



Employment Policy

GRASSROOTS Employees:

- Will be given a job description with specific responsibilities and expectations. If any aspect of their job description is unclear, *it is the employee's responsibility* to ask for clarification from their supervisor.
- Will be paid an **hourly wage** that will be clearly delineated in their job description.
- Will be given a **maximum number of authorized work hours** for which they can be paid involving the performance of their particular job responsibilities. This will be clearly delineated in their job description.
- Are to keep an **accurate record** of the time they spend fulfilling their job responsibilities throughout the month. On the *last day of each month*, a [time card](#) must be submitted via the GRASSROOTS website while referencing this record. The employee will only be paid for **actual hours worked** up to and including the **maximum number of authorized work hours** (unless previously authorized). If the [time card](#) is submitted late, pay will not be received until the next pay period.
- Will go through an annual evaluation process (Nov/Dec) with their supervisor to reflect upon their role, what they've accomplished, the impact their role has had on the body, their own physical, mental, emotional, and spiritual health and re-evaluate their job.
- Must complete and have on file accurate **W-4, I-9 and Payroll/Direct Deposit forms**. Employees will be given a **W-2 form** by the end of January for tax purposes (Federal/State).
- Will be eligible for any benefits offered by GRASSROOTS church. However, participation in these benefits is at the discretion of the employee.
- Will be eligible for an **annual 3% cost of living raise** should the sacrificial giving to GRASSROOTS and annual budget allow for such a raise.
- May terminate their job at any time for any reason; however, we request 2 weeks' notice. In addition, GRASSROOTS may terminate an employee's job at any time for any reason. In either case, they will not be eligible for severance pay but will be eligible to receive pay for **actual hours worked** prior to the termination of their job. At the point which the job is terminated, all associated benefits are, likewise, terminated.