

## **PERSONNEL POLICIES FOR FIRST PRESBYTERIAN CHURCH Fulton, Mo**

Adopted by the session on June 18, 2013

### **General Statement of Responsibilities of the Church and its Employees**

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

The employees are to give their best possible performance in their assigned tasks; to understand their role as a representative of the church at all times and act accordingly; to make suggestions to improve operations; to act in accordance with the church's established policies and procedures, and to take initiative to present employee opinion and ideas in any appropriate forum dealing with the personnel system. For the Church and its employees to function effectively, it is necessary that each recognize its dependency on the other in harmony.

First Presbyterian Church will recruit, hire, call, train, and promote all persons in all job classifications without regard to race; creed; color; national origin; gender; age; marital status; religious affiliation, except when after careful study religious affiliation is determined to be a bona fide occupational qualification; or physical, mental or medical disability (including non-sighted) unrelated to the ability to engage in job-related activities.

First Presbyterian Church is an equal opportunity employer. The Church also acts affirmatively to expand employment opportunities, which contribute to a diverse workforce.

Missouri is an "at will" state, therefore employment is at will and maybe terminated at any time with or without cause by either the employee or the employer without notice, except for discriminatory reasons. However, every effort will be made by the employer to follow the guidelines for termination outlined in this manual.

### **A Christian Philosophy of Employment from the PCUSA Employee Handbook (page 12)**

The Presbyterian Church (USA) is a community of faith called into being by God's grace in Jesus Christ. It is made up of people called by God into a covenant relationship where the gifts of God's people are recognized and used for the purposes of God.

The Church seeks to order its institutional life by the biblical and theological themes that give it purpose and mission. These include:

- God as Creator in creating a good world, God also created human being to continue this good work.
- Human Vocation Human beings have as their chief end to glorify God and enjoy God forever. This involves a lifelong response in all aspects of life. Work, paid and unpaid, is an integral part of the believer's response to God's call. By working with integrity and responsibility toward all our neighbors and all of creation, by treating other workers and ourselves with respect, compassion, and gratitude; and by seeking forgiveness from God

- for imperfections in work, we engage in work pleasing to God. Our work thereby becomes a service to our neighbors and their work a service to us.
- Sinfulness In the fallen human state, sinfulness can be manifested in individual sloth, dishonesty, exploitation of others or lack of charity. It can also take institutional patterns of discrimination and oppression. These various forms of sinfulness need to be confessed to a gracious God and addressed in law and policy.
  - The Church as Community The church, as a witness to God's redemptive work, seeks to organize its institutional life in ways that reflect its theological visions of the Church. Although tension will continue to exist between the understanding of the Church as a community and as an institution, the direction is clear. It seeks to make work not a burden but a glad and collaborative response to Jesus' transformative life. It seeks to reflect God's creative and redemptive purposes in all life by providing not only a means of subsistence but also a way to honor human dignity and participate in community life. It seeks for its structure to reflect its policy: one that places a high value on participation and diverse representation in decision making and avoids decisions imposed by individuals. It seeks to cultivate an environment where people support one another, utilize their gifts creatively and productively, and embody the love and openness of Jesus Christ.

As an employer, the Church strives to set an example of a work community built on faith which:

- Recognizes the gifts of individuals;
- Encourages individuals and groups to their best work;
- Compensates fairly for work performed;
- Recognize the synergy and justice of a diverse workforce;
- Supports individuals and families;
- Models stewardship through efficiency and careful use of resources

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## **ORGANIZATION**

- A. All employees of the Church work under the direction of the Pastor, who may delegate specific administrative and supervisory responsibilities. The Pastor is responsible to the Administrative Committee and Session in personnel matters.
- B. The Church program staff includes pastors and music leadership, and persons whose contracts reflect that they are program staff.
- C. The Church administrative staff includes office staff, and custodial staff.
- D. Preschool staff includes the FPC Day School teachers and teacher aides. [Section II, headings B through F don't apply].
- E. Administrative staff shall report to their immediate supervisor in carrying out program related responsibilities.
- F. Refer to organizational chart for reporting relationships.
- G. The Administration Committee has the responsibility for establishing personnel policy with the concurrence of the Session and for reviewing any new job descriptions or hiring agreements for new staff. Current job descriptions shall be maintained by the Office Administrator.

## **I. WORKING HOURS AND EMPLOYEE STATUS**

- A. Office hours of the Church are from 8:30 - 3:30 p.m., Monday through Friday, with a one hour lunch period. With permission of the Senior Pastor, individual schedules may be adjusted as long as the office hours are covered.
- B. Administrative staff will conduct their work on the Church premises. Program staff will also conduct their office work on the Church premises. If circumstances require an employee to perform office work at another location, the employee must inform the Senior Pastor and Administration committee chair. Such action is to be the exception rather than the rule.
- C. Full time administrative staff will work at least 35 hours per week during normal working hours as defined in Part A, above. The sexton(s) will work each week on a schedule determined by the Administration and Property committees.
- D. Part time staff is defined as those who are employed less than 35 hours per week. If they are not temporary employees and are employed at least 26 hours a week, they are eligible for the following: holiday pay for hours that would normally be worked if the holiday falls on one of the regularly scheduled working days for that part-time employee; jury duty pay (as for full time staff); salary increases; regular pay up to forty hours; time and a half pay over forty hours in any work week for non-exempt employees; vacation and sick pay in proportion to hours worked each week; worker's compensation; social security participation; participation in the Presbyterian Church (U.S.A.) pension and medical plan and in the Church Cafeteria Plan.
- E. Part time staff who are not temporary employees but are employed less than 26 hours a week are eligible for salary increases, worker's compensation and social security participation.

- F. Temporary employees are those employed for a short time, usually less than one month. They are not paid for holidays, sick leave, or other leaves, and do not earn vacation leave during their temporary employment. They are not eligible for pension or medical benefits. If a temporary employee joins the regular staff, his/her temporary employment is not considered in computing vacation and other benefits. Social Security (FICA) taxes are paid on their salaries.
- G. Non-exempt employees receive hourly wages and are subject to wage and hour laws, i.e. overtime pay. They are required to complete a time sheet at the end of each week and submit it, ordinarily through their supervisor, to the Office administrator (or designated staff) for signature and recording.
- H. Any overtime must be approved in advance by the Pastor and Administrative committee.
- I. An exempt employee is not paid any overtime for hours worked in excess of the weekly hours for which the person is employed. Such employees are expected to manage their schedules to provide them with a minimum of one day off each week.
- J. Process of Employment:
  - 1. A written position description that accurately reflects the job functions will be developed by the Administration Committee, which must be approved by the Session.
  - 2. The Equal Employment Opportunity policy of the church shall be followed in consideration of applicants for interviews and employment.
  - 3. References shall be kept for all applicants for six months from the date of employment, in order to comply with the legal requirements for equal employment opportunity. They should be destroyed thereafter.
  - 4. Care shall be taken during the interviews to see that the privacy of the individual is protected.
  - 5. All interview questions shall be job-related.

## II. LEAVE POLICY

### A. ANNUAL LEAVE

- 1. All employees are to submit requests for leave to their supervisor.
- 2. All full time administrative staff shall be credited with two weeks of annual leave on January 1<sup>st</sup> of each year for the first five years of employment. Leave credit shall be prorated for each employee during his or her first year of employment (e.g., an employee hired on July 1 will be credited with seven days of annual leave for the balance of the year). Leave will be credited in hours based on the number of hours in an employee's normal schedule. On January 1<sup>st</sup>, following the completion of five years of employment, an additional week of paid vacation is earned (three total weeks of paid vacation). Annual leave is considered time off for rest and recreation or for personal use. No compensation shall be paid in lieu of annual leave. Annual leave may be taken after it has accrued. In rare circumstances, annual leave advances may be granted with the permission of the Pastor and Administration committee.
- 3. Administrative employees may carry forward up to 10 days of annual leave as of January 1<sup>st</sup> of each year. Unused carry forward leave above 70 hours will be deleted from the employee's leave balance.

4. Part time administrative staff working at least 26 hours per week are prorated annual leave based on the full time equivalent rate and will be compensated based on their normal pay. Employees working less than 26 hours per week are not entitled to annual leave.
5. FPC Program staff annual leave is specified in the individual terms of call.
6. FPC Administrative staff annual leave is defined in their contracts of employment.
7. When an employee is terminated, any accrued annual leave will be paid based on the employee's normal pay. If an employee has taken annual leave in excess of the amount that has been accrued up to the month of termination, the excess amount will be deducted from the employee's final paycheck, based on the employee's normal pay.

#### **B. SICK LEAVE (Program and Administrative Staff)**

1. Employees will be entitled to take sick leave in cases of personal injury or illness or illness/injury within an employee's immediate family (spouse, child, mother, father, sister, brother, grandparent, grandchild, or other family member residing in the same household). Full time employees will accrue sick leave at the rate of one day per month of employment, entitled from the original date of hire, up to a maximum of ten days per year. Part time employees who work 26 hours or more will accrue sick leave at a prorated amount based on their regularly scheduled hours of work, entitled from the original date of hire. Sick leave will be recorded in hours based on the usual number of hours per day an employee is scheduled.
2. Sick leave shall be taken in one hour or greater increments.
3. Unused sick leave can be applied to vacation leave for that year only and is recorded by the Office administrator in hours.
4. Sick leave is not available as a substitute for annual leave or leave without pay. At the discretion of the employee's supervisor, a physician's statement may be required to document illness.

#### **C. LEAVE WITHOUT PAY**

1. Leave without pay may be granted for up to six months, upon the recommendation of the supervisor and approval by the Administrative Committee. In unusual circumstances, this may be extended with the approval of the Administrative Committee.
2. Annual leave and sick leave will accrue during the paid periods of annual or sick leave but not during leave without pay.

#### **D. MEDICAL LEAVE**

1. FPC policy is to provide paid medical leave to eligible employees for medical needs. Medical leave will run concurrently with the Family Medical Leave Act.
2. Eligibility: Paid medical leave is available to all regular full-time and part-time employees. Leave for a part-time employee is prorated based on the percentage of time worked. Independent contractors are not eligible for paid leave.

3. Medical leave is available January 1 to eligible employees at the rate of ten working days per calendar year. In the first year of employment, medical leave will be prorated based on the percentage of the year worked. The rate of accrual of medical leave does not increase with length of service. Medical leave is leave without pay.
4. Use of medical leave must be approved in advance, if possible, by the employee's supervisor and Administrative committee. An employee who cannot report to work because of illness or injury must notify his/her supervisor as soon as possible. A physician's statement is required for any absences of more than three days.
5. Unused medical leave will not accumulate. Employees who terminate their employment with FPC, for any reason, shall have no claim for pay in lieu of unused medical leave.

#### **E. HOLIDAYS**

1. The following holidays will be observed by *administrative* staff:
  - New Year's Day
  - Martin L. King Jr.'s Birthday (MLK)
  - President's Day
  - Monday after Easter
  - Memorial Day
  - Fourth of July
  - Labor Day
  - Thanksgiving Day
  - Friday following Thanksgiving
  - December 24th afternoon
  - Christmas Day
  - Day after Christmas
  - Afternoon of December 31
2. If any of these holidays falls within a weekend, the Administration Committee will determine the holiday schedule at the beginning of the year. The Office administrator will post all holiday dates during the first week of January each year. Working schedules shall be arranged to properly handle the work of the Church on Christmas Eve.

#### **E. INCLEMENT WEATHER**

1. When a decision is made to close the Church office, employees are not required to make up the time.
2. The church office will be closed when Fulton Public Schools cancels school, due to inclement weather.

#### **F. DEATH IN THE FAMILY**

1. An employee may be given up to three days paid leave when there is a death in the employee's immediate family (spouse, child, mother, father, sister, brother, grandparent, grandchild, or other family member residing in the same household). Such leave will not be deducted from annual leave.

### G. PARENTAL LEAVE

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

### III. JURY DUTY

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

### IV. PERSONNEL RECORDS

- A. Background checks will be required for all staff and will be placed in the staff member's personnel folder upon employment. Background checks will include, but not be limited to, a search of criminal records, as well as the sexual offender registry.
- B. The Administrative committee chair will maintain records for program and administrative staff.
- C. Employee records shall be kept secure, and, with the exception of supervisors and appropriate review committees, access to these records is strictly controlled. Data shall be released externally only when the employee has given written permission or on a court order or subpoena. If information is to be released on a court order or subpoena, the employee is to be given written notice.
- D. All employees shall have **supervised** access to their own personnel file, upon written request to their supervisors.
- E. Monthly updates of employee leave shall be maintained by the Office administrator and will be made available to each employee. Monthly updates of leave for preschool staff will be maintained by the Preschool Director.



#### **V. PRESBYTERY, SYNOD, ASSEMBLY AND OTHER JUDICATORY WORK**

- A. Upon approval of the Pastor, the program staff shall be available to devote their services to local Churches for meetings, preaching, conferences, etc.
- B. Program staff are encouraged to become involved in Church courts and/or agencies. However, they are expected to be judicious in accepting a fair share of such work. To assure continuity in the local ministry, the Pastor shall approve acceptance of such responsibilities

#### **VI. PROBATIONARY EMPLOYMENT**

- A. The first three months of employment of administrative and FPC personnel is considered a probationary or trial period, giving the employer and employee an opportunity to evaluate interest and qualifications for the position under actual working conditions. At the conclusion of the probationary period either the employee or the employer may sever the relationship without prejudice or a negative notation on the employee's record. During the probationary period, the employee, if eligible for benefits, is enrolled in the major medical health plan carried by the Presbyterian Church USA and is entitled to accrual for annual leave and sick leave; the employee is also enrolled in the pension plan of the Presbyterian Church (USA) (see Section XIV).
- B. Prior to regular employment, a performance appraisal shall be prepared and discussed with the employee by his or her supervisor and placed in the employee's personnel file. If all requirements for regular employment are completed satisfactorily, regular employment will begin with the next pay period.

#### **VII. ANNUAL PERFORMANCE EVALUATION**

- A. Each administrative supervisor shall complete a performance evaluation annually for the person(s) under his/her supervision. Written evaluations from administrative supervisor will be shared with the Pastor prior to the evaluation of each staff member.
- C. Each staff member will have the opportunity to meet with the Administrative Committee chair to review job concerns.
- D. Copies of the written evaluations will be given to the employee and will be placed in the employee's personnel folder.

#### **VIII. SEXUAL MISCONDUCT**

- A. The church has a separate Sexual Misconduct Policy that needs to be referred to if there is an allegation of sexual misconduct by a church employee or other church member.

#### **IX. GRIEVANCE PROCEDURE**

- A. Grievances shall be submitted in writing by the employees to their supervisor and/or

Pastor. If not satisfactorily resolved, appeal in writing shall be made to the Administrative Committee. If not resolved by the Administrative Committee, an appeal in writing shall be made to the Session.

## **X. PERFORMANCE IMPROVEMENT**

- A. Unsatisfactory work or behavior should be addressed at once by the employee's supervisor. Oral feedback and discussion of steps needed to improve performance should be the first step and will be documented and placed in the employee's personnel file. Failure to improve performance as specified above will result in a written notice which is given to the employee and put into the employee's personnel file. If necessary, the supervisor's next step is to recommend dismissal to the Pastor who will bring the recommendation to the Administrative Committee, which has authority to recommend terminating the employee to the Session.

## **XI. TERMINATION**

- A. Dismissal for cause shall take place by written notice from the Pastor with the concurrence of the Administrative Committee.
- B. Notice must be given prior to termination except in the case of illegal, dishonest or unethical conduct, in which case termination may be immediate. Such notice shall be two weeks for administrative and FPC personnel and one month for program staff. Pay in lieu of these intervals may be given.
- C. Reasons for dismissal include, but are not limited to:
  - 1. unsatisfactory performance,
  - 2. insubordination in the line of assigned duties,
  - 3. neglect in the use and care of First Presbyterian Church property and/or funds,
  - 4. repeated unexcused absence and/or repeated absences or tardiness,
  - 5. illegal, dishonest or unethical conduct or
  - 6. repeated failure or refusal to observe First Presbyterian Church policies.
- D. Termination of an employee is the action of last resort when measures to improve performance (cf. Section X) have been ineffective or when the employee's conduct is such as to preclude continued employment.

## **XII. BENEFITS**

- A. All eligible program and administrative staff (those working 26 hours or more per week) are enrolled in the Pension Plan of the Presbyterian Church (USA) for which the church pays full dues. Participation begins on the date of hire.
- B. Employees shall be paid twice monthly, on the first and fifteenth day of each calendar month, for work performed in the previous two-week period.
- C. Program and administrative staff who work 26 hours or more per week, and program staff, are enrolled in the Major Medical Health Insurance Plan as provided by the Board of Pensions of the Presbyterian Church (USA). The Major Medical Health Insurance Plan is employer-paid. Participation begins on the date of hire. Enrollment in optional employee-paid dental, supplemental health and 403-b plans is available by application through the Office administrator or designated staff during open enrollment periods defined by the

Presbyterian Church U.S.A. Board of Pensions. Administrative staff receive annual leave as prescribed in Section IIA, and sick leave as prescribed in Section IIB.

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

### **XIII. INTERNET AND E-MAIL ACCESS**

- A. Employees may use an Internet email account for personal electronic correspondence, provided that it does not interfere with an employee's normal duties.
- B. First Presbyterian Church will provide access to the World Wide Web (WWW) for all Pastoral and office administrative staff and the Preschool Director. Internet access is a privilege that may be used in the normal course of church related activities. Inappropriate use of this resource will not be tolerated. Intentional use of the Internet to visit WWW sites that are not appropriate will be cause for suspension of this privilege and/or other disciplinary action.

### **XIV. SABBATICAL POLICY**

- A. The purpose of the sabbatical is to permit the full-time program staff periodically to have the opportunity for extended study, renewal and professional growth beyond that which is afforded by annual study leave and vacation. Program staff are eligible for a three-month sabbatical after every five years of service to FPC. Such sabbatical time normally occurs during the May-August period and replaces any study leave for that year. Salary and all other benefits remain unchanged.
- B. The application and review process begins when the program staff member submits a written request to the Session through the Administrative Committee, which may assist in its preparation. The submission occurs before February of the year for which the sabbatical is requested. The request outlines the plans for study, renewal and professional growth. It also indicates how the time away will help in his/her continuing service to FPC. It includes a detailed request for travel and tuition funding if needed. Finally, it includes a proposal for staffing to meet the ongoing needs of FPC without undue burden on the remaining staff, as well as the estimated financial implications of such plans. Once approved by the Session, the sabbatical is scheduled.
- C. On return from the sabbatical, the program staff member prepares a written report of the experience for the Session.

### **XV. ANNUAL COMPENSATION REVIEW**

- A. The session Administrative Committee is responsible for recommending to the session all salary increases. Salary levels shall be maintained so that they are consistent internally, responsive to changes in the cost of living, and in keeping with the church's compensation standards. Salary scales for non-exempt staff shall be in keeping with the provisions of Federal laws covering minimum wages.
- B. Compensation for all ordained staff members is the responsibility of the congregation with the approval of the presbytery.
- D. The session Administrative Committee shall conduct an annual compensation review with each member of the staff at a time other than at the performance review and prior to the

development of the annual budget. Individual salaries shall be recommended to the session.

Note: Large parts of this manual came from University Presbyterian Church's personnel manual in San Diego, CA. The manual is available at: <http://www.upcch.org/downloads/Personnel%20Manual.pdf>