

Retreat Policy for Non-Exempt Employees

Approved by Executive Council on 12/1/23

Purpose/Objective

Employees of the Episcopal Diocese of San Diego or its congregations may be required to serve overnight retreat events as sponsors or chaperones. In general in California, non-exempt workers completing such tasks are subject to usual minimum wage laws while on retreat, and generally must be paid for every hour worked including but not limited to overnight time when the employee may be on-call or on standby to perform duties as needed in an unforeseen circumstance or emergency.

Congregational Retreats

Nonexempt employees who work overnight retreats at the request of their employer.

Employees may volunteer for unpaid retreat work only if their daily responsibilities are completely dissimilar to the work performed on retreat (e.g. youth ministers may not volunteer unpaid for a youth retreat), the employee may not volunteer unpaid for a retreat in lieu of working their normal schedule.

Exempt employees are exempt from this policy.

Procedures

Restricted on-call duty

Employees placed on retreat duty are expected to remain with the group they are chaperoning. Employees on retreat duty will be paid as follows:

1. Time spent on standby or active work will be paid at the employee's regular hourly rate subject to Federal, State, and Local Wage and Hour laws (i.e., all time between 8 and 12 hours per day shall be paid at 1.5X the regular hourly rate and all hours over 12 per day shall be paid at double time; working through rest and meal breaks may require additional compensation, etc.) Nothing in this policy is intended to contradict applicable wage and hour laws.
2. Paid time must include, but is not limited to, meal periods and sleep periods during which times the employees are subject to the employer's control.
3. Travel time is also paid when the employee is acting as a chaperone during travel.
4. Travel expenses shall be reimbursed according to the diocesan travel policy.
5. Employees may be provided an unpaid break (or if eligible under law, a paid rest break) only for time the employee is completely relieved of chaperone duty.

Employees on retreat duty are required to comply with applicable company policies, including the diocese's Drug and Alcohol Policy.

Diocesan Retreats

The above policy applies generally to employees of the congregation when working on congregational retreats.

For Diocesan sponsored retreats, the diocese may hire contractors for a single-engagement event to be paid as contractors. Such contractors may be employees of a congregation. To qualify to be paid as single-engagement event contractors, the contractor must meet all requirements of California law, including that the event must be a stand-alone, non-recurring event in a single location, or a series of events in the same location for no more than once a week. If the congregation/employer requires their employee to participate in the diocesan event, such employee will not be eligible for pay under the single-engagement event provision and must be paid as an employee of the congregation.

The diocese may bill congregations that participate in the event for their share of the costs, based on prior agreement between the congregation and the diocese.