

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

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2 **FOR**
3 **THE PRESBYTERY OF GENESEE VALLEY**
4 **OF THE**
5 **PRESBYTERIAN CHURCH (U.S.A.)**
6
7

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9
10 **PREAMBLE: THE PHILOSOPHY OF THE PERSONNEL SYSTEM**

11
12 The Work of the Presbytery is to be understood within the context of the “mission” of the Church as defined
13 by the *Book of Order* and the *Book of Confessions*.

14 “In Jesus Christ God was reconciling the world. Jesus Christ is God with us. He is the eternal Son of the
15 Father, who became man and lived among us to fulfill the work of reconciliation. He is present in the church
16 by the power of the Holy Spirit to continue and complete his mission. This work of God, the Father, Son, and
17 Holy Spirit, is the foundation of all confessional statements about God, persons, and the world. Therefore,
18 the church calls people to be reconciled to God and to one another...” (From the *Confession of 1967*)

19 “To be reconciled to God is to be sent into the world as the reconciling community. This community, the
20 church universal, is entrusted with God’s message of reconciliation and shares God’s labor of healing the
21 entities which separate persons from God and from each other. Christ has called the church to this mission
22 and given it the gift of the Holy Spirit.” (From the *Confession of 1967*)

23 “The great ends of the church are the proclamation of the gospel for the salvation of humankind; the shelter,
24 nurture, and spiritual fellowship of the children of God; the maintenance of divine worship; the preservation
25 of the truth; the promotion of social righteousness; and the exhibition of the kingdom of Heaven to the
26 World” (from the *Book of Order* G-1.200.)

27
28 A basic principle in the structure of the Presbyterian Church (U.S.A.) is that the governing bodies of the
29 church have assigned responsibilities to enable the church to carry out its mission.

30
31 The Presbytery of Genesee Valley shall provide staff to assist its Council, committees, and task forces in
32 carrying out the mission of the whole church within its bounds.
33

34 **A THEOLOGY OF EMPLOYMENT**

35 As Reformed Christians, we believe that God calls each one of us to service through our vocations. As stated
36 in *A Brief Statement of Faith (Book of Confessions)* we believe that the Spirit “calls women and men to all
37 ministries of the Church.” We believe that each staff member whether clergy or lay is called by God to serve
38 the Presbytery and the Church through each person’s work as a member of the staff.

39 **THE STYLE OF THE PERSONNEL SYSTEM**

40 The staff personnel system is based on a commitment to recognize and affirm the full potential of each
41 employee, and to develop, support and use the full range of human resource potential by securing and

42 maintaining cooperation between employer and employee. The system reflects an open style in which
43 objectives are shared, and in which both employer and employee acknowledge their rights and
44 responsibilities.

45

46 **EMPLOYER RIGHTS AND RESPONSIBILITIES**

47 **Rights:**

- 48 • To establish basic work goals consonant with the purpose of the Presbyterian Church (U.S.A.) and the
49 Presbytery of Genesee Valley.
- 50 • To establish an overall structure, designed to best accomplish the basic goals.
- 51 • To establish and administer a personnel system which can meet the personnel needs of the structure.
- 52 • To establish and administer processes for compensation, career development, benefits, working
53 conditions, promotions, transfers, dismissals, and other phases of employment.
- 54 • To expect employees to be productive in their assigned functions.
- 55 • To exercise suitable discipline.
- 56 • To establish rules as necessary to govern the working environment.
- 57 • To amend, modify, change these policies at anytime.

58

59 **Responsibilities:**

- 60 • To provide opportunity for employee participation in the development and administration of the
61 personnel system, allowing adequate time during the regular working hours for such participation.
- 62 • To assure that policies and administration of the personnel system are consonant with the rights of the
63 employee.
- 64 • To provide equal opportunity for all employees in all aspects of every phase of the personnel system and
65 to have an affirmative action program.
- 66 • To use every reasonable means of communication for a reasonable length of time (not less than two
67 weeks) to insure equal opportunity to apply for available positions.
- 68 • To provide adequate and equitable compensation to employees.
- 69 • To assist the employees in meeting their career goals and objectives in a manner consistent with the
70 interests of the employer.
- 71 • To provide regular performance reviews and evaluations which relate work objectives to objectives of the
72 employer and which give employees an opportunity to participate in evaluating their own performance in
73 relation to these objectives.
- 74 • To establish position descriptions and personnel qualifications for particular functions and determine who
75 is qualified or qualifiable to perform such functions.
- 76 • To provide benefits and working conditions for the general welfare and well-being of all employees in an
77 equitable manner.
- 78 • To establish and maintain open communication with employees on matters concerning their welfare and
79 the employer's interests.
- 80 • To establish and administer a process which provides for the hearing and resolution of complaints and
81 grievances.
- 82 • To inform and consult with employees regarding amendments, modifications, and changes in these
83 policies.

84

85 **EMPLOYEE RIGHTS AND RESPONSIBILITIES**

86 **Rights:**

- 87 • To receive adequate information from which to develop an understanding of their role and function in the
88 total structure of the organization.
- 89 • To receive regular information on the quality of their performance.
- 90 • To have as much control as possible over their own career development.

- 91 • To be kept informed of proposed changes in personnel policies and procedures.
- 92 • To participate in the development of personnel policies and procedures.
- 93 • To participate in the administration of personnel policies where appropriate to insure objectivity and
- 94 fairness (e.g., grievance procedures, development of job descriptions, performance review and evaluation,
- 95 etc.)
- 96 • To have benefits and working conditions for the general welfare and well-being of all employees in an
- 97 equitable manner.
- 98 • To receive adequate compensation and other benefits under a fair and open process.
- 99

100 **Responsibilities:**

- 101 • To give their best possible performance in their assigned functions and as members of the staff team.
- 102 • To understand their role and function in the context of the goals of the organization.
- 103 • To provide requested representation to and participate fully in any committee or group on which
- 104 employees are given representation.
- 105 • To take initiative through the proper channels so that employee opinion is presented to any appropriate
- 106 forum dealing with the personnel system.
- 107 • To honor their commitment to goals and objectives agreed upon by their participation in the personnel
- 108 system.
- 109 • To make suggestions on the improvement of operations and to act in accordance with the employer's
- 110 rules and regulations.
- 111

112 **COMMON RESPONSIBILITIES**

113
 114 The partnership style of employer/employee relationship is dependent upon: Acceptance of the employer's
 115 rights and responsibilities by the employee; acceptance of the employee's rights and responsibilities by the
 116 employer; acceptance of the necessity of employer and employee to be responsive to each other in the
 117 exercise of their respective rights and responsibilities and as members of the staff team.

118
 119 **RESPONSIBILITY OF PERSONNEL COMMITTEE TO THE CONSTITUENCY**

120
 121 The Personnel Committee shall be open at all times to communication with ministers, active elders, sessions,
 122 and members of units of Presbytery who wish to express concern about staff performance. The Personnel
 123 Committee shall exercise wise discretion in determining when to take cognizance of information concerning
 124 perceived difficulties with a staff person, proceeding with the following steps:

- 125 • If so requested, the Personnel Committee shall grant private access and confidentiality to those coming
- 126 with concerns and inform the person(s) that it may be possible that no action will be taken unless the
- 127 concern is on record. It is the duty and responsibility of the Personnel Committee to counsel with those
- 128 who bring concerns.
- 129 • It may take initiative to bring the information which has been placed on the record with substantiating
- 130 evidence to the attention of the staff person involved, counseling with that staff person as to appropriate
- 131 actions to be taken to correct or respond to the reported concern.
- 132 • It may offer its help as a mediator in case the staff person either finds himself or herself unable to settle
- 133 the problems or takes no steps toward settlement.
- 134 • It may act to correct difficulties if so requested by the parties involved or if this authority is granted by
- 135 Council for specific cases. Procedural safeguards as outlined in the Rules of Discipline shall be
- 136 established in all situations.
- 137

PRINCIPLES FOR THE DEVELOPMENT AND ADMINISTRATION OF PERSONNEL POLICIES AND PROCESSES

138

139 The Presbytery will be guided by the following principles in the development and administration of all
140 personnel policies and processes:

141

142 **Equal Employment Opportunity:** To establish and administer a process that will insure that all recruitment,
143 employment, promotion, and all policies and processes regarding compensation, benefits, transfers, training
144 opportunities, dismissals and recreation programs are administered without regard to race, creed, color, sexual
145 orientation, genetic status, religious affiliation (except where after careful study religious affiliation is
146 determined to be necessary by the Presbytery), national origin, sex, age, marital status (including family
147 responsibilities), physical, mental or medical disability unrelated to the ability to engage in activities involved
148 with the job, and any other protected class under State or Federal law.

149

150 **Compensation:** To establish and administer a process of compensation wherein the individual employee's
151 compensation is determined on the basis of a system of job evaluation and classification, uniform and
152 equitable salary scales, and increments determined in light of economic factors and performance in the
153 position. Such a process will include interpretation of the salary program to employees and participation of
154 employees in describing their jobs.

155

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

159

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

163

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

167

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

171

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

175

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

179

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

180

181 The Presbytery reaffirms its long-standing commitment to equal employment opportunity and affirmative

182 action. Our success as an organization depends on the full and effective use of the abilities of all
183 employees. Our objective is to maintain a work environment that encourages the personal and professional
184 growth of employees at all levels in order to provide superior service to the Presbytery.
185

186 The Presbytery of Genesee Valley is committed to providing equal opportunity in all areas of human
187 resources management: recruitment, employment, assignment, transfer, promotion, compensation, benefits
188 and training. It is the Presbytery's policy that any employee will not be discriminated against or harassed
189 because of his/her race, creed, color, sexual orientation, genetic status, religious affiliation (except where after
190 careful study religious affiliation is determined necessary by the Presbytery), national origin, sex, age, marital
191 status (including family responsibilities), physical, mental or medical disability unrelated to the ability to
192 engage in activities involved with the job, and any other protected class under State or Federal law. These
193 factors shall not affect decisions about any aspect of employment or our decision about applications for
194 employment.
195

196 The Presbytery fully endorses the concept and practice of affirmative action. The Affirmative Action Program
197 reflects a commitment to maintain a diverse workforce of individuals who can work to their fullest potential.
198 In addition to specific recruitment initiative, Presbytery has policies that make development and advancement
199 opportunities available to all employees.
200

EMPLOYMENT CATEGORIES, TERMINOLOGY, AND PROCEDURES

201
202 **Employer:** The legal corporate employee of all Presbytery staff is the Presbytery of Genesee Valley of the
203 Presbyterian Church (U.S.A.), a corporation. An employee, whether elected, appointed, or otherwise
204 employed, is hired, has his/her work directed by, may be terminated by, and has compensation and benefits
205 provided by the Presbytery of Genesee Valley of the Presbyterian Church (U.S.A.), a corporation. For exempt
206 staff, this process shall be followed in consultation with the General Assembly Council, where appropriate in
207 relating to exempt staff.
208

209 **Exempt and Non-Exempt Categories:** In accordance with the Fair Labor Standards Act there are exempt
210 and non-exempt positions.
211

212 **Ministers of the Word:** In accordance with Federal and State statutes and Church policy, all ordained clergy
213 are considered self-employed persons engaged in the exercise of their ministry and are not subject to with-
214 holding for certain taxes (nor are they covered under Unemployment insurance). They are, however, included
215 in all other policies which apply to "exempt employees," except where excluded by Federal or State law.
216

217 **Elected Administrative Staff:** All Presbytery administrative staff shall be elected in accordance with
218 provisions of the *Form of Government*.
219

220 **Employment of Non-Exempt Staff:** In order to carry out the mission of the church within the Presbytery,
221 secretarial and office personnel are employed to assist the exempt staff. The effectiveness of these persons in
222 their work is vital in accomplishing the mission of the church in the Presbytery. Non-exempt staff are
223 employed by the Presbytery Head of Staff in consultation with the other administrative staff to whom the
224 position reports and with the Personnel Committee.
225

Categories of Employment:

227 **Full-Time:** Employees who regularly work 37.5 hours per week.

228 **Part-Time:** Employees who work less than 37.5 hours per week. Part-time employees who work at

229 least 21 hours per week are entitled to vacation pay in proportion to the number of hours they work each
230 week.

231
232 **Term of Office:** Unless an employee is elected for a specific period or has a contract of employment, all
233 employment is at will.
234

POSITIONS WITHIN THE PRESBYTERY

235
236 **Writing of Position Descriptions:** A position description, subject to periodic review, will be required for
237 each position (exempt and non-exempt), following guidelines prepared by the Personnel Committee.
238

239 Position descriptions should be kept current (at least every two years) and should be reviewed and altered
240 whenever a significant change is made. Since they identify end results expected for each position they are an
241 excellent tool in setting performance objectives and should be used in performance review. Major alterations
242 require Presbytery approval, and all other changes may be made by Council.
243

244 **Validation of Positions:** All new exempt administrative positions will be validated by the Presbytery on
245 recommendation of Council.
246

247 **Salary Ranges:** The positions of the Presbytery Head of Staff and all elected staff will be reviewed by the
248 Personnel Committee for the purpose of determining the salary range.
249

250 Non-exempt positions will be reviewed by the Presbytery Head of Staff in consultation with the other
251 administrative staff to whom the position reports, and Personnel Committee for the purpose of determining
252 the salary range.
253

254 **Modification of Work Within a Position Description:** In order to enable exempt employees to make full
255 use of their skills and to increase their potential abilities, position descriptions or titles will be modified by
256 mutual agreement between an employee and the Presbytery Head of Staff, in consultation with the Personnel
257 Committee.
258

RECRUITMENT AND SELECTION

259
260 **Administrator:** The Presbytery Head of Staff will be nominated by Council to the Presbytery, unless
261 otherwise determined by the Presbytery. Adequate publicity must be given to the position opening throughout
262 the denomination and intensive efforts made to secure candidates from among racial and ethnic persons and
263 women. Every effort must be made to insure that persons who wish to recommend candidates for these
264 positions have ample opportunity to place names in candidacy.
265

266 **Elected Staff:** Other elected staff will be nominated by the Personnel Committee to Council for election,
267 unless otherwise determined by the Presbytery. In keeping with the Affirmative Action Equal Employment
268 Opportunity goals, first consideration for filling positions shall be given to current staff with special emphasis
269 upon the possibility of advancing present employees.
270

271 **Non-Exempt Staff:** Non-exempt staff are selected by the Head of Staff and/or his/her designee, in
272 consultation with the Personnel Committee in accordance with Presbytery procedures. The recruiting process
273 should take advantage of agency and governing body personnel staff services in advertising, screening and

274 verifying qualifications of candidates from within and outside the church. Efforts should also be made to
275 actively recruit minorities and women for positions where affirmative action goals call for such action.
276

277 **Internal Posting:** Notice of vacancies in exempt positions shall be announced throughout the Presbytery.
278 This announcement shall be simultaneous with external advertising and extended long enough to enable
279 response from interested employee applicants. Notice of vacancies in non-exempt positions shall be
280 announced in order for non-exempt church employees to have at least one week to permit first access to the
281 vacancy by interested employee applicants.
282

283 **Internal Transfers:** The Presbytery Head of Staff may fill a vacant position within the organization by
284 internal transfer without external advertising, as long as these are consistent with AA/EEO goals, in order to:
285 meet special needs of the Presbytery; to improve the match of persons to the demand of jobs; to provide for
286 promotion; to secure maximum utilization of their skills; to promote affirmative action equal employment
287 opportunity.
288

289 Current employees of the Presbytery whose positions have been eliminated may be offered a transfer to a
290 validated vacant position.
291

292 **Promotions:** To provide maximum opportunity for development and advancement, it is the policy of the
293 Presbytery to promote from within whenever possible, where consistent with AA/EEO goals.
294

295 **Credited Service:** Employees who transfer within a governing body (above the session) or move from one
296 governing body staff to another without time lapse will be credited with continuous employment from their
297 original date of employment with a Presbyterian governing body or their predecessors. However, their
298 employment anniversary date, for purpose of salary and benefits, is the date of their transfer, promotion, or
299 employment in the new position. An employee's total credited service for purposes of salary administration
300 shall include all service on the staff of the General Assembly, Synod or Presbytery, without regard to breaks
301 of service.
302

CALLS FOR MINISTERS OF THE WORD STAFF

303
304 All ministers of the word exempt staff shall be provided with a written call stating the terms of employment.
305 Such a call is to be prepared by the Presbytery. In compliance with the *Form of Government*, the call shall be
306 submitted to the minister's presbytery for approval.
307

308 Calls issued to all elected and exempt elected staff will be signed by the Stated Clerk of the Presbytery.
309

310 In accordance with the *Form of Government*, changes in terms of the call of an ordained staff member must
311 be approved by his/her presbytery.
312

OTHER EMPLOYMENT POLICIES

313
314 **Governmental Investigations:** In the event of an inquiry by the police, F.B.I., or other governmental
315 investigation agency or official concerning the work of the Presbytery, its activities, records or personnel, or
316 in the event an employee of the Presbytery is sought to be queried by such governmental agency, the
317 following shall be the policy in this area:
318

319 It shall be a condition of employment that all inquiries shall be referred to the Presbytery Head of Staff. Any

320 violation of this policy will subject employees to immediate dismissal.

321
322 No information or documents of any kind will be released until the Presbytery Head of Staff has consulted
323 with the Stated Clerk and the attorney of the Presbytery.

324
325 Presbytery employees shall be notified, by the Head of Staff, whenever any information pertaining to them is
326 released to an investigating agency.

327
328 **Nepotism:** To affirm and facilitate equal opportunity for all employees and employment candidates, care will
329 be exercised in the employment and assignment of persons who are direct relatives of people in the church's
330 employ. Such people should not be automatically denied employment or fair treatment in the full spirit of
331 these policies.

332
333 However, individuals shall not be hired by or through the involvement of direct relatives, and they shall not
334 be assigned to a position where a direct relative is in a position to influence the employee's salary, promotion
335 or other aspects of personnel practice.

336
337 **Sexual Misconduct:** To affirm that all employees have a right to work in an environment free from any type
338 of discrimination, and free from sexual harassment. The employer prohibits un-welcomed sexual advances,
339 requests for sexual favors and other verbal or physical conduct of sexual nature which may constitute sexual
340 harassment. Any such conduct should be reported immediately to the Presbytery Head of Staff or Chair of the
341 Personnel Committee. For more information see the Presbytery's Sexual Misconduct Policy.

342
343 **Privacy:** Employers shall establish procedures necessary to guarantee the confidentiality of medical and
344 employment records.

345

CONFLICT OF INTEREST

346
347 It is the policy of the Presbytery to maintain high standards of integrity, honesty, impartiality, industry, and
348 conduct by employees. Avoidance of conflicts of interest, whether real or apparent, by all staff is
349 indispensable to the maintenance of these standards. Every employee and elected or appointed member will
350 be asked annually to disclose in writing and resolve any potential conflicts of interest.

351
352 No employee of the Presbytery shall accept any gift, gratuity, grant, service or any special favor from any
353 person or persons, or businesses which provide or receive goods and services or which seek to provide or
354 receive goods and services to or from the agencies, councils and governing bodies. However, minor courtesies
355 such as luncheons, dinners or similar arrangements in connection with business discussions may be received.

356
357 In addition, if an employee is called upon to participate in a decision in which the interests of the employer
358 conflict with his or her personal interests, the employee should abstain from participating in the decision.

359
360 All employees shall avoid even the appearance of conflict of interest, special interest, or any other
361 inappropriate conduct. If an employee discovers that he/she may be in a position of conflict of interest
362 position, he/she shall immediately report this conflict to his/her supervisor.

363

SALARY ADMINISTRATION

364
365 **Salary Policies:** Salaries of all positions will be determined on the basis of a position evaluation and

366 classification system recommended by the Personnel Committee and approved by Council.
367

368 The Presbytery is committed to salary administration principles which will provide: fair pay for the work
369 performed; incentive for personal achievement and growth; equity of payment for positions of relative value;
370 flexibility to meet the many changes in organization, functions, positions, and personnel over a period of time.
371 Salary levels will be maintained in a manner which results in their being consistent internally, equitably
372 related to salaries paid by external organizations, responsive to changes in the cost-of-living, and in keeping
373 with the church's philosophy and objectives.
374

375 Presbytery staff members will receive a salary that falls within the indicated salary range for his/her position.
376 Placement within a salary range should reflect a judgment of the qualifications and experience of the
377 appointee relative to the position requirements. Initial salaries of all Presbytery staff are set by Council upon
378 recommendation from the Personnel Committee.
379

380 Salary for other exempt staff will be recommended to Council by the Personnel Committee.
381

382 Initial salaries for non-exempt staff are recommended by the Personnel Committee and fixed in consultation
383 with the Presbytery Head of Staff.
384

385 Salaries will be paid on a regular basis, the pay period to be determined by the Head of Staff. Normally
386 payroll checks are disbursed no later than the first working day following the pay period.
387

388 Persons employed in non-exempt positions shall be reimbursed for hours worked in excess of 37½ hours per
389 week. For the 2½ hours from 37½ to 40 hours, reimbursement is at the regular hourly rate. For all hours over
390 40, reimbursement is at the rate of one-and-a-half times the regular hourly rate.
391

392 Those persons employed in exempt positions are not paid overtime wages for hours worked in excess of 37½
393 hours per week, but are expected to manage their schedules to provide them with a day off each week. In
394 addition to work-related responsibilities which require their absence from the presbytery office, persons
395 employed in exempt positions are encouraged to participate in the work of the larger church (synod, General
396 Assembly, and other bodies) as they are invited to do so, provided that participation does not take them away
397 from the office more than 20 work days a year.
398

399 Annual pay notices will be given to employees.
400

401 **Compensation for Presbytery Meetings:** Full time staff (full time being defined as 37½ hours of work per
402 week) will be compensated at the rate of time and one half of their regular hourly rate of pay; part time staff
403 (part time being defined as working less than 37½ hours per week) will be compensated at the regular hourly
404 rate of pay.
405

406 **Adjustment of Salary Ranges:** Salary ranges for non-exempt staff positions will be reviewed annually by the
407 Personnel Committee. The review will be informed by information from the General Assembly Council,
408 Synod, and other appropriate sources.
409

410 Salary ranges for exempt staff positions are reviewed annually. Adjustments of salary ranges will be made by
411 Council upon recommendation from the Personnel Committee. Synod of the Northeast ranges for exempt
412 employees will be the guideline for Presbytery salary ranges.
413

414 **Economic Adjustments:** Each year the Personnel Committee will review salaries actually being paid to the

415 staff of Presbytery in the light of available financial resources and of changes in light of the economic
416 conditions and the cost-of-living.

417
418 On the basis of such review, the Personnel Committee will recommend to Council whether or not the
419 economic adjustment increase in actual salaries can or should be made in the subsequent year, and in
420 what manner such increases, if any, should be applied.

421
422 **Salary Review and Increments:** Any economic adjustment increases authorized by Council will be given to
423 all employees at the same time unless otherwise determined.

424
425 The salaries of non-exempt staff will be reviewed annually. Salary reviews are also made on the basis of
426 changes in duties or responsibilities which may call for reevaluation of the position.

427
428 Salaries of exempt staff will normally be reviewed annually.

429
430 **Merit Salary Increases:** No separate merit system will be administered; satisfactory performances and
431 range minimums are the criteria for economic adjustments in salary.

432
433 Salaries of Presbytery staff will be fixed by Council upon recommendation of the Personnel Committee and
434 may not be changed without specific action of Council.

435
436 **Housing Allowance:** The Internal Revenue Code provides that a minister can exclude from gross income for
437 income tax purposes any rental allowance paid as part of his/her compensation to the extent that he/she used it
438 for renting or providing a home. This is intended to apply to any ordained man or woman who has not been
439 provided with a manse.

440
441 In order to satisfy the requirement of the Internal Revenue Service relative to the Housing or Manse
442 Allowance for ordained ministers, it is understood that of the total amount of compensation paid to an
443 ordained minister forty percent (40%) is designated as a manse or housing allowance. If, however, the amount
444 actually being spent for housing, or the fair rental value as a furnished house, plus utilities (whichever is less)
445 is greater than 40%, then the employee may request the employing governing body's council to designate a
446 larger percentage of his/her compensation as a housing allowance.

447
448 If the total amount, which is designated for manse allowance, is not fully used, it is the recipient's
449 responsibility to report the balance to the Internal Revenue Service as taxable income.

450
451 **Equalization of Non-Ordained Compensation:** In order, as nearly as possible, to equalize the compensation
452 of ordained clergy and non-ordained members of the exempt staff in the U.S.A., because of the advantages
453 provided by the income tax laws in allowing an exemption for housing allowance for an ordained person, the
454 Presbytery shall be requested to purchase for each exempt non-ordained staff member a non-forfeitable
455 annuity, using an amount comparable to the tax saving represented by the housing allowance for ordained
456 employees less the cash advantage represented by the social security payments made on behalf of non-
457 ordained employees. For the purpose of this policy it is assumed that an ordained employee's exemption for
458 housing allowance is 30% of his/her compensation.

459

CAREER OPPORTUNITIES

460
461 **Career Development:** All employees will be given opportunities annually, under guidelines established by
462 the Personnel Committee to review and determine their short and long-term goals and objectives. These

463 opportunities will be an integral part of the Presbytery's Affirmative Action Program. Such an opportunity
464 will include at least the following:

- 465 • A sharing of the employee's total career (life) goals and objectives, and his/her career goals and
466 objectives as an employee of the Presbytery of Genesee Valley.
- 467 • A sharing of the particular committee's goals and objectives within the context of the totality of the
468 Presbytery.
- 469 • A review and analysis of the employee's skills and knowledge in the light of his/her current work
470 assignment, and the employer's goals and objectives.
- 471 • A development of possible career ladders for the employee.
- 472 • A development of a projected program to help the employee develop new skills and knowledge, or refresh
473 old skills and knowledge, which would be helpful in achieving the agreed-upon goals and objectives.

474
475 **Employee Development Program:** Employees will be assisted in developing skills and knowledge that will
476 enhance their ability to meet the staffing needs of the Presbytery, and their particular working function. This
477 will include the provision of information on available training opportunities and the arranging of needed in-
478 service training courses. Administration of this program will be by the Presbytery Head of Staff. Under this
479 program assistance may be provided in the form of on-the-job training, time away from work to attend other
480 training classes, and/or partial tuition refunds. Such assistance will be in line with the agreed upon career
481 goals and objectives of employees, as they relate to the needs of the Presbytery.

482
483 An employee must have completed at least six months continual service with the Presbytery to be eligible for
484 assistance.

485
486 **Employee Advancement:** When positions of greater responsibility become available in an office, present
487 employees are to be considered if qualified or qualifiable.

488
489 **Annual Study Leave for Exempt Staff:** Up to two weeks annual study leave with pay is recommended and
490 may be taken by exempt staff within the following guidelines:

- 491 • Study leave is not additional vacation, but may be taken in conjunction with vacation.
- 492 • Study leave is taken when the employee and the Head of Staff have agreed upon clearly identified goals
493 which are related to the career goals and objectives of the employee as well as the development of skills
494 that are useful to the Presbytery. The employee in requesting study leave time shall prepare a brief (one-
495 page maximum) paper indicating: A two- or three-sentence description of the proposed activity; How and
496 whether the proposed activity is related to the staff member's responsibilities or work objectives; The
497 learning objectives connected with the activity; Whether and how the proposed activity fits into a longer
498 range (3-year) continuing education program; Any reading to be done in preparation for the study leave;
499 Time and cost of the proposed activity.
- 500 • Satisfactory provision must be made to cover the employee's work during his/her absence.
- 501 • Study leave, if granted, must be used within the period designated.
- 502 • Written reports are to be prepared and distributed to the Head of Staff and Personnel Committee within
503 two weeks of the completion of the study leave. Such reports shall identify specific learning and
504 application to the mission and work of the Presbytery and shall list follow-up reading and/or activity.

505
506 Annual study leave will be administered under guidelines developed by the Presbytery upon the
507 recommendation of the Personnel Committee. These benefits are considered to be non-transferable. Study
508 leave and allowance may be cumulative from year to year for up to four years and not more than eight weeks.

509
510 **Extended Study Leave for Exempt Staff:** In order to enable exempt employees with special needs or
511 opportunities to give extended study to subject areas which will contribute to the work of the Presbytery as

512 well as to their own technical or professional development, an extended study leave, with pay, may be granted
513 within the following criteria guidelines:

- 514 • The employee must have completed five years continuous service with the Presbytery.
- 515 • At least five years must have elapsed from the time of any previous extended study leave, and at least one
516 year from any previous two weeks study leave.
- 517 • A detailed written plan of study with clearly identified goals and with end-products (such as written
518 reports) clearly set forth, must be approved by the Presbytery Head of Staff (with consultation with the
519 Personnel Committee) long enough in advance of the leave to be covered by the Presbytery's budget and
520 staffing plans.
- 521 • The maximum length of extended study leave will be four (4) months. This may be taken in conjunction
522 with earned vacation within a particular year, but may not be combined with a "two week study leave"
523 since an employee is not eligible for both types of leave in the same year.
- 524 • The ongoing work of the particular position and the total Presbytery's functions will be primary factors in
525 considering the granting of extended study leave.

526
527 Extended study leave will be administered by the Presbytery Head of Staff under guidelines of the Personnel
528 Committee.

529
530 **Study Leave for Non-Exempt Employees:** It is anticipated that most study needs of non-exempt staff can be
531 met through in-service study programs and evening classes. There is, therefore, no regular provision for study
532 leaves with pay.

533
534 However, under special circumstances, when it can be demonstrated to be for the good of the Presbytery, as
535 well as for the employee, the Presbytery Head of Staff may approve study leaves, or in lieu of same, class
536 charges or tuition payment for non-exempt staff in line with provisions for exempt staff.

537
538 **Review:** The participation of each employee in the total career opportunities process will be an integral part
539 of their annual performance review and evaluation.

540

PERFORMANCE REVIEWS

541

542 An annual performance review and evaluation will be conducted for both exempt and non-exempt staff
543 within guidelines provided by the Personnel Committee. The annual review of the work of the Presbytery
544 Head of Staff will include an Equal Employment Opportunity review.

545

546 **Comprehensive Review:** A comprehensive review and evaluation will be conducted for exempt staff at least
547 every five years. The comprehensive review/evaluation of the Presbytery Head of Staff will be in accordance
548 with the *Form of Government* and will include an EEO review. A review of new employees will be done after
549 a three-month introductory period.

550

551 **Personnel Records:** A complete personnel file on each employee is maintained in the office by the
552 supervisor under which the staff person is hired. Materials may be added by the supervisor or personnel
553 committee. These files are confidential, with access limited to persons who have authority in personnel
554 matters and the individual on whom the file is maintained. Employees may have access to their file in the
555 presence of the Presbytery Head of Staff or his/her designee. Except for salary, medical and social security
556 information which shall be retained six (6) years, these files are destroyed two years following separation
557 employment. In the event of extended absence of the Head of Staff the chairperson of the Personnel
558 Committee will be the custodian of the personnel files.

559

SEPARATION PRACTICES

The term “separation” shall refer to any and all terminations of the relationship between an employee, exempt or non-exempt, and the Presbytery.

Voluntary Resignation: Voluntary separation (resignation) may take place after two week written notice for non-exempt employees or a one month notice for exempt employees. At the discretion of the Presbytery Head of Staff the period of written notice may be waived. At the date of separation there will be no severance allowance, but employees will be paid cash equivalent of their unused earned vacation on a pro-rated basis figured on quarterly annual salary for each quarter or part of a quarter the employee has worked in that calendar year.

Termination Without Prejudice: An employee’s employment may be terminated by the employer for reasons other than those enumerated under “Dismissal For Cause” below. Termination without prejudice will be upon the recommendation of the supervisor and agreement of the Presbytery Head of Staff. Employees terminated without prejudice will be entitled to notice and severance. At the date of separation there will be no severance allowance, but employees will be paid cash equivalent of their unused earned vacation on a pro-rated basis figured on quarterly annual salary for each quarter or part of a quarter the employee has worked in that calendar year.

Dismissal For Cause: Dismissal for cause may take place by written notice from the Presbytery Head of Staff and the Personnel Committee, giving specific reasons for termination. Notice must 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. Causes for dismissal may include:

- unsatisfactory performance,
- 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,
- neglect in the care and use of Presbytery property and funds,
- unexcused absence,
- repeated tardiness,
- illegal conduct,
- failure to observe employer policies,
- dishonest or unethical conduct.

The above is not an all-inclusive list.

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. Written documentation is required, whenever possible, prior to recommendation for dismissal. Dismissal is subject to the complaint procedure as outlined in these policy guidelines.

At the date of separation there will be no severance allowance, but employees will be paid cash equivalent of their unused earned vacation on a pro-rated basis figured on quarterly annual salary for each quarter or part of a quarter the employee has worked in that calendar year.

Suspension: 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.

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Suspension without pay may be invoked by the Presbytery Head of Staff 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.

Consultation between the employee, the immediate supervisor, and the Personnel Committee, should precede suspension. Notice of the reason for the suspension must 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 employees own expense.

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 Presbytery Head of Staff and the Personnel Committee. Up to six months notice or pay in lieu of notice will be given to exempt employees and up to three months notice or pay in lieu of notice will be given to non-exempt employees.

If the position is reinstated within a period of one year, the individual who was previously employed in that position will be given first opportunity for employment in that position. In addition to the period of notice a severance allowance will be given in relation to the length of continuous service with the Presbytery of Genesee Valley as follows:

<u>Years of Service</u>	<u>Weeks of Severance Allowance</u>
less than 1	2
1, but less than 4	4
4, but less than 5	6
5 years and over	8

and a week's salary for each year over 5 years, to a maximum total severance allowance of 12 weeks.

Payment of these severance allowances will terminate for any separated employees as of the date the person involved finds another job and commences work.

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, dependent, or estate for one month from the date on which the death occurs.

Additional death benefits may be provided through the Board of Pensions of the Presbyterian Church (U.S.A.).

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 Presbytery Head of Staff and/or the Chairperson of the Personnel Committee to review the reasons that occasioned the separation.

The interview can be initiated by the separation employee (exempt or non-exempt) or by the Presbytery Head of Staff, or the Chairperson of the Personnel Committee. Some purposes of the interview are:

- 657 • To demonstrate to the staff person the Presbytery's support and concern for the employee as a person.
658 • To obtain information which the Presbytery can use to keep staff morale high and improve employee-
659 employer relations and communication.
660 • To obtain information which will influence the efforts of the Presbytery to keep the number of
661 separations at a minimum.
662

663 The exit interview should be arranged and conducted at a time mutually convenient to the separated staff
664 person, the Presbytery Head of Staff and/or the Chairperson of the Personnel Committee. Frankness and a
665 free flow of information should be encouraged.
666

RETIREMENT

669 The Presbyterian Pension and Benefits Plan is designed to make retirement possible at age 65 with full
670 benefits in relation to accrued pension credits. Those who work beyond age 65 will continue to accrue
671 additional pension credits.
672

673 Subject to normal performance standards, employees who desire to work beyond age 65 may do so. Those
674 who desire to work beyond age 70 may continue on a year to year basis subject to the following approvals:

- 675 • Presbytery Head of Staff—by action of Council.
676 • Other exempt and non-exempt employees—upon recommendation of the supervisors involved and the
677 action of Presbytery Head of Staff.
678

679 Employees who wish to plan for a gradual transition to retirement are encouraged to explore with the
680 Presbytery Head of Staff possibilities for alternative responsibilities, part-time, special project assignments, or
681 other arrangements which would be beneficial to the employee and the Presbytery.
682

683 **Early Retirement:** A Presbytery employee may retire early, but with loss of benefits. [See the provisions of
684 the Presbyterian Church (U.S.A.) Pension Plan.]
685

GRIEVANCE PROCESS

686
687 **Open Door Policy:** The Presbytery of Genesee Valley aims to maintain among its staff good working
688 relationships that affirm the importance of each individual and of his/her contribution to the work being done,
689 encourage mutual respect of employee and supervisor, provide prompt answers to questions, minimize
690 misunderstandings, and seek resolution of differences as quickly as possible.
691

692 It is the Presbytery's policy to facilitate the development of open, orderly channels of communication
693 between all levels of management. Employees are encouraged to take initiative in seeking answers to their
694 questions or solutions to their work-related problems through immediate discussion with their supervisors. In
695 doing so, they are assured by these policies of freedom from reprisal. Supervisors are expected to maintain an
696 open door to employees responsible to them; to encourage communication with them; to give prompt
697 attention to their suggestions; and to provide active assistance in dealing with their concerns or complaints.
698

699 While the supervisor is the normal avenue for an employee to raise concerns, private access to the personnel
700 committee without the supervisor present will be available to employees who seek information relating to the
701 immediate working situation, clarification of personnel policies, or who wish to share a concern about their
702 supervisor's performance or their relationship to their supervisor. Such freedom of access shall also be part of
703 the review of the supervisor.

704
705 An employee who feels discriminated against on the basis of race, creed, color, sexual orientation, genetic
706 status, religious affiliation (except where after careful study religious affiliation is determined to be necessary
707 by the Presbytery), national origin, sex, age, marital status (including family responsibilities), physical, mental
708 or medical disability unrelated to the ability to engage in activities involved with the job, and any other
709 protected class under State or Federal law may contact the Presbytery Head of Staff and/or Chairperson of the
710 Personnel Committee.

711
712 An employee with a complaint of acts of sexual harassment should immediately inform the Presbytery Head
713 of Staff or the Chairperson of the Personnel Committee.

714
715 **Preliminary Complaint Procedure:** For the purposes of this policy a complaint or grievance reports an
716 alleged violation of an approved personnel policy or practice or of an applicable State or Federal Law not
717 adequately dealt with in those policies or practices.

718
719 In order to deal promptly and fairly with all complaints or grievances of all employees and prior to filing a
720 formal written grievance several preliminary steps must first be taken:

- 721 • The complaining party must first discuss the problem with his/her immediate supervisor.
- 722 • If dissatisfied with the action, the complaining party may approach the Head of Staff or the Personnel
723 Committee who will seek to resolve the issue in consultation with all parties involved.
- 724 • If, having ascertained that the supervisor has in fact been approached by the complaining party and the
725 problem remains unresolved, the Head of Staff or the Personnel Committee shall schedule a meeting with
726 the employee and supervisor together in order to hear the issues and to mediate between parties. The
727 Personnel Committee will meet separately with each party, privately and confidentially, if so requested by
728 either party or deemed necessary by the Personnel Committee. Services of an outside consultant skilled in
729 conflict resolution may be engaged by the Personnel Committee with the agreement of all parties
730 involved and at the Presbytery's expense.

731
732 **Formal Grievance Procedure :** If informal efforts to resolve a grievance have failed, a formal grievance may
733 be filed by submitting a written statement to the Chairperson of the Personnel Committee, with a copy to the
734 Presbytery Head of Staff. Copies shall be provided to the complaining party's supervisor within 30 days of
735 the time when the alleged cause of grievance took place or came to complainant's notice. Upon receipt of the
736 completed grievance form, the following steps shall be taken:

- 737 • The Personnel Committee in consultation with the Presbytery Head of Staff shall determine whether or
738 not the grievance involved an Equal Opportunity dimension. If it is determined to be an Equal
739 Employment Opportunity matter, the Director of the Office of Equal Employment Opportunity of the
740 General Assembly shall be involved in all subsequent steps in the process. Otherwise, this step will
741 conclude the possible involvement of the Office of Equal Employment Opportunity.
- 742 • After consultation with the immediate supervisor of the complaining party and after consultations as
743 indicated above, the Personnel Committee shall review their findings with respect to the grievance and
744 they shall then give their decision in writing. This shall be done as expeditiously as possible, and in no
745 case shall be transmitted to the complaining party longer than two weeks from the time the written
746 grievance was received.
- 747 • If the complaining party is dissatisfied with the decision of the Presbytery Personnel Committee, the
748 complaining party may file an appeal within fifteen (15) days to the Council. The Council shall meet with
749 all parties concerned to review the grievance. A hearing of the complaint will be arranged as
750 expeditiously as possible and in no case is it to be later than two (2) weeks from the date of receipt of the
751 written appeal. It can be held at the regularly scheduled meeting if it falls within the two (2) weeks
752 timeline. During this meeting each party shall be given opportunity to speak to the members of Council

753 without the other parties present. Each party is to have ample opportunity to respond to the other party
754 and provide additional evidence.
755 • After all information has been heard, the Council shall make its final decision within thirty (30) days of
756 the hearing.
757 • The decision of Council is to be put in writing and supplied to all parties with copies to the Head of Staff
758 and the employee's supervisor within two (2) working days. The letter shall contain provision for the
759 complaining party to indicate his/her acceptance or rejection of the decision. The decision of Council is
760 final.

761
762 **Right of Advocacy:** It is understood that the complaining party may arrange to have an advocate with
763 him/her at all steps of the formal process, at no expense to the employer. Any person who is a member of
764 the Presbyterian Church (U.S.A.) may serve as an advocate. The advocate is not a paid attorney at law, but
765 a friend within the church system who may speak on behalf of the complaining party.
766

767
768 **Grievance Procedure for Job Applicants:** Applicants for employment who feel they have a grievance will
769 use the formal grievance procedure outlined in this document.
770

771 **Written Record:** A written record of all decisions arrived at in all meetings of the grievance process shall be
772 kept from the beginning of any informal complaint procedure to its conclusion. All letters transmitting
773 decisions of findings shall be signed by the Presbytery Head of Staff and/or the Personnel Committee
774 Chairperson and shall contain provision for the complaining party to indicate his/he acceptance or rejection of
775 the decision.
776

BENEFITS

777
778 **Social Security:** All regular full-time, non-clergy personnel are covered by the Federal Old Age and
779 Survivors Benefits Act (Social Security). The employee's share of the tax is withheld from the wages of non-
780 clergy persons on staff. Clergy persons on staff are considered self-employed and taxes are not withheld nor
781 paid for them.
782

783 **Pensions:** All regular full-time exempt employees who are clergy are covered under the Presbyterian Pension
784 and Benefits Plan for which full dues are paid by employing agency or if the employee is a layperson an
785 equivalent plan may be negotiated. Pension and/or annuity arrangements may be negotiated with regular non-
786 exempt employees as is appropriate.
787

788 **Health Insurance:** Major Medical protection is provided all regular full-time exempt employees under the
789 terms of the Benefits Plan of the Presbyterian Church (U.S.A.). (Same as above) Participation in a group
790 health care program is provided by BeneCare and is open to all regular employees who work more than 20
791 hours a week.
792

793 The deductible part of the Major Medical protection plan is paid directly to the exempt employee.
794

795 Non-exempt employees are covered by Workers' Compensation and Disability under New York State law.
796 Presbytery offers medical coverage, or supplemental salary towards other medical coverage on an equal basis
797 for all full-time employees at a rate recommended by the Personnel Committee.
798

799 **Vacation:** A vacation with pay is provided for all employees for rest, refreshment, and relaxation. Employees
800 will be urged to take the vacation to which they are entitled not only for the personal benefits derived

801 therefrom, but for the sake of their work effectiveness and health. For that reason, vacations are not
802 cumulative, but must be used within the calendar year, except with special approval by the Presbytery Head of
803 Staff. While every attempt will be made to schedule the vacation time as requested, the time of each
804 employee's vacation is subject to the approval of the supervisor. Requests for the same vacation period by
805 several employees may be determined on the basis of seniority or on the dates which the requests were
806 received, earliest received being granted priority. Normally requests for vacation should be made at least one
807 month in advance.

808
809 Full-time exempt employees are entitled to one full month (22 working days) vacation per year.

810
811 Employees employed at least 21 hours a week are entitled to an annual paid vacation computed on January 1
812 of each year varying with length of their service with the Presbytery or other Presbyterian Church (U.S.A.)
813 governing body. Vacation days may only be taken as full days. A full day is defined as a normal working day
814 for part-time employees.

815
816 The Presbytery Office will be closed from Christmas Eve through New Year's Day. The days that are not
817 designated as specified holidays in the handbook will be treated as paid leave for staff. Employees will not
818 have vacation time deducted for these days.

819
820 During the first partial year of employment, vacation days will be pro-rated within the year hired. Upon
821 completing this period, January 1 of the following year will begin the first year of service and become the
822 basis for determining vacation days. Vacation days shall range from 10 days for the first year of service
823 through 22 days for eleven or more years of service according to the following table:

824

<u>Year of Service</u>	<u>Number of Days Vacation</u>
825 1	10
826 2	11
827 3	12
828 4	15
829 5	16
830 6	17
831 7	18
832 8	19
833 9	20
834 10	21
835 11 and over	22

836
837

838 In the 26th year of continuous service to Presbyterian Church (U.S.A.) governing bodies, and annually
839 thereafter, all employees will be granted a total of 27 days annual vacation.

840
841 In computing vacation benefits based on length of service, elected employees will be given credit for previous
842 regular full time employment with any governing body of the Presbyterian Church (U.S.A.) without more
843 than 36 months time lapse.

844
845 Employees may arrange to receive, before they leave on vacation, an advance payment of any wages which
846 will become payable during their absence on vacation.

847
848 Vacation will not be paid at the end of the year for time not taken. However, vacation time may be carried
849 over to the next year, up to a maximum of five days.

850

851 Employees who provide at least two weeks advance written notice of their resignation will be paid at a rate of
852 50% of their accrued but unused vacation at termination. All other employees will not be paid for accrued but
853 unused vacation.

854
855 **Holidays:** All permanent employees will be paid for Presbytery holidays, in accordance with local customs
856 and laws. The following thirteen holidays will be observed each year:

857	New Year's Day	Labor Day
858	Martin Luther King, Jr.	Columbus Day
859	President's Day	Thanksgiving (Thursday & Friday)
860	Good Friday	Christmas Eve
861	Memorial Day	Christmas Day
862	July 4 th	New Year's Eve

863
864 **Personal Days:** Five personal days are provided for full-time employees after completion of the introductory
865 period of employment. Personal days off are determined by the calendar year. Every attempt will be made to
866 provide the personal days as requested, but they are subject to approval by the person's supervisor. Personal
867 days cannot be carried over to the next calendar year nor is pay granted in lieu of time off. Personal days are
868 not paid out at termination.

869
870 **Sick Leave:** Whenever an employee (exempt and non-exempt) is unable to work because of personal or
871 family illness, even if it is only for a day, he/she should notify the supervisor by telephone. Full-time
872 employees with one or more years of service may take a total of 12 working days in any one year of full time
873 service for sick leave with pay. Employees with less than one year of service are eligible for one day per
874 month of employment. Sick leave may accumulate to a maximum of 90 working days, but may be taken only
875 in the case of illness. A doctor's certificate is required after three consecutive sick days.

876
877 Time off for medical and dental appointments (up to two hours each) is granted with pay if the time is
878 approved by the supervisor. Time off for such appointments in excess of two hours will be charged against
879 accumulated sick leave allowance.

880
881 Medical and dental appointments should be scheduled early in the morning or after four o'clock in the
882 afternoon, whenever possible. **At the time of termination of employment (either voluntary or
883 involuntary) and employee shall have no claim for pay in lieu of unused sick leave.**

884
885 **Workers' Compensation Insurance:** All employees of the Presbytery shall be covered by the New York
886 State Workers' Compensation Law which provides for benefits in case of an on-the-job accident.

887
888 **On-the-Job Travel Accident Insurance:** All employees on Presbytery business are covered with Travel
889 Accident Insurance in the maximum amount of \$100,000. At their own expense employees may also arrange
890 for 24-hour off-the-job accident coverage for themselves plus additional coverage for their families.

891
892 **Off-the-Job Disability Benefits Insurance:** All non-exempt employees shall be eligible for partial pay
893 during absence due to injuries or illness that do not arise out of and in the course of employment according to
894 their years of service. This becomes effective after using all accumulated sick leave time during which time
895 the employee receives full pay. Upon certification by a licensed physician, disability for an accident or
896 hospitalization will begin the first day after the final day of accumulated sick leave; disability for an at-home
897 illness will begin five (5) working days after the final day of accumulated sick leave. Benefits will accrue
898 based on years of employment; for 1-10 years of service, the benefit is ½ salary until recovery or up to 26
899 weeks.

900
901 Exempt employees who are, according to certification of a licensed physician, temporarily disabled, and who
902 have used up their accumulated sick leave, shall receive full salary and benefits, until the total time disabled
903 equals 90 days, at which time, if the disability continues, application may be made for disability benefits from
904 the Board of Pensions or other insurer.

905
906 Disability benefits caused by or arising in connection with a pregnancy will be provided as required by the
907 Worker's Compensation Law of the State of New York.

908
909 Disability benefits for permanent and total disability are provided by the Presbyterian Pension and Benefits
910 Plan.

911
912 **Unemployment Insurance:** All Presbytery lay employees shall be covered by an unemployment insurance
913 contract in accord with the laws of NY State.

914
915 **Libel and Slander Insurance:** In the event legal suit is brought against Presbytery employees as a result of
916 work done within the scope of their employment, the Personnel Committee is authorized to provide
917 provisions for legal counsel for any staff person affected. If the staff person is the Presbytery Head of Staff,
918 the Presbytery will negotiate with the Synod for an appropriate sharing of the defense expense.

919
920 **Leaves of Absence, With Pay:** Leaves of absence, with pay, are provided under the following circumstances:

- 921
- 922 • For a regular training period of the United States Armed Forces (up to two weeks annually).
 - 923 • For jury duty (up to two weeks annually).
 - 924 • An employee called for short-term military service or jury duty will receive the difference between
925 military pay or jury duty pay and the normal salary.
 - 926 • For marriage of an employee who has been with the Presbytery for one year or longer (up to three days).
 - 927 • For personal or family emergencies (including death in the family) or for other personal business which
928 cannot be cared for outside of working hours (up to five days annually, non-cumulative). Leave for some
929 cases of extraordinary emergency may be negotiated with the Presbytery Head of Staff.

930 A request for a leave of absence is to be submitted by the employee, in writing, for review and approval by
931 the Presbytery Head of Staff in consultation with the Personnel Committee.

932
933 **Leaves of Absence, Without Pay:** Leaves of absence without pay are provided:

- 934
- 935 • For maternity leave of up to 8 weeks and for other medical issues, or upon adoption of a child of up to six
936 months for persons employed by the Presbytery for at least one year. Minimum pension for the time of
937 the leave will be fully paid by the Presbytery. Upon return every effort will be made to place the
938 employee in a position with like seniority and status if it is not possible to hold open the identical
939 position.
 - 940 • For paternity leave, upon the birth or adoption of a child, or in the event of a miscarriage, up to two
941 weeks. Such leave is restricted to commencement within 60 days of the event.
 - 942 • For required military service of an employee who has been with the Presbytery for three months. Upon
943 return, after normal required length of service, every effort will be made to place the employee in a
944 position with like seniority and status and salary.
 - 945 • For other personal reasons such as maternity leave extended beyond 8 weeks, family responsibilities, etc.,
946 extended leaves may be granted at the discretion of the Presbytery Head of Staff and the Personnel
947 Committee. Pension dues, annuity contributions, health insurance will not be paid by the Presbytery for
948 any such leave which exceeds four weeks.

REGULAR PART-TIME EMPLOYEES

949
950 Regular part-time employees are those who are employed to work less than the 37½ hour week. If employed
951 at least 21 hours a week they are eligible for the following:

- 952 • holiday pay, if the holiday falls on one of the regularly scheduled working days for that part-time
- 953 employee,
- 954 • jury duty pay,
- 955 • salary increases,
- 956 • regular pay, up to 37½ hours; time-and-a-half pay over 37½ hours in any work week,
- 957 • vacation and sick leave time and pay shall be accrued in proportion to hours worked each week,
- 958 • workers' compensation,
- 959 • off-the-job disability benefits, where applicable,
- 960 • unemployment insurance,
- 961 • severance allowance in proportion to hours worked each week,
- 962 • Social Security.

963
964 Regular employees working more than 20 hours a week will receive supplemental salary as a benefit.

965
966 The rules of the Presbyterian Pension and Benefits do not permit participation of part-time employees
967 working less than 21 hours per week.

968
969 If a part-time employee is later placed on full-time basis, service credit will be given from the first day of
970 his/her employment for pro-rated sick leave and vacation benefits.

971
972

BENEFITS FOR TEMPORARY EMPLOYEES

973
974 Those employed for a short period, usually less than three months, are not paid for holidays, sick leave, or
975 other leaves, and do not earn vacation leave during their temporary employment. They are not eligible for the
976 Presbyterian Pension and Benefits Plan or medical insurance. If they work more than 37½ hours in one work
977 week, they will be paid at the regular rate for hours from 37½-40, and time-and-a-half for hours over 40
978 hours. If a temporary employee joins the regular staff, his/her temporary employment is not considered in
979 computing vacation, sick leave and other benefits.

980

OFFICE PROCEDURES

981
982 **Hours:** The regular work week for full-time employees is thirty-seven and one-half (37½) hours. Normal
983 office hours are from 8:30 AM to 4:30 P.M. Monday through Friday. The Presbytery Head of Staff is
984 responsible for scheduling a daily lunch hour (½ hour paid, ½ unpaid) and a fifteen-minute rest period (paid)
985 in the morning and in the afternoon. The office is normally closed **for the holiday period** between Christmas
986 Eve and New Year's Day.

987
988 **Employee Supervision:** All secretarial and office personnel are under the direct supervision of the staff
989 member to whom they are assigned. However, each employee is also part of the office "team" and may be
990 called upon to perform other functions. The assignment and coordination of all the work of the Presbytery is
991 the responsibility of the Presbytery Head of Staff, or designee.

992
993 In case of absence, the employee should promptly notify his/her supervisor. If the supervisor is not available,

994 immediately report absence to the Presbytery Head of Staff or designee.
995

INTERIM STAFF PERSONS

996
997 **General Provisions:** To provide continuity of administrative and/or program services interim staff may be
998 appointed to fill vacant, approved (validated) positions, to serve until the position is filled (or abolished).
999

1000 This policy is applicable to all positions whether filled by full-time, part-time, ordained or non-ordained
1001 personnel.
1002

1003 **Position Description:** A position description shall be prepared by the employing body. It should clearly
1004 identify the kinds of accomplishments and administrative/programmatic leadership desired during the interim
1005 period. The accountability of the position should be clearly defined and be consistent with the accountability
1006 provisions of the *Form of Government*.
1007

1008 **Selection:** The selection and hiring of an interim should be in accordance with the provisions of the *Form of*
1009 *Government* and/or the policy and practice of the Presbytery.
1010

1011 **Compensation:** Compensation should be according to the Compensation Plan. Salary administration will be
1012 in accordance with regular established procedures.
1013

1014 **Benefits:** Housing or a housing allowance shall be provided if the appointment requires relocation. Since the
1015 position is of a temporary, short-term nature, the person employed should be encouraged to seek and secure
1016 temporary living quarters.
1017

1018 Where the person is in the Presbyterian Pension and Benefits Plan, benefits will be according to the Pension
1019 Board's formula.
1020

1021 Vacation and continuing education benefits may be granted in accordance with existing provisions for regular
1022 staff.
1023

1024 **AA/EEO:** The Affirmative Action Equal Employment Opportunity Program established by the Presbytery
1025 shall be followed in the employment of persons for interim positions.
1026

1027 **Review of Work:** The Presbytery shall provide for a review of the interim staff person's work on a scheduled
1028 basis. The review may be conducted on the basis of regular accountability reports to the Personnel
1029 Committee.
1030

1031 **Termination:** Termination for cause shall be as provided for in the Presbytery Personnel Policies and
1032 Practices, including consultation with the interim employee's permanent employer, if there is one.
1033

1034 **Special Provisions:** Interims presently retired under provisions of the Presbyterian Pension and Benefits Plan
1035 and Social Security and desiring to continue to receive their pension benefits should consult with the Board of
1036 Pensions regarding the applicable post-retirement service rules as they affect compensation and other
1037 entitlements.
1038

1039 Because of the temporary nature of interim service, special consideration should be given in the case of
1040 interims who must be separated from their immediate family who are unable to relocate. Arrangements for

1041 travel or other expenses for a reasonable number of visits with the family should be part of the agreement.

1042

1043 If an interim is employed for a year or more and relocation is necessary, reasonable and clearly defined
1044 moving costs and temporary living expenses should be paid.

1045

1046 Reasonable and clearly defined moving expenses for personal effects should be provided for in any agreement
1047 with an interim but without providing for moving and domestic goods for the relatively short period of time
1048 an interim is employed. Under no circumstances will the Presbytery provide a second mortgage or swing
1049 loans to initiate the purchase of housing for interim positions.

1050

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

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