



# Presbytery of Genesee Valley

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## PERSONNEL POLICIES AND PRACTICES

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***NOTE:** In this document, the term "Presbytery Leader" refers to the position formerly known as "Executive Presbyter." It is possible that this title may change in the future; regardless of the nomenclature, it refers to the Head of Staff. Similarly, in this document "Big Picture Team" refers to the body formerly known as "Council." It is possible that this name may change in the future as well.*

## **A THEOLOGY OF EMPLOYMENT**

As Reformed Christians, we believe that God calls each one of us to service through our vocations. As stated in *A Brief Statement of Faith (Book of Confessions)*, we believe that the Spirit calls individuals to all ministries of the Church, whether clergy or lay.

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

The Presbytery of Genesee Valley shall provide staff to assist its Big Picture Team [BPT], committees, and working groups in carrying out the mission of the whole church within its bounds.

## **THE STYLE OF THE PERSONNEL SYSTEM**

The staff personnel system is based on a commitment to recognize and affirm the full potential of each employee, and to develop, support and use the full range of human resource potential by securing and maintaining cooperation between employer and employee. The system reflects an open style in which objectives are shared, and in which both employer and employee acknowledge their rights and responsibilities.

### **Employer Rights and Responsibilities**

#### **Rights:**

- To establish basic work goals consonant with the purpose of the Presbyterian Church (U.S.A.) and the Presbytery of Genesee Valley
- To establish an overall structure that best accomplishes the basic goals
- To establish and administer a personnel system that can meet the personnel needs of the structure
- To establish and administer processes for compensation, career development, benefits, working conditions, dismissals, and other phases of employment
- To expect employees to be productive in their assigned functions
- To exercise suitable discipline
- To establish rules as necessary to govern the working environment
- To amend/modify/ change these policies at any time, as needed

#### **Responsibilities:**

- To provide opportunity for employee participation in the development and administration of the personnel system, allowing adequate time during the regular working hours for such participation
- To assure that policies and administration of the personnel system are consonant with the rights of the employee
- To provide equal opportunity for all employees in all dimensions of the personnel system
- To use every reasonable means of communication for a reasonable length of time (at least two weeks) to insure equal opportunity to apply for available positions
- To provide adequate and equitable compensation to employees
- To assist the employees in meeting their career goals and objectives in a manner consistent with the interests of the employer

- To provide regular performance reviews and evaluations that relate work objectives to objectives of the employer and provide employees an opportunity to participate in evaluating their own performance in relation to these objectives
- To establish position descriptions and personnel qualifications for particular functions and determine who is qualified to perform such functions
- To provide benefits and working conditions for the general welfare and well-being of all employees in an equitable manner
- To establish and maintain open communication with employees on matters concerning their welfare and the employer's interests
- To establish and administer a process providing for the hearing and resolution of complaints and grievances
- To inform and consult with employees regarding amendments, modifications, and changes in these policies
- To ensure that the staff complete the annual New York State Sexual Harassment Prevention Training
- To ensure safe and fair working conditions for each employee and to exercise due diligence in safeguarding each employee from harassment of any kind

### **Employee Rights and Responsibilities**

#### **Rights:**

- To receive adequate information from which to develop an understanding of their roles and functions in the total structure of the organization.
- To receive regular feedback on the quality of their performance.
- To have as much control as possible over their own career development.
- To be kept informed of proposed changes in personnel policies and procedures.
- To participate in the development of personnel policies and procedures.
- To participate in the administration of personnel policies where appropriate to insure objectivity and fairness (e.g., grievance procedures, development of job descriptions, performance reviews and evaluations, etc.)
- To have benefits and equitable working conditions for the general welfare and well-being of all employees.
- To receive adequate compensation and other benefits through a fair and open process.

#### **Responsibilities:**

- To give their best possible performance in their assigned functions and as members of the staff team.
- To understand their role and function in the context of the Presbytery's goals.
- To honor their commitment to goals and objectives agreed upon by their participation in the personnel system.
- To make suggestions on the improvement of operations and to act in accordance with the employer's rules and regulations.

### **Responsibility of Personnel Committee to the Presbytery**

The Presbytery's Personnel Committee exists to help the Presbytery support and develop the people who serve it. This committee oversees Presbytery personnel and staffing levels, staff position descriptions, and personnel policies.

The Personnel Committee shall be open at all times to communication with members of Presbytery who wish to comment on staff performance.

In the event of concerns, the Personnel Committee shall exercise discretion in determining when to

take action concerning perceived difficulties with a staff person, proceeding with the following steps:

- If so requested, the Personnel Committee shall grant confidentiality to those coming with concerns and inform the person(s) that it may be possible that no action will be taken unless the concern is on record; it is the duty and responsibility of the Personnel Committee to counsel those who bring concerns
- It may take initiative to bring the information which has been placed on the record with substantiating evidence to the attention of the staff person involved, counseling with that staff person as to appropriate actions to be taken to correct or respond to the reported concern
- It may offer its help as a mediator in case the staff person finds themselves unable to settle the problem or takes no steps toward settlement
- It may act to correct issues if so requested by the parties involved or if this authority is granted by BPT for specific cases; procedural safeguards as outlined in the Book of Order shall be established in all situations

## **EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION**

The Presbytery reaffirms its long-standing commitment to equal employment opportunity and affirmative action. Our success as an organization depends on the full and effective use of the abilities of all employees. Our objective is to maintain a work environment that encourages the personal and professional growth of employees at all levels in order to provide superior service to the Presbytery.

The Presbytery of Genesee Valley is committed to providing equal opportunity in all areas of human resources management: recruitment, employment, assignment, transfer, promotion, compensation, benefits and training. It is the Presbytery's policy that no employee will be discriminated against or harassed because of their race, creed, color, sexual orientation, gender identity, gender expression, religious affiliation (except where religious affiliation is determined necessary by the Presbytery), national origin, sex, age, marital status (including family responsibilities), physical, mental or medical disability unrelated to the ability to engage in activities involved with the job, and any other protected class under State or Federal law. These factors shall not affect decisions about any aspect of employment or our decision about applications for employment.

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

## **EMPLOYMENT CATEGORIES AND TERMINOLOGY**

### **Exempt and Non-Exempt Categories**

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

- Exempt employees are salaried personnel who are exempt from the minimum wage and overtime provisions of the Federal Labor Standards Act. To be exempt from overtime provisions, they must also meet the minimum salary threshold defined by the Department of Labor.
- Non -Exempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime. Nonexempt employees are normally paid on an hourly basis.

### **Categories of Employment**

**Full-Time:** Employees who regularly work 40 hours per week.

**Part-Time:** Employees who work less than 40 hours per week. Part-time employees who work at least 20

hours per week are eligible for most benefits other than short-term disability. Benefits for eligible part-time employees will be prorated based on the percentage of time worked. Employees who regularly work fewer than 20 hours per week, temporary workers, independent contractor, and volunteers are not eligible for benefits.

**Interim/transitional:** Employees may be hired for a specified period of time to fill vacant positions until the permanent position is filled, the contract expires, or the position is abolished. Contracts may be extended if needed.

**All employees** will annually receive a Letter of Understanding outlining their salary and benefits package.

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

## **POSITIONS WITHIN THE PRESBYTERY**

### **Writing of Position Descriptions**

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

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

### **Salary Ranges**

The position description of the Presbytery Leader and/or the Stated Clerk will be reviewed by the Personnel Committee for the purpose of determining the recommended salary range.

All other position descriptions will be reviewed by the Presbytery Leader and Personnel Committee for the purpose of determining the recommended salary range.

### **Posting**

Notice of vacancies in exempt and non-exempt positions shall be announced throughout the Presbytery. This announcement shall be simultaneous with external advertising.

### **Internal Transfers**

Current employees of the Presbytery whose positions have been eliminated may be offered a transfer to a validated position as long as it is consistent with AA/EEO goals.

### **Recruitment and Selection**

**Presbytery Leader:** After a search process determined by the Big Picture Team, a candidate will ordinarily be presented by the search committee to the Presbytery for approval. Adequate publicity must be given to the position opening throughout the denomination and robust efforts made to secure candidates from among underrepresented communities. Every effort must be made to ensure that persons who wish to recommend candidates for these positions have ample opportunity to place names in candidacy.

**Stated Clerk:** A Stated Clerk Nominating Committee shall be comprised of a representative of the Presbytery Committee on Representation, a representative of the Personnel Committee, and a person appointed by the Presbytery's Big Picture Team. The committee will bring a nomination to the

Presbytery. Near the end of a term, applications for the position may be accepted from interested persons for consideration by the Stated Clerk Nominating Committee. Annual reviews by the Personnel Committee will be conducted according to the Personnel Policies and Practices of the Presbytery. A summary of Annual Reviews for a Stated Clerk seeking re-nomination will be provided to this committee by the Personnel Committee.

**Exempt Staff:** Exempt Staff who are neither the Presbytery Leader nor the Stated Clerk are selected by the Presbytery Leader and/or their designee, with the concurrence of the Personnel Committee.

**Non-Exempt Staff:** Non-exempt staff are selected by the Presbytery Leader and/or their designee, with the concurrence of the Personnel Committee.

### **Interim/Transitional Staff**

To provide continuity of the functioning of the Presbytery, interim/transitional staff may be hired for a specified period of time to fill vacant positions until the permanent position is filled, the contract expires, or the position is abolished. Contracts may be extended if needed.

This policy is applicable to all positions whether filled by full-time or part-time.

**Position Description:** A position description shall be prepared by the Personnel Committee and approved by the Big Picture Team. The accountability of the position shall be clearly defined.

**Selection:** The authority to hire interim staff rests with the Big Picture Team. Transitional Staff persons are eligible to apply for the permanent position.

**Compensation:** The Big Picture Team will set the guidelines for compensation of Interim Staff, including benefits. Ordination status does not impact compensation. Guidelines should include consideration of:

- previous experience and knowledge
- any unique tasks the interim/transitional staff person will perform
- benchmark salaries with other similar positions with neighboring Presbyteries

**Paid Time Off (PTO)** shall be granted in accordance with existing provisions for staff

**Review of Work:** The Interim/Transitional Staff person's work shall be reviewed on an annual basis.

**Termination:** Termination for cause shall be as provided for in the Presbytery Personnel Policies and Practices.

## **OTHER EMPLOYMENT POLICIES**

### **Employee Supervision**

All employees are under the direct supervision of the Head of Staff. All employees are expected to attend monthly staff meetings to coordinate workflow.

### **Governmental Investigations**

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

- All inquiries shall be referred to the Presbytery Leader
- No information or documents of any kind will be released until the Presbytery Leader has consulted with the Stated Clerk and an attorney
- Presbytery employees shall be notified by the Presbytery Leader whenever any information pertaining to them is released to an investigating agency
- If the inquiry is about the Presbytery Leader, it shall be referred to the Personnel Chair

## **Nepotism**

To affirm and facilitate equal opportunity for all employees and employment candidates, care will be exercised in the employment and assignment of persons who are direct relatives of current Presbytery employees.

## **Workplace Sexual Harassment**

All employees have a right to work in an environment free from any type of discrimination, and free from sexual harassment. The employer prohibits un-welcomed sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature which may constitute sexual harassment. Any such conduct should be reported immediately to the Presbytery Leader or Chair of the Personnel Committee. For more information see the Presbytery's *Sexual Harassment Prevention Policy*, which all employees are required to acknowledge by signed receipt.

All employees will be required to take the New York State-mandated annual training on workplace sexual harassment prevention. For detailed information about workplace sexual harassment, see the Presbytery's Sexual Harassment Policy for All Employers in New York State.

## **Sexual Misconduct**

All employees are required to take the Sexual Misconduct Prevention Training upon employment and every three years.

## **Privacy**

Employers shall establish procedures necessary to guarantee the confidentiality of medical and employment records.

## **CONFLICT OF INTEREST**

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

Gifts of greater than \$100.00 in value given to Presbytery Staff shall be reported in writing to the Personnel Committee.

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

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

## **SALARY ADMINISTRATION**

### **Salary Policies**

The Presbytery is committed to salary administration principles that provide: fair pay for the work performed; equity of payment for positions of relative value; and flexibility to address changes in organization, functions, positions, and personnel over a period of time. Salary levels will be maintained in a manner providing internal



consistency, equitably related to salaries paid by middle governing bodies and/or local market conditions, responsive to changes in the cost-of-living, and in keeping with the Presbytery's philosophy and objectives. Salaries for each position will reflect a judgment of the qualifications and experience of the appointee relative to the position requirements. Initial salaries of all Presbytery staff are set by the Big Picture Team upon recommendation from the Personnel Committee.

Persons employed in non-exempt positions shall be reimbursed for all hours over 40 per week at the rate of one-and-a-half times the regular hourly rate. Reimbursement at the overtime rate must be approved by the Head of Staff.

Those persons employed in exempt positions are not paid overtime wages for hours worked in excess of 40 hours per week, but are expected to balance their schedules to average 40 hours a week.

Persons employed in leadership positions are encouraged to participate in the work of the larger Church (Synod, General Assembly, and other bodies) as they are invited to do so, provided that participation does not consume more than 20 work days a year without prior approval of the Personnel Committee.

Annual pay notices will be provided by the Personnel Committee to employees following the budget approval by the Presbytery.

### **Economic Adjustments**

The Personnel Committee will recommend at least the cost of living increase for all staff annually. However, employees who are in the three-month probationary period as of January 1<sup>st</sup> are not eligible for the economic adjustment until the following year.

Salaries of Presbytery staff will be recommended by the Big Picture Team upon recommendation of the Personnel Committee. The Presbytery approves the annual budget, including any salary adjustments.

### **Housing Allowance**

If a staff member is eligible for a Housing Allowance in accordance with IRS Tax Code, the amount of Housing Allowance will be included in the employee's annual Letter of Understanding.

## **DEVELOPMENT OPPORTUNITIES**

### **Employee Advancement**

When positions of greater responsibility become available, current employees are to be considered if qualified.

### **Annual Study Leave for Presbytery Leader and Stated Clerk**

Up to two weeks of annual study leave with pay is encouraged and may be taken within the following guidelines:

- Study leave is not additional vacation but may be taken consecutively with vacation.
- Satisfactory provision must be made to cover the employee's work during their absence.
- Study leave, if granted, must be used within the period designated.
- These benefits are non-transferable.
- Study leave may be accumulated consistent with Presbytery's Terms of Call for Clergy, Non-installed Pastors and CPs.
- When a staff member requests study leave, it will be noted in the Personnel Minutes.

## **Study Leave for Other Employees**

It is anticipated that most study leave for administrative staff can be met through individual study programs. There is, therefore, no regular provision for study leaves with pay.

However, under special circumstances, when it can be demonstrated to be for the good of the Presbytery, as well as for the employee, the Personnel Committee may approve study leaves or tuition payment for administrative staff.

## **PERFORMANCE REVIEWS**

An annual performance review will be conducted for both exempt and non-exempt staff by the Personnel Committee. A review of new employees will be completed by the Head of Staff and one member of Personnel after a three-month probationary period.

## **PERSONNEL RECORDS**

A complete personnel file on each employee is maintained by the Personnel Committee. Materials may be added by the Presbytery Leader or Personnel Committee. These files are confidential, with access limited to persons who have authority in personnel matters and the individual for whom the file is maintained. Employees may have access to their file upon request to the Presbytery Leader. In the event of extended absence of the Presbytery Leader, the Personnel Committee Chair will act as custodian of the personnel files.

## **SEPARATION ETHICS**

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 a two-week written notice for non-exempt employees or a one-month written notice for exempt employees. At the discretion of the Personnel Committee, 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.

### **Termination With or Without Cause**

Employees may be terminated for performance, conduct, economic or other reasons. Termination will be upon the recommendation of the Head of Staff and agreement of the Personnel Committee. Employees terminated without cause will be given two weeks' severance in addition to any 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 With Cause:** Termination for cause may take place by written notice from the Presbytery Head of Staff and the Personnel Committee, which notice gives specific reasons for termination. 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 the 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.

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

### **Suspension with Pay**

If an employee is accused of unacceptable behavior (e.g., insubordination, harassment of other employees, apparent involvement in dishonest or unethical acts, etc.), the Personnel Committee 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.

In the case of alleged sexual misconduct, the Presbytery's *Policy on Sexual Ethics* will be followed.

### **Reduction of Force**

Reduction of Force is separation because of the discontinuation of a project or retrenchment in budget, or for other circumstances arising out of no fault of the employee, and is at the discretion of the employer. Written notice of such separation will come from the Presbytery Head of Staff and the Personnel Committee. At least six months' notice will be provided to exempt employees and at least three months' notice to non-exempt employees.

In addition to the period of notice, a severance allowance of up to one month may be granted; this allowance being contingent upon the employee fulfilling the duties of their position (defined in their job description) until the date they leave employment.

### **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 and medical benefits will be continued to the spouse, dependent, or estate for one month from the date on which the death occurs.

### **Exit Interview**

Ordinarily, exit interviews will be requested of all departing employees. The exit interview is a personnel process wherein the staff person who is being separated meets with the Presbytery Head of Staff and/or the Chairperson of the Personnel Committee. The interview can be initiated by the departing employee (exempt or non-exempt), by the Presbytery Head of Staff, or by the Chairperson of the Personnel Committee.

## **GRIEVANCE PROCESS**

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

### **Open Door Policy**

The Presbytery of Genesee Valley aims to maintain among its staff positive working relationships that affirm: 1) the importance of each individual; 2) their contribution to the work being done; and 3) mutual respect of employee and Head of Staff. The process also aims to provide prompt answers to questions, minimize misunderstandings, and seek resolution of differences as quickly as possible.

Private access to the Personnel Committee without the Head of Staff present will be available to employees who seek information relating to the immediate working situation, clarification of personnel policies, or who wish to share a concern about the Head of Staff's performance or their relationship to the Head of Staff.

### **Discrimination**

An employee who feels discriminated against is encouraged to contact the Presbytery Head of Staff and/or Chairperson of the Personnel Committee.

### **Sexual Misconduct, including workplace harassment**

An employee with a complaint of acts of sexual misconduct, including workplace harassment, should immediately inform the Presbytery Head of Staff or the Chairperson of the Personnel Committee who will then be guided by the Presbytery's *Policy on Sexual Misconduct* and the Presbytery's *Policy on Workplace Sexual Harassment Prevention*.

### **Informal Grievance Procedure**

In order to deal promptly and fairly with all complaints or grievances of all employees, and prior to filing a formal written grievance, the following informal process is encouraged (but not required):

- The complaining party first discusses the problem with the Head of Staff or the Personnel Committee.
- If, having ascertained that the Head of Staff has in fact been approached by the complaining party and the problem remains unresolved, the Personnel Committee schedules a meeting with the employee and Head of Staff together in order to hear the issues and to mediate between parties. The Personnel Committee meets separately with each party, privately and confidentially, if so requested by either party or deemed necessary by the Personnel Committee. Services of an outside consultant skilled in conflict resolution may be engaged by the Personnel Committee with the agreement of all parties involved and at the Presbytery's expense.

### **Formal Grievance Procedure**

If informal efforts to resolve a grievance have failed, a formal grievance may be filed by submitting a written statement to the Chairperson of the Personnel Committee, with a copy to the Presbytery Head of Staff (unless the complaint is regarding the Head of Staff) within 30 days of the time when the alleged cause of grievance took place or came to complainant's notice. Upon receipt of the completed grievance form, the following steps shall be taken:

- After consultation with the Head of Staff and the parties involved, the Personnel Committee shall review their findings with respect to the grievance and they shall then provide their decision in writing. This shall be done as expeditiously as possible, and in no case shall be transmitted to the complaining party more than two weeks from the time the written grievance was received.
- If the complaining party is dissatisfied with the decision of the Presbytery Personnel Committee, the complaining party may file an appeal within fifteen (15) days to the Big Picture Team. The Big Picture Team shall meet with all parties concerned to review the grievance. A hearing of the complaint will be arranged as expeditiously as possible and in no case is it to be later than two (2) weeks from the date of receipt of the written appeal. It can be held at the regularly scheduled meeting if it falls within the two
- (2) weeks timeline. During this meeting each party shall be given the opportunity to speak to the members of the Big Picture Team without the other parties present. Each party is to have ample opportunity to respond to the other party and provide additional evidence.
- After all information has been heard, the Big Picture Team shall make its final decision within thirty
- (30) days of the hearing.

- The decision of the Big Picture Team will be put in writing and supplied to all parties with copies to the Head of Staff within two (2) working days. The letter shall contain provision for the complaining party to indicate their acceptance or rejection of the decision. The decision of the Big Picture Team is final.

### **Right of Advocacy**

It is understood that the complaining party may arrange to have an advocate with them at all steps of the formal process, at no expense to the employer. Any person who is a member of the Presbyterian Church (U.S.A.) may serve as an advocate. The advocate may be an attorney at law or a friend within the church system who may speak on behalf of the complaining party.

### **Grievance Procedure for Job Applicants**

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

### **Permanent Record**

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

## **BENEFITS**

The Presbytery of Genesee Valley follows all employment-related State and Federal laws.

All employees, whether Full-time or Part-time, are classified as either Exempt or Non-Exempt and are also divided into the following categories for the purpose of compensation and benefits. Presbytery policies apply to all categories of personnel:

#### **Full-Time**

Full-time (40 hours) employees are eligible for medical, pension and time-off benefits, to be described in more detail in following sections.

#### **Part-Time**

An employee whose work schedule is less than full-time (fewer than 40 hours) on a full workweek basis for a continuous and indefinite period, is considered a part-time person for all compensation and benefit purposes. Part-time employees are not entitled to benefits named as effective for full-time employees in this policy, but are entitled to many other benefits.

### **Paid Time Off (PTO)**

The Presbytery of Genesee Valley provides Paid Time Off to all employees, as it understands the value and importance of time-off for employee well-being, emotional health, and productivity. Employees are encouraged and expected to use their PTO in full each year. Paid Time Off provides flexibility to use time off to meet personal needs, while recognizing individual responsibility to manage paid time off. It is up to each employee to allocate how they will use it – for vacation, caring for children, school activities, medical/dental appointments, leave, personal business, or emergencies.

## **Eligibility**

Paid time off (PTO) is available to all employees at the beginning of service. PTO for part-time employees is prorated based on the percentage of full-time equivalency time worked.

## **Calculating Leave Rate**

An employee hourly allotment for PTO is calculated based upon their full-time equivalency rate (herein referred to as FTE).

Full Time = 40 hours per week

A part-time employee's FTE is equal to the number of hours they are hired to work weekly divided by 40 hours.

*Example: Mary is hired to work 24 hours/week, her FTE is 24 hrs/40 hrs or .6 FTE. If Mary is allotted 120 hours of Paid Time Off annually at the FTE, Mary would be allotted 72 hours at her prorated level.*

## **Usage and Approval of Time Off/Leave**

The established year for taking time off or leave is the calendar year, January 1 through December 31. Unused PTO may not be carried over to the next calendar year, except with special approval.

All employee time off approvals are to be made by the Presbytery Head of Staff, except for the time off approval of the Presbytery Leader, which should be approved by the Personnel Committee.

- First Year of Service - During the first partial year of employment, PTO will be prorated within the year hired.
- Usage and Approval – Employees are encouraged to take all of their available Paid Time Off annually. All requests for Paid Time Off, Sick Leave, or other forms of leave must be approved. Requests for Paid Time Off should be made at least one month in advance, when possible.

No more than the equivalent of the employee's regularly scheduled weekly hours may be recorded as Paid Time Off or Sick Leave for any week-long period.

Employees must exhaust all accrued sick leave and PTO before moving into unpaid status, except as specifically provided in other policies such as military leave and parental leave. For example, if an employee exhausts sick leave benefits, the employee must use PTO before moving into unpaid status, unless approved in advance in writing by the Presbytery Leader or a designated representative.

Number of Years of Service PTO Credit

- 1-5 years: 120 Hours (FTE)
- 6-10 years: 160 Hours (FTE)
- 11-25 years: 200 Hours (FTE)
- 26 years and over: 240 Hours (FTE)

Minimum Increments of PTO - PTO must be used in either full- or half-day increments.

Payment at Separation – Employees whose employment ends for any reason other than termination for cause will be paid any unused earned PTO. An employee will not be paid for any unused PTO carried over from the previous year.

## **Sick Leave**

All employees are eligible for up to 96 hours (pro-rated at full-time equivalent) sick leave annually.

Sick leave will be administered as prescribed by applicable New York State laws. Employees may start using accrued leave on January 1.

- **Accrual** –Sick leave may be accrued year to year up to a maximum of 720 FTE
- **Usage** –Sick leave may be used as follows:
  - for mental or physical illness, injury, or health condition, regardless of whether it has been diagnosed or requires medical care at the time of the request for leave; or
  - for the diagnosis, care, or treatment of a mental or physical illness, injury or health condition; or need for medical diagnosis or preventive care
  - for the care of an immediate family member [see Bereavement Leave section]
  - in half-day or full-day increments
- **Approval** –An employee who cannot report to work for medical reasons must notify the Head of Staff as soon as possible; for absences of three (3) days or more an employee may be asked to provide a physician’s statement
- Employees whose employment ends for any reason shall have no claim for pay in lieu of unused sick leave; sick leave does not increase with length of service; nor is there payment for accrued but unused sick leave when an individual ends employment with the Presbytery of Genesee Valley
- Extended leave for illnesses or absences may qualify as Paid Family Leave (see separate PGV policy)

## **Holidays**

Below are the holidays for Presbytery employees (paid according to each employee’s FTE):

<b>HOLIDAY</b>	<b>WHEN HOLIDAY IS OBSERVED</b>
New Year’s Day	January 1
Martin Luther King Jr. Day	Third Monday in January
Presidents’ Day	Third Monday in February
Easter Monday	The day after Easter Sunday
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmastide	December 24- December 31
Floating Holiday	At employee’s discretion

Changes to an employee’s holiday schedule may be requested to the Head of Staff.

## **Bereavement Leave**

Employees are eligible for 3 days of paid leave following the death of a member of their immediate family. “Immediate family” is defined, in general, as: spouse, child, parent, stepparent, parent-in-law, sibling, grandparent, grandchild, sibling-in-law, child-in-law. Additional time off may be granted by the Head of Staff or the Personnel Committee if needed, including the use of accrued PTO or sick leave.

## **Jury Duty**

Jury duty will be compensated according to each employee’s FTE and will not be considered paid time off.