Effective immediately (March 15), all staff are to work from home unless your supervisor asks you to come in.  If you need to come to the office, please connect with your supervisor at least a day ahead.  This is to manage the number of people in the office at any given time.

Please note the following protocols/directions when working in the office.

* Please use the hand sanitizer when entering the building
* Please keep all doors open
* Individual trash cans will be removed from each office space.  All trash/recyclables are to be thrown out in central garbage cans located in the hub
* All meeting spaces on the first floor will be closed with the exception of AFWH offices
* Please connect with me if you would like to use the gym.  I will go over gym protocols with you.

I will keep you updated with any new or revised protocols.

Please see below excerpts from our GNJ Handbook in addressing the highlighted topics.

**Working from Home**

**\*\* This policy will be extended until further notice.  Days will not be deducted from each employee’s 15 day balance.**

***Work Location***

*All employees, with the exception of District Superintendents, are expected to work from the office unless they are meeting with clergy, laity, congregations or clients outside the office. We value the relationships formed by our shared work place and many of our responsibilities depend on us being in the office on a daily basis. On occasion, it may be possible to work from home when you have the resources to work from home and you are needed to be at home because a repair person is coming to your home, or you have a sick child, or other circumstances like this. On occasion, there is some work that may be done better in a quiet uninterrupted location. For instance writing a sermon, preparing an extensive report that requires research, time and thought. The ability to work from home or off-site depends entirely on job function and supervisor approval. No more than 15 days will be approved in a given year. Off-site work requires the employee to be accessible to all coworkers and constituencies during regular business hours.*

**Sick Days**

**If you cannot work due to illness, contact your supervisor.**

**Days off due to illness will be counted toward your PTO (Paid Time Off)**

## ***Sick Leave***

*GNJ provides full-time, regular part-time, and part-time employees with sick leave benefits. Temporary employees are not eligible for sick leave benefits. Sick leave benefits are provided as a benefit for the employee who is unable to work due to medical emergency or medical preventive care. Sick leave is for the illness/injury of an employee, employee medical/dental appointments, or for emergency dependent care for ill members of the employee’s family. Employees are encouraged to use and accrue sick leave for the primary purpose of having steady income during unexpected illness or injury.   GNJ sick leave benefits are not an entitlement for the employee’s expected use for paid time off.*

*Sick Leave benefits are calculated on the basis of a calendar year.*

Regular Full Time *employees receive six (6) days of sick leave.*

Regular Part-Time and Full-Time *employees working less than a full schedule accrue sick leave benefits on a pro-rated basis according to their part time schedule. For example, part time employees who work 20 hours per week would earn 3 sick days per year.*

Part-time *employees can accrue 1 hour of sick leave per 30 hours worked, with a cap of 40 hours*

*(5 days) per year*

*Sick leave may be carried over from year to year with a maximum accrual of 30 days. Unused sick leave is not paid at the time of separation. Paid sick days are not counted toward* overtime.

**FMLA (Family Medical Leave Act)**

**If you need to take an extended amount of time off due to personal illness or to take care of a family member who is ill, please contact me to start the process of filing for FMLA.**

**FMLA is set up to protect your employment during a long extended time off.  FMLA does not cover compensation.  GNJ’s policy will continue to pay salary and benefits up to 8 weeks.**

## ***Family and Medical Leave Policies***

*GNJ follows the Family Medical Leave Act (FMLA), the New Jersey Family Leave Act (NJFLA) and the New Jersey Paid Family Leave law (NJPFL).  Please see appendix for those polices.  Additionally, for full time employees only, such employee is entitled to eight (8) weeks paid leave for any leave that qualifies under the FMLA and /or NJFLA, subject to meeting all documentation requirements under those acts.*

**Timesheets**

Timesheets will continue to be submitted by non-exempt staff every Monday for the supervisors’ approval.  The standard work hours are 8:30-4:30, Monday to Friday with one hour break for lunch.  If you need to adjust those hours, please connect with your supervisor.

All employees are expected to be accessible and be present (via zoom, phone and etc) for meetings during the work hours.

**There will be no overtime until further notice.**

Thank you for your flexibility during this unsettling times.