



**PERSONNEL POLICY MANUAL
SOUTHMINSTER PRESBYTERIAN CHURCH
RELEASE 2.1**

TABLE OF CONTENTS

SECTION I: DOCUMENT CHANGE CONTROL	1
SECTION II: GENERAL POLICIES	2
A. Personnel Policy Manual	2
B. Personnel Philosophy	2
C. Employment Philosophy.....	2
D. Management of Employed Staff.....	3
SECTION III: EMPLOYMENT CLASSIFICATIONS	4
A. Exempt and Nonexempt Employees	4
B. Salaried and Hourly Employees	4
C. Full-Time and Part-Time Employees	5
SECTION IV: TERMS AND CONDITIONS OF EMPLOYMENT	6
A. Introductory Period	6
B. General Standards of Conduct	6
C. Attendance and Punctuality.....	7
D. Reporting In and Out	8
E. Personnel Records	8
F. Solicitation and Distribution.....	9
G. Volunteer and Personal Time	9
H. Church Equipment	9
I. Disciplinary Action	10
J. Termination and Resignation	11
SECTION V: COMPENSATION AND BENEFITS	12
A. Reporting of Hours and Overtime.....	12
B. Fair Labor Standards Act Compliance for Exempt Employees.....	12
C. Wages and Salaries	13
D. Vacation.....	13
E. Holidays	14
F. Sick Time.....	14
G. Time Off.....	15
H. Jury Duty	15
I. Leaves of Absence.....	15
J. Health Insurance.....	17
K. Health Care Flexible Spending Account (FSA)	17
L. Child/Dependent Care Flexible Spending Account (FSA)	17

M. Pension/Retirement	17
N. Social Security	17
O. Workers' Compensation	18
P. COBRA	18
Q. Parking	18
SECTION VI: EXPENSE REIMBURSEMENT	19
SECTION VII: OBJECTIVES SETTING AND PERFORMANCE REVIEW	20
SECTION VIII: GRIEVANCE AND COMPLAINTS	21
A. Grievance Process	21
B. Complaints and Investigations.....	21
SECTION IX: PERSONNEL COMMITTEE	23
SECTION X: POSITION DESCRIPTIONS	24
APPENDIX A: Organization of Employed Staff	
APPENDIX B: Acknowledgment of Receipt of Documents	
APPENDIX C: Hiring Process for Professional and Nonexempt Employees	
APPENDIX D: Annual Conflict of Interests Statement and Declaration of Other Board Memberships	
APPENDIX E: Performance Review Following Introductory Employment Period	
APPENDIX F: Anonymous Communications Policy	
APPENDIX G: Accident/Incident Report	
APPENDIX H: No-Smoking Policy	
APPENDIX I: Violence in the Workplace	
APPENDIX J: Drug-Free Workplace Policy	
APPENDIX K: Sexual Misconduct Policy	
APPENDIX L: Contact Information	
APPENDIX M: Disciplinary Review	
APPENDIX N: Sabbatical Policy	
APPENDIX O: Annual Objectives and Performance Review for Pastoral and Professional Employees	
APPENDIX P: Annual Objectives and Performance Review for Nonexempt Employees	