

PERSONNEL POLICY MANUAL SOUTHMINSTER PRESBYTERIAN CHURCH

SECTION II: GENERAL POLICIES

A. PERSONNEL POLICY MANUAL

This manual outlines the personnel policies as well as compensation and benefits of Southminster Presbyterian Church, hereinafter called *the Church*. It also includes, as appendices, an organization chart of the employed staff of the Church (Appendix A), other supporting documents, and employee position descriptions. Each employee will be responsible for accessing this Personnel Policy Manual via the Southminster Presbyterian Church web site (www.sminster.com) under *Documents* and will be asked to sign a receipt for each release (Appendix B).

Policies are not contracts, and no statement contained in this Personnel Policy Manual is intended to create a contract of employment. The Church reserves the right to, at any time, amend, modify, or eliminate any of the policies in this Personnel Policy Manual, which shall be reviewed at least annually. Questions concerning the interpretation of the content of this Personnel Policy Manual are to be directed to the supervisor or, secondarily, to the Pastor/Head of Staff. (The names of the incumbents of positions referenced in this Personnel Policy Manual are posted in the Church office.)

B. PERSONNEL PHILOSOPHY

The Church believes that an employee is called by God to his/her work in the Church and is given gifts by God to fulfill this call. The Church is committed to providing the best possible climate for professional development and for the achievement of mutually agreed goals, where communications are open and where problems can be discussed and resolved in a mutually respectfully manner. Each employee will be treated as a contributing member of the team. In turn, employees are expected to execute their positions in a professional manner and to conduct themselves in ways which will advance the mission of the Church.

C. EMPLOYMENT PHILOSOPHY

Employment at Southminster Presbyterian Church is with the mutual consent of the employee and the Church. Employees should be interested in and in basic harmony with the mission, purposes, and ministries of the Church. To this end, candidates for employment will be asked to submit a written statement of faith prior to hire.

The decision to hire Church members as employees will be made by the Personnel Committee on a case-by-case basis.

The decision to have a direct-report relationship between family members will be made by the session.

Employment of minors is restricted by terms and conditions of the work permit and by provisions of State law.

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Full-time employees are expected to consider the Church as the primary employer. Other employment is acceptable if it does not detract from execution of the position description, does not present a conflict of interests, and has approval from the Pastor/Head of Staff and from the Personnel Committee.

The hiring process for professional and nonexempt employees is shown as Appendix C.

For insurance liability purposes and for consistency with good business practices, all employees will annually declare freedom from conflicts of interest (Appendix D).

The Church is committed to the full utilization of human resources and to a policy of equal employment opportunity. The Church maintains a policy of equal employment opportunity and does not discriminate on the basis of race; color; sex; pregnancy or any illness arising out of and occurring during the course of pregnancy, childbirth, or related conditions; national origin; disability; ancestry; or age. Positions not filled by promotion of current employees will be advertised. All applicants will be considered for employment in compliance with State and Federal law.

Employment in the state of Ohio is at will. Nothing in this Personnel Policy Manual, an employment application, or an offer letter is a contract of employment. This provision does not apply to Ministers of the Word and Sacrament, who are accountable to the Presbytery of the Miami Valley.

D. MANAGEMENT OF EMPLOYED STAFF

The staff employed by the Church serves with the Pastor/Head of Staff's direction although not under his/her authority. Authority in the Presbyterian Church (U.S.A.) is lodged in ordered groups and is not given to one individual. The Pastor/Head of Staff, therefore, counsels with the Church session in exercising leadership to the other members of the Church staff—both pastoral employees who are under the authority of the Presbytery and other staff members who are employed by and are responsible to the session. In order to avoid contradictions in the implementation of policy, the session will normally exercise its authority through the Pastor/Head of Staff.

Certain employees may be assigned to a management role, as outlined in his/her position description. In such instances, an employee is responsible to his/her supervisor; and the supervisor is responsible to the session through the Pastor/Head of Staff.

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SECTION III: EMPLOYMENT CLASSIFICATIONS

The policies and benefits applicable to an employee of the Church are dependent on the employee's classifications. Where a policy and/or benefit do not apply to all employees, that distinction is noted. Unless such a distinction is noted, the term *employee* shall refer to every employment classification. Independent contractors as well as people who are hired and paid by a third party are not employees of the Church.

A. EXEMPT AND NONEXEMPT EMPLOYEES

Exempt employees are employees who are exempt from the overtime provisions of the Fair Labor Standards Act (Section V., Paragraph B.). Included are *pastoral employees* and *professional employees*.

- *Pastoral employees* are employees who are ordained as Ministers of the Word and Sacrament. For installed pastors, their Terms of Call are negotiated in consultation with the Presbytery of the Miami Valley and are approved by vote of the session and the congregation. Succeeding Changes in Compensation are approved by vote of the session and the congregation. For other pastors, their employment contracts are negotiated in consultation with the Presbytery of the Miami Valley and are approved by vote of the session. Specific clauses of these documents shall take precedence where there is a discrepancy with the provisions of this Personnel Policy Manual.
- *Professional employees* are employees who are trained in a professional field and work in the Church in that field. Professional employees may have employment contracts. Specific clauses of employment contracts shall take precedence where there is a discrepancy with the provisions of this Personnel Policy Manual.

Nonexempt employees are employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

B. SALARIED AND HOURLY EMPLOYEES

The compensation of *salaried employees* is defined at a weekly rate. Exempt employees are typically salaried employees. Salaried employees are expected to perform their responsibilities during their regularly scheduled work period.

The compensation of *hourly employees* is defined at an hourly rate. Nonexempt employees are typically hourly employees. Hourly employees are expected to perform their responsibilities within the hours outlined in their position descriptions. Hourly employees are paid for actual hours worked. Hours may not exceed 40 hours in any given week except with specific prior approval for overtime by the Pastor/Head of Staff. To accommodate work peaks, employees may, with pre-approval, work additional hours within a single workweek. A monthly and year-to-date report of average hours worked weekly, by employee, is provided monthly by

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the Financial Secretary to the Pastor/Head of Staff. All work shall be accomplished at the Church except with specific prior approval by the Pastor/Head of Staff.

C. FULL-TIME AND PART-TIME EMPLOYEES

Full-time employees are employees who regularly work 25 hours or more per week, as defined by State law.

Part-time employees are employees who regularly work fewer than 25 hours per week, as defined by State law.

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SECTION IV: TERMS AND CONDITIONS OF EMPLOYMENT

A. INTRODUCTORY PERIOD

The first three months of a nonexempt employee's employment are a provisional or trial period, giving the employee and the Church an opportunity to evaluate interest and qualifications for the position under actual working conditions. After that time, an informal performance review with the employee will be conducted by the supervisor and the Pastor/Head of Staff and reported in written form to the Personnel Committee (Appendix E). Satisfactory completion of the provisional or trial period is not a guarantee of continued employment.

B. GENERAL STANDARDS OF CONDUCT

- **General.** Employees are expected to observe and follow the Church's policies and to maintain proper standards of conduct, courtesy, character, and professionalism at all times.
- **Working with Other Employees.** Employees are expected to work as a team, respecting other employees and executing to their individual position descriptions, working with the immediate supervisor and under the general direction and guidance of the Pastor/Head of Staff.
- **Working with Members of the Church.** Employees are expected to work effectively with Church members and to support them in advancing the mission of the Church.
- **Discussions with Others.** Employees are encouraged to discuss suggestions, opportunities, concerns, and problems with their immediate supervisor or, alternately, with the Chair of the Personnel Committee or through the Grievance Process. Anonymous communications have no place in the Church; and the Church does not consider information that is offered anonymously, per the Anonymous Communications Policy (Appendix F).
- **Confidentiality.** Employees of the Church may become aware of confidential and/or sensitive information and are to not discuss such information with **anyone** including but not limited to Church members, friends, employees, family members, or the general public. Such information shall be shared with other Church employees on a need-to-know basis only. Mailing lists and directory information of the Church are not to be disclosed to anyone without pre-approval from the session.
- **Appearance.** Employee attire and personal grooming and hygiene will be consistent with that generally expected of a Christian church.
- **Good Housekeeping.** Employees are expected to keep their place of work organized and their materials in good order. Anything that needs repair or replacement should be reported to the Church Secretary.

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- **Health and Safety.** Employees are expected to understand safe procedures for executing to their position descriptions. Further, they are expected to recognize that safety is everyone's responsibility and therefore to know the locations, contents, and use of first-aid and fire-fighting equipment. They are to notify their immediate supervisor and then the Pastor/Head of Staff of any emergency situation including any on-the-job injury or illness. Equipment is to be used, adjusted, or repaired by only trained and qualified employees. Care should be exercised when lifting or pushing heavy objects. Accidents are to be self-reported using the Accident/Incident Report (Appendix G). The report is to be forwarded to the Chair of the Personnel Committee, who will share the information for corrective action, if appropriate, and with the Ohio Bureau of Workers' Compensation and the Church's insurance provider.
- **No-Smoking Policy.** Ohio law prohibits smoking in all public places and places of employment. No smoking is permitted on Church premises except in private cars (Appendix H).
- **Violence in the Workplace.** The Church recognizes that workplace violence is a growing concern among employers and employees across the country. The Church is committed to providing a safe, violence-free workplace and strictly prohibits employees, Church members, volunteers, visitors, and anyone else on Church premises or engaging in a Church-related activity from behaving in a violent or threatening manner (Appendix I). A State and Federal criminal background check yielding a "clean" record is a prerequisite to hiring.
- **Drug-Free Workplace.** It is the intent of the Church to maintain a workplace that is free of drugs and to discourage drug and alcohol abuse by its employees. Substance abuse is incompatible with the health, safety, efficiency, and success of the Church's employees (Appendix J). A drug screening yielding a "negative" result is a prerequisite to hiring.
- **Sexual Misconduct.** Employees are to maintain the integrity of the employment and professional relationship at all times. Sexual misconduct is a violation not only of this relationship but also of the principles set forth in the Scriptures. Sexual misconduct may apply to children, youth, or vulnerable adults; may include fellow employees, Church members, volunteers, visitors, or other members of the public; and is never tolerated. The Presbytery of the Miami Valley's *Preventing and Responding to Sexual Misconduct Policy and Procedures* applies to pastoral employees and to Certified Christian Educators, and the *Southminster Presbyterian Church Sexual Misconduct Policy* (Appendix K) applies to other professional employees and to nonexempt employees of the Church.

C. ATTENDANCE AND PUNCTUALITY

Employees are expected to be at work, on time, every day, as scheduled. When it is necessary to be absent from work, the employee is to notify his/her supervisor, in advance if possible. During any period of absence, the employee is to call his/her supervisor daily or as frequently as is mutually agreed.

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If an employee is unable to report to work at the scheduled start time due to unforeseen circumstances (including weather conditions which make travel unsafe) or must leave work early due to unforeseen circumstances (including deteriorating weather conditions which make safe travel questionable), the employee must promptly notify the Church Secretary (by phone, by voice mail, or in person), his/her supervisor, or the Pastor/Head of Staff. Except in extraordinary circumstances, at least one hour's notice is required. Nonexempt employees may, with pre-approval, work additional hours within a single workweek.

It is the employee's responsibility to maintain an acceptable attendance record. Excessive tardiness, absenteeism, or failure to call in will subject the employee to disciplinary action up to and including termination of employment. For purposes of this attendance policy, *excessive tardiness* is defined as four incidences of unexcused tardiness during any 180-day rolling period. *Excessive absenteeism* is defined as three unexcused absences during any 180-day rolling period. Three consecutive days of unexcused absences will be grounds for termination of employment. *Excessive failures to call in* is defined as three unexcused failures to call in during any 180-day rolling period. Three consecutive failures to call in shall be considered a voluntary abandonment of employment.

An employee's supervisor will excuse tardiness, absenteeism, or failure to call in only when the tardiness, absenteeism, or failure to call in is due to reasons beyond the control of and without the fault of the employee.

D. REPORTING IN AND OUT

When an employee leaves the premises during assigned working hours, he/she is to report the absence to his/her supervisor or to the Office Assistant.

E. PERSONNEL RECORDS

Employees are to provide updated information, within one week of the change, as follows:

- Changes to name, home address, marital status, number of dependents, and beneficiaries: To the Financial Secretary.
- Changes to name, home address, home phone number, cell phone number, and e-mail address: To the Church Secretary and to the Chair of the Personnel Committee, using the Contact Information form (Appendix L).
- Changes to emergency contact information: To the Chair of the Personnel Committee for the personnel file, using the Contact Information form (Appendix L).

Personnel files are securely maintained in the Church office by the Chair of the Personnel Committee and are available, upon request, to the Pastor/Head of Staff only. An employee may request access to his/her personnel file, once a year, upon request to the Chair of the Personnel Committee.

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F. SOLICITATION AND DISTRIBUTION

Employees may not solicit for purchases or contributions while on Church property or representing the Church at other locations. Exceptions may be granted by a Council of the Church for noncommercial fundraisers for organizations such as Girl Scouts, Boy Scouts, and school activities. When an exception is granted, it shall be in keeping with the philosophy and mission of the Church; and the employee may solicit others, without coercion, at times only when it does not interfere with work.

Employees may post in the Church information or notices about nonprofits which do not relate to Church business only with pre-approval from the Pastor/Head of Staff. Employees and others may post in the Church information or notices about for-profit activities only with pre-approval from the session.

G. VOLUNTEER AND PERSONAL TIME

Employees who wish to volunteer assistance to non-work-related activities for staff members must do so on their personal time. Employees who wish to perform their own personal tasks must do so on their personal time. Employees who are asked by members of the congregation to perform personal tasks during employee working hours should refer the requesting individual to the Pastor/Head of Staff.

H. CHURCH EQUIPMENT

An employee's personal use of Church equipment, including but not limited to the copier, the postage machine, and the fax, must be pre-approved by the Church Secretary. The employee will reimburse the Church for the use of this equipment at a rate determined by the Church Secretary in consultation with the Chair of the Stewardship Council.

Although occasional use of the Church telephone for a personal need may be necessary, routine personal calls, incoming and outgoing, are discouraged.

Employees are to turn off monitors at the close of each workday. Employees are to turn off personal computers (PCs) at least once a week if the PC is behind a locked door and/or is password protected, unless specifically otherwise instructed, on an exception basis, by a member of the Technology Committee.

No property may be removed from the premises without proper authorization. Lost, broken, or damaged equipment is to be immediately reported to the Church Secretary.

An employee's use of Church telecommunications, PCs, e-mail systems, and Internet access constitutes the employee's agreement to abide by the Church's policies governing such systems. All systems are to be used primarily for business purposes; i.e., any use for personal purposes is generally acceptable if done in a professional

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manner that does not interfere with business use.

All equipment, hardware, software, electronic files, and e-mail messages (whether composed, sent, or received by the employee) are the property of the Church. Employees should be aware that messages are not private and that deleted files may be retrieved and read by the Church. The Church reserves the right to retrieve, monitor, and review any messages in the Church's communication system and may disclose such messages for any purpose without permission of or notice to the employee. Passwords must be disclosed, upon request, to the Chair of the Personnel Committee.

I. DISCIPLINARY ACTION

Disciplinary action may be imposed when an employee's actions fail to meet the requirements of this Personnel Policy Manual. Disciplinary action may result from but is not necessarily limited to the following:

- Failure to meet any of the General Standards of Conduct.
- Violation of any other Terms and Conditions of Employment.
- Violation of any policy or health and safety rule of the Church.
- Insubordination.
- Working overtime without approval.
- Unacceptable performance according to requirements outlined in the position description or of assigned work.

Disciplinary action shall be consistent with the nature and seriousness of the offense or the performance issue, taking into account the health and safety of other employees, the employee's past disciplinary history, and any mitigating circumstances. It may consist of a verbal warning, a written warning, a final written warning, a suspension without pay, a termination for cause, or other disciplinary measures (Appendix M). To allow for dialogue, expectations setting, and opportunity for improvement, verbal and written warnings will typically be issued in a meeting setting; and, following the meeting, the employee will have one day to respond to the disciplinary action, if desired, in writing. Suspension without pay will normally be for a period not exceeding ten working days except where substance abuse is involved.

The supervisor and/or the Pastor/Head of Staff, in consultation with the Personnel Committee, if appropriate, will determine appropriate disciplinary action. If the proposed disciplinary action includes suspension without pay or termination, approval of the Personnel Committee and the session will also be required. A formal meeting of the Personnel Committee and the session is not required as long as at least a majority of each body reviews and approves the proposed action. The Chair of the Personnel Committee shall retain documentation of the actions. Whenever the

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supervisor and/or the Pastor/Head of Staff impose disciplinary action not requiring prior approval of the Personnel Committee and the session, a copy of the disciplinary action imposed shall be provided to the Chair of the Personnel Committee. The supervisor and/or the Pastor/Head of Staff may place an employee accused of misconduct on temporary, paid or unpaid, administrative leave to allow for any necessary investigation.

If an employee is convicted in a local, State, or Federal court of any offense of moral turpitude that raises questions about the continued appropriateness of work at the Church, the session reserves the right to terminate the employee based upon such a conviction, regardless of whether the conviction relates directly to an offense involving activities of the Church.

Notwithstanding any clause above, the Church may terminate employment at any time, without any disciplinary action, if the situation warrants.

An employee who is terminated under this Disciplinary Action policy may request a review under the Grievance Process.

For circumstances where it may be appropriate to impose disciplinary action against a pastoral employee, the Chair of the Personnel Committee shall immediately refer the matter to the Presbytery of the Miami Valley.

J. TERMINATION AND RESIGNATION

Ohio is an employment-at-will state; and the employee or the Church may terminate the employment relationship at any time, for any reason, with or without notice, except for employees governed by a Terms of Call or by an employment contract.

An employee who is terminated for cause may be granted two weeks' notice, or two weeks' pay in lieu of notice, at the option of the Pastor/Head of Staff in consultation with the Personnel Committee.

An employee who decides to resign (makes a decision to terminate employment with the Church) should provide at least two weeks' notice. Resigning employees will be asked to complete a brief exit interview with a member of the Personnel Committee prior to leaving. Outcomes of this interview will not be retained in the employee's personnel file.

Upon termination or resignation, an employee must return this Personnel Policy Manual, keys, books and other resources, PC media, and other Church property to the Pastor/Head of Staff or, alternately, to the Chair of the Personnel Committee.

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SECTION V: COMPENSATION AND BENEFITS

A. REPORTING OF HOURS AND OVERTIME

Nonexempt employees are to report actual hours worked each week. Hours worked are not to exceed, on average, the hours as outlined in the position description. A time sheet is to be completed, signed by the supervisor, and turned in to the Financial Secretary weekly.

Overtime consists of hours worked by a nonexempt employee in excess of 40 hours per week. Overtime is to be incurred only when necessary and must be pre-approved by the Pastor/Head of Staff. Overtime hours are to be recorded in increments of not less than one-quarter hour. Under State law, employees may not receive compensatory time off in lieu of overtime. However, nonexempt employees may make up time missed during a single workweek (by, for example, coming in early, staying late, or working through lunch) with pre-approval of the supervisor or of the Pastor/Head of Staff.

Pastoral employees and professional employees are considered to be exempt and therefore are not eligible to receive compensation for overtime.

Employees are paid biweekly by direct deposit.

B. FAIR LABOR STANDARDS ACT COMPLIANCE FOR EXEMPT EMPLOYEES

This section applies to salaried, exempt employees only. Pursuant to the Fair Labor Standards Act (FLSA) and applicable State law, exempt employees are employees who, based upon duties performed and the manner of compensation, shall be exempt from the FLSA minimum wage and overtime provisions. Exempt employees shall be paid an established biweekly salary or annual salary and are expected to fulfill the duties of their positions regardless of the number of hours worked. Exempt employees are not eligible to receive overtime compensation and are not required to adhere to strict time, recordkeeping, and attendance rules for pay purposes.

Subject to certain exceptions provided in the FLSA, an exempt employee must receive the full salary for any week in which the employee performs any work without regard to the number of days or hours worked.

The Church has made a good-faith commitment and effort to comply with the FLSA at all times and to promptly correct any mistakes that are made in connection with an exempt employee's pay. If a salaried, exempt employee discovers that an improper deduction has been made from that employee's paycheck, the employee must notify his/her supervisor or the Pastor/Head of Staff as soon as possible. Upon verifying the error, the Church will promptly reimburse the employee for any improper deduction made. In addition, the Church will renew its good-faith commitment to comply in the future.

Employees with questions about this policy should contact their supervisor or the

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Pastor/Head of Staff.

C. WAGES AND SALARIES

Wages and salaries for all positions are reviewed annually by the Personnel Committee, with input from the Presbytery of the Miami Valley for Church employees under its care and with benchmarking of area Presbyterian churches with profiles similar to that of the Church. The amount of wage and salary annual increases for all staff will be based on merit, e.g., the documented progress toward established ministry and personal growth objectives. The Personnel Committee, together with the Finance Committee, will recommend the amount of any annual increases for pastoral, professional, and nonexempt employees and will submit these recommendations to the Stewardship Council and then to the session for approval. Any change in compensation for installed pastoral employees must be approved also by the congregation.

D. VACATION

Employees are expected to use their vacation entitlement, exercising good judgment in accommodating to seasonal workflow and to the schedules of other employees. Vacation eligibility is based on anniversary date (the anniversary of the date an employee was hired). Vacations are not cumulative year to year and must be used during the employment year ("use it or lose it") except that, during the first five years of employment, one week of vacation time may be accumulated ("banked") each year with permission from the Pastor/Head of Staff at least three months before the vacation entitlement is due to expire. Vacation pay will not be granted in lieu of taking actual time off. Vacation time will not count as hours worked for purposes of overtime calculations for nonexempt employees.

Employees who work ten or more hours per week are eligible for prorated vacation after the anniversary of their first year of employment. For employees whose work week is defined as a range (e.g., 20 to 22 hours per week), prorated vacation will be calculated on the midpoint of the hours (e.g., 21 hours). Eligibility for vacation is as follows:

- Nonexempt employees who work ten or more hours per week are eligible for 80 hours of vacation (prorated) each year during the first five years of employment, 120 hours of paid vacation (prorated) each year during the second five years, and 160 hours of paid vacation (prorated) each year during the eleventh year and thereafter.
- Professional employees who work ten or more hours per week are eligible for the same vacation benefits as nonexempt staff unless otherwise specifically provided in a letter of employment. For purposes of this paragraph, each 40 hours of vacation (prorated) shall mean five weekdays plus one Saturday and one Sunday, since professional staff may be required to work on weekends.
- Pastoral employees are eligible for four weeks of vacation each year unless otherwise stated in the Terms of Call or employment contract. For purposes of

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this paragraph, each week shall mean five weekdays plus one Saturday and one Sunday.

Requests for vacation dates are to be submitted to the Pastor/Head of Staff for approval. Employee requests are typically granted based on the Church calendar and are prioritized depending on length of employment. Vacation requests for the Pastor/Head of Staff are approved by the Personnel Committee, as delegated by the session.

E. HOLIDAYS

Full-time employees are entitled to the following days off with pay: New Year's Day, Good Friday, Memorial Day, July 4, Labor Day, Thanksgiving Day and the day following, Christmas Eve beginning at noon (nonexempt only), and December 25 and 26.

If one of the holidays falls on a Saturday or a Sunday, the Pastor/Head of Staff will determine whether the holiday will be observed on the day immediately before or immediately after the holiday. If an employee's duties require that he/she work on a holiday, the employee will be granted an alternative day off with pay. Holiday time will not count as hours worked for purposes of overtime calculation for nonexempt employees.

A full-time employee must work his/her scheduled workday before and after the holiday in order to be paid for the holiday unless the employee is absent with permission. If a holiday falls when a full-time employee is not regularly scheduled, the employee will not receive another day off. If a holiday falls during a full-time employee's approved vacation period, the employee will receive holiday pay and will not be charged for a vacation day on the day the holiday is observed.

Part-time employees may take the holidays noted above without pay, may use vacation time, or may schedule another workday during that week with permission of the Pastor/Head of Staff.

F. SICK TIME

Full-time employees who have completed their introductory period are eligible for up to 80 hours of paid sick time each year. As sick time cannot be accumulated from year to year, additional sick time will be subtracted from an employee's unused vacation time in the current year without loss of pay. In the event additional sick time exceeds an employee's eligible vacation time, the employee will not receive compensation for any excess sick time.

Sick time may be used only in the case of non-work-related personal injury, pregnancy, or illness of an employee or his/her immediate family. Requests for sick time must be given to the Pastor/Head of Staff. Employees are required to call in prior to the start of their workday whenever they will be absent due to illness. The Church reserves the right to require medical documentation of any absence for illness of three days or longer.

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Full-time employees may opt to insure themselves for up to six months' salary continuation after the paid sick time has been used. This commercially available insurance will pay 60 percent of the employee's normal pay. The Church will pay 50 percent of the insurance premium for employees who elect this option.

Part-time employees are not eligible for sick time.

G. TIME OFF

By mutual consent of the employee and the Pastor/Head of Staff, a full-time employee's work schedule may be modified, during that week, to accommodate medical or personal appointments. For part-time employees, the work schedule may be modified, during that week, to accommodate medical or personal appointments, holidays, and sick time.

H. JURY DUTY

Exempt professional employees and nonexempt employees summoned for jury duty will be paid the difference between their normal rate of pay and jury duty pay for service of up to two calendar weeks. Employees must provide the Church with a copy of the court payment record in order to be compensated.

I. LEAVES OF ABSENCE

Bereavement Leave. At the discretion of the Pastor/Head of Staff, employees may receive a paid leave of up to three days during their scheduled work time for the death of an immediate family member, which shall include spouse, parent, brother, sister, child, grandparent, parent-in-law, and brother- and sister-in-law. At the discretion of the Pastor/Head of Staff, employees may receive a paid leave of one day to attend the funeral of other relatives or of friends.

Maternity/Paternity Leave. Employees may take up to six consecutive weeks of unpaid maternity/paternity leave, starting any day during the third trimester of pregnancy (unless an earlier start date is medically required), and only after all eligible vacation and sick time have been exhausted. Every effort will be made to protect the position during this time.

Disability Leave. Employees may take up to six consecutive weeks of unpaid disability leave and only after all eligible vacation and sick time have been exhausted. Every effort will be made to protect the position during this time.

Ohio Victims of Crime Leave and Witness Leave. Employees may take unpaid appropriate leave, in accordance with State law. Every effort will be made to protect the position during this time.

General Leave. Employees may be granted an unpaid leave for compelling

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circumstances for up to two months and only after all eligible vacation and sick time have been exhausted. A request must be submitted in writing to the Personnel Committee, which will submit its recommendation to the Stewardship Council for submission to the session for final approval. Every effort will be made to protect the position during this time.

Military Leave. Employees will be granted unpaid leave for uniformed service in accordance with applicable State and Federal law.

Education/Study Leave. A paid leave of absence for personal and professional growth may be provided to pastoral employees and to professional employees, as provided in the Terms of Call, employment contract, or letter of employment. Education/study leave is intended to be taken annually for the benefit of the individual and the Church and cannot be accumulated ("banked") except as noted below or as specifically outlined in the Terms of Call, employment contract, or letter of employment.

Eligibility for education/study leave is as follows:

- Nonexempt employees are typically not eligible for education/study leave except as approved by the appropriate Council and by the Personnel Committee.
- Professional employees are eligible for one or two weeks' education/study leave each year, as specified in the employee's employment contract or letter of employment. As used in this paragraph, the term *week* shall mean five week days plus one Saturday and one Sunday. Employees may petition the session, before losing eligible leave time, to accumulate study leave for the express purpose of attending a specific course of study which must be taken in contiguous weeks.
- Pastoral employees are eligible for two weeks' education/study leave each year, as specified in the employee's Terms of Call or contract. As used in this paragraph, the term *week* shall mean five week days plus one Saturday and one Sunday. Pastors may accumulate up to three years' eligible leave for study purposes.

All requests for education/study leave dates are to be submitted to the Pastor/Head of Staff for approval, except that the Pastor/Head of Staff's education/study leave schedule shall be approved by the session.

Terminated employees will not be paid for unused education/study leave.

Sabbatical. A sabbatical is intended to enable a pastor/educator to be renewed through the vital pursuit of continuing education, extended time spent in spiritual formation, and fresh mentoring by respected teachers (Appendix N). A full-time pastor or a full-time Certified Christian Educator shall be eligible for a paid sabbatical after five years of service to the Church. Such sabbatical, which requires approval of the session, shall be of not more than three months, to be taken during the summer and with coverage by other pastors/ministry leaders on staff.

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J. HEALTH INSURANCE

Full-time professional employees and nonexempt employees are eligible to participate, on a 50/50 co-pay basis, in health insurance coverage provided by the Affiliated Benefits Program of the Presbyterian Church (U.S.A.).

Health insurance terms and conditions, including the co-pay amount required, are subject to change at the sole discretion of the Church.

Pastoral employees and professional employees entitled to benefits under the Board of Pensions of the Presbyterian Church (U.S.A.) shall have those premiums fully paid by the Church.

K. HEALTH CARE FLEXIBLE SPENDING ACCOUNT (FSA)

All employees are eligible to participate in a health care Flexible Spending Account benefit. This program, consistent with Section 125 of the Internal Revenue Code of 1986 and administered by a third party, excludes qualifying health care expenses from the employee's taxable income. Information and enrollment forms are available from the Church's Financial Secretary.

L. CHILD/DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT (FSA)

All employees are eligible to participate in a child/dependent care Flexible Spending Account benefit. This program, consistent with Section 129 of the Internal Revenue Code of 1986 and administered by a third party, excludes qualifying child/dependent care expenses from the employee's taxable income. Information and enrollment forms are available from the Church's Financial Secretary.

M. PENSION/RETIREMENT

The Church does not offer a retirement plan for employees not entitled to benefits under the Board of Pensions of the Presbyterian Church (U.S.A.). However, if an employee elects to establish an individual retirement account (IRA) or make other income deferrals as provided by law, the Financial Secretary will administer such plans.

N. SOCIAL SECURITY

Professional employees and nonexempt employees are covered by Federal Old-Age, Survivors, and Disability Insurance (Social Security). The employee's share of the tax is withheld from pay.

Since pastoral employees are considered self-employed for Social Security purposes, Social Security taxes are neither withheld nor paid for them.

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O. WORKERS' COMPENSATION

Employees are covered by the Ohio Bureau of Workers' Compensation. Any incident resulting in an employee illness or injury is to be immediately reported to the supervisor and then to the Pastor/Head of Staff. An initial Accident/Incident Report (Appendix G) is to be forwarded to the Chair of the Personnel Committee, and a full report will be filed with the Bureau. Post-accident drug testing may be required at the Church's discretion. An employee who tests positive for drugs and/or alcohol following a workplace injury may be denied Workers' Compensation benefits.

P. COBRA

Full-time employees are covered by State COBRA, which gives workers and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances. Qualified employees may be required to pay the entire premium for coverage.

Q. PARKING

Free employee parking is available in the Church lot. The Church is not responsible for loss, damage, or theft to vehicles or of their contents.

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SECTION VI: EXPENSE REIMBURSEMENT

Pastoral employees and other employees with defined expense accounts will be reimbursed for approved professional and business-related expenses up to the amount allowed by Terms of Call, employment contract, or other agreement. Employees will submit to the Financial Secretary accurate and receipted expense reports, which shall include date, amount, and business nature of each expense, within 60 days of expenses paid or incurred except that expenses incurred near year end must be submitted prior to December 31. Signed vouchers are required for allowances paid in advance of expenditures and for reimbursements.

The Church will reimburse reasonable and necessary expenses such as but not limited to the following:

- Professional travel and other expenses (e.g., mileage per the rate specified by the IRS; tolls; coach-class air fares, bus fares, and train fares; lodging; meals; parking; taxi fares; and telephone costs)
- Education expenses, with session approval (e.g., travel, lodging, fees for courses, and books and other required materials)
- Professional entertainment expenses, limited to business expenses for Church groups or councils and for related community activities (e.g., meals, hospitality, and materials)
- Annual dues for membership in one community service club.
- Cost of excess liability insurance for coverage related to fulfilling employment responsibilities.

Approval by the session is required for expenditures not in the approved annual budget. In an appeal, the decision of the session, upon recommendation of the Finance Committee, will prevail.

The Church shall retain expense and reimbursement records for the statutory period of three years.

Employees who do not have defined expense accounts may write off mileage or other casual expenses on their income tax returns, subject to State and Federal tax laws.

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SECTION VII: OBJECTIVES SETTING AND PERFORMANCE REVIEW

Each employee will, with his/her supervisor, develop ministry and personal growth objectives for the next 12 months and will receive a performance review against those objectives at least once each year (Appendices O and P). Midway during the objectives setting and performance review cycle, each employee will participate in an informal performance discussion with his/her supervisor. Additionally, interim performance reviews may be conducted if job responsibilities have significantly changed or if performance coaching is needed.

The objectives setting and performance review cycle will typically be from September through August (the Church program year). Any wage and salary increases will typically be from January through December (the Church budget year).

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SECTION VIII: GRIEVANCE AND COMPLAINTS

A. GRIEVANCE PROCESS

The process is as follows:

1. Within one month of the occurrence, the employee shall discuss the problem with his/her supervisor.
2. If the employee is not satisfied with the supervisor's action, the employee may approach the Pastor/Head of Staff, who will seek to resolve the problem through discussion with the parties involved. The Pastor/Head of Staff will document the situation and the discussion and share the report with the Chair of the Personnel Committee.
3. If informal efforts fail to resolve a grievance within ten business days after the employee has approached the Pastor/Head of Staff, the employee may request, verbally or in writing, to meet with the Chair of the Personnel Committee. The Personnel Committee will seek to resolve the problem through discussion with the parties involved.
4. If the matter is not resolved within ten business days of the meeting with the Personnel Committee, the Chair of the Personnel Committee or the employee may seek the guidance of the session; and the decision of the session shall be final.

Records of a grievance will be placed in the employee's personnel file and will be maintained as confidentially as reasonably possible under the circumstances.

B. COMPLAINTS AND INVESTIGATIONS

The process for complaints against or about a pastoral employee is outlined in the Book of Order.

The process for complaints against or about professional employees or nonexempt employees is as follows:

1. The complaining party will submit to the Pastor/Head of Staff and to the Chair of the Personnel Committee a written, signed complaint detailing the basis for the complaint, a list of any evidence supporting the complaint, and the names of all persons who have first-hand knowledge of the described events.
2. The Chair of the Personnel Committee will contact the complaining party and request all evidence in support of the complaint.
3. The Chair of the Personnel Committee will provide a copy of the signed complaint to the employee about whom the complain was made and advise the employee that he/she will have an opportunity to submit evidence and to be heard at a

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time to be set by the Personnel Committee.

4. Upon receipt of evidence sufficient to begin an investigation, the Personnel Committee shall take whatever steps it deems necessary to investigate the merits of the complaint. Failure by the complaining party to cooperate in the submission of evidence or in the Committee's investigation will be grounds for the Committee to deem the complaint to be without merit and to dismiss it.
5. If requested by the complaining party or by the employee or upon its own initiative, the Personnel Committee will conduct a formal hearing, at which time the complaining party shall have the opportunity to present evidence and witnesses. At the hearing, the employee shall have the opportunity to face the complaining party, hear all the evidence, and examine all witnesses and, if desired, to present evidence and witnesses.
6. At the conclusion of its investigation (or hearing, if one is conducted), the Personnel Committee shall render its decision and, where appropriate, make recommendations to the Stewardship Council for submission to the session. The decision of the Personnel Committee may be appealed, by either party, to the session within 30 days. If an appeal is taken, the session will take whatever action it deems necessary; and the decision of the session shall be final.

If the Personnel Committee determines that it is likely that a groundless complaint was brought maliciously against an employee, the Personnel Committee may recommend that the session pursue disciplinary action against the complaining party.

Anonymous communications have no place in the Church, and the Church does not consider information that is offered anonymously, per the Anonymous Communications Policy (Appendix F). This policy extends to all employees, councils, committees, and other work groups within the Church.

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SECTION IX: PERSONNEL COMMITTEE

The purpose of the Personnel Committee is to support the mission and ministries of the Church in matters pertaining to human resources. This includes but is not limited to the development and interpretation of policies and processes contained in the Personnel Policy Manual and development and administration of position descriptions, compensation (in conjunction with the Finance Committee), benefits, performance reviews, and discipline and grievance processes.

The Personnel Committee shall be comprised of at least six members plus the Pastor/Head of Staff and the Chair of the Stewardship Council as *ex officio* members. The Chair of the Personnel Committee shall be a member of the session as well as a member of the Stewardship Council. To the extent possible, membership on the Committee shall be representative of the congregation.

The Personnel Committee shall typically meet in regular session on the fourth Thursday of each month.

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SECTION X: POSITION DESCRIPTIONS

Each employee will receive a position description prior to hire and will sign it to confirm understanding.

The Church reserves the right to develop and revise position descriptions as it deems necessary and appropriate to accomplish the mission of the Church. Position descriptions will be reviewed for accuracy during the annual objectives setting and performance review process. An employee may also request a revision to the position description through his/her supervisor if the work to be performed is materially different from the responsibilities outlined in the position description.

New and revised position description drafts must be approved by the supervisor and by the chair of the appropriate Council prior to submission to the Personnel Committee. Subsequent approvals are required by the Personnel Committee, the Stewardship Council, and the session. Each revised position description will be signed by the employee to confirm understanding.

The key requirements outlined in the *Responsibilities* section of the position description shall be the foundation for development of the annual objectives (Appendices O and P).

Position descriptions are included following the appendices.