

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

TABLE OF CONTENTS

Preamble: The Philosophy of the Personnel System 1

A Theology of Employment 1

The Style of the Personnel System..... 1

Employer Rights and Responsibilities 2

Employee Rights and Responsibilities 2

Common Responsibilities 3

Responsibility of Personnel Committee to the Constituency 3

Principles for the Development and Administration of Personnel Policies and Processes 4

Equal Employment Opportunity 4

Compensation 4

Reimbursement of Expenses 4

Career Development 4

Benefits 4

Quality of Work Life..... 4

Grievances and Complaints 4

Communication..... 4

Equal Employment Opportunity and Affirmative Action..... 4

Employment Categories, Terminology, and Procedures..... 5

Employer 5

Exempt and Non-Exempt Categories 5

Ministers of the Word 5

Elected Administrative Staff..... 5

Employment of Non-Exempt Staff..... 5

Regular Employees 5

Term of Office 6

Positions Within the Presbytery..... 6

Writing of Position Descriptions 6

Validation of Positions 6

Salary Ranges 6

Modification of Work Within a Position Description..... 6

Recruitment and Selection..... 6

Administrator..... 6

Elected Staff	6
Non-Exempt Staff	6
Internal Posting	7
Internal Transfers	7
Promotions.....	7
Credited Service.....	7
Calls for Ministers of the Word Staff	7
Other Employment Policies	7
Governmental Investigations.....	7
Training Period	8
Nepotism	8
Sexual Misconduct.....	8
Privacy	8
Conflict of Interest.....	8
Salary Administration.....	9
Salary Policies	9
Compensation for Presbytery Meetings.....	9
Adjustment of Salary Ranges.....	9
Economic Adjustments	10
Salary Review and Increments	10
Merit Salary Increases.....	10
Housing Allowance	10
Equalization of Non-Ordained Compensation.....	10
Career Opportunities	11
Career Development.....	11
Employee Development Program.....	11
Employee Advancement	11
Annual Study Leave for Exempt Staff	11
Extended Study Leave for Exempt Staff	12
Study Leave for Non-Exempt Employees.....	12
Review.....	12
Performance Reviews	12
Comprehensive Review	12
Personnel Records.....	12
Separation Practices	13
Voluntary Resignation.....	13
Termination Without Prejudice.....	13
Dismissal For Cause	13
Suspension.....	14

Reduction of Force.....	14
Death in Service.....	14
Exit Interview	15
Retirement.....	15
Grievance Process	15
Open Door Policy.....	15
Preliminary Complaint Procedure	16
Formal Grievance Procedure	16
Right of Advocacy	17
Grievance Procedure for Job Applicants	17
Written Record.....	17
Benefits17	
Social Security.....	17
Pensions.....	17
Health Insurance	17
Vacation	18
Holidays	18
Sick Leave	19
Workers' Compensation Insurance	19
On-the-Job Travel Accident Insurance	19
Off-the-job Disability Benefits Insurance	19
Unemployment Insurance	20
Libel and Slander Insurance	20
Leaves of Absence, With Pay	20
Leaves of Absence, Without Pay	20
Regular Part-Time Employees.....	20
Benefits for Temporary Employees	21
Office Procedures	21
Hours.....	21
Employee Supervision.....	21
Interim Staff Persons	21
General Provisions	21
Position Description	22
Selection	22
Compensation	22
Benefits.....	22
AA/EEO	22
Review of Work.....	22
Termination	22

Special Provisions	22
Index	23

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

44

45 **EMPLOYER RIGHTS AND RESPONSIBILITIES**

46 **Rights:**

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

57

58 **Responsibilities:**

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

82

83 **EMPLOYEE RIGHTS AND RESPONSIBILITIES**

84 **Rights:**

- 85 • To receive adequate information from which to develop an understanding of their role and function in the total
86 structure of the organization.
- 87 • To receive regular information on the quality of their performance.
- 88 • To have as much control as possible over their own career development.
- 89 • To be kept informed of proposed changes in personnel policies and procedures.
- 90 • To participate in the development of personnel policies and procedures.

- To participate in the administration of personnel policies where appropriate to insure objectivity and fairness (e.g., grievance procedures, development of job descriptions, performance review and evaluation, etc.)
- To have benefits and working conditions for the general welfare and well-being of all employees in an equitable manner.
- To receive adequate compensation and other benefits under a fair and open process.

Responsibilities:

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

COMMON RESPONSIBILITIES

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

RESPONSIBILITY OF PERSONNEL COMMITTEE TO THE CONSTITUENCY

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

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

PRINCIPLES FOR THE DEVELOPMENT AND ADMINISTRATION OF PERSONNEL POLICIES AND PROCESSES

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

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

143
144 **Compensation:** To establish and administer a process of compensation wherein the individual employee's
145 compensation is determined on the basis of a system of job evaluation and classification, uniform and equitable
146 salary scales, and increments determined in light of economic factors and performance in the position. Such a
147 process will include interpretation of the salary program to employees and participation of employees in describing
148 their jobs.

149
150 **Reimbursement of Expenses:** To establish and administer a process wherein authorized expenses incurred by
151 employees in the performance of their work assignments are reimbursed in an adequate and uniform voucher-based
152 system.

153
154 **Career Development:** To establish and administer a process of career development which will afford employees
155 the opportunity for acquiring new skills/knowledge and/or refreshment of old skills/knowledge, consonant with the
156 needs of the employing organization.

157
158 **Benefits:** To assist in meeting the needs of employees for medical services and insurance, pension coverage, regular
159 vacations, regular and special leaves, etc., consonant with the goals and financial capacity of the employer.

160
161 **Quality of Work Life:** To establish and sustain a process that assures the employee of equitable working hours,
162 necessary equipment to perform tasks, humane treatment, clean, pleasant and safe working conditions, etc., to the
163 extent these are feasible within the goals and financial capacity of the employer.

164
165 **Grievances and Complaints:** To establish and administer a process that will insure all employees a fair and
166 equitable opportunity, including the right to choose and advocate, for the hearing and resolution of
167 misunderstandings and grievances that may arise in the administration of the total personnel system.

168
169 **Communication:** Employees are entitled to communication covering personnel policies, and procedures pertinent
170 to their employment, including identification of the offices, persons or committees involved in the administration
171 and oversight of the system.

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

173
174 The Presbytery reaffirms its long-standing commitment to equal employment opportunity and affirmative
175 action. Our success as an organization depends on the full and effective use of the abilities of all employees.
176 Our objective is to maintain a work environment that encourages the personal and professional growth of
177 employees at all levels in order to provide superior service to the Presbytery.

178
179 The Presbytery of Genesee Valley is committed to providing equal opportunity in all areas of human resources
180 management: recruitment, employment, assignment, transfer, promotion, compensation, benefits and training. It is
181 the Presbytery's policy that any employee will not be discriminated against or harassed because of his/her race,
182 color, national origin, allegiance or citizenship status, creed, religion, religious affiliation (except where after careful
183 study religious affiliation is determined necessary by the Presbytery), age, sex, marital status, sexual orientation,
184 disability, veteran status or other protected status. These factors shall not affect decisions about any aspect of

185 employment or our decision about applications for employment.

186

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

191

EMPLOYMENT CATEGORIES, TERMINOLOGY, AND PROCEDURES

192

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

198

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

201

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

206

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

209

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

215

216 **Regular Employees:** New employees, who work a regular schedule of thirty-seven and a half hours per week, (or a
217 regular schedule of at least seventeen and one half hours a week) become regular employees after having completed
218 satisfactorily a three month probationary period. They are then entitled to full benefits, including credit toward
219 vacation and sick leave during the probationary period. Employees who work less than thirty-seven and 1/2 hours
220 per week or who are employed intermittently shall be considered part-time employees or temporary employees.
221 Regular part-time employees have limited benefits and temporary employees are not eligible for such benefits.

222

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

225

POSITIONS WITHIN THE PRESBYTERY

226

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

229

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

234
235 **Validation of Positions:** All new exempt administrative positions will be validated by the Presbytery on
236 recommendation of Council.

237
238 **Salary Ranges:** The positions of the Presbytery Head of Staff and all elected staff will be reviewed by the
239 Personnel Committee for the purpose of determining the salary range.

240
241 Non-exempt positions will be reviewed by the Presbytery Head of Staff in consultation with the other
242 administrative staff to whom the position reports, and Personnel Committee for the purpose of determining the
243 salary range.

244
245 **Modification of Work Within a Position Description:** In order to enable exempt employees to make full use of
246 their skills and to increase their potential abilities, position descriptions or titles will be modified by mutual
247 agreement between an employee and the Presbytery Head of Staff, in consultation with the Personnel Committee.

248

RECRUITMENT AND SELECTION

249
250 **Administrator:** The Presbytery Head of Staff will be nominated by Council to the Presbytery, unless otherwise
251 determined by the Presbytery. Adequate publicity must be given to the position opening throughout the
252 denomination and intensive efforts made to secure candidates from among racial and ethnic persons and women.
253 Every effort must be made to insure that persons who wish to recommend candidates for these positions have
254 ample opportunity to place names in candidacy.

255
256 **Elected Staff:** Other elected staff will be nominated by the Personnel Committee to Council for election, unless
257 otherwise determined by the Presbytery. In keeping with the Affirmative Action Equal Employment Opportunity
258 goals, first consideration for filling positions shall be given to current staff with special emphasis upon the
259 possibility of advancing present employees.

260
261 **Non-Exempt Staff:** Non-exempt staff are selected by the Head of Staff and/or his/her designee, in consultation
262 with the Personnel Committee in accordance with Presbytery procedures. The recruiting process should take
263 advantage of agency and governing body personnel staff services in advertising, screening and verifying
264 qualifications of candidates from within and outside the church. Efforts should also be made to actively recruit
265 minorities and women for positions where affirmative action goals call for such action.

266
267 **Internal Posting:** Notice of vacancies in exempt positions shall be announced throughout the Presbytery. This
268 announcement shall be simultaneous with external advertising and extended long enough to enable response from
269 interested employee applicants. Notice of vacancies in non-exempt positions shall be announced in order for non-
270 exempt church employees to have at least one week to permit first access to the vacancy by interested employee
271 applicants.

272
273 **Internal Transfers:** The Presbytery Head of Staff may fill a vacant position within the organization by internal
274 transfer without external advertising, as long as these are consistent with AA/EEO goals, in order to: meet special
275 needs of the Presbytery; to improve the match of persons to the demand of jobs; to provide for promotion; to secure
276 maximum utilization of their skills; to promote affirmative action equal employment opportunity.

277
278 Current employees of the Presbytery whose positions have been eliminated may be offered a transfer to a validated
279 vacant position.
280

281 **Promotions:** To provide maximum opportunity for development and advancement, it is the policy of the Presbytery
282 to promote from within whenever possible, where consistent with AA/EEO goals.
283

284 **Credited Service:** Employees who transfer within a governing body (above the session) or move from one
285 governing body staff to another without time lapse will be credited with continuous employment from their original
286 date of employment with a Presbyterian governing body or their predecessors. However, their employment
287 anniversary date, for purpose of salary and benefits, is the date of their transfer, promotion, or employment in the
288 new position. An employee's total credited service for purposes of salary administration shall include all service on
289 the staff of the General Assembly, Synod or Presbytery, without regard to breaks of service.
290

CALLS FOR MINISTERS OF THE WORD STAFF

291
292 All ministers of the word exempt staff shall be provided with a written call stating the terms of employment. Such a
293 call is to be prepared by the Presbytery. In compliance with the *Form of Government*, the call shall be submitted to
294 the minister's presbytery for approval.
295

296 Calls issued to all elected and exempt elected staff will be signed by the Stated Clerk of the Presbytery.
297

298 In accordance with the *Form of Government*, changes in terms of the call of an ordained staff member must be
299 approved by his/her presbytery.
300

OTHER EMPLOYMENT POLICIES

301
302 **Governmental Investigations:** In the event of an inquiry by the police, F.B.I., or other governmental investigation
303 agency or official concerning the work of the Presbytery, its activities, records or personnel, or in the event an
304 employee of the Presbytery is sought to be queried by such governmental agency, the following shall be the policy
305 in this area:
306

307 It shall be a condition of employment that all inquiries shall be referred to the Presbytery Head of Staff. Any
308 violation of this policy will subject employees to immediate dismissal.
309

310 No information or documents of any kind will be released until the Presbytery Head of Staff has consulted with the
311 Stated Clerk and the attorney of the Presbytery.
312

313 Presbytery employees shall be notified, by the Head of Staff, whenever any information pertaining to them is
314 released to an investigating agency.
315

316 **Training Period:** The first three months of employment of non-exempt personnel are considered a training, or a
317 trial period, giving the employee and his/her supervisor an opportunity to evaluate his/her interest and qualifications
318 for the position under actual working conditions. Prior to regular employment, the person's performance will be
319 discussed with the employee by his/her supervisor. When all requirements for regular employment are completed
320 satisfactorily, regular employment will begin with the next pay period.
321

322 **Nepotism:** To affirm and facilitate equal opportunity for all employees and employment candidates, care will be

323 exercised in the employment and assignment of persons who are direct relatives of people in the church's employ.
324 Such people should not be automatically denied employment or fair treatment in the full spirit of these policies.

325
326 However, individuals shall not be hired by or through the involvement of direct relatives, and they shall not be
327 assigned to a position where a direct relative is in a position to influence the employee's salary, promotion or other
328 aspects of personnel practice.

329
330 **Sexual Misconduct:** To affirm that all employees have a right to work in an environment free from any type of
331 discrimination, and free from sexual harassment. The employer prohibits un-welcomed sexual advances, requests
332 for sexual favors and other verbal or physical conduct of sexual nature which may constitute sexual harassment.
333 Any such conduct should be reported immediately to the Presbytery Head of Staff or Chair of the Personnel
334 Committee. For more information see the Presbytery's Sexual Misconduct Policy.

335
336 **Privacy:** Employers shall establish procedures necessary to guarantee the confidentiality of medical and
337 employment records.

338

CONFLICT OF INTEREST

339
340 It is the policy of the Presbytery to maintain high standards of integrity, honesty, impartiality, industry, and conduct
341 by employees. Avoidance of conflicts of interest, whether real or apparent, by all staff is indispensable to the
342 maintenance of these standards. Every employee and elected or appointed member will be asked annually to
343 disclose in writing and resolve any potential conflicts of interest.

344
345 No employee of the Presbytery shall accept any gift, gratuity, grant, service or any special favor from any person
346 or persons, or businesses which provide or receive goods and services or which seek to provide or receive goods
347 and services to or from the agencies, councils and governing bodies. However, minor courtesies such as luncheons,
348 dinners or similar arrangements in connection with business discussions may be received.

349
350 In addition, if an employee is called upon to participate in a decision in which the interests of the employer conflict
351 with his or her personal interests, the employee should abstain from participating in the decision.

352
353 All employees shall avoid even the appearance of conflict of interest, special interest, or any other inappropriate
354 conduct. If an employee discovers that he/she may be in a position of conflict of interest position, he/she shall
355 immediately report this conflict to his/her supervisor.

356

SALARY ADMINISTRATION

357
358 **Salary Policies:** Salaries of all positions will be determined on the basis of a position evaluation and classification
359 system recommended by the Personnel Committee and approved by Council.

360
361 The Presbytery is committed to salary administration principles which will provide: fair pay for the work
362 performed; incentive for personal achievement and growth; equity of payment for positions of relative value;
363 flexibility to meet the many changes in organization, functions, positions, and personnel over a period of time.
364 Salary levels will be maintained in a manner which results in their being consistent internally, equitably related to
365 salaries paid by external organizations, responsive to changes in the cost-of-living, and in keeping with the church's
366 philosophy and objectives.

367
368 Presbytery staff members will receive a salary that falls within the indicated salary range for his/her position.

369 Placement within a salary range should reflect a judgment of the qualifications and experience of the appointee
370 relative to the position requirements. Initial salaries of all Presbytery staff are set by Council upon recommendation
371 from the Personnel Committee.

372
373 Salary for other exempt staff will be recommended to Council by the Personnel Committee.

374
375 Initial salaries for non-exempt staff are recommended by the Personnel Committee and fixed in consultation with
376 the Presbytery Head of Staff.

377
378 Salaries will be paid on a regular basis, the pay period to be determined by the Head of Staff. Normally payroll
379 checks are disbursed no later than the first working day following the pay period.

380
381 Persons employed in non-exempt positions shall be reimbursed for hours worked in excess of 37½ hours per week
382 by receiving voluntary time off, as may be required by law. For the 2½ hours from 37½ to 40 hours, voluntary
383 time is at the regular hourly rate. For all hours over 40, voluntary time is at the rate of one-and-a-half times the
384 regular hourly rate. (Voluntary time should be used within the current pay period from the time it is earned.)

385
386 Those persons employed in exempt positions are not paid overtime wages for hours worked in excess of 37½ hours
387 per week, but are expected to manage their schedules to provide them with a day off each week. In addition to
388 work-related responsibilities which require their absence from the presbytery office, persons employed in exempt
389 positions are encouraged to participate in the work of the larger church (synod, General Assembly, and other
390 bodies) as they are invited to do so, provided that participation does not take them away from the office more than
391 20 work days a year.

392
393 Time spent in travel will be reimbursed with voluntary time on the same basis as above, except that the first hour of
394 travel time will not be covered (i.e., the average normal travel time spent getting to and from work at home base).

395
396 **Compensation for Presbytery Meetings:** Full time staff (full time being defined as 37½ hours of work per week)
397 will be compensated at the rate of time and one half of their regular hourly rate of pay; part time staff (part time
398 being defined as working less than 37½ hours per week) will be compensated at the regular hourly rate of pay.

399
400 **Adjustment of Salary Ranges:** Salary ranges for non-exempt staff positions will be reviewed annually by the
401 Personnel Committee. The review will be informed by information from the General Assembly Council, Synod, and
402 other appropriate sources.

403
404 Salary ranges for exempt staff positions are reviewed annually. Adjustments of salary ranges will be made by
405 Council upon recommendation from the Personnel Committee. Synod of the Northeast ranges for exempt
406 employees will be the guideline for Presbytery salary ranges.

407
408 **Economic Adjustments:** Each year the Personnel Committee will review salaries actually being paid to the staff of
409 Presbytery in the light of available financial resources and of changes in light of the economic conditions and the
410 cost-of-living.

411
412 On the basis of such review, the Personnel Committee will recommend to Council whether or not the economic
413 adjustment increase in actual salaries can or should be made in the subsequent year, and in what manner such
414 increases, if any, should be applied.

415
416 **Salary Review and Increments:** Any economic adjustment increases authorized by Council will be given to all
417 employees at the same time unless otherwise determined.

418
419 The salaries of non-exempt staff will be reviewed annually. Salary reviews are also made on the basis of changes in
420 duties or responsibilities which may call for reevaluation of the position.

421
422 Salaries of exempt staff will normally be reviewed annually.

423
424 **Merit Salary Increases:** No separate merit system will be administered; satisfactory performances and range
425 minimums are the criteria for economic adjustments in salary.

426
427 Salaries of Presbytery staff will be fixed by Council upon recommendation of the Personnel Committee and may
428 not be changed without specific action of Council.

429
430 **Housing Allowance:** The Internal Revenue Code provides that a minister can exclude from gross income for
431 income tax purposes any rental allowance paid as part of his/her compensation to the extent that he/she used it for
432 renting or providing a home. This is intended to apply to any ordained man or woman who has not been provided
433 with a manse.

434
435 In order to satisfy the requirement of the Internal Revenue Service relative to the Housing or Manse Allowance for
436 ordained ministers, it is understood that of the total amount of compensation paid to an ordained minister forty
437 percent (40%) is designated as a manse or housing allowance. If, however, the amount actually being spent for
438 housing, or the fair rental value as a furnished house, plus utilities (whichever is less) is greater than 40%, then the
439 employee may request the employing governing body's council to designate a larger percentage of his/her
440 compensation as a housing allowance.

441
442 If the total amount, which is designated for manse allowance, is not fully used, it is the recipient's responsibility to
443 report the balance to the Internal Revenue Service as taxable income.

444
445 **Equalization of Non-Ordained Compensation:** In order, as nearly as possible, to equalize the compensation of
446 ordained clergy and non-ordained members of the exempt staff in the U.S.A., because of the advantages provided
447 by the income tax laws in allowing an exemption for housing allowance for an ordained person, the Presbytery
448 shall be requested to purchase for each exempt non-ordained staff member a non-forfeitable annuity, using an
449 amount comparable to the tax saving represented by the housing allowance for ordained employees less the cash
450 advantage represented by the social security payments made on behalf of non-ordained employees. For the purpose
451 of this policy it is assumed that an ordained employee's exemption for housing allowance is 30% of his/her
452 compensation.

453

CAREER OPPORTUNITIES

454
455 **Career Development:** All employees will be given opportunities annually, under guidelines established by
456 the Personnel Committee to review and determine their short and long-term goals and objectives. These
457 opportunities will be an integral part of the Presbytery's Affirmative Action Program. Such an opportunity
458 will include at least the following:

- 459
- 460 • A sharing of the employee's total career (life) goals and objectives, and his/her career goals and objectives as
an employee of the Presbytery of Genesee Valley.
 - 461 • A sharing of the particular committee's goals and objectives within the context of the totality of the Presbytery.
 - 462 • A review and analysis of the employee's skills and knowledge in the light of his/her current work assignment,
463 and the employer's goals and objectives.
 - 464 • A development of possible career ladders for the employee.
 - 465 • A development of a projected program to help the employee develop new skills and knowledge, or refresh old

466 skills and knowledge, which would be helpful in achieving the agreed-upon goals and objectives.
467

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

476 An employee must have completed at least six months continual service with the Presbytery to be eligible for
477 assistance.
478

479 **Employee Advancement:** When positions of greater responsibility become available in an office, present
480 employees are to be considered if qualified or qualifiable.
481

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

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

498 Annual study leave will be administered under guidelines developed by the Presbytery upon the recommendation of
499 the Personnel Committee. These benefits are considered to be non-transferable. Study leave and allowance may be
500 cumulative from year to year for up to four years and not more than eight weeks.
501

502 **Extended Study Leave for Exempt Staff:** In order to enable exempt employees with special needs or
503 opportunities to give extended study to subject areas which will contribute to the work of the Presbytery as well as
504 to their own technical or professional development, an extended study leave, with pay, may be granted within the
505 following criteria guidelines:

- 506 • The employee must have completed five years continuous service with the Presbytery.
- 507 • At least five years must have elapsed from the time of any previous extended study leave, and at least one year
508 from any previous two weeks study leave.
- 509 • A detailed written plan of study with clearly identified goals and with end-products (such as written reports)
510 clearly set forth, must be approved by the Presbytery Head of Staff (with consultation with the Personnel
511 Committee) long enough in advance of the leave to be covered by the Presbytery's budget and staffing plans.
- 512 • The maximum length of extended study leave will be four (4) months. This may be taken in conjunction with
513 earned vacation within a particular year, but may not be combined with a "two week study leave" since an
514 employee is not eligible for both types of leave in the same year.

- 515 • The ongoing work of the particular position and the total Presbytery's functions will be primary factors in
516 considering the granting of extended study leave.

517
518 Extended study leave will be administered by the Presbytery Head of Staff under guidelines of the Personnel
519 Committee.

520
521 **Study Leave for Non-Exempt Employees:** It is anticipated that most study needs of non-exempt staff can be met
522 through in-service study programs and evening classes. There is, therefore, no regular provision for study leaves
523 with pay.

524
525 However, under special circumstances, when it can be demonstrated to be for the good of the Presbytery, as well as
526 for the employee, the Presbytery Head of Staff may approve study leaves, or in lieu of same, class charges or
527 tuition payment for non-exempt staff in line with provisions for exempt staff.

528
529 **Review:** The participation of each employee in the total career opportunities process will be an integral part of their
530 annual performance review and evaluation.

531

PERFORMANCE REVIEWS

532
533 An annual performance review and evaluation will be conducted for both exempt and non-exempt staff
534 within guidelines provided by the Personnel Committee. The annual review of the work of the Presbytery
535 Head of Staff will include an Equal Employment Opportunity review.

536
537 **Comprehensive Review:** A comprehensive review and evaluation will be conducted for exempt staff at least every
538 five years. The comprehensive review/evaluation of the Presbytery Head of Staff will be in accordance with the
539 *Form of Government* and will include an EEO review.

540
541 **Personnel Records:** A complete personnel file on each employee is maintained in the office by the supervisor under
542 which the staff person is hired. Materials may be added by the supervisor or personnel committee. These files are
543 confidential, with access limited to persons who have authority in personnel matters and the individual on whom the
544 file is maintained. Employees may have access to their file in the presence of the Presbytery Head of Staff or his/her
545 designee. Except for salary, medical and social security information which shall be retained six (6) years, these files
546 are destroyed two years following separation employment. In the event of extended absence of the Head of Staff the
547 chairperson of the Personnel Committee will be the custodian of the personnel files.

548

SEPARATION PRACTICES

549
550 The term "separation" shall refer to any and all terminations of the relationship between an employee, exempt or
551 non-exempt, and the Presbytery.

552
553 **Voluntary Resignation:** Voluntary separation (resignation) may take place after two week written notice for non-
554 exempt employees or a one month notice for exempt employees. At the discretion of the Presbytery Head of Staff
555 the period of written notice may be waived. At the date of separation there will be no severance allowance, but
556 employees will be paid cash equivalent of their unused earned vacation on a pro-rated basis figured on quarterly
557 annual salary for each quarter or part of a quarter the employee has worked in that calendar year.

558
559 **Termination Without Prejudice:** An employee's employment may be terminated by the employer for reasons
560 other than those enumerated under "Dismissal For Cause" below. Termination without prejudice will be upon the

561 recommendation of the supervisor and agreement of the Presbytery Head of Staff. Employees terminated without
562 prejudice will be entitled to notice and severance. At the date of separation there will be no severance allowance,
563 but employees will be paid cash equivalent of their unused earned vacation on a pro-rated basis figured on quarterly
564 annual salary for each quarter or part of a quarter the employee has worked in that calendar year.
565

566 **Dismissal For Cause:** Dismissal for cause may take place by written notice from the Presbytery Head of Staff
567 and the Personnel Committee, giving specific reasons for termination. Notice must be given or pay in lieu of
568 notice of up to one month for the exempt employees or up to two weeks for non-exempt employees who are
569 dismissed. Causes for dismissal may include, but are not limited to:

- 570 • unsatisfactory performance,
- 571 • insubordination, including, but not limited to refusal to do any work which the employee is capable of doing
572 and which falls within the purview of his/her position description,
- 573 • neglect in the care and use of Presbytery property and funds,
- 574 • unexcused absence,
- 575 • repeated tardiness,
- 576 • illegal conduct,
- 577 • failure to observe employer policies,
- 578 • dishonest or unethical conduct.

579
580 Discharge of an employee is always considered to be an action of last resort taken after remedial measures have
581 been proven ineffective, or when the employee's conduct is such as to preclude further employment. Written
582 documentation is required, whenever possible, prior to recommendation for dismissal. Dismissal is subject to the
583 complaint procedure as outlined in these policy guidelines.
584

585 At the date of separation there will be no severance allowance, but employees will be paid cash equivalent of their
586 unused earned vacation on a pro-rated basis figured on quarterly annual salary for each quarter or part of a quarter
587 the employee has worked in that calendar year.
588

589 **Suspension:** If unacceptable behavior (e.g., insubordination, harassment of other employees, apparent involvement
590 in dishonest or unethical acts, etc.), requires absence from the work place, the supervisor of that employee may
591 suspend the employee, in accordance with Presbytery procedure, pending verification and evaluation of the
592 circumstances. Suspended employees will receive pay during the investigation process.
593

594 Suspension without pay may be invoked by the Presbytery Head of Staff in accordance with Presbytery procedure,
595 in circumstances where an offense has been clearly established requiring disciplinary action but not warranting
596 dismissal. Such suspensions shall be considered warnings to the employee that repetition would subject the
597 employee to dismissal. Suspension without pay may be for a period of up to two weeks.
598

599 Consultation between the employee, the immediate supervisor, and the Personnel Committee, should precede
600 suspension. Notice of the reason for the suspension must be given to the employee in writing.
601

602 The employee shall be notified in writing of his or her right to use the complaint procedure as outlined in these
603 policy guidelines and shall be given the right to defend his or her position with or without an advocate but at the
604 employees own expense.
605

606 **Reduction of Force:** Separation because of the discontinuation of a project or retrenchment in budget, or for other
607 circumstances arising out of no fault of the employee, is at the discretion of the employer. Written notice of such
608 separation will come from the Presbytery Head of Staff and the Personnel Committee. Up to six months notice or
609 pay in lieu of notice will be given to exempt employees and up to three months notice or pay in lieu of notice will be

610 given to non-exempt employees.

611
612 If the position is reinstated within a period of one year, the individual who was previously employed in that position
613 will be given first opportunity for employment in that position. In addition to the period of notice a severance
614 allowance will be given in relation to the length of continuous service with the Presbytery of Genesee Valley as
615 follows:

	<u>Years of Service</u>	<u>Weeks of Severance Allowance</u>
617	less than 1	2
618	1, but less than 4	4
619	4, but less than 5	6
620	5 years and over	8
621		
622		

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

624
625 Payment of these severance allowances will terminate for any separated employees as of the date the person
626 involved finds another job and commences work.

627
628 **Death in Service:** In the event of the death of a member of either the exempt or the non-exempt staff the salary of
629 that person will be continued to the spouse, dependent, or estate for one month from the date on which the death
630 occurs.

631
632 Additional death benefits may be provided through the Board of Pensions of the Presbyterian Church (U.S.A.).

633
634 **Exit Interview:** Prior to an employee's actual departure, for any reason, an exit interview may be conducted. The
635 exit interview is a personnel process wherein the staff person who is being separated sits down with the Presbytery
636 Head of Staff and/or the Chairperson of the Personnel Committee to review the reasons that occasioned the
637 separation.

638
639 The interview can be initiated by the separation employee (exempt or non-exempt) or by the Presbytery Head of
640 Staff, or the Chairperson of the Personnel Committee. Some purposes of the interview are:

- 641 • To demonstrate to the staff person the Presbytery's support and concern for the employee as a person.
- 642 • To obtain information which the Presbytery can use to keep staff morale high and improve employee-employer
643 relations and communication.
- 644 • To obtain information which will influence the efforts of the Presbytery to keep the number of separations at a
645 minimum.

646
647 The exit interview should be arranged and conducted at a time mutually convenient to the separated staff person,
648 the Presbytery Head of Staff and/or the Chairperson of the Personnel Committee. Frankness and a free flow of
649 information should be encouraged.

650

RETIREMENT

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

656
657 Subject to normal performance standards, employees who desire to work beyond age 65 may do so. Those who
658 desire to work beyond age 70 may continue on a year to year basis subject to the following approvals:

- 659 • Presbytery Head of Staff—by action of Council.
660 • Other exempt and non-exempt employees—upon recommendation of the supervisors involved and the action of
661 Presbytery Head of Staff.

662
663 Employees who wish to plan for a gradual transition to retirement are encouraged to explore with the Presbytery
664 Head of Staff possibilities for alternative responsibilities, part-time, special project assignments, or other
665 arrangements which would be beneficial to the employee and the Presbytery.

666
667 **Early Retirement:** A Presbytery employee may retire early, but with loss of benefits. [See the provisions of the
668 Presbyterian Church (U.S.A.) Pension Plan.]
669

GRIEVANCE PROCESS

670
671 **Open Door Policy:** The Presbytery of Genesee Valley aims to maintain among its staff good working relationships
672 that affirm the importance of each individual and of his/her contribution to the work being done, encourage mutual
673 respect of employee and supervisor, provide prompt answers to questions, minimize misunderstandings, and seek
674 resolution of differences as quickly as possible.

675
676 It is the Presbytery's policy to facilitate the development of open, orderly channels of communication between all
677 levels of management. Employees are encouraged to take initiative in seeking answers to their questions or
678 solutions to their work-related problems through immediate discussion with their supervisors. In doing so, they are
679 assured by these policies of freedom from reprisal. Supervisors are expected to maintain an open door to employees
680 responsible to them; to encourage communication with them; to give prompt attention to their suggestions; and to
681 provide active assistance in dealing with their concerns or complaints.

682
683 While the supervisor is the normal avenue for an employee to raise concerns, private access to the personnel
684 committee without the supervisor present will be available to employees who seek information relating to the
685 immediate working situation, clarification of personnel policies, or who wish to share a concern about their
686 supervisor's performance or their relationship to their supervisor. Such freedom of access shall also be part of the
687 review of the supervisor.

688
689 An employee who feels discriminated against on the basis of race, creed, color, national origin, sex, age, marital
690 status, sexual orientation, religious affiliation (except when after careful study religious affiliation is determined to
691 be a *bona fide* occupational qualification), physical, mental, or medical disability unrelated to the ability to engage
692 in activities involved with the job may contact the Presbytery Head of Staff and/or Chairperson of the Personnel
693 Committee.

694
695 An employee with a complaint of acts of sexual harassment should immediately inform the Presbytery Head of
696 Staff or the Chairperson of the Personnel Committee.

697
698 **Preliminary Complaint Procedure:** For the purposes of this policy a complaint or grievance reports an alleged
699 violation of an approved personnel policy or practice or of an applicable State or Federal Law not adequately dealt
700 with in those policies or practices.

701
702 In order to deal promptly and fairly with all complaints or grievances of all employees and prior to filing a formal
703 written grievance several preliminary steps must first be taken:

- 704 • The complaining party must first discuss the problem with his/her immediate supervisor.
705 • If dissatisfied with the action, the complaining party may approach the Head of Staff or the Personnel
706 Committee who will seek to resolve the issue in consultation with all parties involved.

- 707 • If, having ascertained that the supervisor has in fact been approached by the complaining party and the
708 problem remains unresolved, the Head of Staff or the Personnel Committee shall schedule a meeting with the
709 employee and supervisor together in order to hear the issues and to mediate between parties. The Personnel
710 Committee will meet separately with each party, privately and confidentially, if so requested by either party or
711 deemed necessary by the Personnel Committee. Services of an outside consultant skilled in conflict resolution
712 may be engaged by the Personnel Committee with the agreement of all parties involved and at the Presbytery's
713 expense.
714

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

- 720 • The Personnel Committee in consultation with the Presbytery Head of Staff shall determine whether or not
721 the grievance involved an Equal Opportunity dimension. If it is determined to be an Equal Employment
722 Opportunity matter, the Director of the Office of Equal Employment Opportunity of the General Assembly
723 shall be involved in all subsequent steps in the process. Otherwise, this step will conclude the possible
724 involvement of the Office of Equal Employment Opportunity.
- 725 • After consultation with the immediate supervisor of the complaining party and after consultations as indicated
726 above, the Personnel Committee shall review their findings with respect to the grievance and they shall then
727 give their decision in writing. This shall be done as expeditiously as possible, and in no case shall be
728 transmitted to the complaining party longer than two weeks from the time the written grievance was received.
- 729 • If the complaining party is dissatisfied with the decision of the Presbytery Personnel Committee, the
730 complaining party may file an appeal within fifteen (15) days to the Council. The Council shall meet with all
731 parties concerned to review the grievance. A hearing of the complaint will be arranged as expeditiously as
732 possible and in no case is it to be later than two (2) weeks from the date of receipt of the written appeal. It can
733 be held at the regularly scheduled meeting if it falls within the two (2) weeks timeline. During this meeting each
734 party shall be given opportunity to speak to the members of Council without the other parties present. Each
735 party is to have ample opportunity to respond to the other party and provide additional evidence.
- 736 • After all information has been heard, the Council shall make its final decision within thirty (30) days of the
737 hearing.
- 738 • The decision of Council is to be put in writing and supplied to all parties with copies to the Head of Staff and
739 the employee's supervisor within two (2) working days. The letter shall contain provision for the complaining
740 party to indicate his/her acceptance or rejection of the decision. The decision of Council is final.
741

742 **Right of Advocacy:** It is understood that the complaining party may arrange to have an advocate with him/her at
743 all steps of the formal process, at no expense to the employer. Any person who is a member of the
744 Presbyterian Church (U.S.A.) may serve as an advocate. The advocate is not a paid attorney at law, but a
745 friend within the church system who may speak on behalf of the complaining party.
746

747 **Grievance Procedure for Job Applicants:** Applicants for employment who feel they have a grievance will use the
748 formal grievance procedure outlined in this document.
749

750 **Written Record:** A written record of all decisions arrived at in all meetings of the grievance process shall be kept
751 from the beginning of any informal complaint procedure to its conclusion. All letters transmitting decisions of
752 findings shall be signed by the Presbytery Head of Staff and/or the Personnel Committee Chairperson and shall
753 contain provision for the complaining party to indicate his/he acceptance or rejection of the decision.
754

BENEFITS

755
756 **Social Security:** All regular full-time, non-clergy personnel are covered by the Federal Old Age and Survivors
757 Benefits Act (Social Security). The employee's share of the tax is withheld from the wages of non-clergy persons
758 on staff. Clergy persons on staff are considered self-employed and taxes are not withheld nor paid for them.
759

760 **Pensions:** All regular full-time exempt employees who are clergy are covered under the Presbyterian Pension and
761 Benefits Plan for which full dues are paid by employing agency or if the employee is a layperson an equivalent plan
762 may be negotiated. Pension and/or annuity arrangements may be negotiated with regular non-exempt employees as
763 is appropriate.
764

765 **Health Insurance:** Major Medical protection is provided all regular full-time exempt employees under the terms of
766 the Benefits Plan of the Presbyterian Church (U.S.A.). (Same as above)
767

768 The deductible part of the Major Medical protection plan is paid directly to the exempt employee.
769

770 Non-exempt employees are covered by Workers' Compensation and Disability under New York State law.
771 Presbytery offers medical coverage, or supplemental salary towards other medical coverage on an equal basis for
772 all full-time employees at a rate recommended by the Personnel Committee.
773

774 **Vacation:** A vacation with pay is provided for all employees for rest, refreshment, and relaxation. Employees will
775 be urged to take the vacation to which they are entitled not only for the personal benefits derived therefrom, but for
776 the sake of their work effectiveness and health. For that reason, vacations are not cumulative, but must be used
777 within the calendar year, except with special approval by the Presbytery Head of Staff. While every attempt will
778 be made to schedule the vacation time as requested, the time of each employee's vacation is subject to the approval
779 of the supervisor. Requests for the same vacation period by several employees may be determined on the basis of
780 seniority or on the dates which the requests were received, earliest received being granted priority. Normally
781 requests for vacation should be made at least on month in advance.
782

783 Full-time exempt employees are entitled to one full month (22 working days) vacation per year.
784

785 Employees employed at least 21 hours a week are entitled to an annual paid vacation computed on January 1 of
786 each year varying with length of their service with the Presbytery or other Presbyterian Church (U.S.A.) governing
787 body. Vacation days may only be taken as full days. A full day is defined as a normal working day for part-time
788 employees.
789

790 During the first partial year of employment, vacation days will be pro-rated within the year hired. Upon completing
791 this period, January 1 of the following year will begin the first year of service and become the basis for determining
792 vacation days. Vacation days shall range from 10 days for the first year of service through 22 days for eleven or
793 more years of service according to the following table:
794

<u>Year of Service</u>	<u>Number of Days Vacation</u>
796 1	10
797 2	11
798 3	12
799 4	15
800 5	16
801 6	17
802 7	18
803 8	19

804	9	20
805	10	21
806	11 and over	22

807
808 In the 26th year of continuous service to Presbyterian Church (U.S.A.) governing bodies, and annually thereafter,
809 all employees will be granted a total of 27 days annual vacation.

810
811 In computing vacation benefits based on length of service, elected employees will be given credit for previous
812 regular full time employment with any governing body of the Presbyterian Church (U.S.A.) without more than 36
813 months time lapse.

814
815 Employees may arrange to receive, before they leave on vacation, an advance payment of any wages which will
816 become payable during their absence on vacation.

817
818 Above section on vacation amended March 2009

819
820 **Holidays:** All permanent employees will be paid for Presbytery holidays, in accordance with local customs
821 and laws. The following thirteen holidays will be observed each year:

822	New Year's Day	Labor Day
823	Martin Luther King, Jr.	Columbus Day
824	President's Day	Thanksgiving (Thursday & Friday)
825	Good Friday	Christmas Eve
826	Memorial Day	Christmas Day
827	July 4 th	New Year's Eve

828
829 **Sick Leave:** Whenever an employee (exempt and non-exempt) is unable to work because of personal or family
830 illness, even if it is only for a day, he/she should notify the supervisor by telephone and explain the nature of the
831 illness. Full-time employees with one or more years of service may take a total of 12 working days in any one year
832 of full time service for sick leave with pay. Employees with less than one year of service are eligible for one day per
833 month of employment. Sick leave may accumulate to a maximum of 90 working days, but may be taken only in the
834 case of illness. A doctor's certificate may be requested by the supervisor.

835
836 Time off for medical and dental appointments (up to two hours each) is granted with pay if the time is approved by
837 the supervisor. Time off for such appointments in excess of two hours will be charged against accumulated sick
838 leave allowance.

839
840 Medical and dental appointments should be scheduled early in the morning or after four o'clock in the afternoon,
841 whenever possible. **At the time of termination of employment (either voluntary or involuntary) and employee**
842 **shall have no claim for pay in lieu of unused sick leave.**

843
844 **Workers' Compensation Insurance:** All employees of the Presbytery shall be covered by the New York State
845 Workers' Compensation Law which provides for benefits in case of an on-the-job accident.

846
847 **On-the-Job Travel Accident Insurance:** All employees on Presbytery business are covered with Travel Accident
848 Insurance in the maximum amount of \$100,000. At their own expense employees may also arrange for 24-hour off-
849 the-job accident coverage for themselves plus additional coverage for their families.

850
851 **Off-the-Job Disability Benefits Insurance:** All non-exempt employees shall be eligible for partial pay during
852 absence due to injuries or illness that do not arise out of and in the course of employment according to their years of
853 service. This becomes effective after using all accumulated sick leave time during which time the employee receives

854 full pay. Upon certification by a licensed physician, disability for an accident or hospitalization will begin the first
855 day after the final day of accumulated sick leave; disability for an at-home illness will begin five (5) working days
856 after the final day of accumulated sick leave. Benefits will accrue based on years of employment as follows:

- 857 • 1-10 years of service: ½ salary until recovery or up to 26 weeks;

858
859 Exempt employees who are, according to certification of a licensed physician, temporarily disabled, and who have
860 used up their accumulated sick leave, shall receive full salary and benefits, until the total time disabled equals 90
861 days, at which time, if the disability continues, application may be made for disability benefits from the Board of
862 Pensions or other insurer.

863
864 Disability benefits caused by or arising in connection with a pregnancy will be provided as required by the
865 Worker's Compensation Law of the State of New York.

866
867 Disability benefits for permanent and total disability are provided by the Presbyterian Pension and Benefits Plan.

868
869 **Unemployment Insurance:** All Presbytery lay employees shall be covered by an unemployment insurance contract
870 in accord with the laws of NY State.

871
872 **Libel and Slander Insurance:** In the event legal suit is brought against Presbytery employees as a result of work
873 done within the scope of their employment, the Personnel Committee is authorized to provide provisions for legal
874 counsel for any staff person affected. If the staff person is the Presbytery Head of Staff, the Presbytery will
875 negotiate with the Synod for an appropriate sharing of the defense expense.

876
877 **Leaves of Absence, With Pay:** Leaves of absence, with pay, are provided under the following circumstances:

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

886
887 A request for a leave of absence is to be submitted by the employee, in writing, for review and approval by the
888 Presbytery Head of Staff in consultation with the Personnel Committee.

889
890 **Leaves of Absence, Without Pay:** Leaves of absence without pay are provided:

- 891 • For maternity leave or upon adoption of a child of up to six months for persons employed by the Presbytery for
892 at least one year. Minimum pension for the time of the leave will be fully paid by the Presbytery. Upon return
893 every effort will be made to place the employee in a position with like seniority and status if it is not possible to
894 hold open the identical position.
- 895 • For paternity leave, upon the birth or adoption of a child, or in the event of a miscarriage, up to two weeks.
896 Such leave is restricted to commencement within 60 days of the event.
- 897 • For required military service of an employee who has been with the Presbytery for three months. Upon return,
898 after normal required length of service, every effort will be made to place the employee in a position with like
899 seniority and status and salary.
- 900 • For other personal reasons such as extended maternity leave, family responsibilities, etc. Extended leaves may
901 be granted at the discretion of the Presbytery Head of Staff and the Personnel Committee. Pension dues,
902 annuity contributions, health insurance will not be paid by the Presbytery for any such leave which exceeds

903 four weeks.
904

REGULAR PART-TIME EMPLOYEES

905
906 Regular part-time employees are those who are employed to work less than the 37½ hour week. If employed at
907 least 21 hours a week they are eligible for the following:

- 908 • holiday pay, if the holiday falls on one of the regularly scheduled working days for that part-time employee,
- 909 • jury duty pay,
- 910 • salary increases,
- 911 • regular pay, up to 37½ hours; time-and-a-half pay over 37½ hours in any work week,
- 912 • vacation and sick leave time and pay shall be accrued in proportion to hours worked each week,
- 913 • workers' compensation,
- 914 • off-the-job disability benefits, where applicable,
- 915 • unemployment insurance,
- 916 • severance allowance in proportion to hours worked each week,
- 917 • Social Security.

918
919 The rules of the Presbyterian Pension and Benefits do not permit participation of part-time employees working less
920 than 21 hours per week.

921
922 If a part-time employee is later placed on full-time basis, service credit will be given from the first day of his/her
923 employment for pro-rated sick leave and vacation benefits.

924
925 This section amended March 2009
926

BENEFITS FOR TEMPORARY EMPLOYEES

927
928 Those employed for a short period, usually less than three months, are not paid for holidays, sick leave, or other
929 leaves, and do not earn vacation leave during their temporary employment. They are not eligible for the
930 Presbyterian Pension and Benefits Plan or medical insurance. If they work more than 37½ hours in one work week,
931 they will be paid at the regular rate for hours from 37½-40, and time-and-a-half for hours over 40 hours. If a
932 temporary employee joins the regular staff, his/her temporary employment is not considered in computing vacation,
933 sick leave and other benefits.

OFFICE PROCEDURES

935
936 **Hours:** The regular work week for full-time employees is thirty-seven and one-half (37½) hours. Normal office
937 hours are from 8:30 AM to 4:30 P.M. Monday through Friday. The Presbytery Head of Staff is responsible for
938 scheduling a daily lunch hour (½ hour paid, ½ unpaid) and a fifteen-minute rest period (paid) in the morning and in
939 the afternoon. The office is normally closed **for the holiday period** between Christmas Eve and New Year's Day.

940
941 **Employee Supervision:** All secretarial and office personnel are under the direct supervision of the staff member to
942 whom they are assigned. However, each employee is also part of the office "team" and may be called upon to
943 perform other functions. The assignment and coordination of all the work of the Presbytery is the responsibility of
944 the Presbytery Head of Staff, or designee.

945

946 In case of absence, the employee should promptly notify his/her supervisor. If the supervisor is not available,
947 immediately report absence to the Presbytery Head of Staff or designee.
948
949

This section amended March 2009

INTERIM STAFF PERSONS

950
951 **General Provisions:** To provide continuity of administrative and/or program services interim staff may be
952 appointed to fill vacant, approved (validated) positions, to serve until the position is filled (or abolished).
953

954 This policy is applicable to all positions whether filled by full-time, part-time, ordained or non-ordained personnel.
955

956 **Position Description:** A position description shall be prepared by the employing body. It should clearly identify the
957 kinds of accomplishments and administrative/programmatic leadership desired during the interim period. The
958 accountability of the position should be clearly defined and be consistent with the accountability provisions of the
959 *Form of Government*.
960

961 **Selection:** The selection and hiring of an interim should be in accordance with the provisions of the *Form of*
962 *Government* and/or the policy and practice of the Presbytery.
963

964 **Compensation:** Compensation should be according to the Compensation Plan. Salary administration will be in
965 accordance with regular established procedures.
966

967 **Benefits:** Housing or a housing allowance shall be provided if the appointment requires relocation. Since the
968 position is of a temporary, short-term nature, the person employed should be encouraged to seek and secure
969 temporary living quarters.
970

971 Where the person is in the Presbyterian Pension and Benefits Plan, benefits will be according to the Pension
972 Board's formula.
973

974 Vacation and continuing education benefits may be granted in accordance with existing provisions for regular staff.
975
976

977 **AA/EEO:** The Affirmative Action Equal Employment Opportunity Program established by the Presbytery shall be
978 followed in the employment of persons for interim positions.
979

980 **Review of Work:** The Presbytery shall provide for a review of the interim staff person's work on a scheduled
981 basis. The review may be conducted on the basis of regular accountability reports to the Personnel Committee.
982

983 **Termination:** Termination for cause shall be as provided for in the Presbytery Personnel Policies and Practices,
984 including consultation with the interim employee's permanent employer, if there is one.
985

986 **Special Provisions:** Interims presently retired under provisions of the Presbyterian Pension and Benefits Plan and
987 Social Security and desiring to continue to receive their pension benefits should consult with the Board of Pensions
988 regarding the applicable post-retirement service rules as they affect compensation and other entitlements.
989

990 Because of the temporary nature of interim service, special consideration should be given in the case of interims
991 who must be separated from their immediate family who are unable to relocate. Arrangements for travel or other
992 expenses for a reasonable number of visits with the family should be part of the agreement.

993
 994 If an interim is employed for a year or more and relocation is necessary, reasonable and clearly defined moving
 995 costs and temporary living expenses should be paid.
 996
 997 Reasonable and clearly defined moving expenses for personal effects should be provided for in any agreement with
 998 an interim but without providing for moving and domestic goods for the relatively short period of time an interim is
 999 employed. Under no circumstances will the Presbytery provide a second mortgage or swing loans to initiate the
 1000 purchase of housing for interim positions.
 1001

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

INDEX

Administrator..... 6
 Affirmative Action 2, 4, 5, 7
 Benefits2, 3, 4, 5, 7, 14, 22
 Board of Pensions..... 14, 19, 22
 Career development..... 4, 11
 Career opportunities 12
 Communication..... 4, 15
 Compensation..... 4, 22
 Complaints 2, 4, 16
 Comprehensive review..... 12
 Conflict of interest..... 8
 Credited service 7
 Death 14, 20
 Disability benefits insurance 19
 Dismissal..... 7, 13, 14
 Economic adjustments 10
 Elected staff..... 5, 6, 7, 8, 18
 Employee advancement 11
 Employee Development Program 11
 Employee rights and responsibilities 2
 Employer 1, 5
 Employer rights and responsibilities 2
 Equal employment opportunity.....4, 6, 12, 16, 22
 Equalization of non-ordained compensation 10
 Exempt staff 5, 7, 10, 12, 13, 14, 17, 18, 19
 Exit interview 15
 Expense reimbursement 4
 Governmental investigations 7

Grievance procedure	2, 4, 16, 17
Head of Staff	5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16, 17, 18, 20, 21
Health insurance.....	17
Holidays	18
Hours	21
Housing allowance.....	10, 22
Interim staff	21
Internal posting	7
Internal transfers	7
Leaves of absence	20
Libel and slander insurance.....	20
Merit salary increases.....	10
Ministers	5, 7
Modification of work.....	6
Nepotism.....	8
Non-exempt staff	5, 6, 8, 9, 10, 12, 13, 14, 15, 17, 19
Open Door Policy	15
Pensions	17
Performance review	3, 6, 12
Personnel records.....	12
Position descriptions.....	6, 22
Presbytery meetings.....	9
Privacy	8
Promotions	7
Quality of work life	4
Reduction of force.....	14
Regular employees	5
Regular part-time employees.....	20
Resignation.....	13
Retirement	15
Right of advocacy	17
Salary policies.....	9
Salary ranges	6, 9
Sexual misconduct.....	8
Sick leave	19
Social Security	17
Study leave	11, 12
Supervision.....	21
Suspension	14
Temporary employees	5, 21
Term of office.....	6
Termination without prejudice.....	13
Training period	8
Travel accident insurance	19
Unemployment insurance	20
Vacation	18

Validation of positions 6
Workers' Compensation Insurance 17, 19
Written record 17