

**#5.11**

**EMPLOYEE BENEFITS**

**POLICY:** For ordained installed pastors the church provides full participation in the core benefits of the Traditional Benefits Program (pension, healthcare, death and disability), with all dues paid by Chapel. For additional details see the *Benefits Administration Handbook* as developed by the Board of Pensions of the Presbyterian Church (USA) for church treasurers, clerks of session, and business administrators and applicable Administrative Rules as published by The Board of Pensions of the Presbyterian Church (USA).

Prior to January 1, 2016 it had been Chapel’s practice to enroll eligible lay employees in the core benefit package of the Traditional Benefits Program (pension, healthcare, death and disability) with all dues paid by Chapel. Beginning January 1, 2016, Chapel no longer offered these benefits to any lay employee (part-time or full-time) under the Presbyterian Church (USA) Board of Pensions benefits program.

**DEFINITIONS:** For purposes of Chapel’s benefits provided under these Policies & Procedures:

- A. A “full-time employee” is one who works 35 hours or more per week and an “eligible part-time employee” is one who works less than 35 hours per week and at least 20 hours per week.
- B. “Lay employees” include exempt lay employees (both full-time and part-time) and nonexempt lay employees (both full-time and part-time).
- C. The Chapel by the Sea establishes the following employment classifications and positions as listed:

<u>Class</u>	<u>Positions</u>
Ordained	- Pastor
Exempt Lay (full-time)	- None
Exempt Lay (part-time)	- Parish Nurse
Nonexempt Lay (full-time)	- None
Nonexempt Lay (part-time)	- Office Administrator
	- Secretary (Administrative Assistant)
	- Clerical Assistant
	- Facilities Manager
	- Sexton

All employees within the same classification must be offered the same type of benefits.

PROCEDURES:

1. The Office Administrator shall be the contact person with the Board of Pensions. He/she shall obtain all necessary forms and information to enroll eligible employees. The required forms shall be signed by the proper persons and forwarded to the Office Administrator to be reviewed for completeness and forwarded to the Board of Pensions.
2. Copies of the signed forms shall be retained in the employee's personnel file.
3. The Office Administrator shall complete and forward to the Board of Pensions the necessary forms and signatures for changes in salary or hourly rate, job classification, and termination.

RESPONSIBILITY: The Pastor and Office Administrator shall ensure that eligible employees are aware of employee benefits available under these Policies & Procedures, and if provided through The Board of Pensions, that required forms are secured, completed, and forwarded to the Board in a timely manner.