

# **THE PRESBYTERY OF THE PINES PERSONNEL HANDBOOK**

adopted by Presbytery May 18, 2013

## **PREFACE**

In accord with the Book of Order G-3.0101, the presbytery may employ such staff as is required by the mission of the presbytery. The Presbytery of the Pines employs persons to assist its General Council and committees in carrying out the mission of the whole church within its bounds.

All staff will be employed in accord with the denominational staffing policies G-3.0104, G-3.0106 and G-3.0110.

The Personnel Committee of the Presbytery is authorized to evaluate and implement personnel policies relating to all those employed by the Presbytery of the Pines.

The process of electing executive staff and the hiring of other staff, the description of the responsibilities of each position, the method of performance review, and the manner of termination of employment are provided in the presbytery's personnel policy.

All employees are expected to serve in ways that enable the component parts of an interdependent system to work together. Staff persons advise and assist but are neither authorized nor expected to do the work assigned to the members of the presbytery.

As Reformed Christians, we believe that God calls each one to service through our vocations. We believe that each staff member whether clergy or lay is called by God to serve the presbytery and the Church through each person's work.

The staff personnel system is based on a commitment to recognize and affirm the full potential of each employee, maintaining cooperation between employer and employee.

**The purpose of this handbook is to establish personnel policies for all persons called by the Presbytery of the Pines to serve in the various categories of employment.**

This handbook applies to all employees and is intended to provide information about the presbytery's personnel policies, procedures, standards and benefits. All employees will acknowledge receipt of this handbook and will read, understand, become familiar with, and comply with the policies and standards that have been established therein (APPENDIX #1).

Employees having questions or needing additional information should speak with the Personnel Committee Moderator or the General Presbyter as supervisor and head of staff. The presbytery reserves the right to modify, supplement, rescind, or revise any policy, procedure, standard, or benefit from time to time, without notice, as it deems necessary or appropriate. This handbook and the policies within supersede any previous personnel policy.

## **GENERAL EMPLOYMENT POLICIES**

### **1.1 INTRODUCTION**

The staff personnel system is based on a commitment: a) to recognize and to affirm the full potential of each employee; and b) to develop, support and use the full range of human resource potential by securing and maintaining cooperation between employer and employee.

The Personnel Committee shall serve as an arm of the Presbytery, including but not limited to: the development of personnel policies, staff oversight, staff evaluation, staff compensation, and any and all other staffing concerns which might legitimately be brought to the Committee.

Employment is with the mutual consent of the employee and the presbytery. Consequently, both the employee and the presbytery have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at will relationship may not be modified by any oral or implied agreement. All employees are required to sign an employment agreement that specifies the terms of employment. A sample agreement is provided (APPENDIX #2).

### **1.2 Umbrella Policies**

***Smoking and Tobacco Use:*** Tobacco use is not allowed by employees in the presbytery office or vehicles at any time. A designated smoking area is available.

***Confidentiality:*** All employees must execute and abide by confidentiality agreements and other specific procedures that the presbytery has established to safeguard its confidential information. The presbytery absolutely prohibits the disclosure of confidential information to anyone outside of presbytery or anyone inside presbytery who does not have a need to know the information. The presbytery also absolutely prohibits the use of confidential information for any purpose other than in connection with presbytery's business. This includes speaking, recording, writing, and all electronic forms of communication that contains confidential information. All employees are required to sign a Confidentiality Agreement (APPENDIX #3).

***Inquiries Concerning Staff:*** No information will be given concerning staff to unknown outsiders except confirmation of employment dates and job status requested by legitimate agencies, unless the employee requests the General Presbyter to provide a reference for securing other employment.

### **2.1 EMPLOYMENT CATEGORIES**

#### **2.2 Employer**

The employer of all presbytery staff is the Presbytery of the Pines, a legal corporation in the State of Louisiana. The General Presbyter is the head of staff and supervisor of all employees. The General Presbyter has the responsibility for the oversight of office operations.

### 2.3 Exempt Staff

Positions as prescribed by federal or state labor statutes, including but not limited to those of a managerial, administrative, pastoral or professional nature, are exempt from mandatory overtime payments or compensatory leave.

### 2.4 Non-exempt Staff

Positions as prescribed by federal or state labor statutes, including but not limited to those of a clerical, technical, or service nature, are covered by provisions for overtime payments or compensatory leave.

### 2.5 Full-Time Staff

Employees of the Presbytery of The Pines who are regularly scheduled to work thirty-five (35) or more hours per week and who are employed for a period of twelve (12) months each year, are considered to be full-time staff.

### 2.6 Part-time Staff

Employees of the Presbytery of The Pines who are employed for less than thirty-five (35) hours per week or for a period of less than twelve (12) months of the year (working less than 1,000 hours per year) are considered part-time staff.

### 2.7 Temporary and Contract Staff

The Presbytery may, from time to time, hire people for a short-term, or a specifically prescribed time period. People hired as "temporary staff" accrue no benefits.

### 2.8 Probationary Period

Non-exempt staff persons are employed for an indefinite period, subject to satisfactory completion of a three-month probationary period at the beginning of employment. During the probationary period, the employee and the supervisor(s) have an opportunity to evaluate the employee's interest and qualifications for the position under actual working conditions.

Prior to regular employment, a performance appraisal is prepared and discussed with the employee by the General Presbyter. When it is determined that the employee is performing in an acceptable manner, regular employment will begin with the next pay period. Once a person becomes a regular employee of the Presbytery, that person shall be afforded the benefits of that status.

If the performance appraisal is deemed unsatisfactory by the supervisor(s) or if the employee decides not to remain, then the relationship is terminated without prejudice to either party.

## **03.00 QUALITY OF WORK LIFE**

It is the objective of the Presbytery to establish and administer a process that will insure all employees equitable working hours; necessary equipment to perform tasks; humane

treatment; and clean, pleasant and safe working conditions (to the extent these are feasible within the goals and financial capacity of the Presbytery of The Pines).

#### **04.00 COMMUNICATION**

At the time of employment the Presbytery will communicate with each employee regarding personnel policies and procedures pertinent to their employment, including identification of the offices, persons, or committees involved in the administration and oversight of the system. Changes to these policies will be communicated to the staff.

#### **05.00 POSITION DESCRIPTIONS**

A description for each position approved by the Personnel Committee shall be prepared by the General Presbyter in consultation with the supervisor(s), appropriate committee(s), or other entities. Position descriptions will be kept current through review and alteration whenever significant changes in the position responsibilities are evident or warranted by changing circumstances. Opportunity shall be given for the employee to suggest changes in the position description during the annual evaluation with his/her supervisor(s) and/or annual staffing review with the Personnel Committee. Position descriptions will include those duties regularly assigned to employees and are not intended to limit the ability of the supervisor(s) to assign additional tasks as needed to accomplish the work of the Presbytery. Each employee shall be expected to perform all duties and tasks that are assigned.

Major revision of *non-exempt* position descriptions must be approved by the Personnel Committee and the General Council. Major revisions in *exempt* position descriptions must be approved by the Personnel Committee, the General Council and the Presbytery.

### **6.1 PRINCIPLES OF PERSONNEL POLICIES AND PROCESSES**

The following principles guide the administration of all personnel policies and guidelines.

#### **6.2 Equal Employment Opportunity**

The Presbytery of the Pines will endeavor to give equal employment opportunity to qualified applicants regardless of race, color, sex, national origin, ancestry, age, veteran status, sexual orientation, or physical or mental disability (handicap) in accordance with the Form of Government (F-1.0403) and in compliance with State and Federal laws applicable to the Presbytery as employer.

Positions which require ordination or a thorough knowledge of and commitment to the beliefs and governance of the Presbyterian Church (U.S.A.) will be clearly identified.

#### **6.3 Employment Procedures**

##### **6.21 Recruitment/Selection Process**

Position and person descriptions are prepared for all exempt staff of the Presbytery. When one of these positions is to be filled, the open process of Call within the Presbyterian

Church (U.S.A.) will normally be used. Non-exempt staff positions will be filled in keeping with the Equal Employment Opportunity policy of the Presbyterian Church (U.S.A.).

#### 6.22 Terms of Call and Appointment

The General Presbyter shall be provided with a written "call." Such call shall be approved by the Presbytery. All other employees shall receive a written employment agreement specifying the terms and conditions of their employment.

#### 6.23 Compensation

The Presbytery will establish and administer a process of compensation wherein the individual employee's compensation is determined on the basis of a system of job evaluation and classification, equitable salary ranges and increments determined in light of economic factors and an annual performance review and evaluation. This process includes interpretation of the salary program to employees in describing their jobs.

#### 6.24 Overtime Pay

The Fair Labor Standards Act provides for non-exempt positions with respect to overtime.

Persons employed in non-exempt positions shall be paid overtime wages for hours worked in excess of forty (40) hours per week. Overtime pay is at the rate one-and-one-half times the regular hourly rates. All overtime work must be approved by the General Presbyter. If the normal work-week is less than forty (40) hours, all hours worked up to forty (40) hours per week will be paid at the regular hourly rate, or compensatory time of an hour for each hour worked will be given in the same pay period. Compensatory time off shall be given in the same pay period in lieu of payment for hours worked in excess of forty (40) hour per week at the rate of one-and-one-half hours of compensatory time for each hour of overtime worked.

#### 6.25 Reimbursement of Expenses

The Presbytery will establish and administer a process wherein authorized expenses incurred by employees in the performance of their work assignments are reimbursed through a uniform, voucher-based system.

### **07.00 CAREER DEVELOPMENT**

The Presbytery will establish and administer a process of career development which will afford employees the opportunity to acquire new skills/knowledge, and/or refresh old skills/knowledge consonant with the needs of the Presbytery of The Pines. The Presbytery Office will maintain career development records.

The General Presbyter will receive study leave and allowances according to the approved terms of call.

All other presbytery employees will receive study leave and allowances in order to improve their job skills for the benefit of the Presbytery.

Requests for study leave for employees must have the prior approval of the General Presbyter.

## 8.1 **BENEFITS**

To assist in meeting the needs of employees, The Presbytery of The Pines offers the following fixed and elective benefits to all full and part-time employees:

### 8.2 Fixed Benefits

#### 8.11 Pension/Major Medical

All exempt staff may be enrolled in the Pension/Major Medical program of the Board of Pensions as of the effective date of their Call with the Presbytery paying the full applicable premiums.

#### 8.12 Non-Exempt Staff Social Security

Non-exempt staff will have the applicable Social Security amount withheld from their wages.

#### 8.13 Exempt Staff Social Security

Exempt employees who are ordained are considered self-employed and Federal taxes, Social Security included, are not withheld nor paid for them by the Presbytery. The Presbytery will provide an allowance equal to one-half of the estimated Social Security taxes due. This allowance shall be paid to the employee as part of the regular salary compensation schedule.

#### 8.14 Worker's Compensation

All employees shall be covered by Worker's Compensation insurance, in accordance with the law of the State of Louisiana, to provide for benefits in case of an on-the-job accident.

### 08.0160 Sick Leave

08.0161 Sick leave is defined as an absence due to personal illness or injury that keeps the employee from her/his regular work. Leave for illness is allowed to a full or part-time employee only in the cases of actual illness or disability of the employee or the illness or disability of immediate relative. An immediate relative shall be defined as a spouse, children/step-children, parent, parent-in-law, grandparent, or sibling.

08.0162 At the time of employment, a permanent employee will accrue sick leave at a rate of one (1) day per month, twelve (12) days per calendar year. Sick leave is accrued on the last workday of the month. An individual employed on or before the 15th of the month will be given credit for the entire month; one employed after the 15th of the month will not receive credit for that month. **Unused accrued sick leave may be carried over (banked) to a maximum total of ninety (90) days.** New employees begin accrual of sick leave at the time of employment; however, they may not use such accrued leave until they have completed three (3) consecutive months of employment.

08.0163 Temporary employees are not entitled to paid sick leave.

08.0164 It is in the best interest of an employee who is ill or injured that the employee not remain at work. It is the General Presbyter's responsibility to send an employee home if the employee is incapacitated.

08.0165 Time for routine doctor or dentist appointments is not to be charged to sick leave. Employees are encouraged to schedule such appointments for times not conflicting with the work schedule of the employee, if possible. If time off is required for such appointments, arrangements should be made in advance with the General Presbyter.

08.0166 Records maintained in the office of the Presbytery of the Pines will be considered valid authority for the days allotted for sick leave, number of days taken, number of days remaining, etc.

08.0167 An employee is expected to notify the Presbytery Office at the beginning of each work day during illness or injury. Exceptions to this include a serious accidental injury, hospitalization and when it is known in advance that the employee will be absent for a certain period of time.

08.0168 A medical Release Statement is to be submitted to the General Presbyter for review before the employee returns to work in the following situations:

- a. Five (5) or more consecutive work days of absence due to illness or injury;
- b. In all cases of work-related injury when the employee has been unable to work after the time of the injury; or
- c. When returning from medical leave of absence.

08.0169 At the discretion of the General Presbyter, he/she may require a doctor's excuse for any sick leave taken. Sick leave is not to be used to extend weekends, holiday periods, or vacation.

08.01610 In the case of a work-related accident or injury, the Presbytery will compensate an employee for any lost work hours beginning on the date of the injury, and for the next five (5) days of scheduled work time lost as a result of the accident or injury. Such compensation shall be at the per hour or per diem rate of wage or salary being paid to the employee at the time of the work related accident. The employee's sick leave is not used for the first five days of absence due to a work related accident. The employee must then use accumulated sick leave in conjunction with Worker's Compensation or other disability income to achieve full pay for as long as possible. However, at no time can the combination of all the above exceed normal earnings.

08.01611 Unused sick leave will be forfeited upon termination. At the discretion of the General Presbyter, an employee will be allowed to overdraw sick leave up to five (5)

working days in excess of the amount earned. Such approval will only be granted in cases of serious illness, on the condition, in writing and signed by the employee, that overdrawn sick leave will be deducted from the employee's final paycheck upon termination. (All advance sick leave will be deducted from any future accrual of sick leave. The dollar equivalent of the sick leave owed to the Presbytery, based upon current rate of compensation, will be deducted from the employee's final check when an employee terminates).

08.01612 Sick leave is not earned while an employee is on leave of absence.

### 8.17 Maternity Leave

Paid maternity leave may be granted for up to six (6) weeks. Additional time may be taken under the unpaid leave of absence policy. A medical release statement must accompany the employee's return to work after maternity leave.

### 8.18 Parental Leave

At the discretion of the General Presbyter, paid parental leave associated with the birth, adoption or guardianship of a child may be granted, upon request, for a period not to exceed ten (10) working days. Additional time may be taken under the unpaid leave of absence policy.

## 9.1 **LEAVES OF ABSENCE, WITH PAY**

Leaves of absence, with pay, for all regular employees are provided under the following circumstances:

9.2 Up to ten (10) working days, annually, for regular training in the U.S. Armed Forces.

9.3 Up to ten (10) working days, annually, for jury duty. In exceptional cases, the General Presbyter may grant additional leave of absence with pay for jury duty. When serving on jury duty, with paid leave of absence, any and all jury duty pay, paid by the court(s), shall be surrendered to the Presbytery.

9.4 Up to five (5) working days in case of death in the immediate family (spouse, child, parents, parents-in-law, siblings). Additional time may be taken under the unpaid leave of absence policy.

9.5 Adequate time off for voting when election hours and work schedules create a hardship for employees.

9.6 Time off the job will be permitted (not to exceed the equivalent of 5 days per year), with the approval of the General Presbyter for personal or family emergencies, including illness of a member of the employee's immediate family (spouse, child, parents, parents-in-law).

9.7 Reasonable time off will be permitted for parent-teacher conferences twice per year, with the approval of the General Presbyter.



9.8 Each employee shall receive one paid day off, each year, if needed, for personal use. The employee need only inform the General Presbyter of the request for the day off, at least one working day in advance. This personal day cannot be carried over into the following year.

9.9 Each employee will be granted up to five days paid leave each year to participate in the work of committees, units, or task groups of the governing bodies of the Presbyterian Church (U.S.A.) and/or related institutions.

### **10.1 LEAVES OF ABSENCE, WITHOUT PAY**

Leaves of absence without pay for all regular employees are provided under the following conditions with the approval of the General Presbyter.

10.2 For military service, beyond the ten days available under section 09.01 of this policy. Upon return every effort will be made to place the employee in a position of similar level, status and salary.

10.3 For personal reasons such as unusual family responsibilities.

10.4 In extraordinary circumstances, other leaves of absence without pay may be granted upon the approval of the presbytery executive.

10.5 The maximum time of leave without pay, except for military service, shall be six weeks per year.

### **11.1 EMPLOYEE ASSISTANCE POLICY**

The Presbytery of The Pines has a concern for individual employees and recognizes that employee health can adversely affect an employee's job performance. Employee assistance needed may be a result of physical, mental and/or emotional illness, marital or family distress, alcoholism or other drug dependencies, financial, legal or other stressful problems.

The Presbytery will refer the employee, at the employee's expense, for appropriate treatment of conditions as described above which may affect job performance. Any assistance given by the Presbytery will be held in confidence, and care will be taken to protect the employee's record.

The employee assistance program offered by the Presbytery will include:

11.2 A referral service for appropriate treatment of health conditions affecting job performance.

11.3 An assurance that employment will not be jeopardized while the employee is receiving appropriate treatment in order to maintain satisfactory job performance.

11.4 Confidential records.

11.5 Respect for employees who have been referred to such assistance.

11.6 An atmosphere that encourages, but is not limited to, self referrals.

11.7 Training for supervisory personnel to implement the intention of the employee assistance policy.

## 12.00 **DEATH IN SERVICE**

In the event of death of an employee, the salary of that person will be continued to the spouse or dependent(s) for four (4) weeks from the date on which the death occurs.

## 13.1 **VACATIONS**

13.2 Exempt employees shall receive annual vacation in accord with the Presbytery approved terms of call. (The first year shall be prorated for the portion of the calendar year employed.)

13.3 Non-exempt employees shall earn annual vacation for a calendar year as follows: Two weeks per year for the first five years of employment. (The first year shall be prorated for the portion of the calendar year employed.) Three weeks per year after five years of employment. Four weeks per year after ten years of employment.

13.4 Vacation time may not be carried over to next calendar year.

13.5 Vacation plans should be submitted to the General Presbyter at least one month in advance for approval.

13.6 Conflicts in vacation schedules will be resolved with preference being given to the employee with the longest tenure of employment by the Presbytery.

13.7 The employee may arrange with the Treasurer to receive, before leaving on vacation, an advance payment of any salary which will become payable during the absence on vacation.

## 14.00 HOLIDAYS

14.01 Twelve (12) paid holidays will be given to all full-time office employees of the Presbytery of The Pines, as follows:

- New Year's Day
- Martin Luther King, Jr. Birthday
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- December 24, 25, 26

14.2 All holidays must be taken on the day designated.

14.3 When a holiday falls on a Saturday or Sunday, it will be observed as a holiday on the nearest Friday or Monday, respectively.

## 15.00 EVALUATION AND REVIEW

All employees of the Presbytery have position descriptions. The Personnel Committee is charged with doing an annual evaluation and review of employees based upon the position description. The Annual Evaluation and Review will take place according to a process designed by the Personnel Committee and approved by the General Council. All staff members are expected to cooperate in the annual evaluations and reviews.

## 16.1 GRIEVANCE PROCESS

The Presbytery seeks to foster within its staff working relationships that affirm the importance of each individual and her/his contribution to the work being done, encourage mutual respect of employee and supervisor(s), provide prompt answers to questions, minimize misunderstandings, and seek resolutions of differences as quickly as possible. It is the Presbytery's policy to facilitate the development of open, orderly channels of communication between all levels of management. Employees are encouraged to take initiative in seeking answers to their questions or solutions to their work-related problems through immediate discussion with the General Presbyter. The General Presbyter is expected to maintain an open door to employees responsible to them; to encourage communication with them giving prompt attention to their suggestions, and to provide active assistance in dealing with their concerns or complaints.

## 16.2 Preliminary Complaint Procedure

Prior to filing a formal written grievance, preliminary steps are to be taken:

- a. The complaining party must first discuss his/her problem with the General Presbyter.
- b. If not satisfied with the General Presbyter's action, the complaining party is to approach the moderator of the Personnel Committee, who will seek to resolve the issue in consultation with all parties involved.
- c. In the event that the General Presbyter is perceived to be part of the problem, the matter is to be taken to the Personnel Committee, which will seek to resolve the issue in consultation with all parties involved.

### 16.3 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 moderator of the Personnel Committee, with a copy to the General Presbyter. Formal grievances must be filed within forty-five (45) days of the alleged grievance. The moderator of the Personnel Committee shall call a meeting of the Committee, which shall review the grievance with all parties concerned. It shall make a determination of the grievance and shall supply all parties with a written record of the decision.

### 16.4 Written Records

A written record of all complaints and decisions arrived at in all meetings shall be kept. Letters of decision shall contain provision for the complaining party to indicate his/her acceptance or rejection of the decision.

## **17.1 SEPARATION OF EMPLOYMENT**

The term "separation" shall refer to any and all terminations of the relationship between an employee and the Presbytery of The Pines.

### 17.2 Voluntary Resignation

A voluntary choice of separation freely made by the employee may take place after two week's written notice for non-exempt employees and one month notice by exempt employees. All such employees will receive pay for accrued vacation. Vacation pay is forfeited if notice is not given.

### 17.3 Retirement

Employees should plan on a minimum of six to nine months notice before retirement.

### 17.4 Termination by Presbytery

Employment may be terminated by the Presbytery under the following circumstances:

#### 17.31 Termination for Cause

Termination or dismissal for cause may occur upon written notice from the General Presbyter and the moderator of the Personnel Committee, stating specific reasons for termination.

Termination for cause is considered to be an action of the last resort, normally taken only after remedial measures have proven ineffective or when employee conduct is such as to preclude further employment.

The following conduct is deemed sufficiently serious that, when proven after reasonable investigation, may result in immediate termination of employment.

- Misappropriation of Presbytery funds

- Insubordination in failing to carry out assigned duties

- Illegal, dishonest or unethical conduct

- Other acts which endanger the safety of persons, property or the credibility of the Presbytery

Employees may also be terminated in the event of continued violations of other Presbytery rules or policies.

Actions which, after remedial efforts have failed to correct the problem, may result in termination include, but are not limited to:

- Unsatisfactory work performance
- Insubordination
- Neglect in the care and use of Presbytery property and/or funds
- Excessive absences or tardiness
- Failure to observe Presbytery policies
- Physical or emotional harassment of others
- Sexual Harassment

Employees terminated for cause will not be eligible for severance benefits but will be paid unused, accrued vacation. The General Presbyter and/or Personnel Committee may elect to provide additional pay in lieu of notice.

### 17.32 Reduction in Force

If the Presbytery, because of a fundamental change in long-range objectives, reorganization changes, or a serious change in financial outlook is required to make a reduction in work force, the decisions and procedures by which staff members will be released will be fairly and consistently applied to all employees. Written notice shall be issued by the General Presbyter and the moderator of the Personnel Committee. Such notice will include the announcement of the reduction and reasons for it. Employees terminated through a Reduction in Force shall receive a severance allowance in accord with the established severance schedule.

### 17.4 Termination without Prejudice

Employees may be terminated without prejudice for reasons which the General Council for non-exempt employees or the Presbytery for exempt employees, in its discretion deems sufficient, upon the recommendation of the employee's supervisor(s) and the written approval of the General Presbyter.

Employees terminated without prejudice will be entitled to notice, or pay in lieu of notice, pay for accrued vacation time and consideration of severance allowances.

### 17.5 Severance Schedule

A severance allowance will be given in relation to the length of continuous service to the Presbytery of the Pines. The severance allowance will be based upon the rate of wage or salary at the time of severance:

Up to 3 years	0	days
3 years to 5 years	10	days
5 years to 10 years	15	days
10 years to 20 years	20	days
20 years to 25 years	25	days
25 years and up	30	days

## 17.6 Suspension

Unacceptable behavior (e.g., insubordination, harassment of other employees, involvement in dishonest or unethical acts) may result in suspension of the employee with the concurrence of the General Presbyter and/or the moderator of the Personnel Committee, after verification and evaluation of the circumstances.

Suspension shall be without pay in circumstances where an offense has been clearly established which requires disciplinary action, but does not warrant immediate dismissal. Normally, suspension will be invoked after verbal and written warnings are issued to the employee regarding inappropriate conduct on the job.

Suspension shall be considered a warning to the employee that repetition of such conduct would subject the employee to dismissal. Suspension without pay may be for a period of up to ten (10) working days. Notice of the reason for the suspension must be given to the employee in writing.

## 18.1 **SALARY ADMINISTRATION**

### 18.2 Principles

The Presbytery of The Pines is committed to salary administration that will provide fair pay for the work performed. To the extent feasible, the Presbytery will seek to maintain salary levels in a manner which are consistent with the pay scale appropriate to the factored rating for the position.

### 18.3 Position Evaluation

Annually, the General Presbyter and the Personnel Committee will conduct a staffing review based on Presbytery established goals. All positions will be evaluated on the basis of job descriptions. The Personnel Committee will recommend to General Council and/or to Presbytery any changes in position descriptions, staff deployment, and changes in staffing levels.

### 18.4 Salary Review

All individual salaries will be reviewed, annually, by the Personnel Committee. Where there are changes in duties or responsibilities, individual salary adjustments will be based on: (not in order of priority) a) performance b) relative equity within the Presbytery of The Pines c) the employee's position in the salary range d) funds available e) cost-of-living increases

## 19.00 **SEXUAL HARASSMENT**

The Presbytery of the Pines will not allow any form of sexual harassment within the work environment. Because sexual harassment interferes with work performance, creates an intimidating, hostile, or offensive work environment; or influences or tends to affect the career, salary, working conditions, responsibilities, duties, or other aspects of career development or an employee or prospective employee; or creates an explicit or implicit term or condition of an individual's employment, it will not be tolerated.

Sexual harassment, defined in this policy, includes, but is not limited to, sexual advances,

verbal or physical conduct of a sexual nature, visual forms of a sexual nature (e.g. signs, posters and the like), or requests for sexual favors.

The General Presbyter of the Presbytery of the Pines is designated as the individual who will respond to all complaints filed with regard to sexual harassment. In addition, complaints of sexual harassment may be filed with the moderator of the Personnel Committee or the Stated Clerk of the Presbytery.

## **20.00 CONFIDENTIALITY/PRIVACY**

All files and records of a confidential nature are to be kept in locked file cabinets or secured areas under control of the General Presbyter. Only the General Presbyter, Administrative Assistant, and the moderator of the Personnel Committee will have access to these files. No information is to be released, outside accepted channels, regarding any employee without their written consent, unless otherwise required by law.

The Presbytery of the Pines recognizes the employee's right to privacy. In seeking to maintain and protect that privacy the following principles shall apply:

- A. The collection of employee information will be limited to that needed by the Presbytery for business or legal purposes.
- B. The confidentiality of all personal information in our records will be protected.
- C. All employees involved in such record keeping will be required to adhere to these policies and practices. Violations of this policy will result in disciplinary action.
- D. Employees are permitted to see the personal information maintained about them in Presbytery records. They may submit written comments in disagreement with any material contained in their record. They may submit in writing any changes needed to correct any factual information.
- E. Internal access to employee records will be limited to the General Presbyter and the moderator of the Personnel Committee. Access may also be given to third parties, including government agencies, pursuant to court order or subpoena.
- F. The Presbytery will refuse to release personal information to outside sources without the employee's written approval unless legally required to do so.

In the latter two cases, the employee will be informed prior to the disclosure when reasonably possible.

## **21.00 CONFLICT OF INTEREST**

No employee shall accept any gift, gratuity, grant service or any special favor to any person or persons or businesses which provide or receive goods and services or which seek to provide or receive goods and services to or from the Presbytery. However, minor courtesies such as luncheons, dinners or similar arrangements in connection with business discussions may be received. In addition, if an 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.

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 presbytery executive.

All employees should avoid even the appearance of conflict of interest, or any other inappropriate conduct. If an employee discovers that he/she may be in a position of conflict of interest, she/he should immediately report this conflict to the General Presbyter.

## **22.00 HONORARIA/FEES/ROYALTIES**

22.01 The Presbytery encourages its staff to grow and to seek to share insights and discoveries with the larger church. Staff members are encouraged to be judicious in the use of “working hours” in the development of materials for production or publication. Staff members shall keep their supervisor informed of the approximate amount of time given to such efforts. Compensation received for productions or publications done in part or in full during “working hours” may be retained by the staff members, as well as all non-assigned copyright privileges.

## **23.00 AMENDMENTS**

These personnel policies may be amended by recommendations made by the Personnel Committee, approved by General Council and adopted by the presbytery.



**APPENDIX #1**

**PRESBYTERY OF THE PINES  
ACKNOWLEDGMENT FORM**

I acknowledge that I have received a copy of the Presbytery of the Pines Personnel Handbook.

I understand that the manual applies to all employees and is intended to provide information about the presbytery's personnel policies, procedures, standards, and benefits.

I understand it is my responsibility to read, understand, and become familiar with the manual and comply with the policies and standards that have been established.

During the term of my employment, I agree to abide by and be bound by these policies and procedures.

I understand that the presbytery reserves the right to modify, supplement, rescind, or revise any policy, procedure, standard, or benefit from time to time, without notice, as it deems necessary or appropriate.

Should I have any questions, I will direct them to the General Presbyter or the moderator of the Personnel Committee.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



**APPENDIX #2 SAMPLE**

**PRESBYTERY OF THE PINES  
EMPLOYMENT AGREEMENT**

Between the Presbytery of the Pines and Employee Full Name

This agreement sets forth the terms and conditions under which Employee Full Name will be employed by the Presbytery of the Pines as Position Title, a non-exempt or exempt, part-time or full time, appointed or elected staff position.

**Term**

The employee is expected to serve number of hours if applicable per week. This agreement shall be effective from effective date of service through date this agreement expires as determined by the Personnel Committee. This agreement may be terminated by either party for any reason on 30 days written notice.

**Goals for the Well-Being of the Presbytery**

Purpose of position as described in the position description.

**Expectations of the Position Title**

Specific responsibilities as described in position description.

**Accountability**

As an employee of the presbyter, Position Title is accountable to the General Presbyter and the Personnel Committee in accordance with the personnel policies of the presbytery.

**Evaluation**

The General Presbyter, in consultation with the Personnel Committee will review and evaluate the work of Position Title annually or other period of time as determined by the Personnel Committee.

**Compensation and Benefits**

- Salary
- Benefits
- FICA
- Other

All compensation shall be prorated and shall terminate upon termination of this agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Presbyter Signature

\_\_\_\_\_  
Date



**APPENDIX #3**

**PRESBYTERY OF THE PINES  
CONFIDENTIALITY AGREEMENT**

I understand that the presbytery absolutely prohibits the disclosure of confidential information to any one outside of presbytery or anyone inside the presbytery who does not have a need to know the information.

I understand that the presbytery also absolutely prohibits the use of confidential information for any purpose other than in connection with presbytery's business.

I understand that discussion of member/staff information will take place only in the course of my duties and never in open areas where it might be overheard by others.

I understand that any authorized release of confidential information may be grounds for disciplinary action up to and including termination.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



**APPENDIX #4**

**PRESBYTERY OF THE PINES  
CURRENT POSITION DESCRIPTIONS**

**GENERAL PRESBYTER**

**STATED CLERK**

**TREASURER**

**ADMINISTRATIVE ASSISTANT**

**BOOKKEEPER**

**CENTRAL TREASURER**

**COMMUNICATIONS ASSISTANT**





## **JOB DESCRIPTION PRESBYTERY OF THE PINES**

Employer: The Presbytery of the Pines is the administrative and ecclesiastical authority for the fifty-seven (57) Presbyterian Church congregations within its boundaries. It is part of the Presbyterian Church (U.S.A.). The Presbytery of the Pines provides pastoral care for the congregations, ministers and ministries under its care and jurisdiction, and exercises oversight of these churches, ministers and ministries.

Title:	General Presbyter
Status:	Full Time/ Exempt
Salary:	Salaried Position
Accountability:	General Council
Oversight:	Presbytery Personnel Committee

### General Responsibilities:

1. The General Presbyter of the Presbytery of the Pines is the chief administrative and programmatic officer of the Presbytery. He/she is responsible for the administration and coordination of the Presbytery's work, and for representation of the Presbytery in relation to other governing bodies, ecumenical bodies or agencies with whom the Presbytery is related.
2. The General Presbyter is responsible for the management, program and development of the Presbytery's camp and conference centers.
3. The General Presbyter is accountable to the Presbytery through the Presbytery Council.
4. The General Presbyter is to supervise the professional and support staff of the Presbytery and have oversight of the Presbytery office. He/she is to employ support staff for positions approved by the Presbytery Council, and shall annually evaluate the support staff and provide this evaluation to the appropriate committee of the Council.

### Specific Responsibilities:

- a. To implement Presbytery decisions in matters of priorities, programs and resources.
- b. To provide staff services for Presbytery agencies, committees, mission teams and commissions.
- c. To assist the process whereby the Presbytery determines its priorities and outlines its work.
- d. To interpret the decisions and programs of the Presbytery to the general public.
- e. To develop leadership training for the moderators of Presbytery agencies and committees.
- f. To provide leadership in program development and facility usage of the Presbytery's camp and conference centers.
- g. To provide appropriate pastoral care for the ministers of the Presbytery.

Terms of Service:

This position shall be for an indefinite term. There shall be a performance review done annually.

Compensation:

Shall be established by the Presbytery upon recommendation of the Presbytery Council. Full terms of the call shall be presented to Presbytery annually.

Oversight:

The General Presbyter shall be responsible to the Presbytery through the Presbytery Council.

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Title:	Stated Clerk
Status:	Contract
Salary:	To Be Determined
Accountability:	General Council
Oversight:	Presbytery Personnel Committee

### General Responsibilities:

The Stated Clerk shall be a Teaching Elder or Ruling Elder who is eligible for membership in the Presbytery. This person shall be nominated to the Presbytery by the General Council and shall be elected at the last stated meeting of the year for a three-year term and may be re-elected to this post.

The duties of the Stated Clerk are prescribed by the Standing Rules of the Presbytery of the Pines and the Book of Order of the Presbyterian Church USA pertaining to documents and records, communications to other governing bodies, and facilitating meetings of Presbytery.

The Personnel Committee of the Presbytery of the Pines shall perform an annual performance review each year before July 1 and make any recommendations necessary to the Budget Committee, General Council and or Presbytery.

### Specific Responsibilities:

- a. Serve as Custodian of all records and historical Documents for the Presbytery.
- b. To maintain six rolls:
  1. The Roll of Teaching Elders of Presbytery.
  2. The Roll of Member-at-Large of Presbytery.
  3. The Roll of Honorably Retired Teaching Elders of presbytery
  4. The Roll of Certified Christian Educators and Certified Associate Christian Educators.
  5. The Roll of those deleted from other rolls.
  6. The Roll of Ruling Elders commissioned to particular pastoral service.
- c. To maintain six registers:
  1. Teaching Elder General Assembly Commissioners.
  2. Ruling Elder General Assembly Commissioners
  3. Presbytery Churches sending elders General Assembly
  - 4 Presbytery Youth Advisory Delegates to General Assembly and their churches.
  5. Past Moderators of Presbytery
  6. Chronological list of Teaching Elders by date of their enrollment.

- d. Prepare and maintain a full and accurate record of the proceedings of Presbytery meetings.
- e. To prepare an annual report to Presbytery indicating the ratio between the number of active resident teaching elders and ruling elders who are members of Presbytery and propose to Presbytery at its first meeting of the year ways to redress any imbalance.
- f. To prepare the docket for Presbytery meetings to be submitted to the General Council for recommendation to Presbytery.
- g. To prepare the docket for and record the minutes of Council. To have available at Presbytery meetings recent minutes of Presbytery, Synod, and General Assembly as well as the two volumes of the Presbyterian Church USA Constitution and Robert Rules of Order.
- h. To prepare and keep up-to-date a list of officers and members of all Presbytery committees, commissioners, delegates and task-force members.
- i. To notify all Presbytery members and Clerks of Session of vacant church of all forthcoming Presbytery meetings at least ten days in advance.
- j. To transmit annual statistical information for the General Assembly year-end report to all churches, tally the replies and submit such facts in a summary analysis to the first stated meeting of Presbytery each year.
- k. To provide staff support to the following committees:
  - General Council
  - Committee on Ministry
  - Committee on Representation
  - Committee on Preparation for Ministry
  - Polity Committee

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Title:	Administrative Assistant
Status:	Part-time, exempt staff
Salary / Benefits:	To Be Determined
Accountability:	General Presbyter
Oversight:	Presbytery Personnel Committee

### Position Description:

- Shall be responsible for cultivating and modeling a positive, professional, and energetic image of the Presbytery of the Pines as he/she carries out assigned duties and responsibilities at the Presbytery Office and at presbytery meetings and other presbytery events
- Provides accurate proactive information delivery to email inquiries, phone callers, and on-site visitors
- Provide administrative support for presbytery committees, i.e., send out letters, manage annual and monthly reporting, produce copies for meetings and mail/email info packets
- Work closely with Communications Assistant and Stated Clerk
- Provide administrative support to General Presbyter and Stated Clerk as needed
- Provide document circulation and archiving
- Maintain safe and efficient use of office area
- Manage office equipment and supply inventory
- Maintain accurate records, addresses, and email lists
- Sets up and coordinates registration for presbytery meetings and events
- Perform other duties as assigned

### Skills Desired:

- Effective communicator
- Professional presence
- Excellent command of English grammar, spelling and composition
- General PC skills - Word, Excel, PowerPoint
- Have personal transportation to work and to off-site work related assignments

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Title:	Bookkeeper
Status:	Part Time
Salary:	To Be Determined
Accountability:	General Presbyter
Oversight:	Presbytery Personnel Committee

### Position Description:

#### A. General Ledger

1. Oversee the preparation of bank deposits and entry into the financial software.
2. Recording of receipts and disbursements.
3. Preparation of checks for Treasurer's signature after verifying the vouchers / invoices for arithmetic accuracy, account number assigned and approving signatures.
4. Preparation of semi-monthly employee payroll checks, monthly payroll tax liability deposits; quarterly payroll tax returns; annual forms W-2s and W-3s; annual forms 1099 and 1096 and related reports.
5. Maintenance of financial files and subsidiary records.
6. Analysis of investments, interest allocation and fund balances.
7. Reconcile monthly financial accounts with bank statements.
8. Prepare quarterly financial statement for Budget and Finance Committee and Presbytery packets.
9. Prepare flexible spending reimbursement checks and maintain accounting of individual employee's flexible spending accounts.
10. Maintain fixed asset inventory listing; maintain depreciation schedule.

#### B. Mission

Provide information to churches in regard to per capita paid.

#### C. Budget

1. Assist moderators of committees by providing them with quarterly reports of receipts and disbursements within their areas of responsibility.
2. Assist in the annual preparation of the detail budget for Presbytery approval and enter into the financial software, making adjustments when directed by the appropriate Presbytery authority.

#### D. Resources

1. Annually compute and prepare a statement of per capita due for the succeeding year.
2. Maintain a record of per capita delinquencies for follow-up by the Budget and Finance Committee and correspond with churches concerning per capita status.
3. Alert Budget and Finance Committee as to funds available for investment.

#### E. Audit

1. Preparation of schedules for auditors prior to their arrival.
2. Work with auditors during the audit providing data as requested.

#### G. Maintain Corporation Records

1. File Annual Report of the Corporation with appropriate signatures and statements.
2. File any Corporation Name Changes, Statement of Change of Registered Agent and/or registered office with appropriate signature and statements.
3. Keep Bank Authorization cards current with proper signatures.

#### H. Other Responsibilities

1. Correspond with individuals regarding mission contributions over \$250.00.
2. Record volunteer donations of meeting expenses and maintain annual records to be available to them upon request for tax information.
3. Serve as resource for ACS software as needed.
4. Serve as resource to various Presbytery agencies upon request.
5. Perform other duties as assigned

#### Skills Desired:

Effective communicator  
Professional presence  
Excellent command of English grammar, spelling and composition  
Have personal transportation to work and to off-site work related assignments

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Title:	Central Treasurer
Status:	Contract
Salary:	To Be Determined
Accountability:	General Presbyter
Oversight:	Presbytery Personnel Committee

### Position Description:

- Enter into computer software the pledge to UMS for each church.
- Receive checks from churches for:
  - UMS (unified mission support)
  - Special offerings
    - Joy gift, One Great Hour Of Sharing, Birthday Offering, Witness Offering, Peacemaking, Thank Offering, Disaster Relief, Theological Education, Least Coin, Missionary Support, Mission Projects, other mission givings, Pentecost offering, synod offerings, Vera Lloyd, Evergreen Ministries, Haiti Education Foundation, Living Waters; special gifts to Camp Alabama or Camp of the Pines, Men's Mexico trip, Presbyterian Women, other special gifts to mission projects
- Enter checks into computer according to church so that each church receives credit for the gift or the UMS support
- Deposit checks in bank
- Write checks for UMS support to Presbytery of the Pines general operating fund, Synod of the Sun, and General Assembly. Included in the General Assembly check is amount for GA offerings (OGH, Joy, theological education, etc)
- Write checks for special gifts such as Vera Lloyd, Evergreen and Haiti Educational Foundation
- Enter checks into the financial software
- Have treasurer sign the checks
- Prepare listing of special offerings and which church (occasionally an individual) has given it and include with General Assembly check and Synod check so that churches get credit.
- Write letters to agencies such as Vera Lloyd, Evergreen and Haiti Education Foundation to be included with check so that the agency knows which church (or occasionally an individual) is contributing.
- Prepare spreadsheet which shows the giving of all churches broken down into categories (UMS, OGH, Joy, Birthday, etc).
- Send to all churches a quarterly record of the giving of all churches.
- Perform other duties as assigned

Skills Desired:

Effective communicator

Professional presence

Excellent command of English grammar, spelling and composition

General PC skills - Word, Excel, PowerPoint

Have personal transportation to work and to off-site work related assignments

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Title:	Communications Assistant
Status:	Contract
Salary / Benefits:	To Be Determined
Accountability:	General Presbyter
Oversight:	Presbytery Personnel Committee

### Position Description:

- Shall be responsible for cultivating and modeling a positive, professional, and energetic image of the Presbytery of the Pines as he/she carries out assigned duties and responsibilities
- Maintains presbytery website and presbytery presence on selected social media outlets
- Maintains presbytery email lists
- Produces presbytery-wide communications
- Maintains presbytery-wide video conferencing program
- Work closely with General Presbyter, Stated Clerk and Administrative Assistant
- Perform other duties as assigned

### Skills Desired:

- Effective communicator
- Professional presence
- Excellent command of English grammar, spelling and composition
- Working knowledge of Adobe products and/or HTML code would be a bonus
- Have personal transportation to work and to off-site work related assignments

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