

## Sonrise Church of God

### Employment Policy for Church Secretary

1. The Sonrise Leadership Team have discussed and agreed upon the following policy concerning salary, working hours, and fringe benefits for the Secretary of the Sonrise Church of God.
2. Salary: The Sonrise Leadership Team shall determine The Secretary's starting salary.
3. Salary Review: The Sonrise Leadership Team with the Pastor shall review The Secretary's salary and benefits annually.
4. Performance Review: There shall be a review of the Secretary's performance, by her/his supervisor sixty (60) days following employment.
5. Work Hours:
  - a. The Church Secretary's normal work week shall be determined by the supervisor; Work hours shall be recorded on a time sheet or other accepted form and submitted to her/his supervisor for approval.  
(Extra hours shall be allowed when workload requires it) or
  - b. The Church Secretary's shall be salaried, and shall work hours prescribed by the supervisor, not to exceed hours agreed upon by the Sonrise Leadership Team.
6. Holidays: The Secretary shall be given the following days off with pay each year:

<b>January 1</b>	<b>New Year's Day</b>
<b>January</b>	<b>Birthday of Martin Luther King, Jr.</b>
<b>February</b>	<b>Washington's Birthday (Presidents Day)</b>
<b>May</b>	<b>Memorial Day</b>
<b>July 4</b>	<b>Independence Day</b>
<b>September</b>	<b>Labor Day</b>
<b>October</b>	<b>Columbus Day</b>
<b>November 11</b>	<b>Veterans Day</b>
<b>November</b>	<b>Thanksgiving Day &amp; the day after</b>
<b>December 25</b>	<b>Christmas Day</b>

If one of these holidays fall on the weekend, the following Monday shall be considered the holiday.

7. Sick/Bereavement Leave: After sixty (60) days probation period, the Secretary will accrue sick time at the rate of one (1) day per month, to a maximum of twelve (12) days per year. This may be accumulated to a maximum of thirty (30) days. Bereavement leave shall include spouse, children, parents, grandparents, and siblings.

8. Vacation: Vacation time shall be based upon 32 working hours per week. On the first anniversary of employment, the secretary shall have earned five (5) working days of vacation. On the second and successive anniversaries of employment, ten (10) working days per year will be earned. On the fifth anniversary vacation time will then be (15) working days per year. Vacation time earned may be accumulated to a maximum of thirty (30) days.

All vacation time shall be prearranged and approved by the supervisor except in the event of an emergency. Exceptions, additions over 20 vacations days are to be approved by the Sonrise Leadership Team.

9. Education Opportunities:  
Reimbursement of fees for classes or seminars that will help improve the Secretary's skills in performing her/his work shall be subject to the approval of the Sonrise Leadership Team prior to enrollment in the class or seminar.

10. Health Insurance:  
Health Insurance is available at the employee's expense.  
I have read and understand the above policy.

Signed \_\_\_\_\_  
Secretary