

MOUNT CROSS HIRING PROCEDURE

PROCESS FOR HIRING NON-CALLED STAFF

Introduction

There is always the need to maintain staffing levels as established by the organization to fulfill its mission and as provided for within the budget. Mount Cross strives to maintain an efficient and capable group of individuals who serve the organization as non-called staff. As employee vacancies occur and as new positions are created, this process will serve to assist in guiding the steps involved with the recruitment process.

Vacancy of an existing position

When a vacancy occurs for an existing position it is necessary to determine that the position is needed and that it is verified that it is provided for within the budget. The person who is responsible for the supervision of the vacant position will review the job description to make certain that the job description is current and accurately reflects both the job qualifications and responsibilities as well as being current with employment regulations. If assistance is needed or if changes are proposed, the Personnel Committee and Finance and Budget Committee will need to be contacted.

The recruitment process can then proceed using the appropriate forms of notice in order to solicit applications. Following the advertisement period, the most qualified applicants will be interviewed. The candidate felt to be the most acceptable and qualified for the position will then be required to have references checked and be live scanned prior to being offered the position.

New Position Requests

Prior to the recruitment for an employee for any new position, it must first be determined that the position is provided for within the budget and has been authorized by the Church Council. A request for a new position may come from any of the functional groups within the church but must first go through the required procedure.

Any new position must first be authorized by the Church Council. Prior to the approval of the Church Council, a review by both the Budget and Finance Committee and the Personnel Committee is required. The Budget and Finance Committee will consider the budget implications for the total compensation package for the position for both salary and benefits. The Personnel Committee will review the steps involved with the position and will guide the preparation of the job description and the recruitment process as needed. The recommendations from both the committees will be forwarded to the Church Council when they consider the request as an agenda item before and further action can occur on the request.

The recruitment process can then proceed using the appropriate forms of notice in order to solicit applications. Following the advertisement period, the most qualified applicants will be interviewed. The candidate felt to be the most acceptable and qualified for the position will then be required to have references checked and be live scanned prior to being offered the position.

Post Recruitment Process

A job offer will be provided to the successful candidate which will include the following:

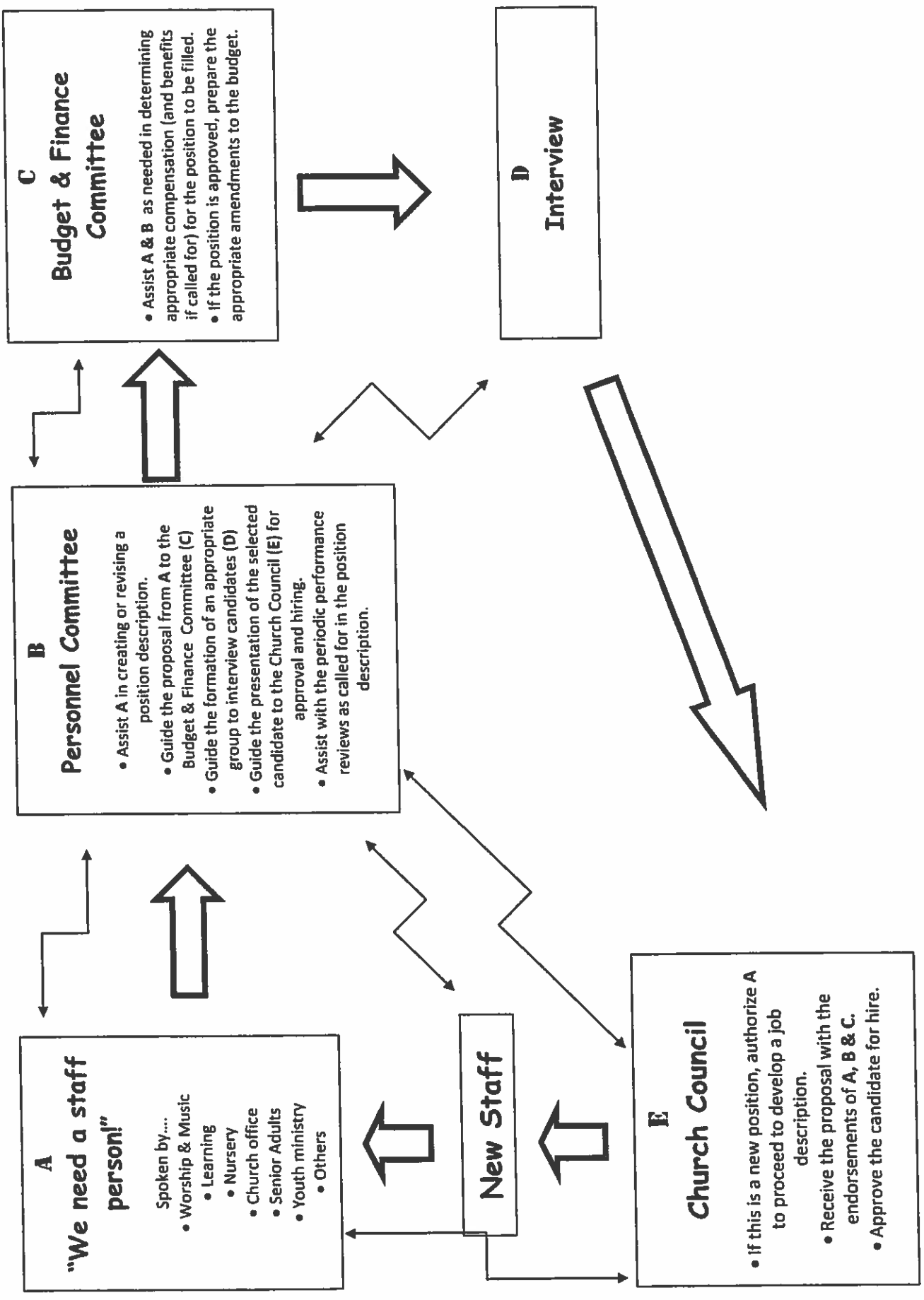
1. Job qualifications and requirements
2. Employee responsibilities
3. Accountability
4. Employer responsibilities
5. Performance review
6. Dispute resolution process
7. Policy on sexual harassment and misconduct
8. Sick leave policy
9. Overtime requirements
10. Other aspects related to the specific position

The employee will be subject to a probationary period and periodic evaluations to be conducted by the supervisor or other designated person responsible for the employee.

The employee will provide periodic time cards to be submitted for review and approval.

Attachment: Flow Chart

A Process For Hiring Non-Called Staff



MOUNT CROSS TIME CARD PROCEDURE

PROCESS FOR TIME CARD

Introduction

As provided for in the Job Descriptions and Employment Agreements, persons employed by Mount Cross are compensated for their work both in terms of wages or salaries and appreciation for their job well done.

In order to ensure that compensation is prepared in a proper fashion, time cards are the tool to be used to document the hours worked so that their Supervisor can review the time shown on the time card. Subsequently, the Bookkeeper then tracks the time in order to prepare the payroll checks. The time card will also be used to keep track of time accrued for vacation hours, sick leave accumulation and overtime authorization.

Process

Each employee will be required to submit a completed time in a format provided by Mount Cross at the conclusion of each work week. The time card will be in a manner as attached, but may be modified as required in order to meet payroll requirements and labor laws.

The employee will need to identify the time at the start of their shift and the end of their shift. In addition, the employee must show the start and stop time of their lunch break. As a reminder, a lunch period of a minimum of 30 minutes shall be taken (without compensation) for each shift over 4 hours. The employee must also show time used separately for vacation time, sick leave, or overtime (see overtime policy). Days which are normally worked, but for which no hours are worked and no accumulated leave is used, the time card should note "0" or "N/A".

Once the time card has been completed at the end of the pay period, the time card shall be submitted to their supervisor who in turn will review its accuracy and then forward the approved time card to designated person who in turn will submit it to the Bookkeeper. This will allow the preparation of the warrants in preparing the payroll on the scheduled time frame.

The process will allow for the tracking of available sick leave accumulation for each eligible employee in accordance with the approved Sick Leave Policy. The number of hours available for vacation accrual shall also be tracked for those employees eligible for vacation accrual in accordance with their employee agreements. Overtime accrual will also need to be tracked both in terms of compensation or accrual of comp time.

The employee shall contact their supervisor in case of any questions or follow the procedures laid out in their employment agreement for any other questions or concerns.

MOUNT CROSS OVERTIME POLICY

POLICY FOR OVERTIME

Introduction

Overtime is classified as working more than 8 hours in one day and/or 40 hours during one work week. For further clarification, refer to state and federal labor laws.

Policy

For non-exempt employees, all overtime work must first be pre-authorized by the employee's supervisor or other person designated by Mount Cross. Any overtime work must be provided for in the budget unless otherwise required in an emergency situation.

In an effort to allow for non-work time to support the employee's ability to maintain the proper balance of life and work, it is the intent that the non-exempt employees stay within the designated hours of their work schedule. The employee should manage the hours necessary to conduct their work assignments in timely manner by scheduling and prioritizing assignments. The employee is also directed to work with their supervisor to ensure that their deadlines are kept. Mount Cross supports the use of volunteers to assist in the workload and maintains a number of committees which provide for volunteers with various levels of expertise and skills.