Personnel Committee Recommendations:

1.   Update personnel manual to include all required state and federal language needed to help ensure compliance as much as possible and minimize legal liability. For example, the handbook should have paragraphs regarding the employers intent to make reasonable accommodations when necessary, or language regarding Equal Employment Opportunity clauses. Recommend that a professional employment law firm review the current manual to make recommendations.

2.   Update all job descriptions to ensure they are accurate and have not changed or evolved since originally created. I suggest you have the employee go through the description too insert or cross out lines that may/may not still apply based on their current duties that they are performing. This could be done as part of the annual review process.

3.   Review all employment agreements to ensure they state employee position, hours, rate of pay and especially whether they are exempt or non-exempt positions.

4.   Develop a timesheet system for employees who are non-exempt.

5.   Timesheets need to include language making employee aware of meal and rest periods. The employee handbook should also reference required meal and rest periods.

6.   Develop a system to track employee vacation and sick leave. For example, an employee will fill out a sick/vacation leave form and have it signed by his/her supervisor. The supervisor signs off on the leave slips, turns it into accounting for payroll processing, and the form is kept on file so that there is written documentation of leave that was taken.

7.   Establish a policy on how many sick/vacation hours can be accrued per year and can they be rolled over from year to year or will they be capped at a certain number of hours. Is this a uniform policy that can be added to the handbook? Or is this only stated in the employment agreements. I recommend you clearly state it in the personnel manual.

8.   Ensure that the church office posts all required employment posters (state and Fed minimum wage laws, Equal employment Opportunity provisions, SDI, Paid Family Leave, Paid Sick Leave, Cal/OSHA, workers comp claim numbers, etc). For example, minimum wage law changed in Jan of 2017. All employers are required to post the new minimum wage notice in an area that employees can view. There are several other notices that this poster should contain.

9.   Establish a schedule for annual reviews to be completed each year, as well as who will complete the reviews and the process for this.

10. Ensure that all employees have received copies of Mt Cross policies (ex. Sick Leave Policy) and that they have signed something acknowledging that they have received, read and understand the policy. This should also be kept in their personnel folder. These policies should also be added to the employee handbook (with an acknowledgement form).

11. Conduct an audit of personnel folders to make sure they all contain an employment agreement, job description, latest performance review form, I9 form with proof of citizenship, W4 form, CA DE 4 form, copies of leave requests, etc.

12. Employee credit cards – create a document for each employee in their personnel file that states that the employee has a company issued credit card, list its $$ limit, and the policy on usage of a company credit card (ex. Only approved purchases, only purchases under a certain dollar amount, must provide receipts that correspond with all purchases made, etc.). Have the employee sign and acknowledge this agreement.