

**Staffing Committee Report
Support Team Meeting
Tuesday, Nov. 13, 5:00 p.m.
Gathering Room**

1. 2017 list of *Items to Address to Help Support Our Staff and/or Make Them More Successful* has been completed! (Items either addressed by Staffing Committee or referred to the appropriate Team/Committee)
2. 2018 annual reviews completed. In the process of typing them up and compiling a new list of *Items to Address* . . .
3. New job descriptions with similar formats nearly done
 - a. Dana and David looking over custodial task lists
 - b. Pastor Lane looking over his job description
4. Budget recommendations to consider
 - a. proper steps for Pastor Elizabeth and Pastor Lane
 - b. continue stipends for funerals for Pastor Lane, but discontinue for weddings
rationale: we are an old congregation and can have multiple funerals in a month—too much for one pastor; however, one pastor should be able to handle the amount of weddings TLC normally has
 - * c. 2% raise for all staff, if possible; recommend raise for all or none
 - d. Hours
 - 1/4-time pastor: stay the same until at least the end of April (reassess then)
 - Administrative Professional A (Stewart): up to 18 hours/week
 - Administrative Professional B (Marlene): up to 24 hours/week (with up to 6 hours/week working at home)
rationale for increase in overall time: still in transition to new pastor; Admin. pro's are picking up tasks formerly done by one of the two pastors; increase in amount of time working with social media (TLC website, Facebook) and digital communication (monthly newsletter, weekly update)
 - Custodian: 30 hours/week
rationale for decrease in hours: new boiler will not require the watchfulness and maintenance of the old system; have Sunday morning coffee hosts start coffee themselves; recommend hiring a professional team to do the bigger jobs, e.g. waxing the floors in the fellowship hall and at Trinity Center (they have better equipment and a team to work quickly and efficiently); less people using the Trinity Center
***reassess in 6 months after examining task and time information*
5. Final wording for Paid Holidays for Staff (see attachment)

Holiday Pay

Trinity Lutheran Church recognizes six paid holidays each year:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Employees will receive the day off while being paid at their regular rate on a recognized paid holiday. Holiday pay will be prorated based on regularly scheduled hours. A full-time employee (1.0 FTE or 80+ hours/week) will receive 8.0 hours of holiday pay. For example, a part-time employee who works .50 FTE will receive 4.0 hours of holiday pay. A part-time employee does not need to be working the week of the holiday in order to be paid holiday pay.

If a holiday falls on a weekend, the holiday will be observed on the workday closest to the holiday. If employees are required to work on a holiday because of the timely needs of church, their paid holiday may be observed on a future date, as agreed upon with their manager, or they may elect to receive holiday pay in addition to their pay for hours worked.

Holiday pay does not count towards overtime.

Rationale:

-We feel this is one way we can help our church be more competitive and provide ways to keep our talented staff here.

-Yes, everyone gets paid for each holiday - regardless of who is working when. For Stewart and Marlene, that would mean that they each have Christmas Day off and receive a partial day of paid time. If they want to use PTO hours during that time (to bring it up to 8.0 hours or whatever), then they can.

-Employees in the US receive an average of 7.6 paid holidays, according to The Bureau of Labor Statistics in the category "all full-time employees."

-NOTE: There are, however, no requirements that we offer paid holidays. We can simply close the office.