

# PERSONNEL POLICIES FOR CHURCHES AND ASSOCIATIONS

## PERSONNEL POLICIES FOR CHURCHES AND ASSOCIATIONS SHOULD INCLUDE.....

### **Employment at Will Doctrine for the State of Tennessee**

The Employer adheres to the legal doctrine of employment-at-will for all employees. This doctrine states that employment relationships are for an indefinite term and can be terminated at any time “for good cause, for bad cause, or for no cause at all.” The existence and application of this personnel manual shall not create a definite term of employment or alter in any way the employment-at-will doctrine.

The policies of this manual related to employment expiration do not supersede this doctrine, but rather give guidance and framework for the orderly and proper methods of such expiration.

### **Employment Classification:**

- Minister/Non Minister
- Exempt/Non-exempt
- Full time/Part-time –hourly
- Job Descriptions

### **Employment Process:**

- Position Approval
- Selection Authority
- Notice of Vacancy
- Applications
- Interviews
- Employment Decision

### **Wage & Salary Administration**

- Pay Scale
- Social Security
- Salary Adjustments
- Ministerial Tax Status
- Unemployment Insurance - not usually
- Housing & Utility Allowance -documentation
- Reimbursement plans- books, business meals, etc.
- Special Compensation Arrangements and term

### **Employment Expiration**

What happens to.....

# PERSONNEL POLICIES FOR CHURCHES AND ASSOCIATIONS

- Insurance
- Unused Vacation
- Retirement Contribution
- Severance Pay

## **Benefits**

- Insurance Coverage
- Retirement Plan
- Continuing Education
- Coverages in Retirement
- Other.
- Leave Benefits
- Sick leave
- Vacation Leave
- Personal Leave

## **Work Standards**

Personal Conduct  
Personal Appearance  
Lifestyle Considerations  
Work Schedule  
Outside Employment  
Overtime  
Other

## **Sexual Harassment**

Definition  
Policy  
Training