

Presbytery of Susquehanna Valley Personnel Policies and Practices

PERSONNEL POLICIES AND PRACTICES FOR THE PRESBYTERY OF SUSQUEHANNA VALLEY OF THE PRESBYTERIAN CHURCH (U.S.A.)

*Revised by Personnel Sub-Cmte 23 June 2016
Presented to the Cabinet for its action 29 June 2016*

The policies and practices set forth in this manual have been developed to serve the Presbytery of Susquehanna Valley. They are based upon those of the Synod of the Northeast, and of other Presbyteries in Central New York. We believe them to be in conformance with the Book of Order of the Presbyterian Church (U.S.A.). In any instance where there is a conflict between the Book of Order and this manual, the Book of Order shall take precedence.

INTRODUCTION: The Presbytery has established a Personnel Sub-Committee, which is a subcommittee of the Presbytery Cabinet. This committee shall implement the established personnel policies and practices of the Presbytery in accordance with G-3.0106. The following is from the Bylaws of the Presbytery as approved 13 Feb 2016 (Part V, Section F):

“Subcommittees of Presbytery Cabinet

The Presbytery Cabinet may establish subcommittees that shall have their membership and duties described in the Standing Rules.”

[As of this draft, Standing Rules have not yet been approved by the Presbytery.]

In this document, the term “pastor” includes both Teaching Elders and Ruling Elders commissioned by the Presbytery to pastoral service.

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I. THE STYLE OF THE PERSONNEL SYSTEM

01.0 The staff personnel system is based on a commitment to recognize, affirm and develop the gifts and abilities of each employee and to create a supportive atmosphere in which employee and employer work collegially to accomplish the work of the kingdom of God in our presbytery, recognizing that both employer and employee have rights and responsibilities in this process.

A. EMPLOYER RIGHTS AND RESPONSIBILITIES

01.1 1. Rights

- a. To establish basic work goals consonant with the purpose of the Presbyterian Church (U.S.A.) and the Presbytery of Susquehanna Valley.
- b. To establish an overall structure designed to best accomplish the basic goals.
- c. To establish and administer a personnel system that can meet the personnel needs of the structure.
- d. To establish position descriptions and personnel qualifications for particular functions and determine who are qualified and/or qualifiable to perform such functions.
- e. To establish and administer processes for compensation, career development, benefits, working conditions, promotions, transfers, dismissals, and other phases of employment.
- f. To expect employees to be productive in their assigned functions.
- g. To exercise suitable discipline.
- h. To establish rules as necessary to govern the working environment.
- i. To amend, modify, or change these policies at any time.

01.2 2. Responsibilities

- a. To be faithful to the purpose of the organization.
- b. To provide opportunity for employee participation in the development and administration of the personnel system, allowing adequate time during the regular working hours for such participation.
- c. To assure that policies and administration of the personnel system are consonant with the rights of the employees.
- d. To provide equal opportunity for all employees in all aspects of every phase of the personnel system and to have an affirmative action program.
- e. To provide adequate and equitable compensation to employees.

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- f. To assist the employees in meeting their career goals and objectives in a manner consistent with the interests of the employer.
 - g. To conduct for all employees regular performance reviews and evaluations which relate their work objectives to objectives of the employer and which give employees an opportunity to participate in evaluating their own performance in relation to these objectives.
 - h. To provide benefits and working conditions for the general welfare and well being of all employees in an equitable manner.
 - i. To establish and maintain open communication with employees on matters concerning their welfare and the employer's interests.
 - j. To establish and administer a process which provides for the hearing and resolution of complaints and grievances.
 - k. To inform employees of amendments, modifications, and changes in these policies.

B. EMPLOYEE RIGHTS AND RESPONSIBILITIES

02.1 1. Rights

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- a. To receive adequate information from which to develop an understanding of their role and function in the total structure of the organization.
 - b. To receive regular information on the quality of their performance.
 - c. To have as much control as possible over their own career development.
 - d. To be kept informed of proposed changes in personnel policies and procedures.
 - e. To participate in the development of personnel policies and procedures.
 - f. To participate in the administration of personnel policies where appropriate to ensure objectivity and fairness (e.g., grievance procedures, job classifications, performance review and evaluation, etc.).
 - g. To have working conditions that promote the general welfare and encourage productivity.
 - h. To receive adequate compensation and other benefits under a fair and open process.

02.2 2. Responsibilities

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- a. To give their best possible performance in their assigned functions.
 - b. To understand their role and function in the context of the goals of the organization.

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- c. To provide requested representation to and participate fully in any committee or group on which employees are given representation.
- d. To take initiative so that employee opinion is presented to any appropriate forum dealing with the personnel system.
- e. To honor their commitment to goals and objectives agreed upon by their participation in the personnel system.
- f. To make suggestions on the improvement of operations and to act in accordance with the employer's rules and regulations.

C. COMMON RESPONSIBILITIES

- 03.1 1. Partnership. The partnership style of employer/employee relationship is dependent upon:
 - a. Acceptance of the employer's rights and responsibilities by the employee;
 - b. Acceptance of the employee's rights and responsibilities by the employer;
 - c. Acceptance of the necessity of employer and employee to be responsive to each other in the exercise of their respective rights and responsibilities.
- 03.2 2. Procedure. A procedure shall be established whereby employer and employee shall meet to consider their common responsibilities.

II. PRINCIPLES FOR THE DEVELOPMENT AND ADMINISTRATION OF PERSONNEL POLICIES AND PROCESSES

- 04.0 The Presbytery will be guided by the following principles in the development and administration of all personnel policies and processes:
 - 04.1 1. Equal Employment Opportunity

To provide equal employment opportunity which will ensure that all recruitment, employment, promotion, compensation, benefits, transfers, training opportunities, dismissals and recreation programs are administered without discrimination in the areas of race, creed (except where religious affiliation is determined to be a bona fide occupational qualification for employment, as defined by government authority), color, sexual orientation, religious affiliation (except where religious affiliation is determined to be a bona fide occupational qualification for employment, as defined by government authority), national origin, sex, age, marital status (including family responsibilities), or any other protected class specified by the New York State Division of Human Rights guidelines, or physical, mental or medical disability which does not impair their ability to perform the essential functions of the job.
 - 04.2 2. Compensation

To establish and administer a process of compensation wherein the individual employee's compensation is determined on the basis of a job evaluation, equitable salary, and increments

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1 determined in light of economic factors and performance in the position. Such a process will
2 include interpretation of the salary and benefits to employees and participation of employees
3 in describing their jobs.

4 5 04.3 3. Reimbursement of Expenses

6 To establish and administer a process wherein authorized expenses incurred by employees in
7 the performance of their work assignments are reimbursed in an adequate and uniform
8 voucher- based system.

9 10 04.4 4. Career Development

11 To establish and administer a process of career development which will afford employees the
12 opportunity for acquiring new skills/knowledge and/or refreshment of old skills/knowledge,
13 consonant with the needs of the employing organization.

14 15 04.5 5. Benefits

16 To assist in meeting the needs of employees for medical services and insurance, pension
17 coverage, regular vacations, regular and special leaves, etc., consonant with the goals and
18 financial capacity of the employer.

19 20 04.6 6. Quality of Work Life

21 To establish and sustain a process that assures the employee of equitable working hours,
22 necessary equipment to perform tasks, humane treatment, clean, pleasant and safe working
23 conditions, etc., to the extent these are feasible within the goals and financial capacity of the
24 employer.

25 26 04.7 7. Grievances and Complaints

27 To establish and administer a process that will ensure all employees a fair and equitable
28 opportunity, including the right to choose and advocate, for the hearing and resolution of
29 misunderstandings and grievances that may arise in the administration of the total personnel
30 system.

31 32 04.8 8. Communication

33 Employees are entitled to communication covering personnel policies and procedures
34 pertinent to their employment, including identification of the offices, persons or committees
35 involved in the administration and oversight of the system.

36 37 III. PERSONNEL POLICIES

38 39 A. BASIC POLICIES

40 41 05.1 1. Determination of Personnel Guidelines and Policies

42 Personnel guidelines and policies for the Presbytery are determined by the Presbytery Cabinet
43 upon recommendation by the Personnel Sub-Committee, and are subject to approval by the
44 Presbytery.

45
46 These guidelines and policies are developed, recommended and reviewed by the Personnel
47 Sub-Committee.

48 49 05.2 2. Employment Practices

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1 The Presbytery of Susquehanna Valley of the Presbyterian Church (U.S.A.) is committed to
2 Fair Employment Practices and Equal Employment Opportunity for all employees.
3

4 The Presbytery of Susquehanna Valley intends not to discriminate in employment. It
5 operates under the mandates of the Presbyterian Church (U.S.A.) Form of Government and
6 the various policies of the Presbytery, Synod, and General Assembly; and in compliance with
7 the Civil Rights Act of 1964 and 1968, the Equal Employment Act of 1972, the Equal Pay
8 Act of 1963, and the New York State Human Rights Law. This intention includes, but is not
9 limited to, the following practices:
10

- 11 a. Recruit, employ and promote persons in all job classifications without regard to race,
12 creed (except where religious affiliation is determined to be a bona fide occupational
13 qualification for employment, as defined by government authority), color, sexual
14 orientation, religious affiliation (except where religious affiliation is determined to be a
15 bona fide occupational qualification for employment, as defined by government authority),
16 national origin, sex, age, marital status (including family responsibilities), or any other
17 protected class specified by the New York State Division of Human Rights guidelines, or
18 physical, mental or medical disability which does not impair their ability to perform the
19 essential functions of the job.
20
- 21 b. Periodically conduct analysis of all personnel actions and develop plans to ensure that
22 Equal Opportunity is supported through an Affirmative Action Program.
23
- 24 c. Provide equal opportunities in training during employment.
25
- 26 d. Insure that all other personnel actions such as compensation, benefits, transfers, leaves of
27 absence, lay-offs, return from lay-offs, education, study leave financial assistance, and any
28 others will be administered on a non-discriminatory basis.
29

30 B. EMPLOYMENT CATEGORIES, TERMINOLOGY, AND PROCEDURES 31

32 06.1 1. Employer

33 The legal corporate employer of all Presbytery staff is the Presbytery of Susquehanna Valley
34 of the Presbyterian Church (U.S.A.), a corporation. An employee, whether elected,
35 appointed, or otherwise employed, is hired, has his/her work directed by, may be terminated
36 by, and has compensation and benefits provided by the Presbytery of Susquehanna Valley of
37 the Presbyterian Church (U.S.A.), a corporation.
38

39 06.2 2. Exempt and Non-Exempt Categories

40 In accordance with the Fair Labor Standards Act there are exempt and non-exempt positions.
41

42 NONEXEMPT employees are entitled to overtime pay under the specific provisions of
43 federal and state laws.
44

45 Employees classified as NONEXEMPT perform work other than executive, administrative or
46 professional work as defined by the Fair Labor Standards Act.
47

48 EXEMPT employees are excluded from specific provisions of federal and state wage and
49 hour laws. Employees classified as EXEMPT are paid by the scope of their position and, as
50 such, do not receive overtime pay. To be exempt, at least 80% of a person's work must be

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1 classified as executive, administrative or professional in nature requiring regular exercise of
2 discretion and independent judgment. This includes work, which is mainly managerial,
3 supervisory, artistic or intellectual in scope. Standards for EXEMPT status are pursuant to
4 federal and New York State law.

5
6 An employee's EXEMPT or NONEXEMPT classification may be changed only upon written
7 recommendation by the Personnel Sub-Committee and approval of Cabinet.

8
9 Persons employed in non-exempt positions will ordinarily work forty (40) hours a week in
10 accordance with Salary Policies (paragraph 11.1 1).

11
12 Those persons employed in exempt positions are not paid overtime wages for hours worked
13 in excess of 40 hours per week. Persons are expected to manage their schedules to provide
14 them with at least one day off each week.

15 16 06.3 3. Pastors

17 In accordance with Federal and State statutes and Church policy, all ~~ordained ministers~~
18 **pastors** are considered self-employed persons engaged in the exercise of their ministry and
19 are not subject to withholding for certain taxes (nor are they covered under Unemployment
20 Insurance). They are, however, included in all other policies, which apply to "exempt
21 employees", except where excluded by Federal or State law.

22 23 06.4 4. Elected Executive and Administrative Staff

24 All staff who are serving as officers of the Presbytery shall be elected in accordance with
25 provisions of the PCUSA Form of Government and the Bylaws of the Presbytery.

26 27 06.5 5. Exempt Staff

28 All other exempt staff shall be employed by the Personnel Sub-Committee in agreement with
29 the Presbytery Cabinet.

30 31 06.6 6. Employment of Non-Exempt Staff

32 Non-exempt staff shall be employed by the Personnel Sub-Committee in agreement with the
33 the Presbytery Cabinet.

34 35 06.7 7. Regular Employees

36
37 a. Full Time new employees, who work a regular schedule of forty (40) hours per week,
38 become regular employees after having completed satisfactorily a three-month
39 introductory period. They are then entitled to full benefits, including credit toward
40 vacation and sick leave during the introductory period.

41
42 b. Part Time new employees, who work less than forty (40) hours per week, become regular
43 employees after having completed satisfactorily a three-month introductory period. They
44 may be entitled to some benefits, including credit toward vacation and sick leave during
45 the introductory period. Regular part-time employees have limited benefits.

46
47 c. Temporary employees are those who are hired to temporarily supplement the work force,
48 or to assist in the completion of a specific project. Employment assignments in this
49 category are of a limited duration. While temporary employees receive all legally

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1 mandated benefits (such as workers' compensation insurance and Social Security), they
2 are ineligible for all of Susquehanna Valley Presbytery other benefits programs.
3

4 06.8 8. Employment

5 In the Presbytery of Susquehanna Valley all employment is at will.
6

7 Unless specifically stated, letters of offer and calls have no implied longevity, rather they
8 state the compensation and benefits of a person hired to a position or an incumbent in a
9 position. Benefits and compensation are reviewed annually. Persons are elected to a position
10 of service once and are separated according to policy.
11

12 Clergy receive a call and laypersons receive a letter of offer both of which can be terminated
13 by provisions of "SEPARATION PRACTICES" in these policies.
14

15 C. TERMS OF SERVICE (TENURE)

16
17 07.1 1. For Elected Staff the term of service for elected staff shall be in accordance with the
18 Bylaws of Presbytery.
19

20 07.2 2. For Exempt and Non-Exempt Staff shall serve for an indefinite period unless otherwise
21 determined in advance of employment by the Personnel Sub-Committee in agreement with
22 the Cabinet.
23

24 D. STAFFING PATTERN AND STAFFING NEEDS

25
26 08.1 The Personnel Sub-Committee of the Cabinet shall review the present staffing pattern and
27 staffing needs of the Presbytery in light of the Presbytery's mission statement and shall make
28 recommendations to the Presbytery Cabinet.
29

30 E POSITIONS WITHIN THE PRESBYTERY

31 09.1 1. Writing of Position Descriptions

32 A position description, subject to periodic review, will be required for each position (exempt
33 and non-exempt), following guidelines prepared by the Personnel Sub-Committee.
34
35

36 Position descriptions should be kept current (at least every two years) and should be reviewed
37 and altered whenever a significant change is made. Since they identify end results expected
38 for each position, they are an excellent tool in setting performance objectives and should be
39 used in performance review. Major alterations require Presbytery approval, and all other
40 changes may be made by the Presbytery Cabinet.
41

42 09.2 2. Validation of Positions

43 The Presbytery on recommendation of the Presbytery Cabinet will validate all new exempt
44 positions.
45

46 09.3 3. Modification of Work Within a Position Description

47 In order to enable employees to make full use of their skills and to increase their potential
48 abilities, position descriptions or titles will be modified by mutual agreement between an
49 employee and the Personnel Sub-Committee, and will be confirmed by the Cabinet.
50

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F. EQUAL EMPLOYMENT OPPORTUNITY

10.00 Under the mandate of the Form of Government and the various policies of the General Assembly; and in compliance with the applicable Federal and State laws and executive orders of state and local authority, the policy of the Presbytery of Susquehanna Valley not to discriminate in employment. (see 04.1 1)

G. RECRUITMENT AND SELECTION

11.1 1. Elected Staff

Other elected staff will be recommended by the Personnel Sub-Committee of the Cabinet and presented to the Nominating Committee of Presbytery for Presbytery for action. This nomination will only take place through procedures in keeping with the Form of Government and the Affirmative Action/Equal Employment Opportunity plan adopted by the Presbytery.

11.2 2. Exempt and Non-Exempt Staff

Exempt staff shall be employed by the Personnel Sub-Committee in agreement with the Presbytery Cabinet.

11.3 3. Internal Posting

Notice of vacancies in positions shall be announced throughout the Presbytery. This announcement shall be simultaneous with external advertising and extended long enough to enable response from interested employee applicants.

H. OTHER EMPLOYMENT POLICIES

13.1 1. Sexual Conduct

The policy of the Presbytery of Susquehanna Valley is contained in a document entitled "Sexual Ethics Policy and Procedures within the Presbytery of Susquehanna Valley, June 25, 2002" or its current version thereof. Every employee must read the policy and sign the Employee Acknowledgment Form indicating that s/he has read the policy and will comply with its standards and procedures.

13.2 2. Life-Threatening Illnesses Policy

The Presbytery of Susquehanna Valley has an obligation to provide a safe work environment for all its employees. Every precaution should be taken to ensure that the physical and emotional health and well being of all employees are protected and reasonable accommodation is provided for a medically impaired employee as long as the employee is able to meet acceptable performance standards. This policy is based on the policy of the Presbyterian Church (U.S.A.).

The church acknowledges that some employees with life threatening illnesses, including but not limited to cancer, heart disease, multiple sclerosis, or AIDS, may wish to continue to engage in as many of their normal activities as their medical condition will allow, including work. As long as these employees are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to themselves or others, the church will be sensitive to these conditions and ensure that they are treated consistently with the treatment afforded other employees.

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2 Consistent to this concern for employees with life threatening illness, the following policy is
3 established for their continued employment.
4

- 5 a. Right to Continue Work: employees with life-threatening illness should have the
6 opportunity to continue working so long as they are able to continue to perform their job
7 satisfactorily in the judgment of the employing organization and as long as the best
8 available medical evidence indicates that their continuing employment does not present a
9 health or safety threat to themselves or others.
10
- 11 b. Confidentiality: The Presbytery of Susquehanna Valley will treat all medical information
12 obtained from employees with strict confidentiality. In the case of an employee of the
13 Presbytery with a life-threatening illness, confidentiality of employee medical records in
14 accordance with existing legal, medical, ethical, and management practices shall be
15 maintained.
16
- 17 c. Compassion and Understanding: Employees of the Presbytery who are affected by any
18 life-threatening illness should be treated with compassion and understanding.
19 Reasonable efforts should be made to accommodate seriously ill employees by providing
20 flexibility in work areas, hours, and assignments whenever possible or appropriate.
21
- 22 d. Needs: Employees of the Presbytery should be asked to be sensitive to the needs of
23 critically ill colleagues and to recognize that continuing employment for an employee with
24 a life-threatening illness is often life-sustaining and can be physically, mentally and
25 spiritually beneficial.
26
- 27 e. Physical Examinations: No required physical examination shall be used to disqualify a
28 person with a life-threatening illness for employment, unless such examination reveals
29 factors that would result in a threat to the safety or health of that person or others.
30
- 31 f. Advocacy: It shall be the responsibility of the Personnel Sub-Committee, based on the
32 best medical knowledge available, to understand life-threatening illnesses and what
33 services are available locally to help employees with any medical, psychological or
34 financial hardships caused by the illness, and, when appropriate, to serve as advocate to
35 those affected.
36
- 37 g. Discrimination in Employment or Placement: Persons with a life-threatening illness will
38 not be discriminated against in selection for employment, placement or promotion as long
39 as they are qualified to meet the requirements of the position for which they are being
40 considered.
41

42 13.3 3. Policy Regarding Substance Abuse 43

44 Alcoholism and drug dependency are illnesses or behavioral disorders which are treatable and
45 as such they should not be approached in punitive action, but rather in a pastoral manner.
46

47 The purpose of this policy is to assure that Presbytery employees having such problems will
48 receive the same careful consideration and offer of treatment that is extended to Presbytery

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1 employees having any other illness or behavioral disorder, and the goal of this policy is to
2 assist the Presbytery employee having trouble with substance abuse toward recovery. To that
3 end it is policy that:

- 4
- 5 a. No employee with alcohol and other drug dependency will have his/her job security
6 jeopardized by a request for diagnosis and treatment, or for seeking and accepting
7 treatment. However, an employee's continued refusal to seek help and treatment, or
8 continued failure to respond to treatment, will be handled in the same way that similar
9 refusals or treatment failures are handled for other illnesses that affect job performance,
10 and may result in termination.
- 11
- 12 b. Time off for treatment of dependency shall be according to leave policy.
- 13
- 14 c. Substance abuse problems shall be handled in a confidential manner.
- 15
- 16 d. The importance of persons in supervisory positions being knowledgeable and sensitive to
17 an employee's need for help with alcohol and other drug dependency problems is to be
18 emphasized.
- 19
- 20 e. To the best of its ability, the Presbytery will support efforts to secure effective and
21 professional treatment for employees with substance abuse problems.
- 22
- 23 i) by referring employees interested in seeking treatment to a qualified professional,
- 24
- 25 ii) by facilitating communication between the Board of Pensions and treatment providers
26 to assist in meeting guidelines for qualifying for insurance coverage,
- 27
- 28 iii) by cooperating in any other way it is able, including participation, if appropriate, in an
29 intervention process guided by a qualified professional.
- 30

31 It is expected that through this policy employees who suspect that they may have a substance
32 abuse problem, even in its early stages, will be encouraged to seek evaluation and, when indicated,
33 to follow through with prescribed treatment.

34

35 13.4 4. Governmental Investigations

36 In the event of an inquiry by the police, F.B.I., or other governmental investigative agency or
37 official concerning the work of the Presbytery, its activities, records or personnel, or in the
38 event an employee of the Presbytery is sought to be queried by such governmental agency,
39 the following shall be the policy in this area:

40

- 41 a. It shall be a condition of employment that all such inquiries shall be referred to the
42 **Executive Presbyter Chair of the Personnel Sub-Committee and the Cabinet's Executive**
43 **Team.** Any violation of this policy will subject employees to immediate dismissal.
- 44
- 45 b. No information or documents of any kind will be released until the **Executive Presbyter**
46 **Chair of the Personnel Sub-Committee and the Cabinet's Executive Team** have consulted
47 with and attained the permission of the Stated Clerk of the Presbytery or his/her
48 representative in matters regarding governmental investigations.

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- 1
2 c. The **Executive Presbyter Chair of the Personnel Sub-Committee and the Cabinet's**
3 **Executive Team** may release information or documents following the consultation and
4 permission described above or may request the Stated Clerk of the Presbytery to release
5 the information or documents.
6

7 13.5 5. Introductory Period

8 The first three months of employment of non-exempt personnel are considered a
9 probationary, or a trial period, giving the employee and his/her supervisor an opportunity to
10 evaluate his/her interest and qualifications for the position under actual working conditions.
11 Prior to regular employment, the person's performance will be discussed with the employee
12 by his/her supervisor.
13

14 13.6 6. Nepotism

15 To affirm and facilitate equal opportunity for all employees and employment candidates, care
16 will be exercised in the employment and assignment of persons who are direct relatives of
17 people in the presbytery's employ. Such people should not be automatically denied
18 employment nor fair treatment in the full spirit of these policies.
19

20 However, individuals shall not be hired by or through the involvement of direct relatives, and
21 they shall not be assigned to a position where a direct relative is in a position to influence the
22 employee's salary, promotion or other aspects of personnel practice.
23

24 13.7 7. Conflict of Interest

25 No employee of the Presbytery shall accept any gift, gratuity, grant, service or any special
26 favor from any person or persons, or businesses which provide or receive goods and services
27 or which seek to provide or receive goods and services to or from the Presbytery. However,
28 minor courtesies such as luncheons, dinners or similar arrangements in connection with
29 business discussions may be accepted.
30

31 If an employee is called upon to participate in a decision in which the interests of the
32 employer conflict with his or her personal interests, the employee should abstain from
33 participating in the decision.
34

35 All employees shall avoid even the appearance of conflict of interest, special interest, or any
36 other inappropriate conduct. If an employee discovers that he/she may be in a conflict of
37 interest position, he/she shall immediately report this conflict to his/her supervisor.
38

39 13.8 8. Privacy

40 The Presbytery shall safeguard the confidentiality of medical and employment records of
41 employees.
42

43 13.9 9. Internet Access, Use and Security

44 The Internet, its services and the interconnectivity available through the Internet introduce
45 communications opportunities, but these opportunities also present heightened risks. The
46 Presbytery must ensure that Internet resources are used appropriately, within a properly
47 secure environment. The intent of this policy is to enable the appropriate access and use of
48 the Internet, and to protect the Presbytery's fiduciary responsibility to its employees, and
49 members. Appropriate business needs must be demonstrated to justify use of the Internet,

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1 and the environment in which access to the Internet and its services is provided must be
2 appropriately secure.
3

4 Access to and use of the Internet and its services, including Internet e-mail, must be justified
5 by genuine business needs and processes.
6

7 This policy is applicable to all employees, including temporary employees and to outside
8 consultants, contractors, and other external users of Presbytery information. All officers,
9 managers and affected employees are responsible for ensuring compliance with this policy.
10 Failure to comply with this policy and the standards for the use of Internet services and
11 technology will be subject to disciplinary actions.
12

- 13 a. Uses of the Internet and its services must demonstrate genuine business needs. Personal
14 and non-business use of the Internet with Presbytery equipment is permitted only with the
15 approval of the Executive Presbyter. However, users are not permitted to transact any
16 personal business through the Presbytery's Internet link.
17
- 18 b. Items that do not reflect the policies of the Presbytery will not be posted to any Internet or
19 web site. Sending or receiving sexually oriented material or images, or other inappropriate
20 content is strictly prohibited. Chain letters and "flaming" statements or comments and any
21 libelous or derogatory remarks are prohibited.
22
- 23 c. Users will not place Presbytery information or material on any publicly accessible Internet
24 computer within the Presbytery that supports anonymous File Transfer Protocol (FTP) or
25 similar services.
26
- 27 d. User logins, passwords, credit card numbers, telephone calling card numbers and other
28 data that can be used to gain access to Presbytery information and services will not be sent
29 over the Internet in readable form. Appropriate and reliable encryption methods will be
30 used to protect this data.
31
- 32 e. The reproduction of words and copyrighted material available through the Internet is
33 allowed only with the permission of the author or owner.
34
- 35 f. If a user states his or her affiliation with the Presbytery when communicating via the
36 Internet, the user will indicate that the opinions expressed are the users, and not
37 necessarily those of the Presbytery.
38
- 39 g. Users will not publicly disclose internal Presbytery information via the Internet if that
40 information might adversely affect public or member relations, or the Presbytery's public
41 image.
42
- 43 h. To properly maintain and manage information assets in support of Presbytery business,
44 management must reserve the right to examine all data stored in or transmitted by the
45 Presbytery's computers and related facilities. Therefore, users should not have
46 expectations of privacy in the use of Presbytery Internet services.
47

48 J. SALARY ADMINISTRATION 49

50 14.1 1. Salary Policies

51 Salaries of all positions will be determined on the basis of a position evaluation

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recommended by the Personnel Sub-Committee and approved by Presbytery Cabinet.

The Presbytery is committed to salary administration principles which will provide: fair pay for the work performed; incentive for personal achievement and growth; equity of payment for positions of relative value; flexibility to meet the many changes in organization, functions, positions, and personnel over a period of time. Salary levels will be maintained in a manner that results in their being consistent internally, equitably related to salaries paid by external organizations, responsive to changes in the cost of living, and in keeping with the church's philosophy and objectives.

Initial salaries of all Presbytery staff are set by the Presbytery Cabinet upon recommendation from the Personnel Sub-Committee.

Elected Staff. Initial compensation, and any changes in salary or benefits of elected staff (e.g. Stated Clerk, Treasurer) are set by Presbytery upon recommendation from Presbytery Cabinet, having heard the recommendations of the Personnel Sub-Committee and their annual review of each staff member.

Other Exempt Staff. Initial compensation and any changes in salary or benefits of other exempt staff are set by Presbytery Cabinet upon recommendation from the Personnel Sub-Committee.

Non-Exempt Staff. Initial compensation, and any changes in salary or other benefits are recommended by the Personnel Sub-Committee, subject to overall staff budget approval by Presbytery Cabinet.

Salaries will be paid on a regular basis, determined by the Personnel Sub-Committee.

Support staff (non-exempt) will work 40 hours per week. Therefore, the workweek of a full-time employee is 40 hours per week. For the purpose of calculating overtime pay, the hourly rate for that overtime will be based on the employees annual salary divided by 1820 hours (full-time employee). Straight time will be paid from 40 hours per week. After 40 hours, pay will be at one-and-a-half times the hourly rate. No overtime can be accumulated at the work site without advance approval by **the Chair of the Personnel Sub-Committee.**

Compensation time, **and other alteration to work hours, must be approved by the Personnel Sub-Committee.** ~~is not allowed. Employees may alter their work hours within a pay period with the approval of the Executive Presbyter~~

"Presbytery Recommended Salaries and Benefits for Pastors" does not apply to ~~ordained ministers in~~ Presbytery staff positions.

14.2 2. Manse Allowance

The Internal Revenue Code provides that **a pastor** ~~an ordained minister~~ can exclude from gross income for income tax purposes any housing allowance paid as part of his/her compensation to the extent that he/she used it for renting or providing a home. This is intended to apply to any **pastor** ~~ordained minister~~ who has not been provided with a manse.

In order to satisfy the requirement of the Internal Revenue Service relative to the housing or manse allowance for **pastors** ~~ordained ministers~~, it is understood that of the total amount of

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1 compensation paid to ~~a pastor an ordained minister~~ thirty percent (30%) is designated as a
2 manse or housing allowance. If, however, the amount actually being spent for housing, or the
3 fair rental value as a furnished house, plus utilities (whichever is less) is greater than 30%,
4 then the employee may request the employing governing body's Cabinet to designate a larger
5 percentage of his/her compensation as a housing allowance.
6

7 If the total amount which is designated for manse allowance is not fully used, it is the
8 recipient's responsibility to report the balance to the Internal Revenue Service as taxable
9 income.

10 K. CAREER OPPORTUNITIES

11 15.1 1. Employee Development Program

12
13 Employees will be assisted in developing skills and knowledge that will enhance their ability
14 to meet the staffing needs of the Presbytery, and their particular working function. This will
15 include the provision of information on available training opportunities and the arranging of
16 needed in-service training courses. Administration of this program will be by the Executive
17 Presbyter. Under this program, assistance may be provided in the form of on-the-job training,
18 time away from work to attend other training classes, and/or partial tuition refunds.
19

20 Such assistance will be in line with the agreed-upon career goals and objectives of
21 employees, as they relate to the needs of the Presbytery.
22

23 An employee must have completed at least six months continual service with the Presbytery
24 to be eligible for assistance.
25

26 15.2 2. Annual Study Leave for Exempt Staff

27 Up to two weeks annual study leave with pay may be granted to exempt staff within the
28 following guidelines:
29

- 30 a. Study leave is not additional vacation, but may be taken in conjunction with vacation.
- 31
- 32 b. Study leave is not automatic, but is directly related to career goals and objectives as well
33 as to the development of skills that are useful to the Presbytery. Therefore, it is granted
34 only when clearly identified objectives have been agreed upon for the particular study
35 leave being requested.
36
- 37 c. Satisfactory provision must be made to cover the employee's work during his/her absence.
38
- 39 d. Unused portions of both study leave time and funds may accumulate to a maximum of six
40 years and may then be taken in one consecutive period. The timing and purpose of each
41 period of study leave shall be subject to approval by the Personnel Sub-Committee as far
42 in advance as is practical.
43
- 44 e. A report on the specific accomplishments of the study leave will be required.
45
- 46 f. Annual study leave will be administered under guidelines developed by the Presbytery of
47 Susquehanna Valley upon the recommendation of the Personnel Sub-Committee. These
48 benefits are considered to be non-transferable.
49
- 50 g. Study leave does not accumulate unless an approved plan is in place.
51

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15.3 3. Extended Study Leave for Exempt Staff

In order to enable exempt employees to give extended study to subject areas which will contribute to the work of the Presbytery as well as to their own technical or professional development, an extended study leave may be granted within the following criteria guidelines:

- a. A detailed written plan of study with clearly identified goals and with end products (such as written reports) clearly set forth, must be approved by the Presbytery Cabinet upon recommendation of the Personnel Sub-Committee long enough in advance of the leave to be covered by the Presbytery's budget and staffing plans.
- b. The ongoing work of the particular position and the total Presbytery's functions will be primary factors in considering the granting of extended study leave. Compensation during the leave will be negotiated as part of the approved plan.
- c. The employee must have completed five (5) years continuous service with the Presbytery.
- d. At least five (5) years must have elapsed from the time of any previous extended study leave, at least one year from any previous two weeks study leave, and the leave must be part of an approved long range plan.
- e. The maximum length of extended study leave will be three (3) months. This may be taken in conjunction with earned vacation within a particular year, but may not be combined with a "two week study leave" since an employee is not eligible for both types of leave in the same year.
- f. The employee must agree to remain in the Presbytery's employment for two (2) years following completion of the study leave.

15.4 4. Study Leave for Non-Exempt Employees

It is anticipated that most study needs of non-exempt staff can be met through in-service study programs and evening classes. There is, therefore, no regular provision for study leaves with pay. However, under special circumstances, when it can be demonstrated to be for the good of the Presbytery, as well as for the employee, the Personnel Sub-Committee may approve study leaves, or in lieu of same, class charges or tuition payment for non-exempt staff in line with provisions for exempt staff.

15.5 5. Review

The participation of each employee in the total career opportunities process will be an integral part of his or her annual performance review and evaluation.

L. PERFORMANCE REVIEWS

16.1 1. Annual Performance Review

An annual performance review and evaluation will be conducted for both exempt and non-exempt staff within guidelines provided by the Personnel Sub-Committee.

16.2 2. Comprehensive Review

A comprehensive review and evaluation will be conducted for exempt staff at least every five

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1 years.

2 3 16.3 3. Probationary Period

4 Under circumstances related to an unsatisfactory review, a person may be placed on
5 probation for periods from three to six months at which time another performance review
6 would be conducted. During the probation specific work priorities to meet the identified
7 areas for improvement would be developed as a basis for the subsequent review. A second
8 unsatisfactory review would be followed either by separation under the provisions for
9 Dismissal for Cause or a second and final probationary period may be recommended.

10 11 16.4 4. Personnel Records

12 A complete personnel file on each employee is maintained. These files are confidential, with
13 access limited to those persons who have authority in personnel matters and the individual on
14 whom the file is maintained. Employees may have access to their file in the presence of the
15 **Chair of the Personnel Sub-Committee** or his/her designee.

16 17 M. SEPARATION PRACTICES

18
19 17.0 The term "separation" shall refer to any and all terminations of the relationship between an
20 employee, exempt or non-exempt, and the employing agency or governing body.

21 22 17.1 1. Voluntary Resignation

23 Voluntary separation (resignation) may take place after two weeks written notice for
24 non-exempt employees or a one-month notice for exempt employees. Employees will be
25 paid the cash equivalent of their unused earned vacation at the date of separation, pro-rated
26 based on the number of months actually employed in the year of separation. At the discretion
27 of the Personnel Sub-Committee the period of written notice may be waived.

28 29 17.2 2. Termination Without Prejudice

30 An employee's employment may be terminated by the employer for reasons other than those
31 enumerated under "Dismissal For Cause" in paragraph 17.3 3 below. Termination without
32 prejudice will be upon the recommendation of the supervisor and agreement of the Personnel
33 Sub-Committee. Employee's terminated without prejudice will be entitled to notice as
34 outlined in 17.5.5.

35 36 17.3 3. Dismissal For Cause

37 Dismissal for cause will generally take place by written notice from the Personnel Sub-
38 Committee, giving specific reasons for termination. Notice will generally be given or pay in
39 lieu of notice of up to one month for the exempt employees or up to two weeks for
40 non-exempt employees who are dismissed. Employees who are dismissed will receive the
41 cash equivalent of their unused earned vacation, pro-rated based on the number of months
42 actually employed in the year of separation. No severance allowance will be paid.

43
44 Causes for dismissal may include, but are not limited to:

45 a. Unsatisfactory performance,

46 b. Insubordination, including, but not limited to refusal to do any work which the employee
47
48

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- 1 is capable of doing and which falls within the purview of his/her position description,
2
3 c. Neglect in the care and use of Presbytery property and funds,
4
5 d. Unexcused absence,
6
7 e. Repeated tardiness,
8
9 f. Illegal conduct,
10
11 g. Failure to observe employer policies,
12
13 h. Dishonest or unethical conduct.
14
15 i. Sexual misconduct.

16 Discharge of an employee is always considered to be an action of last resort taken after
17 remedial measures have been proven ineffective, or when the employee's conduct is such as
18 to preclude further employment.
19

20 Immediate Dismissal

21 Immediate dismissal will take place when the behavior of an employee is determined (by the
22 Personnel Sub-Committee or its Chair) to threaten other employees, the instigator or the
23 property of the Presbytery and includes, but is not limited to, the following: the possession of
24 a weapon on the property, physically or verbally threatening behavior, harassment,
25 intoxication or illegal drug impairment, and/or the destruction of equipment
26

27 17.4 4. Suspension

28 Suspension with pay. If unacceptable behavior (e.g., insubordination, harassment of other
29 employees, apparent involvement in dishonest or unethical acts, etc.), requires absence from
30 the work place, the supervisor of that employee may suspend the employee, in accordance
31 with Presbytery procedure, pending verification and evaluation of the circumstances.
32 Suspended employees will receive pay during the investigation process.
33

34 Suspension without pay. Suspension without pay may be invoked by the Personnel Sub-
35 Committee or its Chair, in accordance with Presbytery procedure, in circumstances where an
36 offense has been clearly established requiring disciplinary action but not warranting
37 dismissal. Such suspensions shall be considered warnings to the employee that repetition
38 would subject the employee to dismissal. Suspension without pay may be for a period of up
39 to two weeks.
40

41 Consultation between the employee and the immediate supervisor should precede suspen-
42 sion. Notice of the reason for the suspension will generally be given to the employee in
43 writing.
44

45 The employee shall be notified in writing of his or her right to use the complaint procedure as
46 outlined in these policy guidelines and shall be given the right to defend his or her position
47 with or without an advocate but at the employee's own expense.
48

49 17.5 5. Reduction of Force

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1 Separation because of the discontinuation of a project or retrenchment in budget, or for other
2 circumstances arising out of no fault of the employee, is at the discretion of the employer.
3 Written notice of such separation will come from the Personnel Sub-Committee and a
4 minimum of one (1) month notice will be given to affected employees.
5

6 17.6 6. Death in Service

7 In the event of the death of a member of either the exempt or the non-exempt staff the salary
8 of that person will be continued to the spouse or dependent for one month from the date on
9 which the death occurs, plus any unused vacation pay. Additional death benefits may also be
10 provided through the Presbyterian Pension and Benefits Plan.
11

12 17.7 7. Exit Interview

13 Prior to an employee's actual departure, for any reason, an exit interview may be conducted.
14 The exit interview is a personnel process wherein the staff person who is being separated sits
15 down with the members of the Personnel Sub-Committee to review the reasons that
16 occasioned the separation.
17

18 The interview can be initiated by the separated employee (exempt or non-exempt) or by the
19 Chairperson of the Personnel Sub-Committee. Some purposes of the interview can be:

- 20 a. To demonstrate to the staff person the Presbytery's support and concern for the employee
21 as a person.
- 22 b. To obtain information that the Presbytery can use to keep staff morale high, improve
23 employee-employer relations and communication, and lead to a more effective Presbytery
24 operation.
25
26
27

28 The exit interview should be arranged and conducted at a time mutually convenient to the
29 separated staff person and the Personnel Sub-Committee. Frankness and a free flow of
30 information should be encouraged.
31

32 N. RETIREMENT

33
34 18.1 1. Retirement At Age 65 The Presbyterian Pension and Benefits Plan is designed to make
35 retirement possible at age 65 with full benefits in relation to accrued pension credits. Those
36 who work beyond age 65 will continue to accrue additional pension credits.
37

38 18.2 2. Retirement Beyond Age 65 Subject to normal performance standards, employees who
39 desire to work beyond age 65 may do so as long as they are able to perform the essential
40 requirements of the job.
41

42 18.3 3. Early Retirement A Presbytery employee may retire early, but with loss of benefits
43 provided by the Board of Pensions.

44 **(See the provisions of the Presbyterian Church (U.S.A.) Pension Plan.)**
45

46 O. GRIEVANCE PROCESS

47 19.1 1. Open Door Policy

48 The Presbyterian Church (U.S.A.) aims to maintain within its staff good working rela-
49 tionships that affirm the importance of each individual and of his/her contribution to the work
50 being done, encourage mutual respect of employee and supervisor, provide prompt answers
51

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1 to questions, minimize misunderstandings, and seek resolution of differences as quickly as
2 possible.
3

4 It is the presbytery's policy to facilitate the development of open, orderly channels of
5 communication between all levels of management. Employees are encouraged to take
6 initiative in seeking answers to their questions or solutions to their work-related problems
7 through discussion with their supervisors. Supervisors are expected to maintain an open door
8 to employees responsible to them; to encourage communication with them and to give prompt
9 attention to their suggestions; and to provide active assistance in dealing with their concerns
10 or complaints.
11

12 The supervisor is the normal avenue for an employee to raise concern. After consulting with
13 the supervisor, the Personnel Sub-Committee is available to employees to discuss a concern,
14 clarify personnel policies, or obtain guidance. (See 19.2 and 19.3)
15

16 An employee who feels discriminated against on the basis of race, creed (except when after
17 careful study religious affiliation is determined to be a bona fide occupational qualification),
18 color, national origin, sex, age, marital status, sexual orientation, religious affiliation (except
19 when after careful study religious affiliation is determined to be a bona fide occupational
20 qualification), physical, mental, or medical disability unrelated to the ability to engage in
21 activities involved with the job (including blindness) may contact the Chairperson of the
22 Personnel Sub-Committee.
23

24 An employee with a complaint of acts of sexual harassment should immediately inform the
25 Chairperson of the Personnel Sub-Committee. The employee also has access to the
26 procedures included in the "Sexual Ethics Policy and Procedures" adopted by the Presbytery
27 on June 25, 2002, or as amended thereafter.
28

29 19.2 2. Preliminary Complaint Procedure

30 For the purposes of this policy a complaint or grievance is an alleged violation of an
31 approved personnel policy or practice or of an applicable State or Federal Law not adequately
32 dealt with in those policies or practices.
33

34 In order to deal promptly and fairly with all complaints or grievances of all employees and
35 prior to filing a formal written grievance several preliminary steps must first be taken:
36

- 37 a. The complaining party must first discuss the problem with his/her immediate supervisor.
38
- 39 b. If dissatisfied with the action, the complaining party is to approach the Chairperson of the
40 Personnel Sub-Committee, who will seek to resolve the issue in consultation with all
41 parties involved. If the situation is not resolved, the Chairperson will consult with the
42 Personnel Sub-Committee. Services of an outside consultant skilled in conflict resolution
43 may be engaged with the agreement of the complaining party, his or her immediate
44 supervisor and the Personnel Sub-Committee.
45
- 46 c. It is expected that most grievances can be satisfactorily resolved through this informal
47 process.
48

49 19.3 3. Formal Grievance Procedure

50 If informal efforts to resolve a grievance have failed, a formal grievance may be filed by

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1 submitting a written statement to the Chairperson of the Personnel Sub-Committee, and to **the**
2 **Executive Team of the Cabinet**. Copies shall be provided to the complaining party's
3 supervisor within 30 days of the time when the alleged cause of grievance took place or came
4 to complainant's notice. Upon receipt of the completed grievance form, the following steps
5 shall be taken:

- 6
- 7 a. The **Chairperson of the Personnel Sub-Committee shall consult with the Executive Team**
8 regarding any Equal Employment Opportunity violations. They shall determine whether
9 or not the grievance involved an Equal Employment Opportunity dimension. If it is deter-
10 mined to be an Equal Employment Opportunity matter, the Director of the Office of Equal
11 Employment Opportunity of the General Assembly shall be involved in all subsequent
12 steps in the process. Otherwise, this step will conclude the possible involvement of the
13 Office of Equal Employment Opportunity.
- 14
- 15 b. After consultation with the immediate supervisor of the complaining party and after
16 consultations as indicated above, the **Chairperson of the Personnel Sub-Committee shall**
17 **review the findings with respect to the grievance with the Personnel Sub-Committee** and
18 they shall then give the Presbytery's decision in writing. This shall be done as
19 expeditiously as possible, and in no case shall be transmitted to the complaining party
20 longer than two weeks from the time the written grievance was received.
- 21
- 22 c. If dissatisfied with the decision of the ~~Chairperson of the~~ Personnel Sub-Committee, the
23 complaining party may appeal in writing to ~~Personnel Sub-Committee~~ **the Cabinet**. For
24 purposes of fact-finding and hearing grievances, **a grievance committee comprising** two
25 members of the ~~Personnel Sub-Committee~~ **Cabinet** shall be augmented by two members
26 of Presbytery, appointed by the Presbytery Moderator. A hearing of the complaint to be
27 chaired by the ~~Chairperson of the Personnel Sub-Committee~~ **Presbytery Moderator** will
28 be arranged as expeditiously as possible, and in no case later than two weeks from the
29 date of the reception of the written appeal. After hearing both sides of the dispute the
30 parties to the dispute will be excused from the meeting. ~~In rendering a decision on any~~
31 ~~grievance, other Presbytery Cabinet members may be invited to participate in the~~
32 ~~deliberations as consultants in order to clarify the Presbytery's position, but shall not vote.~~
33 The decision of this grievance committee is final.

34
35 The Synod Cabinet Personnel Sub-Committee may be invited to participate in said
36 hearings. (For information concerning further complaint see the Form of Government,
37 Rules of Discipline, Chapter VI, Section D-6.0000.

- 38
- 39 d. Where documented evidence is lacking, the presumption shall be in favor of the employer
- 40
- 41 e. The ~~Personnel Sub-Committee~~ **grievance committee** shall report its final decision in
42 writing to the Presbytery Cabinet for record in its confidential minutes.

43 44 19.4 4. Right of Advocacy

45 It is understood that the complaining party may arrange to have an advocate with him/her at
46 all steps of the formal process, at no expense to the employer. Any person who is a member
47 of the Presbyterian Church (U.S.A.) may serve as an advocate. The advocate is not a paid
48 attorney at law, but a friend within the church system who may speak on behalf of the

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1 complaining party.
2

3 19.5 5. Grievance Procedure for Job Applicants

4 Applicants for employment who feel they have a grievance will use the formal grievance
5 procedure outlined in section 19.3.
6

7 19.6 6. Written Record

8 A written record of all decisions arrived at in all meetings of the grievance process shall be
9 kept from the beginning of any informal complaint procedure to its conclusion. All letters
10 transmitting decisions of findings shall be signed by the Chairperson of the Personnel Sub-
11 Committee and, where applicable, the Presbytery Moderator. Letters of decision from any
12 party, committee, or council shall contain provision for the complaining party to indicate
13 his/her acceptance or rejection of the decision.
14

15 P. BENEFITS FOR REGULAR FULL TIME EMPLOYEES

16 20.1 1. Social Security

17 All regular full-time, non-clergy personnel are covered by the Federal Old Age and Survivors
18 Benefits Act (Social Security). The employee's share of the tax is withheld from the wages of
19 non-clergy persons on staff. Clergy persons on staff are considered self-employed and taxes
20 are not withheld nor paid for them, unless provided for in their terms of call, in accordance
21 with the Presbytery's Pastor's Compensation Guidelines.
22

23 20.2 2. Pensions

24 All regular full-time clergy employees (exempt and non-exempt) are covered under the Pres-
25 byterian Pension and Benefits Plan for which full dues are paid by employing agency.
26

27 All regular full-time lay employees (exempt and non-exempt) hired by the Presbytery may
28 participate in the Board of Pensions Benefit Program according to the Lay Participation
29 Option.
30

31 20.3 3. Health Insurance

32 Major Medical protection is provided to all regular full-time employees under the terms of
33 the Presbyterian Pension and Benefits Plan or a comparable plan chosen by the employer.
34

35 20.4 4. Vacation

36 A vacation with pay is provided for all employees for rest, refreshment, and relaxation.
37 Employees will be urged to take the vacation to which they are entitled not only for the
38 personal benefits derived therefrom, but for the sake of their work effectiveness and health.
39 For that reason, employees may not accumulate over a year and a half times their annual
40 allotment at any one time. Accrued vacation pay will be paid to employees who terminate in
41 good standing. The Chair of the Personnel Sub-Committee of Cabinet will approve paid
42 vacation times. While every attempt will be made to schedule the vacation time as requested,
43 the time of each employee's vacation is subject to the approval of the Chair of the Personnel
44 Sub-Committee.
45

46 ~~Full-time exempt employees are entitled to a minimum of four weeks (20 working days)~~
47 ~~vacation per year.~~
48
49

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1 ~~Full time nNon-exempt employees are entitled to a minimum annual paid vacation computed~~
 2 ~~on January 1 of each year varying with length of their service with the Presbytery, as follows:~~
 3

4 **Vacation time will be calculated according to the following schedule based on a 40-**
 5 **hour work week:**
 6

7	Number of Years employed	Days of Vacation
8	1	10
9	2	12
10	3	13
11	4	14
12	5	15
13	6	16
14	7	17
15	8	18
16	9	19
17	10 and over	20

18
 19 **Vacation will be awarded on the anniversary of the employee's first day of employment. Employees**
 20 **working less than a 40 hour work week will be awarded vacation time based on the 40 hour work week**
 21 **schedule in proportion to hours worked. Employees wishing to take vacation prior to their anniversary**
 22 **date will be granted vacation in proportion to hours worked. Accrued vacation pay in proportion to the**
 23 **hours they have worked will be paid to employees who terminate in good standing.**
 24

25 ~~Vacation entitlement during the first calendar year of employment will be pro-rated according~~
 26 ~~to the following schedule:~~
 27

28	Month Employed	Non-exempt (40hrs)	Exempt
29	January	10	20
30	February	9	19
31	March	8	18
32	April	7	17
33	May	6	15
34	June	5	13
35	July	4	11
36	August	3	9
37	September	2	7
38	October	1	6
39	November	0	4
40	December	0	2

41 ~~Employees may arrange to receive, before they leave on vacation, an advance payment of~~
 42 ~~any wages which will become payable during their absence on vacation.~~
 43

44 20.5 5. Holidays

45 Full time employees are entitled to the following twelve (12) paid holidays per year. If a
 46 recognized holiday falls on a Saturday or Sunday, it will be observed the following Monday.
 47

48 New Years Day Labor Day

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1	Martin Luther King Jr. Day	Columbus Day
2	President's Day	Thanksgiving Day
3	Good Friday	Day after Thanksgiving
4	Memorial Day	Christmas Eve Day
5	Independence Day	Christmas Day

20.6 6. Sick Leave

7
8 Employees are entitled to up to five working days of paid sick leave each calendar year.
9 Sick leave entitlement during the first year of employment will be pro-rated according to
10 length of employment with the Presbytery of Susquehanna Valley. Sick leave accrues from
11 year to year, up to 75 days. Sick leave may be used for care of an immediate family member.
12

13 At the time of termination of employment (either voluntary or involuntary) an employee
14 shall have no claim for pay in lieu of unused sick leave.
15

20.7 7. Personal Days

16 Regular full time employees are entitled to up to five working days annually for personal
17 needs, such as medical or dental appointments, personal or family emergencies, or for other
18 personal business which cannot be cared for outside of working hours. Up to three (3)
19 personal days per year may be used for spiritual or mental rejuvenation. These may be taken
20 in 1/2-day increments if desired.
21

22
23 At the time of termination of employment (either voluntary or involuntary) an employee
24 shall have no claim for pay in lieu of unused personal days.
25

20.8 8. Workers' Compensation Insurance

26 All employees of the Presbytery in all locations shall be covered by the Workers'
27 Compensation Law of the state in which they are employed, which provides for benefits in
28 case of an on-the-job accident.
29

20.9 9. Off-the-Job Disability Benefits Insurance

30
31 All employees not enrolled in the Board of Pensions shall be covered by the off-the-job
32 disability benefits program of the State of New York, which provides temporary cash
33 benefits to replace in part wages lost due to injuries or illness that do not arise out of and in
34 the course of employment. This becomes effective after using all accumulated sick leave
35 and after a further unpaid waiting period of seven calendar days.
36

37
38 Disability benefits for permanent and total disability are provided by the Presbyterian
39 Pension and Benefits Plan.
40

20.10 10. Unemployment Insurance

41 Unemployment insurance is carried for all employees eligible under the New York State
42 unemployment insurance law.
43

20.11 11. Libel and Slander Insurance

44
45 Executive Presbyters are covered by the Synod of the Northeast libel and slander insurance
46 as it pertains to the practice of his/her professional duties.
47

20.12 12. Leaves of Absence With Pay

48
49 Leaves of absence with pay are provided for exempt and non-exempt under the following
50

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1 circumstances:

- 2
- 3 a. For death of an immediate family member (up to three days, plus one more day if travel
- 4 over 100 miles is required)
- 5
- 6 b. For a regular training period of the United States Armed Forces
- 7
- 8 c. For jury duty
- 9

10 An employee called for such military service or jury duty will receive the difference

11 between military pay or jury duty pay and the normal salary, for up to two (2) weeks

12 annually.

13

14 20.13 13. Leaves of Absence With, Without or Reduced Pay

15

- 16 a. Maternity Leave. A person employed by the Presbytery for at least a year may have up to
- 17 four months of maternity leave with reduced pay. Application must be made and
- 18 approved six weeks before the leave begins. Compensation will be at 50% of normal
- 19 salary, except the first week will be at 100%. This arrangement can be adjusted to 100%
- 20 of normal salary for eight weeks. Benefits from the New York State Disability Benefits
- 21 insurance will also be payable for maternity after a one week waiting period. Pension
- 22 and benefits for the time of leave will be paid by the Presbytery on the reduced salary
- 23 base. Upon return every effort will be made to place the employee in a position with like
- 24 seniority and status if it is not possible to hold open the identical position.
- 25
- 26 b. Paternity Leave. A person employed by the Presbytery for at least a year may have up to
- 27 one-month paternity leave with reduced pay. Application must be made and approved six
- 28 weeks before the leave begins. Compensation will be at 50% of normal salary. Pension
- 29 and benefits for the time of leave will be paid by the Presbytery on the reduced salary
- 30 base. This arrangement can be adjusted to 100 % of normal salary for two weeks.
- 31
- 32 c. Military Leave. A person employed by the Presbytery for at least three months may have
- 33 leave without pay for required military service. Upon return, after normal required length
- 34 of service, every effort will be made to place the employee in a position with like
- 35 seniority and status and salary and any other benefit or requirement consistent with state
- 36 or federal law.
- 37
- 38 d. Other Leave. A person employed by the Presbytery may have leave without pay for other
- 39 personal reasons such as extended maternity leave, family responsibilities, etc. Extended
- 40 leaves may be granted at the discretion of the Executive Presbyter and the Personnel Sub-
- 41 Committee. Pension dues, annuity contributions, health insurance will not be paid by the
- 42 Presbytery for any such extended leave.
- 43

44 A request for a leave of absence is to be submitted by the employee, in writing, for review

45 and approval by the Personnel Sub-Committee.

46

47 20.14 14. Moving Expenses

48 For any newly employed full-time exempt Presbytery employee, moving expenses,

49 including house-hunting expenses, and travel to the Presbytery will be negotiated by the

50 Search Committee within the guidelines established by Presbytery.

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Q. BENEFITS FOR REGULAR PART-TIME EMPLOYEES

- 21.1 1. Regular part-time employees are those who are employed to work less than the forty [40] hour week. If employed less than 20 hours a week they are normally not eligible for benefits. If employed at least 20 hours a week they are eligible for the following benefits.
- a. Holiday pay. If the holiday falls on a day not regularly worked by that employee, another of the regularly scheduled working days during the same week may be substituted.
 - b. Jury duty pay.
 - c. Salary increases.
 - d. Regular pay, up to 40 hours; time-and half pay over 40 hours in any workweek.
 - e. Vacation in proportion to hours worked each week.
 - f. Worker's Compensation.
 - g. Off-the-job disability benefits, where applicable.
 - h. Unemployment insurance.
 - i. Severance allowance in proportion to hours worked each week.
- 21.2 2. The rules of the Presbyterian Pension and Benefits Plan provide participation of part-time employees who work at least twenty hours per week.
- 21.3 3. If a part-time employee is later placed on full-time basis, service credit will be given from the first day of his/her employment for pro-rated sick leave and vacation benefits.

R. BENEFITS FOR TEMPORARY EMPLOYEES

- 22.1 1. Those employed for a short period, usually less than three months, are not paid for holidays, sick leave, or other leaves, and do not earn vacation leave during their temporary employment. They are not eligible for the Presbyterian Pension and Benefits Plan or medical insurance. If they work more than 40 hours in one workweek, they will be paid at the regular rate for 40 hours, and time-and half for hours over 40 hours. If a temporary employee joins the regular staff, his/her temporary employment is not considered in computing vacation, sick leave and other benefits.

S. OFFICE PROCEDURES

- 23.1 1. Hours
The ordinary workweek for full-time non-exempt employees is forty [40] hours. For overtime policies, see Salary Policies, paragraph 14.1. Normal office hours are 9:00 a.m. to 4:30 PM, Monday through Friday.
- 23.2 2. Employee Supervision
All secretarial and office personnel are under the direct supervision of the Executive Presbyter Chair of the Personnel Sub-Committee. However, each employee is also part of the office "team" and may be called upon to perform other functions. The assignment and

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1 coordination of all the work of the Presbytery is the responsibility of the Executive
2 Presbyter.
3

4 In case of absence, the employee should promptly notify the Chair of the Personnel Sub-
5 Committee Executive Presbyter or designee.
6

7 T. INTERIM STAFF PERSONS 8

9 24.1 1. General Provisions

10 a. To provide continuity of administrative and/or program services interim staff may be
11 appointed to fill vacant, approved (validated) positions, to serve until the position is filled
12 (or abolished).
13

14 b. This policy is applicable to all positions whether filled by full-time, part-time, ordained
15 or non-ordained personnel.
16

17 24.2 2. Position Description

18 A position description shall be prepared by the employing body. It should clearly identify
19 the kinds of accomplishments and administrative/programmatic leadership desired during
20 the interim period. The accountability of the position should be clearly defined and be
21 consistent with the accountability provisions of the Form of Government.
22

23 24.3 3. Selection

24 The selection and hiring of an interim should be in accordance with the provisions of the
25 Form of Government and/or the policy and practice of the Presbytery.
26

27 24.4 4. Compensation

28 Compensation should be consistent with that of the corresponding regular positions. Salary
29 administration will be in accordance with regular established procedures.
30

31 24.5 5. Benefits

32 Benefits for interim exempt personnel will normally be the same as those for persons in the
33 corresponding regular positions.
34

35 24.6 6. AA/EEO

36 The Affirmative Action Equal Employment Opportunity Program established by the
37 Presbytery shall be followed in the employment of persons for interim positions.
38

39 24.7 7. Review of Work

40 The work of interim personnel shall be subject to the same Performance Review procedures
41 as for regular positions.
42

43 24.8 8. Termination

44 Termination for cause shall be as provided for in the Presbytery Personnel Policies and
45 Practices (section 14.3), including consultation with the interim employee's permanent
46 employer, if there is one.
47

48 24.9 9. Special Provisions

49 Interims presently retired under provisions of the Presbyterian Pension and Benefits Plan
50 and Social Security and desiring to continue to receive their pension benefits should consult
51 with the Board of Pensions regarding the applicable post-retirement service rules as they

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1 affect compensation and other entitlement.

2

3 Because of the temporary nature of interim service, any special consideration needed will be
4 negotiated at the time such person is employed by the Presbytery.

5

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EMPLOYEE ACKNOWLEDGMENT FORM

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29

This is to acknowledge that I have received a copy of the Presbytery's Personnel Manual. I understand that it provides summary information about the Presbytery's personnel policies, procedures, standards, benefits, and rules of conduct.

I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established.

I further understand that the Presbytery reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that both the Presbytery and I have the right to terminate the employment relationship at any time, with or without cause or advance notice, so long as there is no violation of applicable federal or state law.

Employee's Name (Please print)

Employee's Signature

Date