

STAFF POLICIES
and
PROCEDURES
of
REDSTONE PRESBYTERY

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The Staff policies and procedures of Redstone Presbytery are founded in Christian practices of stewardship and caring. Their purpose is to provide for the maximum use of resources available to further the mission of Christ's church in the Presbytery of Redstone. In this system people are valued for their talents and skills; share their rights and responsibilities in a collegial manner; and are accountable for their actions.

A. General Provisions

1. The legal, corporate employer of all presbytery staff is the Presbytery of Redstone, a legal corporation in the Commonwealth of Pennsylvania;
2. These policies shall be applied to all employees without regard to race, creed, color, national origin, age, marital status, sexual orientation, gender, religious affiliation, political affiliation, and/or disability;
3. The staff policies for Redstone Presbytery will be determined by the presbytery upon recommendation of the Presbytery of Redstone Council (hereafter "Council") and in accordance with denominational policy;
4. All employees shall receive a copy of these policies and amendments as they are made;
5. These policies shall be reviewed at least annually by the Staff Support Committee of the Council (hereafter "Staff Support") and staff representatives to determine their continued appropriateness;
6. Exempt and Non-Exempt Employment Categories: In accordance with the Fair Labor Standards Act, there are two categories of employees - exempt and non-exempt.
 - a. Exempt employees are those on a salaried or contractual basis who are not paid overtime for hours worked in excess of forty hours per week. Exempt employees who are elected staff of the presbytery are employed and compensated according to the provisions made for those positions in the Presbytery Manual. Exempt employees who are elected staff shall be provided with a written terms of employment or terms of call, and a position description (which articulates the scope of their work.) Changes in these terms or in the position description for these staff persons will be brought to the Council and/or the presbytery by recommendation from the Staff Support Committee.
 - b. Non-exempt employees are those who are covered by the provisions of the Act relating specifically to hours of work and compensation. Non-exempt employees are employed on an hourly basis and shall be paid overtime wages for hours worked in excess of forty hours per week, when required to do so by their supervisor. Overtime compensation shall be a rate of one and one-half times the regular hourly rate. Compensatory time may be given in lieu of

overtime pay, at the discretion of the employee. When working eight hours or more in any given day, the non-exempt employee must be given a lunch period of at least one-half hour and breaks of one-quarter hour during each four hour period.

- c. Non-exempt/non-elected staff are employed for the presbytery by the Executive Presbyter and upon the authorization of the Staff Support Committee.

B. Orientation of New Employees

1. All new employees shall be entitled to an orientation period that shall consist of the following:
 - a. An explanation of what Redstone Presbytery is and does;
 - b. A thorough explanation of the staff policies of the presbytery;
 - c. A review of the administrative procedures of the office;
 - d. A review of their job description - duties, responsibilities and compensation.
2. Orientation shall be conducted by the Executive Presbyter, and/or representatives from the Staff Support Committee.

C. Employer Rights and Responsibilities

1. Rights
 - a. To establish goals and objectives consistent with the purpose and mission of the presbytery;
 - b. To establish and maintain an administrative structure that will accomplish these goals;
 - c. To establish and administer staff policies and procedures which will meet the staffing needs of the presbytery, while also creating an appropriate atmosphere of care and concern for the employees;
 - d. To establish and maintain a system for the compensation, career development, benefits, working conditions, promotions, or other needs of the employee.
2. Responsibilities
 - a. To be faithful as stewards of the mission of the presbytery, and in caring for its employees;

- b. To be an Affirmative Action employer;
- c. To provide adequate and equitable compensation for its employees;
- d. To assist employees in their career development;
- e. To conduct regular performance reviews, with all employees, related to the goals and objectives of the presbytery, so that employees are equal participants in evaluating their own performance in relation to these goals and objectives;
- f. To establish and maintain an environment of openness and trust that allows for communication related to:
 - Satisfactory work,
 - Careful, intentional response to poor performance, and
 - Resolution and reconciliation of grievances.

D. Employee Rights and Responsibilities

1. Rights

- a. To receive adequate information from which they can develop an understanding of their role and responsibility within the presbytery structure;
- b. To expect all communications and records pertaining to their employment to be treated as confidential;
- c. To be informed of the presbytery's staff and administrative policies and procedures;
- d. To receive considerate and respectful treatment, with opportunities to voice their grievances according to the procedures set forth in this document;
- e. To be afforded opportunity to express recommendations or suggestions with regard to their work and/or presbytery policies and procedures;
- f. To receive fair employment without regard to race, creed, color, national origin, age, marital status, sexual orientation, gender, religious affiliation, political affiliation, and/or disability;
- g. To receive adequate and fair compensation and other benefits;
- h. To be allowed to inspect their records, and/or to request an update of those records;
- i. To be accorded working conditions that promote the general welfare and encourage productivity for all concerned;

j. To participate in their annual performance review.

2. Responsibilities

- a. To give their best possible performance in their assigned functions, acting in accordance with presbytery policies and procedures, with a commitment to the goals and objectives as outlined in their job description.
- b. To treat everyone with whom they have contact with consideration and respect;
- c. To accept reasonable work assignments and to carry them out to the best of their ability;
- d. To provide, when requested, staffing to any group or committee when representation is needed, giving adequate time and thought to the input which they provide in these forums;
- e. To understand their role and function in the context of presbytery goals.

E. Employer/Employee Common Responsibilities

1. To honor the partnership style of working relationships, recognizing that both employer and employee are responsible to each other in the exercise of their respective rights and responsibilities.

F. Other Provisions Related to Presbytery Staffing

1. Compensation

- a. The presbytery is committed to a compensation plan that will provide:
 - Fair pay for work performed;
 - Equity of payment for positions of relative value;
 - Flexibility to meet the changes which may occur over a period of time.

2. Career Opportunities

- a. All employees will be given the opportunity to review their long and short term employment goals as part of their annual performance review. Wherever possible, employees shall be assisted in achieving their career development goals.

3. Annual Performance Review

- a. An annual Performance Review will be conducted for all staff employees in accordance with procedures developed by the Staff Support Committee.

4. Termination Policies

- a. Resignation: Voluntary separation (resignation) may take place after one month's notice in writing to the Staff Support Committee. Staff will receive the equivalent of their unused vacation time at the date of separation. No severance pay will be granted.
- b. Reduction of Force: Separation may occur due to a discontinuation of the position or budget cutbacks at the discretion of the governing body. Written notice shall be given the employee from the Staff Support Committee through the Executive. One week pay for each year of employment, with a minimum of one month's pay, shall be given to the persons affected.
- c. Suspension: Suspension occurs by recommendation of the Executive Presbyter, with concurrence of the Staff Support Committee following consultation with the staff person involved. Following the suspension there will be an investigation of the facts leading to the suspension, if requested. This investigation should be under the aegis of the Presbytery Council. The Council shall notify the person of his/her right to appear before Council, or representatives thereof, with or without an advocate, in order to provide the Council with facts and to defend his/her position. The Council shall then render a decision regarding extension of the suspension, reinstatement, or dismissal.
- d. Weapons in the Workplace: It is the policy of the Presbyterian Church (USA) to prohibit the possession, use, or display of any type of weapon, including concealed weapons, on the Employer's premises. Violations of this policy may result in immediate dismissal.
- e. Separation for Cause shall include but is not limited to:
 - Unsatisfactory performance
 - Insubordination
 - Neglect in the care and or use of property or funds
 - Drug and/or alcohol abuse
 - Sexual misconduct
 - Violation of the law

5. Grievance Process

- a. For the purpose of this policy, a complaint or grievance is an alleged violation of an approved staff policy or practice, or of an applicable state or federal law not adequately dealt with in these policies.

- b. In order to deal promptly and fairly with all complaints or grievances the following procedures shall be used:
- (i) Preliminary Complaint Procedure: Prior to filing a formal grievance, the complaining party must first discuss the problem with his/her immediate supervisor. If not satisfied with his/her supervisor's action, the complainant is to approach the Executive Presbyter, who will seek to resolve the issue with the parties involved.
 - (ii) Formal Grievance Procedure: If informal efforts to resolve a grievance have failed, a formal procedure is begun by submitting a written request to the Chairperson of the Staff Support Committee, with copies to the Executive Presbyter and the Staff Support Committee. A formal grievance must be filed within sixty days of the alleged occurrence. The Chairperson of the Staff Support Committee shall call a meeting of the committee to review the grievance with all parties concerned. It shall make a determination of the facts, and notify all parties concerned in writing of its decision.
 - (iii) If the complainant is not satisfied with the decision of the Personnel Committee, complainant may file an appeal within fifteen (15) days with the Presbytery Council which shall make the final decision. The Presbytery Council shall, through the Stated Clerk, provide its written decision on the matter to all parties involved in the dispute.
 - (iv) Written Records: A written record of all decisions and actions arrived at in any grievance procedure, formal or informal, shall be kept for seven (7) years by the Stated Clerk of the presbytery.

6. Retirement

- a. There shall be no mandatory retirement age for employees, except that Ministers of Word and Sacrament will be subject to the same provisions in the Book of Order for installed pastors at age 70 (G-0.0000). As long as physical and mental capabilities allow persons to function satisfactorily in their position they may continue to work.

7. Death in Service

- a. When the death of a staff member occurs while employed by the presbytery, the spouse or dependent shall receive a separation allowance. The amount shall be the equivalent of thirty (30) days compensation for the deceased, plus the equivalent of unused vacation time.

8. Benefits

- a. Social Security: All non-ordained personnel are covered by the Federal Old Age and Survivor's Benefits Act. The employee's share of this tax is withheld

from their wages. Ordained clergy staff will receive the same Social Security offset as installed church staff.

- b. Vacation: Vacation with pay is provided for all permanent employees. Vacations are not cumulative, but must be taken within a calendar year, except when special provisions have been made with the Executive Presbyter and/or the Staff Support Committee. Employees are entitled to a paid vacation based on their length of service with the presbytery, following the schedule shown below:
- From the first through the fifth year – 2 weeks;
 - From the sixth through the tenth year – 3 weeks;
 - From the eleventh year on – 4 weeks.
- c. Compensatory time off: Comp time is to be scheduled at the discretion of the Executive Presbyter to ensure proper functioning of the staff.
- d. The holidays for which the staff shall receive paid time off are:
- New Year's Day
 - Martin Luther King Day
 - President's Day
 - Good Friday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day and the Friday following
 - Christmas Eve and Christmas Day
 - New Year's Eve
 - One floating holiday each year (with Executive Presbyter's approval)
- e. Sick Leave: Permanent employees shall be entitled to up to ten (10) sick days per year. These days shall be cumulative up to a total of thirty (30) days. Sick leave shall be reviewed by the Staff Support Committee who may ask for a doctor's authorization, if deemed necessary, to substantiate the need for leave. Up to three (3) sick days per year may be used for illness in the family. Unused sick leave will not be paid at the end of the calendar year, nor upon termination of employment.
- f. Retirement Benefits: Permanent non-exempt employees will be eligible to establish 403(b) retirement accounts after the first 90 days of employment. The amount of presbytery's contribution to such accounts will be determined by recommendation of the Staff Support Committee and reviewed annually.
- g. Workman's Compensation Insurance: All employees of the presbytery shall be covered by the Workman's Compensation Act of Pennsylvania.

- h. Unemployment Insurance: All non-exempt employees shall be covered by the State of Pennsylvania Unemployment Program or its equivalent.
- i. Leaves of Absence, With Pay: Leaves of absence with pay may be granted under the following conditions:
 - For a regular training period with the U.S. Armed Forces of National Guard;
 - For jury duty;
 - For personal or family business or emergencies that cannot be cared for outside of business hours. Up to three (3) days per year may be used for these cases and are not cumulative;
 - For bereavement. In the case of death within the immediate family, an employee may be allowed up to three (3) days of leave with pay. Immediate family includes spouse, children, parents, grandparents, brothers, sisters, in-laws or any relative residing in the employee's home at the time of death. Upon request of the employee and under circumstances of severe emotional distress, the Executive Presbyter may approve extended time off with pay.
- j. Leaves of Absence, Without Pay: Leaves of absence without pay may be granted by the Staff Support Committee upon the recommendation of the Executive Presbyter.
- k. Maternity/Parental Leave: An employee who is the primary caregiver of a naturally born or adopted child shall be granted leave, with pay, for up to two weeks prior to the birth or adoption and up to six weeks after the birth or adoption (cumulative to six weeks total). This may be expanded to an additional six weeks, without pay, at the request of the employee. If the employee is not the primary caregiver, leave with pay may be granted up to two weeks surrounding the birth or adoption of children.

G. Part-Time Employees

1. Part-time employees are those who are employed to work less than the full weekly schedule. If they are not temporary employees and work fifteen (15) hours or more a week they are eligible for the following:
 - a. Holiday pay, if the holiday falls on one of their regularly schedule working days;
 - b. Jury duty (up to two weeks annually);
 - c. Vacation and sick pay in proportion to hours worked each week;
 - d. The presbytery does not contribute to part-time employee retirement benefits, but part-time employees may elect to establish retirement accounts based on their individual contributions;

- e. Severance allowance in proportion to hours worked.
2. If part-time employees are later placed on a full-time basis, prorated credited service will be given from the first day of their part-time employment for the purposes of sick leave, vacation and other benefits.

H. Temporary Employees

1. Those employed for a short period, usually less than three months, 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 the pension plan or other health benefits. If they work more than the normal weekly work schedule, they will be paid at the regular rate for hours up to forty (40) per week, and time and one-half for above forty (40) hours. If temporary employees join the regular staff, their temporary employment is not considered as credited service in computing entitlements to vacation and other benefits.

I. Sexual Harassment

1. It is the intention and policy of this presbytery to provide a work place free of any form of sexual harassment or sexual intimidation from any employee, including supervisors, volunteers or elected persons. Any form of sexual harassment or innuendo is unacceptable behavior within the work place and is subject to appropriate disciplinary action.
2. Sexual harassment includes, but is not limited to, unwelcome and unsolicited sexual advances, requests for sexual favors, discriminatory behavior based on gender and other undesired verbal, visual, or physical conduct of a sexual nature. In particular, sexual harassment occurs if there is:
 - a) Submission to any kind of sexual harassment is an explicit or implicit condition for employment;
 - b) Submission to, or rejection of, sexually harassing behavior is used as the basis for employment or other staff decisions affecting the recipient of such behavior.
 - c) Sexual harassment has the purpose or the effect of interfering with the recipient's work performance or of creating an intimidating, hostile, or offensive work environment.
3. Any presbytery employee who believes in good faith that there has been a violation of this policy should report the perceived violation as soon as possible, either to the Executive Presbyter or to the Chairperson of the Staff Support Committee. If the matter cannot be resolved between the parties involved, the Executive Presbyter, in coordination with the Staff Support Committee, will investigate all allegations promptly, objectively, and confidentially. If the Executive Presbyter is directly involved in the complaint, all matters are referred directly to the Staff Support Committee.

4. The presbytery will take no adverse action against any employee who, in good faith, complains of sexual harassment and will protect such employee against reprisal from other employees, to the extent possible. Disciplinary action, including dismissal when appropriate, will be taken where it is determined that sexual harassment has occurred.

J. Conflict of Interest

1. No employee of Redstone Presbytery shall accept any gift, gratuity, or grant service(s) or any special favor(s) to any person(s) or business which provide or receive goods and services, or which seeks to provide or receive goods and services to or from the presbytery.
2. If any employee is called upon to participate in a decision in which the interests of the employer conflict with his/her personal interests, the employee should abstain from participating in the decision.
3. Employees who hold other paid positions should ensure that such outside employment will not interfere with the performance of their duties for the presbytery or produce a conflict of interest in pursuit of their duties for the presbytery. Any questions regarding this should be reviewed with the Executive Presbyter and/or the Chairperson of the Staff Support Committee.
4. All employees should avoid the appearance of conflict of interest, or any other inappropriate conduct. If an employee discovers that s/he may be in a position of conflict of interest, s/he should immediately report this conflict to the Executive Presbyter.