

PERSONNEL POLICIES & HANDBOOK PROGRAM

Without doubt, employment policies and practices represent one of the most important risk management areas for any nonprofit. Our Personnel Policies & Handbook Program provides an affordable solution to reviewing, updating and publishing effective policies for your leaders and a handbook for your staff.

THE BENEFITS

There are many benefits to a customized employee handbook created within the larger framework of well-drafted personnel policies:

1. Provide direction and support to key leaders.
2. Develop uniformity in key decision-making areas, helping difficult situations to be resolved with objectivity and fairness.
3. Minimize and avoid legal problems.
4. Minimize misunderstandings between your organization's leadership and staff.
5. Deepen trust with your staff.
6. Communicate your organization's history, mission, principles, and goals.
7. Build your staff's appreciation for the benefits you provide them.
8. Communicate available resources when employees find themselves overwhelmed or in trouble.
9. Provide a resource to staff that answers nearly every question they may have regarding their employment relationship with your organization.

THE PROCESS

Below is the process we use to partner with you to complete this project.

□ **Step 1: You Complete Our Initial Interview Questionnaire**. Our questionnaire is designed to help us understand how your organization operates, your current employment practices, and areas to discuss. Once you've completed our questionnaire, you fax or email it to us and we will call to set up an interview. Your fax or email should include the following:

- Initial Questionnaire
 - Your existing employment policies and handbook, if you have these.
 - An organizational chart for your congregation or nonprofit.
- **Step 2: Complete Interview**. We will contact you to set up an interview after we receive the above materials and deposit. The interview lasts 60 to 90 minutes.
- **Step 3: We draft your policies**. Based on the interview and any materials received from you, we will draft your personnel policies. We will provide a draft to you within three weeks after completing the interview and receiving the requested materials.
- **Step 4: You review and send back corrections/changes**. We will email your draft policies to you in a Microsoft WORD file. You may send back corrections and revisions using the editor feature, via email instructions, or you may simply mark up our drafts in “traditional red ink” and return your edits to us by mail.
- Depending on the package you have selected, we may need to schedule additional phone meeting(s) as appropriate to customize the policies for your organization. We will finalize your personnel policies within three weeks after receiving your corrections and will send the final version to you for your approval.
- **Step 5: We draft your handbook**. Once you approve the final personnel policies, we will draft your employee handbook so it is consistent with your policies. We will provide the employee handbook to you within three weeks after receiving your approval of the final policies and procedures.
- **Step 6: We send you your final documents**. We will send you an electronic version of your final personnel policies and employee handbook. If you are a subscriber to our on-line policy tool RiskManager.net™ you may publish your policies on-line to those in your organization who should have access to them.

THE COST

We have invested hundreds of hours of research and time into our model personnel policies and handbook material. Because we work mainly with churches and church-related organizations, we understand the issues unique to religious organizations. When you purchase our policies and handbook product, you are purchasing not only our best work product, developed over many years, but also “face time” with our consultants to help you craft sound policies and procedures customized for your organization.

We have created three different packages tailored to organizations of various sizes, needs, and budgets. These packages range from \$1,000 to \$5,000.

Small Church “Basic” Package Cost: \$1,000

This package provides standard policies for a smaller congregation (less than five employees) that has no existing written personnel policies. Policies are drafted “employee friendly” to take into account the laws of the most liberal states. We will provide some specific research for certain key policies. You will receive approximately three hours of consultant “face time.”

Medium Church Package Cost: \$3,000

This package is for the medium size church or religious nonprofit that would like additional consultant time customizing and developing their policies and handbook. Your organization should consider this if you have between five and twenty-five employees, or if you would like us to incorporate your existing policies after reviewing and updating them. You will receive approximately ten hours of consultant research and “face time.”

Larger Church “Comprehensive” Package Cost: \$5,000

This package is for the medium to large church or religious nonprofit that would like more help developing and customizing their policies and handbook. Your organization should consider this option if you have over twenty-five employees or varied operations that require additional policy areas. You will receive up to fifteen hours of consultant research and “face time.”

Customized Policies Package Cost: negotiable

This package is for a congregation that requires specialized assistance and significant consultant time crafting customized personnel policies, procedures, and an employee handbook. We will discuss your objectives and determine a budget for the project (costs could be in the \$6,000 range.)

Q & A

WHAT HAPPENS WHEN THE LAW CHANGES OR WE NEED TO MODIFY OUR POLICIES?

Because employment laws and regulations often change, we provide our clients with a free bulletin provided electronically every year describing the changes in key federal and state employment laws affecting churches and religious nonprofits.

You can modify your policies as your operations change or as the law changes. At your request, we can provide you with a quote to review a particular section of your policies and/or handbook. We provide our personnel policies and handbook clients with a 15% discount off our regular rates on all future personnel policy and handbook review and work.

ARE YOU A LAW FIRM?

Our policy consultants are attorneys with their own private practices, but do not practice law when working for RMnet Solutions, Inc., a risk management consulting firm. We will not engage in the practice of law, nor is an attorney-client relationship with its privileges created when you work with our policy consultants.

We can provide risk management advice and help you to understand federal and state laws as they affect churches and religious nonprofits. We also can research state law, incorporate this into your policies and handbook, and then help you identify the key policy areas that you may wish a local attorney to review (a much cheaper alternative than having local counsel draft these documents from scratch.)

WOULDN'T IT BE BETTER FOR US TO USE A LOCAL LAW FIRM TO HELP US WITH OUR EMPLOYEE POLICIES AND HANDBOOK?

There are many excellent employment lawyers around the country. The challenge, we have found, is to find a good attorney who also understands the unique issues affecting churches, who understands a church's employer-employee relationship with its staff, who is comfortable working with church leaders with spiritual and Biblical expectations as to resolving conflict and legal matters, and who can provide such services at an affordable rate.

Our goal is to provide churches with employment policies that "work" for their church, incorporate the unique church law issues, comply with federal law, and highlight key state law areas that your congregation may want to review with local counsel. Using RMnet Solutions, Inc. for the bulk of the work with some focused review by local counsel provides many congregations with a better final product at a lower price than hiring an attorney who does not understand religious law issues or ministry issues unique to churches and religious nonprofits.

We're building a network of attorneys who can serve as a resource to your congregation. Please let us know if you would like a referral.

HOW DO WE GET STARTED?

To get started, contact Adrienne Newsom at (800) 649-1343 ext. 82 or Adrienne@riskmanager.net

TERMS OF AGREEMENT

Name of Church: _____ # of Church members: _____

of Full Time Employees in Administration: _____
of Part Time Employees in Administration: _____

of Full Time Employees in Ministry: _____ Total # of Employees: _____
of Part Time Employees in Ministry: _____

Name of Person To Be Interviewed: _____ Telephone Number For Interview: _____
(____) _____-_____

Email draft to this address: _____

Here are some important terms and clarifications up front, before we begin working together:

The policies contained in our Personnel Policies & Employee Handbook package are reviewed annually for compliance with state and federal employment laws, with a free annual bulletin provided electronically outlining key changes in the law affecting church employees. If you add additional sections to the Personnel Policies & Employee Handbook that we provide, we are unable to address such additional policy sections as part of our free annual bulletin.

By purchasing our Personnel Policies & Employee Handbook package, your congregation will be receiving a license into perpetuity to provide copies of your final customized policies and handbook to your church's employees. This license does not allow you to use these policies or handbook in other organizations or to give these materials to other organizations to copy for their own use, absent the permission of the RMnet Solutions, Inc..

We have invested significant resources to develop these materials and the methodology that allows churches and other organizations to create sound policies, customized for their needs, at an affordable rate. We greatly appreciate your respect for the value of our copyright in these materials so we are able to earn a fair wage for our work.

In practice, it is also unwise for one organization to copy any set of policies from another, as that organization's practices, state law, and goals may be quite different from the organization for which the policies were created. Please contact us if you have any questions or seek permission to use these materials.

Our policy consultants are attorneys with their own private practices, but do not practice law when working for RMnet Solutions, Inc., a risk management consulting firm. We will not engage in the practice of law, nor is an attorney-client relationship with its privileges created when you work with our policy consultants. Before we begin any employee policy/handbook project, we will discuss with you the extent of our research and where you may wish to obtain the help of local counsel to review key sections of your policies, procedures and handbook to ensure that these comply with your state's laws.



RMnet Solutions, Inc. will be providing your organization with the following Personnel Policies & Employee Handbook package as detailed on the attached Package Description sheet:

- Small Church "Basic" Package Cost: \$1,000
 - Medium Church Package Cost: \$3,000
 - Larger Church "Comprehensive" Package Cost: \$5,000
 - Customized Policies Package Cost: \$_____
- Customized Package Details:

50% of the above fee will be due at the time of the initial interview with the remaining 50% due 15 days after we send your initial draft personnel policies to you. All work requested by your organization outside the scope of the work we have agreed upon above will be billed to you at the hourly rate of \$175 per hour.

Consistent with biblical commands (Matthew 18:15-20, I Corinthians 6:1-8), any claim or dispute related to this Agreement and/or services provided, that your organization and our firm are unable to resolve shall be settled by mediation and, if necessary, legally binding arbitration under the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation (www.peacemaker.net). By signing below, both RMnet Solutions, Inc. and your organization agree that any arbitration award may be entered in any court having jurisdiction, and expressly waive our rights to file a lawsuit or claim against one another for such disputes, except to enforce an arbitration decision. Of course, we hope this is never necessary, and please know that we will do all we can to earn and carry out the trust your organization places in us.

THIS IS A LEGAL CONTRACT. YOU SHOULD CONSIDER HAVING YOUR ORGANIZATION'S ATTORNEY REVIEW THE CONTENTS OF THIS DOCUMENT BEFORE SIGNING.

ACCEPTED AND AGREED TO AS OF THE DATE SIGNED BELOW:

FOR: _____ [ORGANIZATION NAME]

Signature Date

Printed Name Title

FOR: RMnet Solutions, Inc.

Adrienne N. Newsom Date

PACKAGE DESCRIPTIONS: WHAT YOU RECEIVE

TABLE OF CONTENTS	PACKAGE TYPE			
	Basic Church	Medium Church	Large Church	Custom

**limited scope

Bold: state specific

Section 1: Hiring & Staffing

Employment Status	X	X	X	
Pre-Employment Procedures**	X	X	X	
Equal Employment Opportunity	X	X	X	
Immigration Policies & Procedures	X	X	X	
IRS & Social Security Compliance	X	X	X	
Employee v. Independent Contractor		X	X	
Works For Hire**		X	X	
Fair Labor Standards Act & Procedures for Proper Classification of Employees**			X	
Background Checks**			X	

Section 2: Payroll

Working Hours, Schedule, Meal & Rest Periods**	X	X	X	
Timekeeping & Overtime**	X	X	X	
Salary Pay Policy & Payment of Wages**	X	X	X	
Payroll Deductions	X	X	X	
Ordination & Licensure Procedures	X	X	X	
Parsonage	X	X	X	
Expense & Travel Reimbursement**			X	

Section 3: Employment Relationship & Practices

Personnel Records & Inspection Procedures**	X	X	X	
Whistleblower Protection Policy	X	X	X	
Mandatory Posting of Certain Policies	X	X	X	
Conflict Resolution Policy, Procedures & Form		X	X	
Procedures for Release of Former Employee Information		X	X	
Personnel Record Management Guidelines		X	X	
Personnel Record Retention Periods		X	X	
Health & Safety**		X	X	
Workplace Violence			X	
Spiritual Counseling & Assistance**			X	
Performance Evaluation Policy & Procedures**			X	
Outside Employment Policy			X	
Workplace Investigations**			X	
Church Property, Computers & Electronic Resources			X	
Communicable Diseases				
Drug & Alcohol Use				

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Section 4: Proper Conduct

Standard of Conduct
 Unlawful Harassment & Discrimination Policy & Investigation Procedures
 Harassment/Discrimination Complaint Form
 Biblical Discipline
 Punctuality and Attendance**

X	X	X	
X	X	X	
X	X	X	
X	X	X	
	X	X	

Section 5: Benefits

Eligibility**
 Insurance**
 Tax Deferred Savings**
 Worker's Compensation**

X	X	X	
X	X	X	
X	X	X	
X	X	X	

Section 6: Time Off & Leave

Holidays**
 Sick Leave & Vacation**
 Jury Duty, Voting, Military Duty, Bereavement**
 Leave of Absence**
 FMLA

X	X	X	
X	X	X	
X	X	X	
X	X	X	
		X	

Section 7: End of Employment

Final Pay
 Continuing Health Insurance Coverage**
 Voluntary & Involuntary Terminations
 Restructuring and Reductions In Staff**
 Severance Policies & Procedures
 Final Interview Procedures**

X	X	X	
X	X	X	
	X	X	
		X	
		X	
		X	