

## Conditions of Employment

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**Hours** – Tuesday – Friday 8:00 a.m. to 4:00 p.m. with ½ hour lunch. (negotiable)

**Rate** – \$12.50/hr

**Medical Benefits** – for employee only if needed, to begin after probationary period

**Paid Vacation** – to be used within calendar year

- 2 weeks after 1 year
- 3 weeks after 5 years
- 4 weeks after 7 years

**Paid Holidays** – holidays that fall on a weekend are to be observed on the immediate Friday or Monday

New Years Day

\*Martin Luther King, Jr. Day

Good Friday – ½ day off

\*Memorial Day

4<sup>th</sup> of July

\*Labor Day

Thanksgiving

Christmas Eve – ½ day off

Christmas

**Paid Sick Leave** – may accumulate up to 3 weeks

- 1 week per year

**Paid Funeral Leave** – immediate family and immediate family of spouse

- up to 3 days

**Extended Leave** – subject to the review of council

**Probationary Period** – 3 months; review at end of 45 days by pastor and representative of council; final review determination presented by council

\*only if working Monday-Friday