

PERSONNEL POLICIES FOR CHAPEL IN THE PINES PRESBYTERIAN CHURCH

Approved by the Session on the 19th of October, 2015__.

This revision supersedes previous editions of the Personnel Manual.

General Statement of Responsibilities of the Church and its Employees

Chapel in the Pines Presbyterian Church is dedicated to assuring fair and equitable treatment of its employees; to providing adequate and equitable compensation and benefits for its employees; to assuring that policies and administration of the personnel system are consistent with the rights of its employees; to providing safe and secure working conditions for its employees; to establishing and maintaining open communication with employees on matters affecting their welfare and the Church's interests; and establishing and administering a process to hear and resolve grievances and complaints.

The employees are to give their best possible performance in their assigned tasks; to understand their role as a representative of the church at all times and act accordingly; to make suggestions to improve operations; to act in accordance with the church's established policies and procedures, and to take initiative to present employee opinion and ideas in any appropriate forum dealing with the personnel system.

For the Church and its employees to function effectively, it is necessary that each recognize its dependency on the other in harmony.

Chapel in the Pines Presbyterian Church is an equal opportunity employer.

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I. ORGANIZATION

A. This personnel manual establishes policies covering the program and administrative staff of Chapel in the Pines Presbyterian Church. It does not apply to individuals hired as temporary, contractual, or intermittent employees. Nothing in this manual shall be construed to create any contract of employment, whether express or implied. Chapel in the Pines Presbyterian Church reserves the right to revise or rescind all or any part of this manual at any time.

B. All employees of the Church work under the direction of the Pastor, who may delegate specific administrative and supervisory responsibilities. The Pastor is responsible to the Session in personnel matters.

C. The Church program staff includes the Pastor, the Director of Music Ministries, the Church Pianist, and the Intern.

D. Administrative staff includes the Office Manager and the Bookkeeper.

E. The Personnel Committee has the responsibility for establishing personnel policy and for reviewing any new job descriptions or hiring agreements for new staff. Current job descriptions shall be maintained by the Office Manager.

II. WORKING HOURS AND EMPLOYEE STATUS

A. Office hours of the Church are from 8:30 - 4:30 p.m., Monday through Friday. Staff will work regular hours as approved by the Pastor. With permission of the Pastor, individual schedules may be adjusted.

B. Administrative staff will conduct their work in the Church office. Program staff may conduct their work in or out of the office, as required

C. Full time staff will work at least 35 hours per week during normal working hours as defined in Part A, above.

D. Part time staff are those who are employed less than 35 hours per week. If they are not temporary employees and are employed at least twenty hours a week, they are eligible for the following: holiday pay for hours that would normally be worked if the holiday falls on one of the regularly scheduled working days for that part-time employee; jury duty pay (as for full-time staff); salary increases; regular pay up to forty hours; time and a half pay over forty hours in any work week for non-exempt employees; vacation and sick pay in proportion to hours worked each week; worker's compensation; social security participation; participation in the Presbyterian Church (U.S.A.) pension and medical plan and in the Church Cafeteria Plan.

E. Part time staff that are not temporary employees but are employed less than twenty hours a week are eligible for salary increases, worker's compensation and social security participation.

F. Temporary employees are those employed for a short time, typically less than one month. They 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 pension or medical benefits. If a temporary employee joins the regular staff, his/her temporary employment is not considered in computing vacation and other benefits. Social Security (FICA) taxes are paid on their salaries.

G. No member of Chapel in the Pines will be hired as an employee of the church. Paid employees who wish to join the church will be excluded from this policy. Effective November 1, 2015.

III. LEAVE POLICY

A. ANNUAL LEAVE

1. All employees are to submit requests for leave to their supervisor.
2. All full time staff shall be credited with 10 days of annual leave on January 1st of each year for the first five years of employment. Leave credit shall be prorated for each employee during his or her first year of employment (e.g., an employee hired on July 1 will be credited with five days of annual leave for the balance of the year). Leave will be credited in hours based on the number of hours in an employee's normal schedule. On January 1st, following the completion of five years of employment, 15 days of annual leave will be credited. Thereafter, an additional day of annual leave will be credited beginning January 1st of each year as illustrated below:

| | | | | | | | |
|---------------------|----|----|----|----|----|----|----|
| Years Employed: | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| # of days of leave: | 15 | 16 | 17 | 18 | 19 | 20 | 21 |

Annual leave is considered time off for rest and recreation. No compensation shall be paid in lieu of annual leave. In rare circumstances, annual leave advances may be granted with the permission of the Pastor.

3. Employees may carry forward up to 10 days of annual leave as of January 1st of each year. Unused carry forward leave above 10 days will be deleted from the employee's leave balance.
4. Part time staff working at least 20 hours per week, are prorated annual leave based on the full time equivalent rate.
6. When an employee is terminated, any accrued annual leave will be paid based on the employee's normal pay. If an employee has taken annual leave in excess of the amount that has been accrued up to the month of termination, the excess amount will be deducted based on the employee's normal pay.

B. SICK LEAVE

1. Employees will be entitled to sick leave in cases of personal illness or illness within an employee's immediate family (spouse, child, mother, father, sister, brother, grandparent, grandchild, or other family member residing in the same household). Full time employees will accrue sick leave at the rate of one day per month of employment, entitled from the original date of hire, and available upon completion of three full months of employment, up to a maximum of ten days per year. Part time employees who work 20 hours or more will accrue sick leave at a prorated amount based on their regularly scheduled hours of work, entitled from the original date of hire, and available upon completion of three full months of employment. Sick leave will be recorded in hours based on the usual number of hours per day an employee is scheduled.

2. Sick leave shall ordinarily be taken in no less than one hour increments.
3. Sick leave may be accumulated from one calendar year to the next up to a maximum of twenty days, recorded by the Office Manager in hours.
4. An employee may use sick leave for a period of disability as certified by a physician.
5. Sick leave is not available as a substitute for annual leave or leave without pay. At the discretion of the employee's supervisor, a physician's statement may be required to document illness.

C. LEAVE WITHOUT PAY

1. Leave without pay will be granted for up to six months. In unusual circumstances, this may be extended with the approval of the Personnel Committee.
2. Employees may use accrued annual leave before going on leave without pay. If desired, the annual leave may be held for use at another time.
3. Annual leave and sick leave will accrue during the paid periods of annual or sick leave but not during leave without pay.

D. TIME WORKED OVER BUDGETED WEEKLY HOURS

1. Staff time worked over the scheduled weekly hours must be approved by one's supervisor.
2. If a non-exempt staff member works more than 35 hours but not more than 40 hours in any 7 day work week, he or she will be reimbursed hour for hour. A non-exempt staff member who works over 40 hours in a 7 day work week will be reimbursed at 1 ½ times his or her hourly rate.

E. HOLIDAYS

1. The following holidays will be observed by the staff:
 - New Year's Day
 - Martin L. King's Birthday
 - Good Friday afternoon
 - Easter Monday
 - Memorial Day
 - Fourth of July
 - Labor Day
 - Thanksgiving Day
 - Friday following Thanksgiving
 - December 24th afternoon
 - Christmas Day
2. If any of these holidays falls within a weekend, the Personnel Committee will determine the holiday schedule at the beginning of the year. The Office Manager will post all holiday dates during the first week of January each year. Working schedules shall be arranged to properly handle the work of the Church on Christmas Eve, and Program Staff will be expected to support church services on all holidays as needed.

F. INCLEMENT WEATHER

1. When a decision is made to close the Church office, employees are not required to make up the time.

G. DEATH IN THE FAMILY

1. Depending on the circumstances, an employee may be given up to four days of excused time when there is a death in the employee's immediate family (spouse, child, mother, father, sister, brother, grandparent, grandchild, or other family member residing in the same household).

H. PARENTAL LEAVE

1. Full-time employees are entitled to parental leave in the period preceding and following the birth, adoption, or awarding of guardianship of a child as specified in this section.
2. An employee seeking to use parental leave shall normally notify his or her supervisor at least one month in advance, and specify the amount of leave requested.
3. Parental leave may be granted for up to twenty-six consecutive weeks. The first 10 weeks of parental leave will be at full pay. The remaining parental leave will be leave without pay, except that the employee may use accrued annual and sick leave to supplement the unpaid leave period.
4. Benefit coverage, except annual and sick leave accrual, will continue during the parental leave period. The benefits cost will be carried by Chapel in the Pines Presbyterian Church.
5. If both parents are employed by Chapel in the Pines Presbyterian Church, a maximum of twenty-six weeks may be granted between the two employees for parental leave.
6. Upon completion of parental leave, the employee will be entitled to return to his or her position. The position will not be filled during the leave except on a temporary basis. If the supervisor deems it necessary for business reasons, properly documented to the Personnel Committee, a different but comparable position may be offered to the employee returning from parental leave.

IV. JURY DUTY

- A. It is understood that employees will serve on jury duty as summoned by the court system, with full compensation from the Church. In turn, the employee is expected to report for work if excused early by the court.

V. PERSONNEL RECORDS

- A. A background check will be required for all staff and will be placed in the staff member's personnel folder upon employment. The background check will include a search of criminal records, as well as the sexual offender registry.
- B. The Pastor or designee will maintain records for the staff, which shall be available to the Personnel Committee as part of the annual performance review conducted by the Personnel Committee.

C. Employee records shall be kept secure, and access to these records is strictly controlled. Data shall be released only when the employee has given written permission or on a court order or subpoena. If information is to be released on a court order or subpoena, the employee is to be given written notice.

D. All employees shall have access to their own personnel file.

E. Monthly updates of employee leave shall be maintained by the Office Manager and will be made available to each employee.

VI. PRESBYTERY, SYNOD, ASSEMBLY AND OTHER JUDICATORY WORK

A. Upon approval of the Pastor, the staff shall be available to devote their services to local churches for meetings, preaching, conferences, etc.

B. Program staff is encouraged to become involved in Church courts and/or agencies. However, each staff member is expected to be judicious in accepting a fair share of such work. To assure continuity in the local ministry, the Pastor shall approve acceptance of such responsibilities.

VII. PROBATIONARY EMPLOYMENT

A. The first three months of employment is considered a probationary or trial period, giving the employer and employee an opportunity to evaluate interest and qualifications for the position under actual working conditions. At the conclusion of the probationary period either the employee or the employer may sever the relationship without prejudice or a negative notation on the employee's record. During the probationary period, the employee, if eligible for benefits, is enrolled in the major medical health plan carried by the Presbyterian Church USA and is entitled to accrual for annual leave and sick leave; the employee is also enrolled in the pension plan of the Presbyterian Church (USA) (see Section XIV).

VIII. REVIEW FOR PROBATIONARY EMPLOYEES

A. Prior to regular employment, a performance appraisal shall be prepared and discussed with the employee by his or her supervisor. If all requirements for regular employment are completed satisfactorily, regular employment will begin with the next pay period.

IX. ANNUAL PERFORMANCE EVALUATION

- A. The pastor, in consultation with the Personnel Committee, will complete a written performance evaluation on each employee by August 31 of each year.
- B. Annually, the pastor and the Personnel Committee will make a recommendation to the session concerning each employee's compensation adjustment, if applicable. The pastor will communicate any changes in compensation to each employee after the budget is approved by session. No salary adjustment will be made without a written performance evaluation. The session has the ultimate responsibility for salary increases.
- C. The session of Chapel in the Pines has responsibility and oversight of the pastor. The Personnel Committee will implement and administer a performance evaluation of the pastor by August 1 of each year. The session will approve and the congregation will vote on any changes to the pastor's terms of call.
- D. The session will be responsible for final hiring decisions for all staff with the exception of called, installed pastoral staff. The session may, when appropriate, turn this responsibility over to the Personnel Committee.

Effective January 1, 2016

X. SEXUAL HARASSMENT

- A. Sexual harassment includes, but is not limited to, unwelcome and unsolicited sexual advances, requests for sexual favors, tormenting based on gender, and other undesired verbal, visual or physical conduct of a sexual nature.
- B. Sexual harassment or sexual intimidation will not be tolerated in the Church from employees or from non-employee work contact. Any form of sexual harassment is unacceptable behavior within the work place and is subject to appropriate disciplinary action.
- C. Any member of the staff who believes in good faith that he or she has been subjected to sexual harassment should use the grievance procedure outlined in Section XI unless the person alleged to have committed the harassment is the staff member's supervisor, in which case the grievance should be submitted in writing to the Personnel Committee.
- D. Volunteers are not considered employees of the Church. Volunteers should conduct themselves in a manner consistent with the function to which they are assigned. No volunteer should be assigned to work with any Church Youth until he/she have been regularly participating in church activities for at least six (6) months. Volunteers do not necessarily have to be members of the church. Any volunteer working directly with the Youth of the Church will be required to undergo a criminal background check. The Pastor and the Personnel Committee will make a joint decision as to the suitability of a volunteer candidate to work with our Youth.

XI. GRIEVANCE PROCEDURE

- A. Grievances shall be submitted in writing by the employees to their supervisor. If not satisfactorily resolved, appeal in writing shall be made to the Personnel Committee.

XII. DISCIPLINE

A. Unsatisfactory work or behavior should be addressed at once by the employee's supervisor. Oral warnings and discussion of the problem should be the first step. Repeated oral warnings will result in a written notice which is given to the employee and put into the employee's personnel file. If necessary, the supervisor's next step is to recommend dismissal to the Personnel Committee, which has authority to terminate the employee.

XIII. TERMINATION

A. Dismissal for cause shall take place by written notice from the Personnel Committee giving specific reasons for termination.

B. Notice must be given prior to termination except in the case of illegal, dishonest or unethical conduct, in which case termination may be immediate. Such notice shall be two weeks for administrative personnel and one month for program staff. Pay in lieu of these intervals may be given.

C. Reasons for dismissal include, but are not limited to:

1. unsatisfactory performance,
2. insubordination in the line of assigned duties,
3. neglect in the use and care of Chapel in the Pines Presbyterian Church property and/or funds,
4. repeated unexcused absence and/or repeated absences or tardiness,
5. illegal, dishonest or unethical conduct or
6. repeated failure or refusal to observe Chapel in the Pines Presbyterian Church policies.

D. Termination of an employee is the action of last resort when remedial measures have been ineffective or when the employee's conduct is such as to preclude continued employment. Written documentation is required prior to recommendation for dismissal unless immediate dismissal is considered necessary for the safety of personnel or property.

XIV. BENEFITS

A. All eligible staff (those working 20 hours or more per week) are enrolled in the Pension Plan of the Presbyterian Church (USA) for which the church pays full dues. Participation of the ordained staff and non-ordained staff begins on the date of hire.

B. Staff shall be paid every two weeks. Non-exempt staff will complete a time sheet at the end of each week, and submit it to the Pastor for signature. Time sheets will be filed by the Administrative Assistant.

C. Staff who work 20 hours or more per week are enrolled in the Major Medical Health Insurance Plan as provided by the Presbyterian Church (USA). The Major Medical Health Insurance Plan is employer-paid. Participation of the ordained and non-ordained staff begins on the date of hire. Enrollment in optional employee-paid dental, supplemental health and 403-b plans is available by application through the Presbytery during open enrollment periods

defined by the Presbyterian Church (U.S.A.) Board of Pensions. Staff receives vacation and sick leave as described above.

D. All employees are covered by Worker's Compensation Insurance to provide benefits in case of accident or injury while on-the-job.

E. The Church Cafeteria Plan, which provides pretax benefits, includes a medical reimbursement plan and a dependent care reimbursement plan, and is available to staff who are eligible to be in the medical plan and make the appropriate elections. Information about these plans is available from the Presbytery office.

XV. INTERNET AND E-MAIL ACCESS

A. Staff will be provided with an internal and Internet e-mail account for use in the normal course of church related activities. The Internet e-mail account may also be used for personal electronic correspondence, provided that it does not interfere with an employee's normal duties or violate any law. Employees may not use church computers or other church equipment to run a business or otherwise perform work for a business or organization other than Chapel in the Pines Presbyterian Church.

B. Chapel in the Pines Presbyterian Church will provide access to the World Wide Web (WWW) for all staff. Internet access is a privilege that may be used in the normal course of church related activities. Inappropriate use of this resource will not be tolerated. Intentional use of the Internet to visit websites that are not appropriate will be cause for suspension of this privilege and/or other disciplinary action.

XVI. SABBATICAL POLICY

A. The purpose of the sabbatical is to permit the full-time program staff periodically to have the opportunity for extended study, renewal and personal growth beyond that which is afforded by annual study leave and vacation. Full-time program staff members are eligible for a three-month sabbatical after every five years of service to Chapel in the Pines Presbyterian Church. Such sabbatical time normally occurs during the May-August period and replaces any study leave for that year. Salary and all other benefits remain unchanged.

B. The application and review process begins when the program staff member submits a written request to the Session through the Personnel Committee, which may assist in its preparation. The submission occurs before February of the year for which the sabbatical is requested. The request outlines the plans for study, renewal and personal growth. It also indicates how the time away will help in his/her continuing service to Chapel in the Pines Presbyterian Church. It includes a detailed request for travel and tuition funding if needed. Finally, it includes a proposal for staffing to meet the ongoing needs of Chapel in the Pines Presbyterian Church without undue burden on the remaining staff, as well as the estimated financial implications of such plans. Once approved by the Session, the sabbatical is scheduled.

C. On return from the sabbatical, the program staff member prepares a written report of the experience for the Session.

D. When a program staff member becomes eligible for a subsequent sabbatical (after 10, 15, etc., years), a congregational love offering will also be scheduled.