

PERSONNEL POLICIES FOR CHAPEL IN THE PINES PRESBYTERIAN CHURCH

Approved by the Session on the 18th of September 2023.

This revision supersedes previous editions of the Personnel Manual.

General Statement of Responsibilities of the Church and its Employees

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

The employees are to give their best possible performance in their assigned tasks; to understand their role as a representative of the church at all times and act accordingly; to make suggestions to improve operations; to act in accordance with the church's established policies and procedures, and to take initiative to present employee opinion and ideas in any appropriate forum dealing with the personnel system.

For the Church and its employees to function effectively, it is necessary that each recognize its dependency on the other in harmony.

Chapel in the Pines Presbyterian Church is an equal opportunity employer.

TABLE OF CONTENTS:

- I. ORGANIZATION
- II. WORKING HOURS AND EMPLOYEE STATUS
- III. PART TIME EMPLOYEE POLICIES
- IV. BENEFITS
- V. PERSONNEL RECORDS
- VI. INCLEMENT WEATHER
- VII. PRESBYTERY, SYNOD, ASSEMBLY AND OTHER JUDICATORY WORK
- VIII. PROBATIONARY EMPLOYMENT
- IX. REVIEW FOR PROBATIONARY EMPLOYEES
- X. ANNUAL PERFORMANCE EVALUATION
- XI. SEXUAL HARASSMENT
- XII. GRIEVANCE PROCEDURE

XIII. DISCIPLINE

XIV. TERMINATION

XV. INTERNET AND E-MAIL ACCESS

I. ORGANIZATION

- A. This personnel manual establishes policies covering the program and administrative staff of Chapel in the Pines Presbyterian Church. It does not apply to individuals hired as temporary, contractual, or intermittent employees. Nothing in this manual shall be construed to create any contract of employment, whether express or implied. Chapel in the Pines Presbyterian Church reserves the right to revise or rescind all or any part of this manual at any time.
- B. All employees of the Church work under the direction of the Pastor, who may delegate specific administrative and supervisory responsibilities. The Pastor is responsible to the Personnel Committee and the Session in personnel matters.
- C. The Church program staff includes the Pastor, the Director of Music Ministries, the Assistant of Music Ministries, Director of Handbells, Director of Youth Ministries, Coordinator of Children's Ministries, Nursery workers, Video Production Specialist and the Minister of Member Engagement.
- D. Administrative staff includes the Office Manager, Sexton, and Accountant.
- E. The Personnel Committee has the responsibility for establishing personnel policy and for reviewing any new job descriptions or hiring agreements with new staff members. The Personnel Committee will have the responsibility to update and maintain all job descriptions. Copies of the current job descriptions will be kept on file with the Office Manager and in the Personnel file of the individual in that position.

II. WORKING HOURS AND EMPLOYEE STATUS

- A. Office hours of the Church are from Monday thru Thursday 9 AM to 12 PM. Staff will work regular hours as approved by the Pastor. With permission of the Pastor, individual schedules may be adjusted. The office will be closed on the regular Federal holidays during the work week. Employees who work a regular schedule at the church office during the week will not be required to come to the office on those holidays but will still receive their pay for those days.
- B. The church staff may conduct some church work outside of the church office. Any staff member who wishes to do a portion of the work schedule outside of the office should discuss the details with the Pastor or his designee and mutually agree on that schedule.
- C. Staff members who work a 35 hour or more schedule per week shall be considered full time.
- D. Staff members will be paid once a month. Staff members who are paid hourly will be required to complete a time sheet which will be approved and signed by their appropriate supervisor and given to the church accountant

- E. Although Chapel in the Pines is not covered by the Fair Labor Standards Act rules and regulations, we believe in the principles on which it was based. Part time employees will be considered non-exempt and though not required to keep time sheets and other work records required by the FLSA they will be compensated for hours above their normal work schedules. All CITP staff members are encouraged to balance their workload so that all their assigned tasks are completed within their normal work schedule. If in performing their normal duties they anticipate exceeding those monthly hours, they will need to meet with the pastor to discuss how to either reduce those hours in the month, arrange for future time off to compensate for those hours, or get his prior approval to be paid for the additional hours
- F. Part time staff are those who are employed less than 35 hours per week. These staff members will be considered non-exempt employees. If an employee is asked to temporarily do activities in addition to their normal job duties, their supervisor may grant compensatory time off or request additional pay for those additional work assignments to the personnel committee. If those additional activities become a regular part of their work duties, the Personnel committee will be asked to revise their job description to include those duties and determine whether their compensation should be increased.
- G. Temporary employees are those employed for a short time with a start and ending date, typically less than-six months. They will be paid as a contract employee for the work they perform. They are not paid for holidays, sick leave, or other leaves, and do not earn vacation leave during their temporary employment. They are not eligible for any employee benefits. If a temporary employee joins the regular staff, his/her temporary employment is not considered in computing vacation and other benefits. Social Security (FICA) taxes are paid on their salaries and will be covered by our workers compensation insurance.

III. PART TIME EMPLOYEE POLICIES

A. All part time employees on payroll regardless of hours worked per week will be eligible for the following benefits provided by the Board of Pension: 1) Retirement Savings program 2) Dependent Care 3) Eyewear Care 4) Dental Insurance. These benefits will be fully paid by the employee and not the church. Details of these programs can be obtained from the Treasurer if an employee is interested in participating

B. Part time employees who have a work schedule of 20 hours or more per week will be eligible for church paid 1) Temporary Disability (short term) Insurance and 2) Long Term Disability Insurance provided by the Board of Pensions, PCUSA.

C. ANNUAL LEAVE

The intent of Chapel in the Pines is to provide some annual time off to all our part time employees. This will be based on providing the equivalent of two of their work weeks off as paid leave for the first ten years of their employment and three of their work weeks off once they have worked for the church for more than ten years. *For example, if a staff member works 3 days a week, their paid time off would be 6 days a year two of which can be a Sunday if Sunday presence is required of the job for the first 10 years of employment. After 10 years of employment, the PT employee will be given 9 days of annual leave a year three of which can be a Sunday if Sunday presence is required of the job.* Each of our part time employees provide a specific service and each has unique job scheduling and time requirements. Some jobs require hiring a substitute when the worker is on leave, some require working at least some time in the church office, some require they be at both Sunday and special holiday services, etc. Because of these unique time requirements for each job, every

employee will have their paid leave benefit defined in their letter of employment or their letter of hire when they are hired in the future. Every effort should be made by the employee and the supervisor to schedule the church operations so that requiring subs to be hired will be minimized as much as possible

Annual leave is considered time off for rest and recreation. No compensation shall be paid in lieu of annual leave. In rare circumstances, annual leave advances may be granted with the permission of the Pastor.

Part time employees may carry forward up to one of their work weeks of annual leave from the prior year into the next year.

D. SICK LEAVE

Employees who are too sick to work should contact the pastor or their supervisor and stay home. Part time employees can use sick leave to care for their immediate family (spouse, children, and parents) or those who live with them in their home. Employees are entitled to 4 paid sick days in the year of hire after working 3 months. After the first full year and thereafter, employees working more than 20 hours/wk. will have up to 10 working days of sick leave if needed. Employees who work less than 20 hours/week with flexible schedules will have their sick leave benefit spelled out in their letter of employment.

Employees may be excused from work for health appointments after making the necessary arrangements with their supervisor. If an employee who is not feeling well but willing to work and is told to stay home by the Pastor or his designee they will be paid and it will not be considered a day of sick leave.

E. LEAVE WITHOUT PAY

Leave without pay may be granted for up to six months. Approval for granting this extended leave will be with the Personnel Committee and may be extended in unusual circumstances if the situation warrants it.

Employees will use accrued annual leave before going on leave without pay.

Annual leave and sick leave will accrue during the paid periods of annual or sick leave but not during leave without pay.

F. DEATH IN THE FAMILY

Depending on the circumstances, part time employees may be given excused time off when there is a death in the employee's immediate family (spouse, child, mother, father, sister, brother, grandparent, grandchild, or other family member residing in the same household). After consulting with the employee, the pastor will have the discretion of granting the employee the appropriate time off for the situation.

G. JURY DUTY

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

IV. BENEFITS

I. IV. BENEFITS

Note: The pastor and other called positions will have benefits determined by his/her terms of call with the minimum benefits required by the Board of Pensions, PCUSA

A. RETIREMENT: For staff who are not in a called position but who work 35 hours or more will be enrolled in the 403(b) Retirement Savings Plan provided by the Board of Pensions, PCUSA beginning on the date of hire. The church will annually match the first 5% of an eligible employee's contribution to their retirement savings plan taken from their base salary. Employees already on the Board of Pension pension plan are not eligible for this 5% church match. As mentioned above all employees are eligible to contribute up to 10% of their base pay each year.

B. COMPENSATION: Employees will be paid once a month. Salaried employees will be paid for the month and the hourly employees will be paid for the hours worked during the month and paid in the following month. Hourly paid employees will complete a time sheet at the end of each pay period and submit it to their supervisor for approval and signature. Time sheets will be filed and maintained by the church Accountant.

C. MEDICAL: Staff who work 35 hours or more per week are eligible for coverage in the single coverage Major Medical Health Insurance Plan as provided by the Board of Pensions PCUSA. The Major Medical Health Insurance Plan will be employer-paid. The employees may also enroll Health Insurance Plan for their family by paying the difference between single and family coverage. Employees enrolled in this medical insurance plan are also eligible to participate in the Medical Flexibility Spending plan. This plan allows an employee to set aside funds to pay for health expenses not covered by the insurance plan on a pretax basis.

D. DISABILITY INSURANCE: Staff who work 20 hours or more will also be provided the employer-paid 1) Temporary Disability (short term) Insurance and 2) Death and (long term) Disability Insurance provided by the Board of Pensions, PCUSA.

E. OTHER BENEFITS: The Church Cafeteria Plan is available to all staff members regardless of the worked hours. It provides employee paid pretax benefits in a Dependent flexible spending plan. All staff members are also eligible for the Vision Eyewear Plan, a Dental Plan, and the Retirement Savings Plan. These plans are available to all staff regardless of the number of hours worked but are fully paid by the part time employees. Information about these plans is available from the Board of Pensions, PCUSA and can be obtained from the church Treasurer.

V. PERSONNEL RECORDS

A background check will be required for all staff and volunteers working with children and youth in the church. The staff background reports will be placed in the staff member's personnel folder upon employment while the background checks for the youth volunteers will be filed securely by the Office Manager. The background check will include a search of criminal records, as well as the sexual offender registry.

Employee records shall be kept by the Pastor in his office in a locked file and access to these records will be strictly controlled. Data shall be released only when the employee has given written permission or on a court order or subpoena. If information is to be released on a court order or subpoena, the employee will be given written notice.

All employees shall have access to their own personnel file and will be given a complete copy of his/her personnel file at the end of their employment. No recommendation for a terminated employee will be given to a prospective new employer. In lieu of a recommendation the new employer should be told that the ex-employee has a complete set of their performance records to give them if the ex-employee agrees

Monthly updates of employee leave shall be maintained by the Office Manager and will be made available to each employee.

VI. INCLEMENT WEATHER

When a decision is made to close the Church office, employees are not required to make up the time and will be paid for that time by the church.

VII. PRESBYTERY, SYNOD, ASSEMBLY AND OTHER JUDICATORY WORK

Program staff is encouraged to become involved in Church courts and/or agencies. However, each staff member is expected to be judicious in accepting a fair share of such work. To assure continuity in the local ministry, the Pastor shall approve acceptance of such responsibilities.

VIII. PROBATIONARY EMPLOYMENT

The first three months of employment is considered a probationary or trial period, giving the employer and employee an opportunity to evaluate interest and qualifications for the position under actual working conditions. At the conclusion of the probationary period either the employee or the employer may sever the relationship without prejudice or a negative notation on the employee's record. During the probationary period, the employee will be enrolled in any benefits his or her employment status may qualify for and is entitled to accrual for annual leave and sick leave.

IX. REVIEW FOR PROBATIONARY EMPLOYEES

Prior to regular employment, a performance appraisal shall be prepared and discussed with the employee by his or her supervisor. If all requirements for regular employment are completed satisfactorily, regular employment will begin with the next pay period. The performance appraisal document will be put in the employee personnel file.

X. ANNUAL PERFORMANCE EVALUATION

A. Each year all key employees will be given a written performance review. Reviews for key staff members will be conducted by the employee's direct supervisor and the Elder responsible for the employee's work area or a member of that committee. The review teams will be determined by the Personnel committee. These reviews will be conducted in June each year except for the Christian Education staff which will be done at the end of the

summer at the end of the youth program year and the pastor which will be done in May. The Personnel committee will implement and administer the annual staff performance process.

B. The pastor and the Personnel Committee will annually make a recommendation to the Session concerning each employee's compensation adjustment, if applicable. Employees who have worked for the church for less than six months in the previous year will not have their compensation reviewed in the current year. The pastor will communicate any changes in compensation to each employee after the budget is approved by session. No salary adjustment will be made without a written performance evaluation. The session has the ultimate responsibility for salary increases.

C. The Session of Chapel in the Pines has responsibility and oversight of the pastor so will do a review of his performance once a year preferably in May. The Personnel Committee will plan and administer the performance evaluation process of the pastor
The Session will approve and the congregation will vote on any changes to the pastor's Terms of Call.

XI. SEXUAL HARASSMENT

Sexual harassment includes, but is not limited to, unwelcome and unsolicited sexual advances, requests for sexual favors, tormenting based on gender, and other undesired verbal, visual or physical conduct of a sexual nature.

Sexual harassment or sexual intimidation will not be tolerated in the Church from employees or from non-employee work contact. Any form of sexual harassment is unacceptable behavior within the workplace and is subject to appropriate disciplinary action.

Any member of the staff who believes in good faith that he or she has been subjected to sexual harassment should use the grievance procedure outlined in Section XI—unless the person alleged to have committed the harassment is the staff member's supervisor, in which case the grievance should be submitted in writing to the Personnel Committee.

Volunteers are not considered employees of the Church. Volunteers should conduct themselves in a manner consistent with the function to which they are assigned. No volunteer should be assigned to work with any Church Youth until he/she have been regularly participating in church activities for at least six (6) months. Volunteers do not necessarily have to be members of the church. Any volunteer working directly with the Youth of the Church will be required to undergo a criminal background check and a check of the Sex Offender Registry. The Pastor and the Personnel Committee will make a joint decision as to the suitability of a volunteer candidate to work with our Youth.

XII. GRIEVANCE PROCEDURE

Grievances shall be submitted in writing by the employees to their supervisor. If not satisfactorily resolved, appeal in writing shall be made to the Personnel Committee.

XIII. DISCIPLINE

Unsatisfactory work or behavior should be addressed at once by the employee's supervisor. Oral warnings and discussion of the problem should be the first step. Repeated oral

warnings will result in a written notice which is given to the employee and put into the employee's personnel file. If necessary, the supervisor's next step is to recommend dismissal to the Personnel Committee, which has authority to terminate the employee.

XIV. TERMINATION

Dismissal for cause shall take place by written notice from the Personnel Committee giving specific reasons for termination after the termination is first reviewed and approved by the Session.

Notice must be given prior to termination except in the case of illegal, dishonest or unethical conduct, in which case termination may be immediate. Such notice shall be two weeks for all staff employees. Pay in lieu of these intervals may be given.

Reasons for dismissal include, but are not limited to:

1. unsatisfactory performance,
2. insubordination in the line of assigned duties,
3. neglect in the use and care of Chapel in the Pines Presbyterian Church property and/or funds,
4. repeated unexcused absence and/or repeated absences or tardiness,
5. illegal, dishonest or unethical conduct or
6. repeated failure or refusal to observe Chapel in the Pines Presbyterian Church policies.

Termination of an employee is the action of last resort when remedial measures have been ineffective or when the employee's conduct is such as to preclude continued employment. Written documentation is required prior to recommendation for dismissal unless immediate dismissal is considered necessary for the safety of personnel or property.

XV. INTERNET AND E-MAIL ACCESS

Staff will be provided with an internal and Internet e-mail account for use in the normal course of church related activities. The Internet e-mail account may also be used for personal electronic correspondence, provided it does not interfere with an employee's normal duties or violate any law. Employees may not use church computers or other church equipment to run a business or otherwise perform work for a business or organization other than Chapel in the Pines Presbyterian Church.

Chapel in the Pines Presbyterian Church will provide access to the World Wide Web (WWW) for all staff. Internet access is a privilege that may be used in the normal course of church related activities. Inappropriate use of this resource will not be tolerated. Intentional use of the Internet to visit websites that are not appropriate will be cause for suspension of this privilege and/or other disciplinary action.