to finish well with each of our employees. The following will guide us when the time comes to terminate employment.

Conditions and Procedures

Termination of employment may take place upon the initiative of the employee or the EMMC under the following categories and conditions:

- 33.1. Resignation - a voluntary termination freely made by the employee for any reason he or she may choose. An employee is encouraged to give notice as follows: executive and leadership staff – 3 months; support staff – one month.
- 33.2. Mutual Agreement - whereby both the individual and management think that it would be mutually beneficial to end the employment relationship. Under these circumstances, no termination notice period is set by EMMC, and a departure date is agreed upon within a reasonable time period.
- 33.3. Staff Reduction - resulting from job elimination due to reorganization or financial considerations. Any employee so affected will be given a minimum of one month's notice in writing, with reasonable time off during the notice period for job interviews. Pay in lieu of notice may be given subject to provisions of applicable provincial labour laws. Employees whose jobs are terminated under this provision will receive termination pay, determined by mutual agreement. In the event of reorganization, termination will occur only if no other appropriate position for the employee is available within EMMC.
- 33.4. Unsatisfactory Performance - termination of employment because of unsatisfactory performance on the job will normally follow a period of effort to improve performance.
- 33.5. Unprofessional behavior and insubordination may be grounds for dismissal.
- 33.6. Retirement - The normal retirement age is 65. However, two other options are available to employees if such arrangements are organizationally feasible, and subject to the discretion of the Executive of the Board upon the recommendation of the Executive Director.
 - a. At age 60 a reduced workload may be arranged at the request of the employee with proportionally reduced pay.
 - b. After age 65 arrangements may be made for contractual employment on an annual basis. Benefits such as Long Term Disability and Employment Insurance do not apply after age 65, subject to provincial labor laws.
- 33.7. Any individual who believes he or she has been unfairly dealt with during termination of employment procedures has the right to initiate Grievance Procedures.⁵

⁵ EMMC Termination Policy- Adopted by General Board on Jan 31, 2009

Other Policies

34. EMMC Property

- 34.1. All furniture, electronic and office equipment and other items paid for by the EMMC, remain the sole property of EMMC.
- 34.2. All books, computer software and publications purchased by EMMC and all documents/creative materials created for EMMC use by staff while employed at EMMC, remain the sole property of EMMC.
- 34.3. In certain instances it may be desirable for EMMC to sell off certain items to the outgoing employee.
- 34.4. All keys must be returned.

35. Policy to Protect Personal Information

In compliance with the federal Privacy Legislation (Personal Information Protection and Electronic Documents Act), EMMC, its directors, officers, employees and volunteers are required to comply with the principles and the policy and will be given restricted access to personal information solely to perform the services provided for EMMC. See Appendix 3 for full Policy to Protect Personal Information.

Policy Acknowledgement

36. Policy Acknowledgment

36.1. This acknowledgement will be signed and returned to the Administrative Assistant. This acknowledgment will be attached to your personnel file.

I, _____ (print name) have read and understood and agree with the Confession of Faith of the EMMC and have read and understood and agree to abide by the policies and procedures set forth in the EMMC Employee Handbook.

I understand that EMMC has the right to modify these policies and procedures at any time.

Signed,

(Signature)

(Date: day/month/year)

Appendix 1. Updates and Changes

- ¹ October 2007 First General Council Meeting under Regionalization- Morden EMMC
- ² General Board Meeting #15-06 September 16, 2017
-Mileage reimbursement rate update
- ³ March 2, 1990 EMMC General Council Format. Senior Staff Hiring Policy
- ⁴ Professional Development Policy- Adopted by the General Board on Jan 31, 2009
- ⁵ EMMC Termination Policy- Adopted by General Board on Jan 31, 2009

Appendix 2. Acknowledgement of Beliefs/Standard of Lifestyle

(To be signed by the employee & given to Administrative Assistant on yearly basis)

1. **God:** We believe in the one holy and loving God, filled with glory, power and wisdom, who lives in eternal Trinity as Father, Son, and Holy Spirit. God, who created and sustains the physical and spiritual universe, desires a relationship with us.
2. **Creation:** We believe that all persons are made in the image of God with a capacity to make moral choices, and given the responsibility to manage creation. God desires all human life to begin in families where husband and wife are covenanted together under God for life.
3. **Sin:** We believe that sin is a rejection of God's rule, beginning with the rebellion of Satan and followed by Adam and Eve's deliberate choice to disobey God. Because of sin everyone has fallen short of God's will, creating a conflict with God, self, and others. The penalty for sin is physical and spiritual death.
4. **Revelation:** We believe that the Bible is the inspired and infallible Word of God, the final authority for faith and life. God's revelation in the Old Testament through creation and the covenant was a preparation for the supreme revelation in the New Testament through Jesus Christ.
5. **Jesus Christ:** We believe in God the Son, the Lord Jesus Christ, fully God and fully human, who proclaimed the rule of God, lived a sinless life, died on the cross as payment for our sins, rose bodily from the dead, ascended into heaven, and reigns as Lord of all.
6. **Salvation:** We believe that salvation is a gift of God's grace, received through personal repentance and faith in Jesus Christ as Lord and Saviour. Believers have assurance, forgiveness of sin, salvation from sin, reconciliation with God, and eternal life as they live in faith and obedience.
7. **Holy Spirit:** We believe in God the Holy Spirit who gives new life to all who have placed their faith in Christ. The Spirit, who indwells believers, continues to comfort, empower, gift, guide, and unite them to fulfill the mission of the church.
8. **Discipleship:** We believe that following Jesus as Lord in all of life means that the Christian life is characterized by love, integrity, purity, and simplicity. The believer's commitment to Christ and the global church becomes the standard for discerning the level of participation in society.
9. **Church:** We believe that the Church is the visible body of believers, the global community of those who have placed their faith in Jesus Christ. Members of this body are covenanted together in local congregations and participate in the ordinances of water baptism and the Lord's Supper.
10. **Peace and Reconciliation:** We believe that God offers peace and reconciliation to all humanity through the work of Christ on the cross. Followers of Christ's law of love affirm the sacredness of life as they make peace in personal, social, and international situations.
11. **Mission:** We believe that the mission of the Church is to make disciples in all the world by proclaiming the gospel of Jesus Christ in evangelism and compassionate ministries.
12. **Christ's Final Triumph:** We believe in the return and reign of Jesus Christ, the final resurrection, the judgement of the unrighteous in hell and the eternal reward of the righteous in heaven.

I believe the foregoing to be consistent with Christian Anabaptist standards. I agree to adhere to them and accept these as conditions of employment if hired.

Signature

Name (Printed)

Date

Standard of Lifestyle and Morality

The Confession of Faith is a set of beliefs that guide the social and moral life of our congregations and employees, and calls for ethical behavior. This requires that in its programs and relationships EMMC will operate in accordance with the teachings of the Bible, as interpreted and understood by the constituency it serves.

Persons employed by EMMC will profess a personal faith in Christ as Savior and Lord; be an active member in a local EMMC church; and support the purpose and objectives of EMMC.

Our Anabaptist concept of the church and its ministries places strong emphasis on mutual accountability. EMMC has a strong commitment of accountability to the church constituency it serves. Participation in sectarian and cult practices are therefore regarded as incompatible with the Christian faith. Employees of EMMC are expected to identify with the mission and theology of EMMC, and abide by the ethical standards established by EMMC.

Persons employed at EMMC strive to speak the truth in love and present themselves with integrity in regard to abilities, views, faith and discipleship. They bring to the work setting an attitude and conduct of mutual support, respect, and in case of conflict, reconciliation. They protect the privacy of donors and constituents, hold in confidence all information acquired from them; and disclose information only according to policy as required in the normal process of the work of the EMMC.

They will not allow outside or personal interest to jeopardize or interfere with their professional judgment, independence or competence in performing their duties; be diligent in the performance of the services and functions undertaken at EMMC and endeavor to exemplify and promote excellence in all professional activities.

Persons employed at EMMC consider life to be sacred and the family to be fundamental. Accordingly, persons employed at EMMC deem the following behavior as contrary to our Evangelical Anabaptist understanding of the Christian faith: extra marital relationships, pre-marital sexual relationships, reading or viewing of pornographic material, homosexual relationships and activity, sexual assault or harassment, or any activity that erodes EMMC articulation of the Christian faith.

Persons employed at EMMC recognize their role as examples to the constituency of EMMC. They recognize that constituent views, practices and understanding of Scripture vary regarding social practice as to food, drink and social activity. However, EMMC staff will refrain from the use of tobacco or illicit drugs, and though abstinence is preferred, will refrain from unhealthy consumption of alcoholic beverages. They will further refrain from the unhealthy consumption of food and be discerning in their choice of entertainment.

Violation of the Standard of Lifestyle and Morality will be regarded as incompatible with the goals and objectives of EMMC and considered as just cause for dismissal. The interpretation of the General Board and Council will be regarded as the official EMMC position.

AFFIRMATION

I consent to abide by the Standard of Lifestyle and Morality Statement as a condition of employment with EMMC.

Signature

Name (Printed)

Date

Appendix 3. Employee Internet Use

(To be signed by the employee & given to Administrative Assistant)

Policy:

Internet access available to EMMC staff is to be used in a moral and ethical manner at all times. Any questionable use of the internet, including but not restricted to, going to any type of pornographic or gambling website, is strictly prohibited. The internet use at each computer is monitored on an ongoing basis.

Since misuse of the internet will be investigated as to whom the user was, it is imperative that each staff person log-off their computer when it is not in use and keep the login password secure to prevent potential misuse of the internet by others using their username and password. In the event that a staff person happens upon an inappropriate website, they should contact the Executive Director to apprise them of the situation.

Restoration of the employee will be handled in accordance with points 16.2 and 16.3.

Internet Use Agreement:

I, _____, have read and agree with the above policy and covenant to refrain from any immoral or unethical use of the Internet and understand the process of restoration that will be taken by the EMMC.

Signature

Date

Appendix 4. Contractor & Employee

Personal Information Protection: At Evangelical Mennonite Mission Conference (“EMMC”), respecting privacy and personal information is an important part of our commitment to our constituents, employees and contractors. That is why we have developed the Evangelical Mennonite Mission Conference Privacy Code and related policies and procedures (collectively, “EMMC Privacy Policies”). In the performance of your duties you are required to comply with the EMMC Privacy Policies, in their then current form. For example, in the performance of your duties you will only collect, use and/or disclose constituent, employee and/or contractor personal information in a manner consistent with the EMMC Privacy Policies. You will only access constituent, employee and/or contractor personal information on a need-to-know basis in a manner consistent with the performance of your specified duties. You will immediately notify the EMMC Privacy Coordinator if you have a reasonable belief that EMMC or any other person has contravened, or is likely to contravene the EMMC Privacy Policies or applicable law. You acknowledge that your failure to comply with the EMMC Privacy Policies may subject you to discipline, up to and including termination of employment for cause.

Employee Personal Information: EMMC collects uses and discloses employee personal information to manage and develop EMMC’s operations, including personnel and employment matters, and to meet legal and regulatory requirements. In this respect, EMMC’s employee personal information management, including its collection, use and disclosure of employee personal information, is subject to the EMMC Privacy Policies. EMMC informs employees of the existence, use and disclosure of their personal information in the control or custody of EMMC upon request and provides employees access to that information. Employees may challenge the accuracy and completeness of the information and have it amended as appropriate. Employees may address a challenge concerning compliance with the EMMC Privacy Policies to the EMMC Privacy Coordinator. You acknowledge and agree to the collection, use and disclosure of your personal information in relation to your employment with EMMC in the manner set forth in the EMMC Privacy Policies.

I, _____ have read this contractor and employee EMMC Privacy Policy and agree with this policy.

Signed: _____

Date: _____