

Administration Board Meeting

Date: January 12, 2015
 Members Present: Eric Dodson, Dave Kobersmith, Lauri McVicker, Stephanie Woodie

(Recorder: Lauri McVicker)

Also Present:

<u>Subject</u>	<u>Discussion</u>	<u>Action Needed</u>	<u>By Whom</u>
Old Business	Dave reminded: checklists will be useful as a guide to those renting space or others in the office in support of policies and procedures.	Create a sample checklist.	Lauri
Vehicle Policy	Vehicle Policy is taking shape but is not final yet.	Share latest Vehicle Policy with Admin Board.	Dave
Employee Handbook	Employee Handbook/Policy Manual is needed. Church Mutual should have suggestions for sections to include with examples and checklists. In the past, an anti-discrimination policy was established that can be included. A table of contents of sample manuals would provide a list of policies needed and can then be prioritized. At the top of the list will likely be a staff salary policy (with an annual calendar for performance reviews, merit increases, and other pay-related issues).	Research and get sample employee handbooks used by churches (and other non-profits). Bring table of contents samples to next meeting.	Dave and Lauri
FLSA	Are we in compliance regarding FLSA regulations? Church employees need to be classified as either exempt or nonexempt. This needs immediate review and correction, if required. Position descriptions (what the person does), amount paid, and time worked determine classification.	Review church employee job descriptions, pay and hours, and compare to: http://www.dol.gov/whd/regs/statutes/FairLaborStandAct.pdf . FLSA status may need to be changed for some employees.	Dave

Next meeting: Monday 9, February , 2015, 6:00 p.m.