

# 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.)

*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 Committee, which is a subcommittee of the Presbytery Council. This committee shall implement the established personnel policies and practices of the Presbytery in accordance with G-11.0303. The following is from the Bylaws of the Presbytery as amended June 13, 2000:

“Personnel [General Parameters and membership]

The Presbytery Council shall organize a subcommittee on personnel to supervise the work of the Presbytery Executive, to consult with the Presbytery Executive at the initiation of either party, to establish policy for all employed personnel of the Presbytery, and to conduct annual performance reviews. This subcommittee shall consist of the Moderator, three persons appointed by the Presbytery Council, each of who would be nominated by the Moderator to serve for a three-year term in designated classes, the Presbytery Executive, and the Chair of the subcommittee, who shall be nominated and elected from the Presbytery at large.

[Duties and Responsibilities]

Support, counsel staff in light of the mission of the whole church and the relationship of persons, groups, and structure which affect staff performance.

Ensure that the Presbytery staff has personnel policies and practices including Affirmative Action and Equal Employment Opportunity, using the General Assembly guidelines, so that the personnel policies are consistent with those in other governing bodies and are guided by the experience of the whole church.

After receiving recommendations from the Presbytery Executive, the committee will present nominations for Administrative Staff to the Presbytery through Presbytery Council. This shall include terms of call and consultation with the Synod Committee responsible for personnel [(G-9.0702)].

Review with the Presbytery Executive the compensation of the members of the staff and prepare budget recommendations for the Budget and Finance Committee.

Make an annual review of the work and compensation of the Presbytery Executive and of each staff person in consultation with the Synod committee responsible for personnel and shall report to the Presbytery council on these reviews. A comprehensive review of all staff shall be conducted every five years. The comprehensive review of the Executive Presbyter shall be conducted in consultation with the Synod.”

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# Presbytery of Susquehanna Valley Personnel Policies and Practices

## 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

- 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 insure 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

- 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 insure that all recruitment, employment, promotion, compensation, benefits, transfers, training opportunities, dismissals and recreation programs are administered without discrimination in the areas of race, creed, 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 determined in light of economic factors and performance in the position. Such a process will

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include interpretation of the salary and benefits to employees and participation of employees in describing their jobs.

### 04.3 3. Reimbursement of Expenses

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

### 04.4 4. Career Development

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

### 04.5 5. Benefits

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

### 04.6 6. Quality of Work Life

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

### 04.7 7. Grievances and Complaints

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

### 04.8 8. Communication

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

## III. PERSONNEL POLICIES

### A. BASIC POLICIES

#### 05.1 1. Determination of Personnel Guidelines and Policies

Personnel guidelines and policies for the Presbytery are determined by the Presbytery Council upon recommendation by the Personnel Committee, and are subject to approval by the Presbytery.

These guidelines and policies are developed, recommended and reviewed by the Personnel Committee.

#### 05.2 2. Employment Practices

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

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

- a. Recruit, employ and promote persons in all job classifications without regard to race, creed, 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.
- b. Periodically conduct analysis of all personnel actions and develop plans to insure that Equal Opportunity is supported through an Affirmative Action Program.
- c. Provide equal opportunities in training during employment.
- d. Insure that all other personnel actions such as compensation, benefits, transfers, leaves of absence, lay-offs, return from lay-offs, education, study leave financial assistance, and any others will be administered on a non-discriminatory basis.

### B. EMPLOYMENT CATEGORIES, TERMINOLOGY, AND PROCEDURES

#### 06.1 1. Employer

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

#### 06.2 2. Exempt and Non-Exempt Categories

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

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

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

EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. Employees classified as EXEMPT are paid by the scope of their position and, as such, do not receive overtime pay. To be exempt, at least 80% of a person's work must be classified as executive, administrative or professional in nature requiring regular exercise of discretion and independent judgment. This includes work, which is mainly managerial, supervisory, artistic or intellectual in scope. Standards for EXEMPT status are pursuant to federal and New York State law.

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An employee's EXEMPT or NONEXEMPT classification may be changed only upon written recommendation by the Personnel Committee and approval of Council.

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

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

### 06.3 3. Ministers of the Word and Sacrament

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

### 06.4 4. Elected Executive and Administrative Staff

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

### 06.5 5. Exempt Staff

All other exempt staff shall be employed by the Personnel Committee in agreement with the Executive Presbyter and affirmed by the Presbytery Council.

### 06.6 6. Employment of Non-Exempt Staff

Non-exempt staff shall be employed by the Personnel Committee in agreement with the Executive Presbyter and affirmed by the Presbytery Council.

### 06.7 7. Regular Employees

- a. Full Time new employees, who work a regular schedule of forty (40) hours per week, become regular employees after having completed satisfactorily a three-month introductory period. They are then entitled to full benefits, including credit toward vacation and sick leave during the introductory period.
- b. Part Time new employees, who work less than forty (40) hours per week, become regular employees after having completed satisfactorily a three-month introductory period. They may be entitled to some benefits, including credit toward vacation and sick leave during the introductory period. Regular part-time employees have limited benefits.
- c. Temporary employees are those who are hired to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Susquehanna Valley Presbytery other benefits programs.

### 06.8 8. Employment

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

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

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

### C. TERMS OF SERVICE (TENURE)

- 07.1 1. For Elected Staff the term of service for elected staff shall be in accordance with the Bylaws of Presbytery.
- 07.2 2. For Exempt and Non-Exempt Staff shall serve for an indefinite period unless otherwise determined by the Executive Presbyter and the Personnel Committee in advance of employment.

### D. STAFFING PATTERN AND STAFFING NEEDS

- 08.1 The Personnel Committee of the Council in consultation with the Executive Presbyter shall review the present staffing pattern and staffing needs of the Presbytery in light of the Presbytery's mission statement and shall make recommendations to the Presbytery Council.

### E POSITIONS WITHIN THE PRESBYTERY

- 09.1 1. Writing of Position Descriptions  
A position description, subject to periodic review, will be required for each position (exempt and non-exempt), following guidelines prepared by the Personnel Committee.

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

- 09.2 2. Validation of Positions  
The Presbytery on recommendation of the Presbytery Council will validate all new exempt positions.
- 09.3 3. Modification of Work Within a Position Description  
In order to enable employees to make full use of their skills and to increase their potential abilities, position descriptions or titles will be modified by mutual agreement between an employee and the Executive Presbyter, in consultation with the Personnel Committee.

### 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)

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## G. RECRUITMENT AND SELECTION

### 11.1 1. Executive Presbyter

The position of Executive Presbyter is an elected exempt staff position.

The Executive Presbyter shall be nominated by a special nominating committee of the Presbytery and elected by the Presbytery in accordance with Sections G-9.0701-04 of the Form of Government of the Presbyterian Church (U.S.A.), and the Bylaws of the Presbytery of Susquehanna Valley after adequate publicity has been given to the position opening and after intense efforts have been made to secure candidates from among minorities and women. Every effort must be made to insure that persons who desire to be considered for the position or who wish to recommend candidates shall have ample opportunity to place names in candidacy.

### 11.2 2. Other Elected Staff

Other elected staff will be recommended by the Personnel Committee of the Council 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.

### 11.3 3. Exempt and Non-Exempt Staff

Exempt staff shall be employed by the Personnel Committee in agreement with the Executive Presbyter and affirmed by the Presbytery Council.

### 11.4 4. 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. CALLS FOR THE EXECUTIVE PRESBYTER

12.00 The Executive Presbyter, if a Minister of the Word, shall be provided with a written call stating the terms of employment. Such a call is to be prepared by the Stated Clerk of the Presbytery. It will state that employment continuation is subject to satisfactory annual performance, and a five (5) year performance review by an ad hoc committee of Presbytery Council, and is subject to the Provisions of the Presbytery Personnel Policies. In compliance with the Form of Government, the call shall be submitted to the minister's presbytery for approval.

In accordance with the Form of Government, changes in terms of the call of an ordained Executive Presbyter must be approved by his/her presbytery.

## I. 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.

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### 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 insure that they are treated consistently with the treatment afforded other employees.

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

- a. Right to Continue Work: employees with life-threatening illness should have the opportunity to continue working so long as they are able to continue to perform their job satisfactorily in the judgment of the employing organization and as long as the best available medical evidence indicates that their continuing employment does not present a health or safety threat to themselves or others.
- b. Confidentiality: The Presbytery of Susquehanna Valley will treat all medical information obtained from employees with strict confidentiality. In the case of an employee of the Presbytery with a life-threatening illness, confidentiality of employee medical records in accordance with existing legal, medical, ethical, and management practices shall be maintained.
- c. Compassion and Understanding: Employees of the Presbytery who are affected by any life-threatening illness should be treated with compassion and understanding. Reasonable efforts should be made to accommodate seriously ill employees by providing flexibility in work areas, hours, and assignments whenever possible or appropriate.
- d. Needs: Employees of the Presbytery should be asked to be sensitive to the needs of critically ill colleagues and to recognize that continuing employment for an employee with a life-threatening illness is often life-sustaining and can be physically, mentally and spiritually beneficial.
- e. Physical Examinations: No required physical examination shall be used to disqualify a person with a life-threatening illness for employment, unless such examination reveals factors that would result in a threat to the safety or health of that person or others.
- f. Advocacy: It shall be the responsibility of the Executive Presbyter and the Personnel Committee, based on the best medical knowledge available, to understand life-threatening illnesses and what services are available locally to help employees with any medical,

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psychological or financial hardships caused by the illness, and, when appropriate, to serve as advocate to those affected.

- g. Discrimination in Employment or Placement: Persons with a life-threatening illness will not be discriminated against in selection for employment, placement or promotion as long as they are qualified to meet the requirements of the position for which they are being considered.

### 13.3 3. Policy Regarding Substance Abuse

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

The purpose of this policy is to assure that Presbytery employees having such problems will receive the same careful consideration and offer of treatment that is extended to Presbytery employees having any other illness or behavioral disorder, and the goal of this policy is to assist the Presbytery employee having trouble with substance abuse toward recovery. To that end it is policy that:

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

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

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### 13.4 4. Governmental Investigations

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

- a. It shall be a condition of employment that all such inquiries shall be referred to the Executive Presbyter. Any violation of this policy will subject employees to immediate dismissal.
- b. No information or documents of any kind will be released until the Executive Presbyter has consulted with and attained the permission of the Stated Clerk of the Presbytery or his/her representative in matters regarding governmental investigations.
- c. The Executive Presbyter may release information or documents following the consultation and permission described above or may request the Stated Clerk of the Presbytery to release the information or documents.

### 13.5 5. Introductory Period

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

### 13.6 6. Nepotism

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

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

### 13.7 7. Conflict of Interest

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

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

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

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### 13.8 8. Privacy

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

### 13.9 9. Internet Access, Use and Security

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

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

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

- a. Uses of the Internet and its services must demonstrate genuine business needs. Personal and non-business use of the Internet with Presbytery equipment is permitted only with the approval of the Executive Presbyter. However, users are not permitted to transact any personal business through the Presbytery's Internet link.
- b. Items that do not reflect the policies of the Presbytery will not be posted to any Internet or web site. Sending or receiving sexually oriented material or images, or other inappropriate content is strictly prohibited. Chain letters and "flaming" statements or comments and any libelous or derogatory remarks are prohibited.
- c. Users will not place Presbytery information or material on any publicly accessible Internet computer within the Presbytery that supports anonymous File Transfer Protocol (FTP) or similar services.
- d. User logins, passwords, credit card numbers, telephone calling card numbers and other data that can be used to gain access to Presbytery information and services will not be sent over the Internet in readable form. Appropriate and reliable encryption methods will be used to protect this data.
- e. The reproduction of words and copyrighted material available through the Internet is allowed only with the permission of the author or owner.
- f. If a user states his or her affiliation with the Presbytery when communicating via the Internet, the user will indicate that the opinions expressed are the users, and not necessarily those of the Presbytery.
- g. Users will not publicly disclose internal Presbytery information via the Internet if that

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information might adversely affect public or member relations, or the Presbytery's public image.

- h. To properly maintain and manage information assets in support of Presbytery business, management must reserve the right to examine all data stored in or transmitted by the Presbytery's computers and related facilities. Therefore, users should not have expectations of privacy in the use of Presbytery Internet services.

### J. SALARY ADMINISTRATION

#### 14.1 1. Salary Policies

Salaries of all positions will be determined on the basis of a position evaluation recommended by the Personnel Committee and approved by Presbytery Council.

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 Council upon recommendation from the Personnel Committee.

Elected Staff. Initial compensation, and any changes in salary or benefits of elected staff (Executive Presbyter, Stated Clerk, Treasurer) are set by Presbytery upon recommendation from Presbytery Council, having heard the recommendations of the Personnel 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 Council upon recommendation from the Personnel Committee.

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

Salaries will be paid on a regular basis, determined in concurrence with the Executive Presbyter and Personnel 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 Executive Presbyter.

Compensation time is not allowed. Employees may alter their work hours with in a pay period with the approval of the Executive Presbyter

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"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 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 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 ordained ministers, it is understood that of the total amount of compensation paid to an ordained minister thirty percent (30%) is designated as a manse or housing allowance. If, however, the amount actually being spent for housing, or the fair rental value as a furnished house, plus utilities (whichever is less) is greater than 30%, then the employee may request the employing governing body's council to designate a larger percentage of his/her compensation as a housing allowance.

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

## K. CAREER OPPORTUNITIES

### 15.1 1. Employee Development Program

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

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

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

### 15.2 2. Annual Study Leave for Exempt Staff

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

- a. Study leave is not additional vacation, but may be taken in conjunction with vacation.
- b. Study leave is not automatic, but is directly related to career goals and objectives as well as to the development of skills that are useful to the Presbytery. Therefore, it is granted only when clearly identified objectives have been agreed upon for the particular study leave being requested.
- c. Satisfactory provision must be made to cover the employee's work during his/her absence.
- d. Unused portions of both study leave time and funds may accumulate to a maximum of six

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years and may then be taken in one consecutive period. The timing and purpose of each period of study leave shall be subject to approval by the Personnel Committee as far in advance as is practical.

- e. A report on the specific accomplishments of the study leave will be required.
- f. Annual study leave will be administered under guidelines developed by the Presbytery of Susquehanna Valley upon the recommendation of the Personnel Committee. These benefits are considered to be non-transferable.
- g. Study leave does not accumulate unless an approved plan is in place.

### 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 Council upon recommendation of the Executive Presbyter and the Personnel 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 Executive Presbyter 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

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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 Committee.

#### 16.2 2. Comprehensive Review

A comprehensive review and evaluation will be conducted for exempt staff at least every five years. The comprehensive review/evaluation of the Executive Presbyter will be in accordance with the Form of Government.

#### 16.3 3. Probationary Period

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

#### 16.4 4. Personnel Records

A complete personnel file on each employee is maintained. These files are confidential, with access limited to those persons who have authority in personnel matters and the individual on whom the file is maintained. Employees may have access to their file in the presence of the Executive Presbyter or his/her designee.

### M. SEPARATION PRACTICES

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

#### 17.1 1. Voluntary Resignation

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

#### 17.2 2. Termination Without Prejudice

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

#### 17.3 3. Dismissal For Cause

Dismissal for cause will generally take place by written notice from the Executive Presbyter and the Personnel Committee, giving specific reasons for termination. Notice will generally

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be given or pay in lieu of notice of up to one month for the exempt employees or up to two weeks for non-exempt employees who are dismissed. Employees who are dismissed will receive the cash equivalent of their unused earned vacation, pro-rated based on the number of months actually employed in the year of separation. No severance allowance will be paid.

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

- a. Unsatisfactory performance,
- b. Insubordination, including, but not limited to refusal to do any work which the employee is capable of doing and which falls within the purview of his/her position description,
- c. Neglect in the care and use of Presbytery property and funds,
- d. Unexcused absence,
- e. Repeated tardiness,
- f. Illegal conduct,
- g. Failure to observe employer policies,
- h. Dishonest or unethical conduct.
- i. Sexual misconduct.

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

### Immediate Dismissal

Immediate dismissal will take place when the behavior of an employee is determined (by the Executive Presbyter) to threaten other employees, the instigator or the property of the Presbytery and includes, but is not limited to, the following: the possession of a weapon on the property, physically or verbally threatening behavior, harassment, intoxication or illegal drug impairment, and/or the destruction of equipment

### 17.4 4. Suspension

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

Suspension without pay. Suspension without pay may be invoked by the Executive Presbyter, in accordance with Presbytery procedure, in circumstances where an offense has been clearly established requiring disciplinary action but not warranting dismissal. Such suspensions shall be considered warnings to the employee that repetition would subject the employee to dismissal. Suspension without pay may be for a period of up to two weeks.

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Consultation between the employee and the immediate supervisor should precede suspension. Notice of the reason for the suspension will generally be given to the employee in writing.

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

### 17.5 5. Reduction of Force

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

### 17.6 6. Death in Service

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

### 17.7 7. Exit Interview

Prior to an employee's actual departure, for any reason, an exit interview may be conducted. The exit interview is a personnel process wherein the staff person who is being separated sits down with the Executive Presbyter and/or the members of the Personnel Committee to review the reasons that occasioned the separation.

The interview can be initiated by the separated employee (exempt or non-exempt) or by the Executive Presbyter, or the Chairperson of the Personnel Committee. Some purposes of the interview can be:

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

The exit interview should be arranged and conducted at a time mutually convenient to the separated staff person, the Executive Presbyter and/or the Personnel Committee. Frankness and a free flow of information should be encouraged.

## N. RETIREMENT

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

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

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

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

### O. GRIEVANCE PROCESS

#### 19.1 1. Open Door Policy

The Presbyterian Church (U.S.A.) aims to maintain within its staff good working relationships that affirm the importance of each individual and of his/her contribution to the work being done, encourage mutual respect of employee and supervisor, provide prompt answers to questions, minimize misunderstandings, and seek resolution of differences as quickly as possible.

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

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

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

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

#### 19.2 2. Preliminary Complaint Procedure

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

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

- a. The complaining party must first discuss the problem with his/her immediate supervisor.
- b. If dissatisfied with the action, the complaining party is to approach the Executive Presbyter, who will seek to resolve the issue in consultation with all parties involved. If the situation is not resolved, the Executive Presbyter will consult with the Personnel Committee. Services of an outside consultant skilled in conflict resolution may be

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engaged with the agreement of the complaining party, his or her immediate supervisor and the Executive Presbyter.

- c. It is expected that most grievances can be satisfactorily resolved through this informal process.

### 19.3 3. Formal Grievance Procedure

If informal efforts to resolve a grievance have failed, a formal grievance may be filed by submitting a written statement to the Chairperson of the Personnel Committee, with a copy to the Executive Presbyter. Copies shall be provided to the complaining party's supervisor within 30 days of the time when the alleged cause of grievance took place or came to complainant's notice. Upon receipt of the completed grievance form, the following steps shall be taken:

- a. The Executive Presbyter shall consult with the Chairperson of the Personnel Committee regarding any Equal Employment Opportunity violations. They shall determine whether or not the grievance involved an Equal Employment Opportunity dimension. If it is determined to be an Equal Employment Opportunity matter, the Director of the Office of Equal Employment Opportunity of the General Assembly shall be involved in all subsequent steps in the process. Otherwise, this step will conclude the possible involvement of the Office of Equal Employment Opportunity.
- b. After consultation with the immediate supervisor of the complaining party and after consultations as indicated above, the Executive Presbyter shall review the findings with respect to the grievance with the Chairperson of the Personnel Committee and they shall then give the Presbytery's decision in writing. This shall be done as expeditiously as possible, and in no case shall be transmitted to the complaining party longer than two weeks from the time the written grievance was received.
- c. If dissatisfied with the decision of the Personnel Committee Chairperson, the complaining party may appeal in writing to the Personnel Committee. For purposes of fact-finding and hearing grievances, two members of the Personnel Committee shall be augmented by two members of Presbytery, appointed by the Presbytery Moderator. A hearing of the complaint to be chaired by the Chairperson of the Personnel Committee will be arranged as expeditiously as possible, and in no case later than two weeks from the date of the reception of the written appeal. After hearing both sides of the dispute the parties to the dispute will be excused from the meeting. In rendering a decision on any grievance, other Presbytery Council members may be invited to participate in the deliberations as consultants in order to clarify the Presbytery's position, but shall not vote. The decision of the Personnel Committee is final.

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

- d. Where documented evidence is lacking, the presumption shall be in favor of the employer
- e. The Personnel Committee shall report its final decision in writing to the Presbytery Council for record in its confidential minutes.

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### 19.4 4. Right of Advocacy

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

### 19.5 5. Grievance Procedure for Job Applicants

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

### 19.6 6. Written Record

A written record of all decisions arrived at in all meetings of the grievance process shall be kept from the beginning of any informal complaint procedure to its conclusion. All letters transmitting decisions of findings shall be signed by the Executive Presbyter and the Chairperson of the Personnel Committee. Letters of decision from the Executive Presbyter and /or the Personnel Committee Chairperson shall contain provision for the complaining party to indicate his/her acceptance or rejection of the decision.

## P. BENEFITS FOR REGULAR FULL TIME EMPLOYEES

### 20.1 1. Social Security

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

### 20.2 2. Pensions

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

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

### 20.3 3. Health Insurance

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

### 20.4 4. Vacation

A vacation with pay is provided for all employees for rest, refreshment, and relaxation. Employees will be urged to take the vacation to which they are entitled not only for the personal benefits derived therefrom, but for the sake of their work effectiveness and health. For that reason vacations are not cumulative, but must be used within the calendar year. In unusual circumstances, exceptions may be made by special approval of the Executive Presbyter if requested prior to the end of the calendar year. While every attempt will be made to schedule the vacation time as requested, the time of each employee's vacation is subject to the approval of the supervisor.

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

Full-time non-exempt employees are entitled to a minimum annual paid vacation computed on January 1 of each year varying with length of their service with the Presbytery, from 10 days vacation (for one year of service) to 21 days (for eleven or more years of service):

Number of Years	Number of Days Vacation
1	10
2	10
3	10
4	10
5	15
6	16
7	17
8	18
9	19
10	20
11 and over	21

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

Month Employed	Non-exempt	Exempt
January	10	20
February	9	19
March	8	18
April	7	17
May	6	15
June	5	13
July	4	11
August	3	9
September	2	7
October	1	6
November	0	4
December	0	2

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

### 20.5 5. Holidays

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

New Years Day	Labor Day
Martin Luther King Jr. Day	Columbus Day
President's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day

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### 20.6 6. Sick Leave

Regular full-time employees are entitled to up to five working days of sick leave each calendar year. Sick leave entitlement during the first year of employment will be pro-rated according to length of employment with the Presbytery of Susquehanna Valley. Sick leave may be used for care of an immediate family member when necessary.

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

### 20.7 7. Personal Days

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

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

### 20.8 8. Workers' Compensation Insurance

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

### 20.9 9. Off-the-Job Disability Benefits Insurance

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

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

### 20.10 10. Unemployment Insurance

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

### 20.11 11. Libel and Slander Insurance

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

### 20.12 12. Leaves of Absence With Pay

Leaves of absence with pay are provided for exempt and non-exempt under the following circumstances:

- a. For death of an immediate family member (up to three days)
- b. For a regular training period of the United States Armed Forces

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### c. For jury duty

An employee called for such military service or jury duty will receive the difference between military pay or jury duty pay and the normal salary, for up to two (2) weeks annually.

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

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

A request for a leave of absence is to be submitted by the employee, in writing, for review and approval by the Executive Presbyter.

### 20.14 14. Moving Expenses

For any newly employed full-time exempt Presbytery employee, moving expenses, including house-hunting expenses, and travel to the Presbytery will be negotiated by the Search Committee within the guidelines established by Presbytery.

## 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.

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- 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. However, each employee is also part of the office "team" and may be called upon to perform other functions. The assignment and coordination of all the work of the Presbytery is the responsibility of the Executive Presbyter.
- In case of absence, the employee should promptly notify the Executive Presbyter or designee.

### T. INTERIM STAFF PERSONS

## Presbytery of Susquehanna Valley Personnel Policies and Practices

### 24.1 1. General Provisions

- a. To provide continuity of administrative and/or program services interim staff may be appointed to fill vacant, approved (validated) positions, to serve until the position is filled (or abolished).
- b. This policy is applicable to all positions whether filled by full-time, part-time, ordained or non-ordained personnel.

### 24.2 2. Position Description

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

### 24.3 3. Selection

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

### 24.4 4. Compensation

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

### 24.5 5. Benefits

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

### 24.6 6. AA/EEO

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

### 24.7 7. Review of Work

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

### 24.8 8. Termination

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

### 24.9 9. Special Provisions

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

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

# Presbytery of Susquehanna Valley Personnel Policies and Practices

## EMPLOYEE ACKNOWLEDGMENT FORM

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.

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Employee's Name (Please print)

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Employee's Signature

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Date