

The Episcopal Diocese of Easton



Employee Handbook

2010

314 North Street
Easton, Maryland 21601

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Letter to Employees from the Bishop

Dear Employees of the Diocese of Easton,

This handbook is for you. In it you'll find various policies, definitions, forms for evaluation, and standards that we will all want to uphold and honor in our employment in the Diocese of Easton. This handbook is a supplement to the individual letters of agreement reviewed by the Canon to the Ordinary and the Bishop.

Clear expectations and specific procedures to be followed are outlined, because avoiding confusion and questions can only assist us in producing an atmosphere that is inviting to work in as well as welcoming to those who call for assistance or guidance or drop in for a visit.

The people of this diocese frequently review the Baptismal Covenant of the Episcopal Church as found in the Book of Common Prayer (page 304). In it we affirm our faith in the Holy Trinity and commit ourselves to five distinct affirmations. One of them asks the question, "Will you seek and serve Christ in all persons, loving your neighbor as yourself?" The answer is, "I will, with God's help."

Another question asks whether we will strive for justice and peace among all people, and respect the dignity of every human being? Again, the answer is, "I will, with God's help."

The diocese, as a Christian community, serves the people of our congregations. We believe in serving all people in a just and compassionate way. This call is primary for all who work in the church, and I believe that respecting the dignity of every human being is part of the solution to achieving peace in our world, our community, in our families, and with those we are working for and with.

I invite you and I welcome you to a ministry of servanthood. I look forward to your being a colleague in ministry and a participant in the call to mission and service.

Faithfully yours,

The Rt. Rev. James J. Shand
Tenth Bishop of Easton

Statement of Purpose & Disclaimer

The Episcopal Diocese of Easton provides this handbook to its administrative and program staff as a general guide for its employees to provide basic information about matters of interest and concern to employees and Diocesan leadership. This handbook contains brief descriptions of many items and often contains references to Canons of the Church and to administrative policies of the Diocese, Federal and State laws and regulations. This handbook is not intended to replace these resources, but rather to afford a convenient source and reference point for items which would be useful to employees, especially those new to the Diocese.

The Diocesan staff and its work are important to the churches throughout the churches on the Eastern Shore. Changes are made as needed; therefore, the Bishop and the Diocesan Council reserve the right to amend, modify or delete provisions in this handbook. Without prior notice.

This handbook is not a contract. Only the Bishop has the authority to enter into a contract with an employee. Clergy and some staff have such contracts, but members of the staff do not. All staff are employed on an “at will” basis. This means that both the employee and the Diocese have the right to end the employment at any time with or without cause or notice, and, unless prohibited by applicable law, for any or no reason.

EQUAL OPPORTUNITY EMPLOYER

The policy of the Diocese of Easton is to provide equal employment opportunities to qualified individuals regardless of race, color, sex, national origin, religion, age, disability, veteran status, marital status or sexual orientation. The Diocese intends to follow federal, state, and local laws governing nondiscrimination in employment that pertain to it. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, transfer, compensation, discipline, and training. Racial, ethnic, sexist, age, disability, and religious slurs, epithets, jokes or similar conduct are expressly prohibited. Nondiscrimination and equal employment opportunity on the basis of creed are extended except where bona fide occupational qualifications require that an employee be a communicant of The Episcopal Church who is a member in good standing with a parish of The Episcopal Church or holds beliefs in common with the doctrine of The Episcopal Church. The Diocese of Easton applies this commitment to recruiting, hiring, promotion, training, compensation, lay off, termination and other conditions of employment.

DEFINITIONS

- a) **Trial Employee** - A person employed for regular employment shall serve a trial period of ninety (90) calendar days. A performance review typically is done at the end of the probationary period. If work is satisfactory, the person is then considered a regular employee. If a trial employee's performance is not satisfactory, the bishop shall terminate his/her employment at any point during the trial period.
- b) **Full-Time Employee** - An employee working full time, as defined by the diocese's normal work week.
- c) **Part-Time Employee** - An employee who regularly works less than a full-time schedule, as agreed between the diocese and the individual employee.
- d) **Temporary Employee** - An employee who is hired at an hourly rate for a limited period of time, not to exceed one (1) year.
- e) **Performance Evaluation** - Each regular employee ordinarily shall receive an annual job performance review between June 1 and September 30. Finalized performance reviews are to be sent to the Bishop no later than October 1st.

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WORK WEEK

The work week consists of 40 hours which includes a one-hour lunch period for all employees. The usual work week is Monday through Friday, 8:30 a.m. to 4:30 p.m., for all employees. The Bishop reserves the right and on occasion may find it necessary to request the employee to work additional hours, within reason, to support the work of the Diocese.

ATTENDANCE

Expected Absence: An employee shall request permission of his/her immediate supervisor as far in advance as possible of any expected absence, but at least one day in advance.

Unexpected Absence: If an absence is unexpected, the employee shall call the Diocesan Office as early as possible advising when s/he expects to return to work and the reason for the absence. An employee shall call in each day s/he is out unless s/he expects to be out for an extended time and so arranges in advance.

The policy of the Diocese is to cooperate with employees when time off is needed for good cause. However, excessive absences for any reason are a very serious concern, as they may not only cause a hardship on the Diocese but also on other employees who must fill in and do the extra work.

Vacations, sick leave, professional development (i.e., continuing education), and any other non-work related time away from the office shall be noted on the staff calendar. All employees are responsible for notifying a member of their staff and/or the receptionist if they are out of the office for any reason.

An employee shall make note of his/her absence on their absence report, which will be held by their employee file in the Bishop's office.

EMPLOYEE PERSONNEL RECORDS

The Bishop will maintain the following records on staff members:

- History of employment and compensation
- Attendance and time records
- Certification of Safe Church training
- Certification of Anti-racism training

Any staff member may examine his/her own personnel file on request within normal business hours.

Employment will be confirmed on telephone request, but no personal information on any staff member will be given out without the staff member's knowledge and approval unless legally required. When an employment confirmation on a former staff member is requested by a potential

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employer, only dates of employment and position title will be confirmed unless written authorization is received.

Changes in address, phone numbers, beneficiaries, dependents, etc., should be given to the Bishop immediately so that pension, health and life insurance, and other vital records may be kept current.

STANDARDS OF CONDUCT

Employees are expected to adhere to acceptable business principles in matters of personal conduct.

- Confidentiality is a requirement. Knowledge and information acquired during a day's work should stay within the confines of the office. Breach of confidentiality is a reason for dismissal.
- Employees should refrain from language that would be deemed offensive to colleagues, other members of the diocesan community, or the public at large.
- Diocesan Center dress code is that of professional business attire or appropriate business casual attire for a busy service-oriented organization where outside visitors are commonplace.
- The Diocesan Center is a non-smoking facility.

PROHIBITION AGAINST HARASSMENT

It is illegal and strictly against Diocesan policy for any employee, male or female, to harass another employee on the basis of race, color, sex, religion, national origin, age, sexual orientation, veteran status or disability. Harassment is discriminatory conduct that (1) has the purpose of effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose of effect of unreasonably interfering with an individual's work performance or otherwise adversely affects an individual's employment opportunities. Harassing conduct can consist of words, gestures, slurs or jokes, pranks, intimidation, hostility, physical conduct or written or graphic material.

As an example of such prohibited conduct, sexual harassment is making or subjecting any person to unwelcome sexual advances, unwelcome requests for sexual favors, or to engage in any unwelcome other verbal or physical conduct of a sexual nature where (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or submission to or rejection of such conduct is used as the basis for an employment decision affecting the individual exposed or subjected to such conduct, or (2) where such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

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The Diocese will not condone or tolerate the harassment of its employees by their co-workers, supervisors or any individual under its control. All employees, regardless of position or title, will be subject to severe discipline, up to and including discharge, should the diocese determine that an employee is engaged in the harassment of another individual. We will promptly and thoroughly investigate the facts and circumstances of any claim of harassment.

If you feel that you are being subjected to harassment, you should report this to your supervisor immediately, or, if you would prefer for whatever reason to discuss the matter with someone else, report the problem to the supervisor's superior or to the bishop (see "Complaint Procedures"). No individual will be subject to, and it is the Diocese's policy to strictly prohibit, any form of discipline or retaliation for reporting incidents of harassment or pursuing any claim of harassment.

PAYROLL PROCEDURES

All staff shall be paid on the 15th of the month, and the last day of the month. Direct deposit is mandatory except in cases where it is not possible. An employee paystub will be provided by the Finance Administrator the day prior to the direct deposit. Should the 15th or last day of the month fall on a weekend, paychecks will be deposited for the Friday prior to the scheduled date.

VACATION LEAVE

Each covered employee shall earn annual vacation leave with pay at the rate of 10 working days (pro-rated on a monthly basis). After two (2) years of employment, each employee shall earn one (1) additional day of vacation leave per year, up to a maximum of 20 days. Vacation leave may be accumulated and carried over during the time of employment. Upon termination, an employee will only be reimbursed for one (1) year's earned vacation time, up to a maximum of 20 days.

PERSONAL LEAVE

Three (3) personal leave days per year are granted for personal business, personal emergency, family illness, etc. These days cannot be accumulated and cannot be added to vacation time. There shall be no payment for unused personal days at the end of the calendar year or in the event of termination.

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SICK LEAVE

Paid sick leave shall be earned at the rate of one (1) day per month, to a total of 12 working days per year. During the time of employment, unused sick leave may be accumulated to a maximum of 20 working days.

After one (1) year of employment additional sick leave, not to exceed 20 working days, may be granted for illness certified by a physician to require prolonged treatment or recuperation. At the time of termination of employment there will be no payment for unused sick leave.

Sick leave can be used in the following situations:

- a) If employee is ill, injured (unless on the job in which case worker's compensation provisions apply), temporarily disabled, physically or mentally unable to do the job; or
- b) If employee has a medical or dental appointment; or
- c) If employee's dependent is ill and requires care by the employee.

An employee using sick leave must notify the Bishop, Canon to the Ordinary, or fellow employee at the beginning of the work day. Where a relatively long period of absence is anticipated, the employee need only contact the office on the first day of the absence, but should state at that time the estimated period of absence. An employee may be required to provide medical verification of an illness, etc., if he/she has taken five (5) consecutive days of sick leave with pay. The employer reserves the right to request and receive verification from a doctor that the employee is able to return to work and resume regular work responsibilities or that the employee is not able to return to work.

Holidays within an employee's sick leave shall not be charged as sick leave.

FAMILY AND MEDICAL LEAVE

While the Diocese will not necessarily follow the Family and Medical Leave Act of 1993 ("FMLA") and its regulations in every respect, unless otherwise required by applicable law, it is the policy of the diocese to concur with the FMLA wherein periods of unpaid leave will be granted to employees who request time off for family or medical reasons. It is important to note, however, that any FMLA leave will run concurrently with other types of leave. For example, employees who qualify for a week of sick leave will simultaneously be deemed by the Diocese to have used a week of FMLA leave. The eligibility criteria and general guidelines used in administering this policy are set forth below.

Covered Employees - To be eligible for leave under FMLA, you must have been employed by the Diocese for at least 12 months, whether consecutive or intermittent, **and** worked at least 1,250 hours during the 12-month period preceding the leave.

FAMILY AND MEDICAL LEAVE (continued)

Reasons for Leave - You may request leave under the FMLA for the following events: birth of a child, placement of child with you for adoption or foster care; time needed to care for a spouse, domestic partner, child or parent with a serious health condition. For purposes of this policy, a serious health condition is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility, or continuing treatment by a health care provider.

Length of Leave - Leave under the FMLA is limited to a total of 12 work weeks during a 12-month period. In determining the amount of FMLA available to you, we will consider the 12-month period preceding the date of the leave to be used. Leave taken to care for a sick family member or because of your own serious health condition may be taken intermittently or on a reduce work schedule when medically necessary and supported by certification from your doctor or other health care professional. FMLA leave taken for the birth of a child, or for the placement of a child for adoption or foster care, must be taken as a single block of time, unless otherwise agreed to by the diocese, and eligibility for such leave ends twelve months after the date of birth or placement.

Pay Status During Leave - Your pay status during a period of leave under the FMLA will depend on the reason for the leave, the length of the leave and the amount of available (i.e., earned but unused) sick, vacation and personal (SVP) time as of the beginning of the leave. You will be required to utilize the SVP time which you have available to cover all or a portion of your absence in accordance with applicable policy, and you will receive full pay until your available paid leave is exhausted. If appropriate, benefits are exhausted, you will be in unpaid status during the remainder of the leave. SVP time will not accrue during any period for which you are receiving short-term disability benefits or are in unpaid status.

Notice Required - If the need for leave is foreseeable, you must notify the Diocese at least 30 days prior to the date the leave is to begin. If the need is not foreseeable, you should provide as much notice as possible. The request for leave should be made in writing and include the reason for the leave and amount of time required. IF the leave is needed because of serious health condition, whether yours or that of a family member, you will be required to provide us with a health care provider's certification, on a form we will supply, to support the need for the leave. In the case of leave taken because of your own serious condition, certification of your ability to return to work may also be required.

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Effect on Benefits and Employment - Coverage under the Diocese's group health, life and disability plans will continue at no additional expense to you during any period that you are on leave under the FMLA.

Upon return to work from leave under the FMLA, you will be placed in the position you held prior to the leave or in one which, in the Diocese's judgment, is equivalent in pay, benefits and other conditions and terms of employment to that held prior to the leave. If you are considered a key employee under the FMLA, however, we are unable to guarantee reinstatement.

The provisions set forth above are a brief summary of the entitlements and requirements under the FMLA. It is our intention to administer the policy in a manner consistent with regulations issued by the Secretary of Labor. Questions regarding the FMLA should be directed to your coordinator of Human Resources.

BEREAVEMENT LEAVE

An employee is entitled to paid leave in the event of death in his/her immediate family. Except in unusual circumstances, such leave is not to exceed three (3) working days. Immediate family of the employee shall consist of mother, father, sister, brother, husband, wife, domestic partner, son, daughter, foster child, mother-in-law, father-in-law, grandparents, grandchildren, and for relatives residing with the employee. One (1) working day of paid bereavement leave may be allowed in the event of the death of a close friend or relative other than those listed above.

HOLIDAYS

Full-time employees will receive the following non-working paid holidays each year. Holidays shall be consistent with those observed by the federal government, including the following:

New Year's (Jan.)	Labor Day (Sept.)
Martin Luther King Day (Jan.)	Columbus Day (Oct.)
President's Day (Feb.)	Veteran's Day (Nov.)
Memorial Day (May)	Thanksgiving Day (Nov.)
Independence Day (July)	Christmas Day (Dec.)

These days shall be taken according to the federal schedule for any specific year. In addition to the above holidays, the Diocese also grants the following paid holidays:

Good Friday	The Friday following Thanksgiving
An additional day at Christmas to be determined by the Bishop	
The Monday following Diocesan Convention - considered comp time and not a holiday	

PROFESSIONAL DEVELOPMENT

Time off with pay may be granted to an employee wishing to attend conferences, workshops, etc., which are directly related to his/her present position. Time off must be approved in advanced by an employee's immediate supervisor. Funding for professional development is available upon request. The employee must complete a request form. It must be signed by the Bishop.

JURY DUTY

The Diocese recognizes its employee's civic obligation to serve as jurors when called and, therefore, grants leave of absence with full pay to full-time and part-time employees.

On days for which continued attendance is not required, the employee is expected to return to work.

MILITARY LEAVE

Consistent with the USERRA, an eligible employee will be granted leave time for training or active duty in the Armed Forces.

VOTING

It is the policy of the Diocese to permit employees an adequate opportunity to vote in general and primary elections. It is desired that an employee vote either prior to reporting to work or after departure.

INCLEMENT WEATHER

If the Diocesan office is closed because of adverse weather, all employees scheduled to work will receive their normal pay. The Bishop will make this decision and employees will be informed.

BENEFITS

All employees, other than temporary, working 20 hours or more a week are eligible - the first of the month following the date of employment - for the following benefits, paid for by the Diocese:

- Medical, Prescription and Dental insurance for employees and dependents as described in the Plan booklet.
- Term Life Insurance as provided by the Church Life Insurance Corporation.
- Short Term (Income Replacement Plan) and Long Term Disability Insurance as provided by the Church Life Insurance Corporation.

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PENSION

All clergy are immediately eligible for pensions provided by the Church Pension Fund.

Lay employees, after one year of employment, are eligible for enrollment in The Defined Contribution Plan as provided by the Church Pension Fund.

WORKER'S COMPENSATION

The Diocese provides benefits under the worker's compensation law. This law assures compensation for medical care and loss of wages due to an accidental injury or personal or occupational illness that arises out of and in the course of employment. Your injury must be reported immediately to the Bishop.

UNEMPLOYMENT COMPENSATION

The Episcopal Diocese of Easton being a non-profit organization is exempt from federal and state unemployment taxes.

COMPLAINT PROCEDURES

When an employee thinks that an unfair decision has been made regarding any aspect of his/her employment or work, the following steps are recommended:

- a) The employee should present his/her position to the Bishop to discuss and resolve the matter. Should the Bishop be involved in this matter, the employee should pursue the situation first with the Canon to the Ordinary.
- b) S/he may present his/her position to the Bishop in writing in order that an attempt may be made to resolve the matter.
- c) After this procedure, if the employee wishes to pursue the matter further, s/he may present his/her position to the Bishop in writing in order that an attempt may be made to discuss and resolve this matter. The Bishop's decision shall be final and binding for all concerned.

TERMINATION PROCEDURES

Termination is a process that results in the ending of employment. It may be either voluntary or involuntary. The termination date is defined as the last day normally scheduled and actually worked. The Bishop will determine this date.

Involuntary: This is an action, initiated by the employer, resulting from action or behavior of the employee which harms the interests of the employer, and results in the ending of employment for

TERMINATION PROCEDURES, continued

the affected employee. Consistent with the Statement of Purpose and Disclaimer on page 2 of this Handbook, employment with the Diocese is “at will.” Nevertheless, the following examples constitute a nonexclusive list of actions that are considered grounds for termination.

- a) Incompetence, inability, or uncorrected inefficiency in performance of job responsibilities.
- b) Misrepresentation on the employment application.
- c) Misuse of alcohol or use of illegal substances during performance of job duties.
- d) Sexual harassment or other illegal harassments during the performance of employer’s business.
- e) Abuse of leave.
- f) Refusal to carry out official directives within the job duties and responsibilities required of the position or other acts of insubordination.
- g) Unexcused absences from work for three (3) consecutive days.
- h) Conviction of a felony.

IMMEDIATE DISMISSAL: This is separation from employment without prior notice. This will ordinarily occur upon proof of extraordinary misconduct.

Voluntary Resignation: To resign in good standing, employees shall give written notice to the Bishop no less than two (2) weeks prior to the last day of employment unless a longer period has been previously established by contract.

If an employee terminates his/her employment with the Diocese for any reason within six (6) months of his/her employment date, no cash settlement for unused vacation accumulations will be made. Termination benefits shall be given after one year of continuous employment, provided written notice has been given 10 working days prior to termination or at employer’s option.

Lay Off

Lay Off means the termination of employment due to lack of work or funds, or abolishment of positions due to organizational or program changes.

In determining which employee(s) to lay off, the Bishop shall give due consideration to factors such as employee performance and seniority. The overriding consideration shall be the accomplishment of the Diocesan mission.

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Vacation, Health & Life Insurance, Severance

Upon termination, regardless of reason(s) - except for extraordinary misconduct - an employee may be eligible for the following:

- a) If an employee has worked for a majority of the quarter in which he separates -
 - 1st quarter - one week paid vacation
 - 2nd quarter - two weeks paid vacation
 - 3rd quarter - three weeks paid vacation
 - 4th quarter - four weeks paid vacation

- b) Health and Life Insurance coverage through the last day of the month in which compensation ends.

- c) An employee who is involuntarily separated in most cases will be offered severance pay. One week's salary for every year of service up to four (4) years will be offered.

A P P E N D I X I

ORIENTATION CHECKLIST

Applicants accepted for employment will meet with the Canon to the Ordinary to discuss the following:

Procedures

- Statement of Purpose and Disclaimer
- Compensation policy and paydays
- Vacation and holiday policies
- Benefits (health insurance, life insurance, pension, leave policies)
- Attendance policy, work hours
- Standards of Conduct
- Other basis policies

Structure

The Canon to the Ordinary will explain the structure of the Diocese of Easton:

- Diocesan Convention
- Diocesan Council
- Commissions and committees
- Staff structure
- Staff meetings

Canon to the Ordinary

The Canon to the Ordinary will relate:

- Expectations in relationship to job description
- Expectations in relationship to colleagues
- Expectations during probationary period

A P P E N D I X II

EXPENSE REIMBURSEMENT

The Diocese of Easton will reimburse employees for expenses incurred in performing the duties required to support the mission and programs of the Diocese as defined by the budget allocations and subject to documentation requirements. Expense reports must be documented and submitted on the forms provided by the Finance Office within 60 days following the close of the calendar month in which the expense was incurred. Any expense must be accompanied by a receipt. The IRS requires that all cash advances must be cleared within sixty (60) days after the event or the amount of the advanced will be deducted from the employee's paycheck. reimbursement requests must be approved by the employee's supervisor before submission to the Finance office where it will be reviewed for compliance with IRS Code.

TRAVEL EXPENSE

Includes most out of pocket expenses incurred while discharging job responsibilities away from the Diocesan office for the day or overnight. Requests for reimbursement must include date, amount, and business purpose of travel. The purpose of travel needs to describe clearly the job relationship. When convenient, it is preferable that airline reservations, hotel reservations, and registration fees be invoiced directly to the Diocese. Personal travel or entertainment is not reimbursable.

USE OF PERSONAL AUTOMOBILE

Employees will be reimbursed at the IRS standard mileage rate, excluding the commute to the primary work location. *Documentation needs to include date, destination, number of miles traveled and business purpose. Parking fees and tolls also will be reimbursed with receipt.*

MEALS AND LODGING

While traveling on Diocesan business, meals and lodging are reimbursable relative to the location and purpose of the business conducted. This may be limited to the IRS allowable per diem rate. The cost of alcoholic beverages is not reimbursable.

Entertainment Meals - These expenses may be reimbursed only if an integral part of a Diocesan program and if the meal immediately precedes or follows a SUBSTANTIAL business discussion. Documentation needs to include date, name of restaurant, amount, nature of business discussion and names and business relationship of person(s) entertained. Generally, meals with co-workers are not reimbursable. Exceptions may be made for special occasions and will require the approval of the Bishop.

A P P E N D I X III

PERFORMANCE REVIEW GUIDELINES

The overall purpose of a performance review is for the formal measurement of how that performance does or does not meet the expectations of the supervisor, the staff member and/or the organization. An annual performance evaluation should not preclude periodic informal performance discussions.

The Process:

1. Late in May, the Bishop's office will provide each staff member with a copy of these guidelines and the Self-Appraisal form. Each staff member shall complete this form, and return it to the Bishop. An appointment will be set to meet with the Bishop between June 1 and October 1. The Bishop will be sent the Performance Review Form including the Comments, Goals, and Signature page.

If a staff member is to be evaluated by more than one person, the contributors will meet to produce a Performance Review that will be signed by the Bishop. The staff member will distribute their self-evaluation to each of the contributing evaluators for their consideration before providing their input to the principal evaluator or Bishop.

2. The Bishop and the staff members will meet for the Performance Review. The Bishop will present the Performance Review s/he (with the input of colleagues) has completed. There is space under each category for the Bishop to make short comments explaining their evaluation. Further comments may be made under the Bishop's comments section on the last page of the evaluation form. The staff member responds, agreeing or disagreeing with the evaluation. S/he may take a copy of the completed review form for 24 hours in order to formulate a response to be written in the staff member's "comments" section. The staff member and the Bishop will sign and date the document signifying that they have met and completed the evaluation process.
3. The Self-Appraisal Form and the Performance Review Form are placed in the staff member's Personnel file.

A P P E N D I X I V

SELF-APPRAISAL FORM

Name _____

Date _____

Describe how you met the Performance Factors listed below. Do you feel your performance Needs Improvement, is Acceptable, or is Above Average? Be sure to list your major accomplishments.

1. Compliance with policies and procedures:
2. Planning and organizing work:
3. Oral and written communication:
4. Independent decision making:
5. Promoting positive image and mission of the church:

Comment on any Performance Factors that need improvement.

Have you had any special changes or challenges in your job since your last performance review?

List the goals set at your last performance review. Were the goals met? If not, describe.

List goals you suggest for next year.

Describe any special training or developmental activities since your last performance appraisal.

Do you suggest any training or developmental activities for the coming year.?

A P P E N D I X V

PERFORMANCE REVIEW FORM

Performance Review For:
Position:
Date:

Performance Factors	Needs Improvement	Acceptable	Above Average
1. Compliance with policies & procedures			
2. Planning & organizing work			
3. Oral & written communication			
4. Independent decision making			
5. Promoting positive image & mission of the church			

A P P E N D I X VI

COMMENTS, GOALS, AND SIGNATURES

Staff person's comments:

Supervisor's comments:

Goals for next year: (Written collaboratively by Bishop and Staff person)

Staff person's Signature: _____ Date: _____

Bishop's Signature: _____ Date: _____

A P P E N D I X VII

**EXIT INTERVIEW
THE DIOCESE OF EASTON**

Name _____

Title _____

Employment Date (From)_____ (To)_____

1. Why are you leaving the staff of the Diocese of Easton?
2. Will you be doing the same type of work with a different employer?
3. What does your next job offer which the Diocese of Easton did not?
4. Please rate the following on your job with the Diocese of Easton
(Excellent, Good, OK, Fair, Poor). Brief comments may be made, too.
 - a. Cooperation within department
 - b. Cooperation with other departments
 - c. Training opportunities
 - d. Working conditions
 - e. Quality of supervision
 - f. Advancement opportunities
 - g. Rate of pay for your job
 - h. Employee benefit package
 - i. Lines of communication
 - J. Level of responsibility

Exit Interview - continued

5. Describe your work environment (examples: employee morale, work load, major problem areas, performance appraisal, etc.)

6. What three changes, if made, would have encouraged you to stay?

a.

b.

c.

7. Other comments:

8. Forwarding Address: _____

Date: _____

Interviewer: _____

A P P E N D I X VIII

EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I, _____, acknowledge receipt of the Employee Handbook of the Diocese of Easton and fully understand that I have a responsibility to comply with each policy and requirement. I have been given the opportunity to ask for clarification on any matter on which I am unclear.

I further understand that the Employee Handbook is not a contract, but rather, a guideline for policies, benefits, requirements, and procedures, which may, in order to support the effectiveness of the Diocese, with or without notice, be changed, rescinded, amended, or added to at any time by the duly authorized administrative body of the church in its sole and absolute discretion.

I further understand and acknowledge that there is no agreement between me and the Diocese for any definite period of employment and that I may resign any time, with or without cause or notice, and that the Diocese has the right to terminate my employment at any time, with or without cause or notice. I understand and acknowledge that this constitutes the entire agreement between me and the Diocese regarding the terms of my employment, and that this agreement may not be altered, amended, modified, or otherwise changed except in writing which has been approved and signed by the authorized administrative body of the Diocese.

Date: _____

Employee Signature: _____

Print Employee Name: _____

Signature of the Bishop: _____