

1. Title: Compensation

2. Purpose:

2.1 This document states FPCC policies regarding employee pay, including but not limited to the overtime pay provisions of the Fair Labor Standards Act (FLSA), so that both individual contributor and supervisory employees understand how pay is determined, when they are paid, and obligations that each have regarding pay. (See also OPS 07.04 Miscellaneous Employee Policies for information regarding work week and work schedules.)

2.2 As an employer FPCC believes that it is in the best interest of both the organization and its people to fairly compensate its workforce for the value of the work provided. It is FPCC's intention to use a compensation approach that will determine the current relevant market value of a position based on the skills, knowledge and behaviors required of a fully competent incumbent. The system is intended to be objective and nondiscriminatory in theory, application and practice.

3. Policy:

3.1 Legal Compliance. It is the policy of FPCC to comply with all applicable federal, state and local labor laws that regulate employee compensation, including but not limited to Internal Revenue Service payroll tax regulations and the overtime and minimum pay regulations of the Fair Labor Standards Act.

3.2 The FPCC Session is responsible for reviewing recommendations made by the Administration Committee regarding the church's compensation approach and systems. As part of the annual budgeting process, the Session will review and approve, as appropriate, funds to be allocated for FPCC total compensation, which includes base salaries, bonuses, variable based or incentive based pay, and all other related expenses, including benefits plans. The congregation shall approve by vote in accordance with Session policies the total compensation package for the Senior Pastor/Head of Staff and any Associate Pastor(s).

3.3 The Head of Staff is responsible and accountable to the Session for ensuring that FPCC is staffed with highly qualified, fully competent employees and that all personnel programs are administered within appropriate guidelines and within the approved budget. The salary budget should include a gross figure for the new fiscal year budget adjustments, but the individual determinations for each employee's salary adjustment, if any, should be by recommendation of the Head of Staff, with approval by the Administration Committee. This responsibility also includes determining the appropriate head count, titles, position levels, merit and promotional increases, and compensation consisting of salary, bonus and other

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discretionary pay for all positions except that of the Senior Pastor and any Associate Pastor(s) (as noted in 3.2 above).

3.3.1 The Head of Staff should ensure that salary ranges, if used, are updated annually, that all individual jobs are market priced at least once every two years, and that any pay adjustments are administered in a fair and equitable manner.

3.3.2 The Administration Committee is responsible for ensuring that the total compensation program is managed for consistency and equity and that recommendations from the Head of Staff are reviewed and approved as appropriate.

3.4 Pay Rate. The Administration Committee, with recommendations from the Head of Staff and concurrence from the Session as necessary, determines employee pay rates. The pay rate may be stated in hourly, weekly, semi-monthly, monthly, or fee-for-service terms, depending upon the nature of the work being performed. All nonexempt quoted pay rates will be converted to a “regular rate of pay” hourly equivalent for the purposes of calculating overtime pay. This conversion rate will include all forms of compensation required by the FLSA to be included in determining “regular rate of pay” for calculating overtime due for that specific workweek. Thus, the “regular rate of pay” can be variable and does not necessarily equal the amount quoted to an employee as their base pay rate.

3.5 Nonexempt and Exempt Employees. The Administration Committee determines whether an individual’s work is exempt or nonexempt from the overtime provisions of the FLSA. This determination is subject to review and change at any time if actual work performed or the FLSA regulations change in such a way that the classification must also change.

3.5.1 The ***Fair Labor Standards Act of 1938*** as amended (FLSA) provides for nonexempt and exempt positions with respect to overtime payments. Eligibility for overtime compensation is determined strictly in accordance with regulations of the U.S. Department of Labor (DOL).

3.5.2 Employees in nonexempt positions shall be paid overtime wages for hours worked in excess of 40 hours in a designated seven-day workweek. Overtime pay is at the rate of one-and-one-half times the regular rate of pay. (The *regular hourly rate* will reflect legally required specific calculations when the individual’s pay includes certain bonuses, set fee schedules for work performed, or is based on an established salary. When these elements of pay are present, the *regular hourly rate of pay* upon which overtime pay is calculated is likely to vary.)

3.5.2.1 All overtime work must be approved by the supervisor in advance, but if overtime is worked, it must be paid regardless of whether it was approved in advance or not. However, failure of a nonexempt worker to obtain advance supervisory approval to work overtime can result in disciplinary action up to and including employment termination. Because the FLSA does not permit overtime work in excess of 40 hours in a week to be compensated other than in cash, use of **compensatory time off** for overtime hours worked in a single workweek in lieu of payment of overtime wages is illegal. To legally avoid overtime pay obligations that could be incurred in a work week, a supervisor may adjust a nonexempt employee's work schedule *within the designated work week* by allowing or scheduling the employee to leave early, arrive late, or take a day off *during that same work week* if the employee would otherwise work over 40 hours in that work week. These adjustments must be reflected in the time sheet when actual time worked is recorded.

3.5.2.2 "Compensable time" (time that must be paid) for nonexempt employees. All time actually worked must be recorded as time worked, irrespective of the location at which the work was performed. This includes work done "after hours" or at home. It includes checking and composing email, accepting and making phone calls, responding to texts, completing work that was not finished during regular working hours or days, travel time to work-related meetings, required work-related training time, set-up time (i.e., booting up one's computer), work performed during a lunch time, established work break time (i.e., 5 to 20 minute work breaks during the course of the day), and other compensable time defined by the FLSA. Note: Travel time to the normal place of work is not compensable work time. If a supervisor or employee is uncertain about whether time is compensable, it is important to consult with the Head of Staff or the Administration Committee.

3.5.3 If the normal work week for a nonexempt position is less than 40 hours per week, all hours worked up to 40 will be paid at the regular straight time hourly rate.

3.6 Time Worked and Overtime Pay. Employees who perform work that is classified as nonexempt from the overtime provisions of the Fair Labor Standards Act (FLSA) are paid regular wages for all time worked up to 40 hours per week (straight-time pay), and overtime wages at the rate of one and one-half (1 ½) times the "regular rate of pay" (stated as an hourly equivalent) for all time worked in excess of 40 hours in a work week. The employee cannot waive his/her right to

compensation for hours worked, or for the payment of legally required overtime pay.

3.6.1 Individuals occupying positions subject to overtime pay (“nonexempt employees”) must submit weekly time records as required by FPCC. **Falsification of time records, or failure to accurately report all time actually worked, is a serious issue which can result in corrective action including termination of employment.**

3.6.2 Both the employees who perform nonexempt work and their supervisors are responsible for ensuring that time records are complete and accurate.

3.6.3 It is the duty of management to exercise control and see that work is not performed if FPCC does not want it to be performed. FPCC and its supervisory staff cannot passively accept the benefits of a nonexempt employee’s work without considering the time spent to be hours worked. Merely making a rule against such work is not enough. The supervisor has the power to enforce the rule and must make every effort to do so, including taking timely corrective action when supervisor instructions regarding recording all time worked are not followed by an employee. (Note: FPCC employees generally may not volunteer to perform unpaid work for the church without FPCC having to count the time as hours worked.) It is a serious violation of this policy and federal law for supervisors to permit their nonexempt employees to perform work off the clock, or to ignore indications that nonexempt employees are performing work off the clock. **Supervisors who neglect this responsibility may be subject to employment termination** because of the significant financial and punitive liabilities that FPCC may be subject to for FLSA noncompliance.

3.6.4 Place of Work. Hours worked include all the time during which an employee is required or allowed to perform work for an employer, regardless of where the work is done, whether on the employer’s premises, at a designated work place, at home or at some other location.

3.6.5 Exempt employees who perform work that is classified as exempt from (i.e., not subject to) the overtime provisions of the FLSA are not paid overtime wages and are not required by law to track their hours worked, although the Head of Staff may, at his sole discretion, require an exempt employee to track his/her time. If requested, such time tracking does not change the exempt nature of the work performed, and deductions for work less than 40 hours in a work week for an exempt employee legally may not be made except as explained below in 3.7.1.1.

3.7 Basis of pay. There are four different basis of pay in use at FPCC: salaried exempt, salaried nonexempt, hourly, and fee based. The Administration Committee, at its sole discretion, determines each individual employee's basis of pay.

3.7.1 Salaried exempt employees. Employees who perform exempt work are compensated on the basis of a salary for the position performed, a rate of pay that does not vary based upon the actual number of hours worked from work week to work week. Such employees are not paid overtime wages. Exempt employees are expected to work whatever number of hours is required each week to complete the job, but FPCC also expects them to manage their schedules to provide a minimum of one full day off each week.

3.7.1.1 Being paid "on a salary basis" as an exempt employee means that the person regularly receives a predetermined amount of compensation each pay period. The predetermined amount cannot be subject to reduction because of variations in either the quality or the quantity of work performed by the employee. Except for seven exceptions specifically cited in the FLSA regulations (29 CFR § 541.602(b)(1) through (7)), an exempt employee must receive the full salary for any week in which he/she performs any work, regardless of the number of days or hours worked. (Under the FLSA, if the employer makes deductions from the employee's predetermined salary because of the operating requirements of the organization or absences caused by the employer, the employee is not paid "on a salary basis" and cannot be considered exempt.) If an exempt employee is ready, willing and able to work, deductions may not be made for time when work is not available.

3.7.1.2 However, the FLSA does not require exempt employees to be paid for any workweek in which they perform no work. Furthermore, FPCC may define the specific schedule that an exempt employee is expected to work, and it may make deductions from accrued leave accounts for leave taken (whether a full or partial day) without affecting the employee's exempt status. (Source: *DOL Field Operations Handbook*, 11/29/10, 29 CFR §541.1 22a07.)

3.7.1.3 Exempt employees who work more than their normal schedule may be given **compensatory time off** by their supervisor at any time because such employees are not subject to the overtime pay and timekeeping rules of the FLSA. Such compensatory time, if any, is worked out informally between supervisor and employee. Compensatory time for exempt employees is not tracked, is not granted hour-for-hour for over 40 hours worked, and is not accrued in the financial system. Unused compensatory time is not paid out upon employment termination.

3.7.2 Salaries nonexempt employees (SNEs). Employees who perform nonexempt work and who are paid a salary are nevertheless subject to the FLSA overtime pay and recordkeeping requirements. Therefore, SNEs must keep accurate time records of time actually worked each week. When they work more than 40 hours in a work week, they must be paid the overtime premium, which is calculated based on the regular hourly rate for that work week. The calculated regular hourly rate will vary in overtime weeks for SNEs. For example:

3.7.2.1 If a SNE is paid a salary of \$600 a week for whatever number of hours is required to work in a week, and the employee works 50 hours in a workweek, the FLSA “regular rate of pay” is \$12/hour. In addition to the salary, half the regular rate, or \$6/hour is due for each of the 10 overtime hours worked, for a total payment of \$660 for that workweek ($\$600 \div 50 = \$12 \div 2 = \$6/\text{hour}$ is the overtime premium $\times 10 \text{ hours} = \$60 + \$600 = \660 total pay).

3.7.2.2 If a SNE is paid a salary of \$600 a week for whatever number of hours is required to work in a week, and the employee works 60 hours in a workweek, the FLSA “regular rate of pay” is \$10/hour. In addition to the salary, half the regular rate, or \$5/hour is due for each of the 10 overtime hours worked, for a total payment of \$700 for that workweek ($\$600 \div 60 = \$10 \div 2 = \$5/\text{hour}$ is the overtime premium $\times 20 \text{ hours} = \$100 + \$600 = \700 total pay).

3.7.2.3 In no case may the calculated regular rate of pay be less than the minimum wage required by the FLSA.

3.7.2.4 The above calculation of “regular rate of pay” will change if other FLSA covered forms of compensation are included in the workweek the employee works overtime.

3.7.2.5 Because the basis of pay for the nonexempt work is salaried, if the employee works less than 40 hours a week, or less than the normal regular schedule, his or her pay is not reduced for the fewer number of hours worked, except SNEs need not be paid for any workweek in which they perform no work. Furthermore, FPCC may define the specific schedule that a nonexempt employee is expected to work, and it may make deductions from accrued leave accounts for leave taken (whether a full or partial day).

3.7.3 Hourly paid nonexempt employees. Most employees in nonexempt roles at FPCC will be paid on an hourly basis, meaning that pay is due

when the employee performs work and is generally not due when the employee does not perform work. Such a worker's hourly straight-time pay rate (for 40 hours or less time worked in the designated work week) typically does not change from week to week. The overtime rate is normally equal to the straight time hourly rate X 1.5 for each hour of overtime worked. An exception to the usual overtime calculation must be made if other FLSA covered forms of compensation are included in the workweek the employee works overtime.

3.7.4 Fee-based paid nonexempt employees. If a nonexempt employee is paid on a fee basis, such as a substitute organist, by law that person must nevertheless record all time worked in a workweek. If the actual hours worked in the designated workweek are 40 or less, no further pay calculations are required. If, however, the actual hours worked exceed 40, then the regular rate of pay must be calculated as explained above in 3.7.2.1 and 3.7.2.2 to determine the overtime premium pay that is due, keeping in mind that the calculated regular rate used to determine overtime premium pay may not be less than the federal minimum wage.

3.8 Pay Day. Pay day for employees is designated as semi-monthly on the 15th and 30th of each month for work performed in the previous two-week work period. If a normal pay day falls on a holiday or week-end, paychecks will be available on the last regular work day prior to the holiday or weekend. Changes to this pay day policy must be approved by the Administration Committee.

3.8.1 Out-of-cycle overtime paychecks. Because of FLSA requirements, if a nonexempt employee works more than 40 hours in a workweek, he/she may need to receive a special out-of-cycle paycheck for overtime pay if the normal paycheck cycle would result in the person not receiving overtime pay within the next work week after the overtime was worked.

3.8.2 Automatic payroll deposit. An employee's paycheck can be automatically deposited to his/her selected bank account(s) by enrolling in this program. Employees are encouraged to enroll because this is the easiest, most reliable and efficient way to receive one's pay. If not enrolled in this program, the employee will need to come to the Church Administrator's office to pick up his/her check on pay day.

3.9 Call-in Pay. If a nonexempt hourly employee is called in to perform work, and work of less than 3 hours is available, the worker will receive a minimum of 3 hours of pay. Three hours of pay is also due if the hourly paid worker is scheduled to work, receives no advance notice that the scheduled work has been cancelled or rescheduled, and thus shows up to work to find that the work is

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cancelled or rescheduled. Call-in pay that is paid when work is not actually performed is not reported as actual time worked for overtime pay purposes.

3.10 Standby or On-Call Pay. When a nonexempt employee is required to remain at, near or able to return to a work location immediately but is not actually performing work, yet is not free to do other personal things with his/her time, this is considered a standby or on-call situation. Standby or on-call pay is considered actual time worked for overtime pay purposes in many, but not all, circumstances:

3.10.1 An employee who is required to remain on call on the employer's premises is working while "on call," and this time counts as time worked (Wage and Hour Division Fact Sheet #22: *Hours Worked under the Fair Labor Standards Act*).

3.10.2 Employees who are asked to leave a phone number or carry a pager, but who are free to attend to personal matters without restriction, are not eligible for Standby (On-Call) Pay. Employees are paid Standby Pay only if, while on standby, they are restricted so that they cannot pursue normal personal activities (Wage and Hour Division Fact Sheet #22: *Hours Worked under the Fair Labor Standards Act*).

3.10.3 Nonexempt employees who are called in to work while on standby will be paid at their regular rate of pay for the hours actually worked, subject to FLSA overtime provisions.

3.11 Waiting for Work. Similar to standby or on-call work, all time which an employee is required to be at work or allowed to work for his or her employer counts as hours worked. A person hired to do nothing or to do nothing but wait for something to do or something to happen is still working.

3.12 Inclement Weather Pay. If the office needs to close due to inclement weather, reasonable effort will be made to notify employees of this fact in advance of their arrival at work. (See also 3.5 Call-in Pay.) If the workplace must close due to inclement weather during a nonexempt hourly paid employee's schedule, he or she will be paid 3 hours or the actual number of hours worked, whichever is greater, for the partial day's work. Salaried employees will be paid if any work is performed on such days.

3.13 Pay Increases. Periodic base pay increases may be given, upon approval of the Administration Committee and with further concurrence of the Session when required. Although there is no established schedule for pay increases, they may be given at the annual contribution review if budgeted. Pay increases are based

upon the individual's merit relative to the current position of his/her pay in the comparable job market as defined by the Administration Committee.

3.14 Bonuses. Discretionary one-time bonus payments may be made upon approval of the Administration Committee and with further concurrence of the Session when required. Such bonuses are not part of an established incentive pay plan, but may be made for exceptional achievements or work that far exceeds the person's normal job requirements. Regular bonuses, which are extra payments included in an employee's regular pay cycle, also may be approved by the aforementioned process and may either be related to performance or to some other factor that has been defined by the Administration Committee.

3.15 Sick or Injury Pay, Vacation Pay, Bereavement Pay, Holiday Pay. See OPS 07.06, Workplace Safety & Security, 07.07, Benefits, and 07.08, Time Off & Leaves of Absences.

3.16 Other Forms of Compensation. Other forms of compensation may be approved by the Administration Committee and with further concurrence of the Session when required. These options may include, but are not limited to, housing allowances, car allowances, cell phone plans, and paid study leaves. Such forms of compensation typically are associated with certain job categories, such as teaching elders. (As in any form of compensation, applicable payroll taxes will be withheld from such compensation if required by IRS regulations.)

3.17 Pay Advances. Because employees are expected to manage their personal finances, requests for pay advances usually are not approved. However, in an emergency the Head of Staff may approve one pay cycle advance, which must be documented and paid back by the employee through scheduled payments in cash or by personal check over a period not to exceed three months. Additionally, any unpaid pay advance will be deducted, to the extent permitted by law, from the final paycheck upon employment termination, regardless of the termination reason.

3.18 Pay Garnishments. Legally required deductions from paychecks for debts an employee owes is regulated by the federal Consumer Credit Protection Act (CCPA) and the State of Texas, which has more stringent limitations on garnishments than federal law. In Texas, wage garnishments are limited and can only be levied by creditors for child support, alimony, taxes, and student loans. Wages can be garnished for:

- unpaid federal or state income taxes (does not require a court order),
- court ordered alimony and child support, and
- defaulted student loans (does not require a court judgement).

Limits apply to the amount of wages that can be garnished. If FPCC receives a wage garnishment order, the Church Administrator or Head of Staff should check with the Texas Workforce Commission at www.twc.state.tx.us or the Texas Attorney General at www.oag.state.tx.us to determine the maximum deduction permitted at the time of the garnishment notice.

4. Definitions:

- Compensatory Time: Alternative time off with pay that is available to exempt employees for having worked exceptionally long hours. It is illegal to pay nonexempt employees compensatory time in lieu of overtime wages.
- Employ: “to suffer or permit to work.” (29 U.S.C. §203(g). “If the employer knows or has reason to believe that the work is being performed, he must count the time as hours worked” (29 C.F.R. §785.12).
- FLSA Hours Worked: “the time during which an employee is subject to the control of an employer, and includes all the time the employee is suffered or permitted to work, whether required to do so or not” (FLSA). Hours worked ordinarily include all the time during which an employee is required to be on the employer’s premises, on duty, or at a prescribed workplace.
- FLSA Minimum Wage: The federal minimum wage is \$7.25 per hour effective July 24, 2009.
- FLSA Overtime: Nonexempt employees must receive overtime pay for hours worked over 40 per workweek at a rate not less than one and one-half times the regular rate of pay. There is no limit on the number of hours employees 16 years or older may work in any workweek. The FLSA does not require overtime pay for work on weekends, holidays, or regular days of rest, unless overtime is worked on such days.
- Off the Clock Work: An illegal activity if nonexempt employees engage in this practice and the supervisor fails to take timely corrective action to prevent it. Against FPCC policy no matter what the reason if the worker is nonexempt from FLSA.
- Recordkeeping: Employers must display an official poster outlining the requirements of the FLSA. Employers must also keep employee time and pay records.
- Regular Rate of Pay: A required FLSA calculation that is used to determine what the applicable overtime premium rate is when a nonexempt worker is paid a salary, or when any nonexempt worker is paid other forms of compensation defined by the FLSA as includable in the regular rate of pay, during a workweek in which more than 40 hours have been worked.

- Workweek: As defined by FLSA, “any fixed and regularly recurring period of 168 hours—seven consecutive 24-hour periods.” The designated workweek for an employee does not change.

5. References:

- Department of Labor *Field Operations Handbook* dated 11/29/2010.
- Fair Labor Standards Act of 1938, as revised.
- Wage and Hour Division Opinion Letter, FLSA 2005-05, 29 CFR §541.4 22a07.
- Wage and Hour Division Fact Sheet #21: *Recordkeeping Requirements under the Fair Labor Standards Act.*
- Wage and Hour Division Fact Sheet #22: *Hours Worked under the Fair Labor Standards Act.*
- Title III of the Consumer Credit Protection Act (CCPA)

6. Applicability: This policy applies to all FPCC employees except Presbyterian School Day School employees because PDS has its own personnel policies that govern the pay of employees. However, PDS is required to comply with all applicable laws with regard to compensation and payroll taxes.

7. Procedures:

7.1 Timekeeping for Nonexempt Employees. Employees whose work has been classified as nonexempt must enter **all time worked, exactly as it is worked**, onto a time record approved by FPCC for the purpose of recording time worked in compliance with the FLSA. This time record must be turned in to the Church Administrator on a weekly basis according to the employee’s designated workweek so that pay can be correctly calculated and paid in the appropriate pay cycle. The supervisor should have an opportunity to review the time record before it is submitted, to verify that all time worked, as far as the supervisor knows, has been recorded. However, if the supervisor has not reviewed the time record in advance, the Church Administrator may request him or her to do so. The employee’s signature or digital acknowledgement of the time record, however, is his/her guarantee that all time has been recorded as it was worked and that no time was worked “off the clock” during that workweek. If the time record is not digitally maintained, the correct timesheet in the attached Appendices A and B should be used.

7.2 The Church Administrator, or alternative payroll processor, reviews each time record and calculates the total weekly straight-time hours and any overtime hours, determines the appropriate FLSA defined “rate of pay” for overtime pay calculation purposes, and calculates the total pay due for the work week. If overtime pay is due, and it would not normally be paid by the end of the employee’s *next workweek* because of the timing of the semimonthly pay cycle,

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the overtime pay must be paid in a special check cycle to be compliant with FLSA requirements.

7.3 The Church Administrator is responsible for retaining all required time worked and payroll records, as well as any supporting documentation, in compliance with applicable laws and regulations.

7.4 Changes to pay rates, FLSA status, job title, and pay type must be processed on form *F-070208*, Recordkeeping: Employee Action Notice #1, and approved as required on the form. Documentation and approval of other types of payments described in this policy shall be set up on form *F--070903*, Employee Action Notice #2 (Supplemental Pay) in this OPS Appendix C. All completed individual forms documenting pay and compensation, except time records, must be filed in the employee's General Personnel File.

7.5 Time records must be filed in the payroll records folder and be retained for legal purposes according to applicable regulatory requirements and any pending legal matters, but not less than three years.

8. Review Schedule: The review date for determining if a revision is necessary is the triennium of the effective date unless for any reason a change is required sooner.

9. Approval: Session approved this OPS on the above effective date.

Appendix A

Form Title: (F-070901) Weekly Timesheet (Sun. – Sat.)

Purpose: This form is required as a paper timesheet for nonexempt employees of First Presbyterian Church of Conroe, unless a digital format has been authorized as an alternative. This particular timesheet is for a designated work week of Sunday through Saturday. (See F-070902 for a Wednesday through Tuesday work week.)

Use: Use the attached form as the official paper timesheet for work performed on a workweek basis by a nonexempt employee. It is completed as explained on the form by the employee, except where noted for Administration entry of data. This completed form, after processing, is filed in the payroll records folder and must be retained for the period required by law, typically not less than three years. Longer retention may be needed for any pending legal matters.

The Church Administrator ensures that this form is retained as required for regulatory and legal compliance.

Copies of the below form are available in the Church Office.

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First Presbyterian Church of Conroe Weekly Timesheet (Sun-Sat)

Employee: read items 1-8 and enter requested information.

1. This form is to be used by nonexempt employees to record time worked. This form must be submitted **weekly** to the Church Administrator at the end of your work week. Use a separate timesheet for each work week. ALL TIME worked must be recorded. Enter the date (mm/dd/yy) for each day you worked in a single week.

2. If **nursery worker**, also indicate in **comments** section: (1) number of children present, and (2) purpose of event.

3. The comments section can be used by any employee to record hours of leave time taken, with these **Leave Codes**:
 H=Holiday, J=Jury Duty, V=Vacation, P=Personal, F=FMLA, L=Leave without pay, B=Bereavement, S=Sick, E=Education/Training

4. WEEK ENDING: (mm/dd/yy)

5. EMPLOYEE NAME: (First, Last)

6. Employee Enter Below Office Only

DAY and DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS WORKED*	COMMENTS
SUN ___/___/___						
MON ___/___/___						
TUE ___/___/___						
WED ___/___/___						
THU ___/___/___						
FRI ___/___/___						
SAT ___/___/___						

Total Hours Worked (Office Only)							
TOTAL HOURS*:		REG HRS*:		OVER 40 HRS*:		COMMENTS:	

*Show hours and minutes to decimal, i.e. 3.5, 3.25, 3.17, 3.08 (min/60)

7. Employee Signature:	8. Date:
Approval Signature:	Date:

Processed by:

Payroll:	Date:	Hours Paid:	Check #:
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Appendix B

Form Title: (F-070902) Weekly Timesheet (Wed. – Tues.)

Purpose: This form is required as a paper timesheet for nonexempt employees of First Presbyterian Church of Conroe, unless a digital format has been authorized as an alternative. This particular timesheet is for a designated work week of Wednesday through Tuesday. (See *F-070901* for a Sunday through Saturday work week.)

Use: Use the attached form as the official paper timesheet for work performed on a workweek basis by a nonexempt employee. It is completed as explained on the form by the employee, except where noted for Administration entry of data. This completed form, after processing, is filed in the payroll records folder and must be retained for the period required by law, typically not less than three years. Longer retention may be needed for any pending legal matters.

The Church Administrator ensures that this form is retained as required for regulatory and legal compliance.

Copies of the below form are available in the Church Office.

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First Presbyterian Church of Conroe Weekly Timesheet (Wed-Tue)

Employee: read items 1-8 and enter requested information.

1. This form is to be used by nonexempt employees to record time worked. This form must be submitted weekly to the Church Administrator at the end of your work week. Use a separate timesheet for each work week. ALL TIME worked must be recorded. Enter the date (mm/dd/yy) for each day you worked in a single week.

2. If nursery worker, also indicate in **comments** section: (1) number of children present, and (2) purpose of event.

3. The comments section can be used by any employee to record hours of leave time taken, with these **Leave Codes**:
 H=Holiday, J=Jury Duty, V=Vacation, P=Personal, F=FMLA, L=Leave without pay, B=Bereavement, S=Sick, E=Education/Training

4. WEEK ENDING: (mm/dd/yy)

5. EMPLOYEE NAME: (First, Last)

6. Employee Enter Below Office Only

DAY and DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS WORKED*	COMMENTS
WED ___/___/___						
THU ___/___/___						
FRI ___/___/___						
SAT ___/___/___						
SUN ___/___/___						
MON ___/___/___						
TUE ___/___/___						

Total Hours Worked (Office Only)

TOTAL HOURS*:		REG HRS*:		OVER 40 HRS*:		COMMENTS:
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*Show hours and minutes to decimal, i.e. 3.5, 3.25, 3.17, 3.08 (min/60)

7. Employee Signature:	8. Date:
Approval Signature:	Date:

Processed by:

Payroll:	Date:	Hours Paid:	Check #:
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Appendix C

Form Title: (F-070903) Recordkeeping: Employee Action Notice #2

Purpose: This form is used to document supplemental pay actions not covered by F-070208, Employee Action Notice #1.

Use: Use the attached form as the documentation to support supplemental pay actions, such as bonuses, allowances, and other compensation not entered on F-070208 Employee Action Notice #1 (which typically documents base pay actions, FLSA status changes, and job title changes). This form is completed as explained on the form by the supervisor or Church Administrator, and approved as indicated on the form. This completed form, after processing, is filed in the General Employee Records file and must be retained for the period required by law.

The Church Administrator ensures that this form is retained as required for regulatory and legal compliance.

Copies of the below form are available in the Church Office.

