

8.3.4 SAMPLE — COVENANT OF MINISTRY: LAY EMPLOYEES

The Diocese of Oregon is committed to abiding by state, local and federal laws as they relate to employment conditions and opportunities. The Diocese of Oregon affirms its commitment to a policy of equal employment opportunity in terms of race, color, national origin, sex, age, marital status, and disability. (Operations Resource Manual, section 6.0)

HEADING

1. Name of rector/vicar
2. Name of employee; position title
3. Beginning date of employment

POSITION DESCRIPTION

1. Is there a job description describing duties and responsibilities of this position? Is it current?
2. Are the qualifications and requirements of this position defined? Are they appropriate?
3. Have the rector/vicar and lay employee reviewed job description? Have all employee's questions been answered? Attach job description to this covenant.
4. What is the relationship with clergy, other lay staff, and volunteers?

COMPENSATION AND BENEFITS

The Diocese of Oregon expects congregations to offer benefits and wages that promote retention of employees and provide economic rewards comparable with similarly situated positions in the area. Employees hired will be paid at least the minimum wage established by the Fair Labor Standards Act and those guidelines established by the Oregon Bureau of Labor and Industries. (section 6.3)

1. WAGE/SALARY
2. UNEMPLOYMENT INSURANCE, SOCIAL SECURITY, WORKERS' COMPENSATION - all employees (section 6.4)
3. PENSION - all employees who work at least 1000 hours a year
4. GROUP MEDICAL/DENTAL - strongly urged for all who work 20+ hours/week
5. GROUP LIFE INSURANCE OR DISABILITY INSURANCE – optional
6. CONTINUING EDUCATION - within normal working hours and compensated accordingly (SECTIONS 6.5 and 8.3.7)

VACATION AND LEAVES

1. HOLIDAYS -nine (section 6.6.1)
2. VACATION - after 12 months (section 6.6.2)
3. SICK, MATERNITY/PATERNITY, SPECIAL, OR UNPAID LEAVE - as determined by parish (sections 6.6.3 to 6.6.6)

WORK TIME

1. WORK WEEK
2. OVERTIME PAY - required for those working 40+ hours/week (section 6.7.1)
3. TIME RECORDS - employer is responsible for maintaining (section 6.7.2 and 6.8.3)
4. BREAK AND LUNCH PERIODS (section 6.7.3)

APPRAISALS

1. PERSONNEL COMMITTEE (section 6.1)
2. ANNUAL REVIEW (section 6.8.1)
3. SALARY ADJUSTMENTS (section 6.8.2)
4. VOLUNTARY TERMINATION (section 6.8.4)

DATED SIGNATUREs