

PERSONNEL

P-300.01

PERSONNEL POLICIES AND PROCEDURES STATEMENT (Jan 1980)

I. STYLE OF THE PRESBYTERY PERSONNEL SYSTEM

The basic style of the Presbytery of the Northern Plains personnel system is based on a commitment to use the full human resources available. It reflects a management style that is supportive, seeking to secure and maintain the cooperation of all staff that perform certain Presbytery functions. It is a style of shared rights, responsibilities, and accountability.

A. EMPLOYER RIGHTS AND RESPONSIBILITIES

RIGHTS

1. to establish basic work goals consonant with the purpose of the Presbytery;
2. to establish an overall structure designed to best accomplish the basic goals as best it can;
3. to establish and administer a personnel system which can meet the personnel needs of the structure;
4. to establish position descriptions and qualifications for particular functions and determine who is qualified and/or qualifiable to perform such functions;
5. to establish and administer processes for compensation, career development, benefits, working conditions, promotions, transfers, dismissals, and other phases of employment;
6. to expect employees to be productive in their assigned functions;
7. to exercise suitable discipline.

RESPONSIBILITIES

1. to be faithful to the purpose of the organization;
2. to provide opportunity for employee participation in the development and administration of the personnel system allowing adequate time during the regular working hours for such participation;
3. to assure that policies and administration of the personnel system are consonant with the rights of the employees and are supportive of their career objectives;
4. to provide Equal Opportunity and fair employment practices for all employees in all aspects of every phase of the personnel system and to implement an Affirmative Action Program;
5. to provide adequate and equitable compensation to employees;
6. to assist the employees in meeting their career goals and objective;
7. to conduct for all employees' regular performance reviews and evaluations which relate their work objectives to goals of the Presbytery and which give them an opportunity to participate in evaluating their own performance in relation to these objectives;
8. to provide benefits and working conditions for the general welfare and well-being of all employees in an equitable manner;
9. to establish and maintain open communication with employees on matters concerning their welfare and the Presbytery's interests so that the formulation of personnel policies, procedures and practices is a responsibility in which all levels of management and employee representatives may cooperate;
10. to establish and administer a process which provides for the hearing and resolution of complaints and grievances.

B. EMPLOYEE RIGHTS AND RESPONSIBILITIES

RIGHTS

1. to receive adequate information from which to develop an understanding of one's role and function in the total structure of the Presbytery;
2. to receive regular information on the quality of one's performance;

3. to have as much control as possible over one's own career development;
4. to be kept informed of proposed changes in personnel policies and procedures in order to provide input into the process;
5. to participate in establishing personnel policies;
6. to participate in the administration of personnel policies; where appropriate, to insure objectivity and fairness (e.g. grievance procedures, job classifications, performance review and evaluation);
7. to have working conditions that promote the general welfare and encourage productivity;
8. to receive adequate compensation and other benefits under a fair and open process.

RESPONSIBILITIES

1. to give one's best possible performance in one's assigned functions;
2. to provide requested representation to, and to participate fully in, any committee or group on which employees are given representation;
3. to see that employee opinion is sought and presented to any appropriate forum dealing with the personnel system;
4. to give adequate time and thought to the input which is provided to such forums;
5. to understand their roles and functions in the context of the goals of the Presbytery;
6. to honor their commitment to goals and objectives agreed upon by their participation in the personnel system.

II. RESPONSIBILITY OF THE PRESBYTERY FOR THE DEVELOPMENT AND ADMINISTRATION OF PERSONNEL POLICIES AND PROCEDURES

A. EQUAL EMPLOYMENT OPPORTUNITY

To administer an Affirmative Action plan for Equal Employment Opportunity.

B. COMPENSATION

To administer a process of compensation wherein the individual employee's compensation is determined on the basis of a system of job evaluation and classification, uniform and equitable salary scales, and increments determined in light of an annual performance review.

C. REIMBURSEMENT OF EXPENSES

To administer a process wherein authorized expenses incurred by employees in the performance of their work assignments are reimbursed in an adequate and uniform manner utilizing a voucher system.

D. CAREER DEVELOPMENT

To administer a process of career development which affords employees the opportunity for acquiring new skills/knowledge, and/or refining of old skills/knowledge, consonant with the need of the Presbytery.

E. BENEFITS

To provide benefits to satisfy the needs of employees for medical services and insurance, pension coverage, regular vacation, and regular and special leaves, as long as the needs are consonant with the goals and financial capacity of the Presbytery.

F. WORKING CONDITIONS

To establish and administer a process wherein the employees are assured of equitable working hours, necessary equipment to perform tasks, and pleasant working conditions, as long as such are compatible with the goals and financial capacity of the Presbytery.

G. GRIEVANCES AND COMPLAINTS

To administer a process that will ensure all employees a fair and equitable opportunity, including the right to choose an advocate, for the hearing and resolution of misunderstandings and grievances that may arise in the administration of the total personnel system.

H. PERSONNEL MANUAL

Employees shall be given a Presbytery Manual of Operations which shall contain staff rationale, position descriptions, names of persons on the personnel committee, personnel policies, and any other documents pertinent to employment.

III. PERSONNEL POLICIES**A. BASIC POLICIES****1. DETERMINATION OF PERSONNEL GUIDELINES AND POLICY**

Personnel policies are determined by the Presbytery Council upon recommendation by the Presbytery Personnel Committee after they have been reviewed by the Council on Administrative Services.

2. EMPLOYMENT PRACTICES

The Presbytery is committed to fair employment practices and Equal Employment Opportunity for all employees in accordance with the Presbytery AAEO policy, the Form of Government, policies of the General Assembly, and in compliance with the Civil Rights Act of 1964 and 1968, the Equal Employment Act of 1972, the Equal Pay Act of 1963, together with any state laws that may apply to the Presbytery as an employer.

B. EMPLOYMENT CATEGORIES, TERMINOLOGY, AND PROCEDURES**1. EMPLOYER**

The legal corporate employer of all Presbytery staff is the Presbytery of the Northern Plains of the Presbyterian Church (U.S.A.), a legal corporation of the State of North Dakota. The Presbytery staff shall include all employees of the Presbytery.

2. EXEMPT AND NON-EXEMPT CATEGORIES

In accordance with the Fair Labor Standards Act there are exempt and non-exempt positions:
Non-exempt: Persons employed in non-exempt positions shall be paid overtime wages for hours worked in excess of 40 hours a week. Overtime pay is at the rate of one-and-a-half times the regular hourly rate. Compensatory time lieu of overtime pay, with the current pay period.

Exempt: Persons employed in exempt positions are not paid overtime wages for hours worked in excess of 40 hours a week. They are expected to manage their schedules so that they can have a minimum of one day off each week.

3. ORDAINED CLERGY

In accordance with Federal and State statutes and Church Policy, all ordained clergy are considered self-employed persons (exempt) engaged in the exercise of their ministry, and are not subject to withholding for certain taxes, nor are they covered under Unemployment Insurance. They are, however, included in all other policies which apply to "employees".

4. ELECTED STAFF

All exempt staff shall be elected to office in accordance with the provisions of the Form of Government (G-3.0110).

5. EMPLOYMENT OF NON-EXEMPT STAFF

Non-exempt staff are employed by the Presbytery Personnel Committee.

C. TENURE**1. FOR ELECTED STAFF**

Election is for an indefinite period. It is understood that in addition to the annual performance review and evaluation, all elected staff shall be subject to a comprehensive review and evaluation at least every five years.

2. FOR NON-EXEMPT STAFF

Non-exempt staff shall serve for an indefinite period, and shall receive an annual performance review and evaluation.

D. POSITIONS WITH THE PRESBYTERY**1. POSITION DESCRIPTIONS**

A position description, subject to periodic review, shall be required for each exempt position. The position description will be in accordance with guidelines established by the Council on Administrative Services. Position descriptions will be provided for non-exempt positions.

2. VALIDATION OF POSITION

All new and vacant exempt positions shall be validated by the Presbytery Council.

3. EVALUATION OF POSITIONS (FACTORING)

All exempt positions shall be evaluated and factored by the Presbytery Personnel Committee, using those resources available from the Synod and General Assembly of the Presbyterian Church (U.S.A.).

Non-exempt positions will be evaluated and factored by the Presbytery Personnel Committee.

4. MODIFICATION OF WORK WITHIN A POSITION DESCRIPTION

In order to enable employees to make use of their skills and to increase their potential abilities, position descriptions or titles may be modified by mutual agreement between the Presbytery and the employee.

E. RECRUITMENT AND SELECTION**1. FOR ELECTED STAFF**

Exempt staff shall be elected in accordance with the provisions of the Form of Government (G-3.0110), and the Affirmative Action program of the Presbytery.

2. FOR ALL OTHER STAFF

The Personnel Committee will actively seek to fill positions in keeping with the Affirmative Action Program of the Presbytery.

F. PROBATIONARY EMPLOYMENT

The first three months of employment of non-exempt personnel is a probationary or trial period giving the employee and his/her supervisor an opportunity to evaluate interest and qualifications for the position under actual working conditions. Prior to permanent employment a performance appraisal is prepared and discussed with the employee by his/her supervisor. When all requirements for regular employment are completed satisfactorily, regular employment shall begin with the next pay period.

G. TERMS OF CONTRACT AND APPOINTMENT

All exempt staff shall be provided with a written "call." In compliance with the Forms of Government (G-2.0503a), the call of a teaching elder shall be submitted to the teaching elder's Presbytery for approval.

All non-exempt staff shall be provided with a letter containing title of position, date of employment, salary and benefits, a copy of which is to be signed by the employee and returned to the Personnel

Committee.

H. SALARY ADMINISTRATION

1. SALARY POLICIES

Salaries for exempt positions will be determined on the basis of a uniform points-factoring position evaluation and classification system. Non-exempt positions will be determined on the basis of a classification system that is consistent with systems used in areas where the person is employed.

The Presbytery is committed to salary administration principles which will provide fair pay for the work performed; incentive for personal achievement and growth; equity of payment for positions of relative responsibilities; flexibility to meet the many changes in organization, functions, positions, and personnel over a period of time. Exempt salary levels will be consistent with salaries paid by not-for-profit organizations in areas where they are employed.

An incumbent in any position included in the plan will receive a salary that falls within the indicated salary range for the classification which his/her position is assigned. Initial placement within a salary range should reflect a judgment of the qualifications and experience of the appointee relative to the position requirements. An employee will normally start at a salary no higher than the mid-point of the range for the position which he/she is employed.

2. ADJUSTMENT OF SALARY SCALES

Salary scales for non-exempt staff will be reviewed at least once a year. The Commerce and Industry Index of the city in which the employee works will be the basis for determining salary scales for non-exempt salary grades and the seventy-fifth percentile as the top of the range.

Salary scales for exempt staff are reviewed annually, based upon information on cost of living changes, salary information on pastors in the Presbytery from the Board of Pensions, Compensation Plan of the Presbyterian Church (U.S.A.), salaries in other presbyteries and not-for-profit organizations in cities where the employee works, and in other nearby metropolitan areas.

3. SALARY REVIEW AND INCREMENTS

Salary adjustments are normally given to all employees at the same time.

An increase may be given when an individual has improved his/her performance or has consistently maintained a satisfactory level of performance.

Long service alone is not considered a valid reason for an increase. If performance is normally good, an employee can reach the midpoint of his/her salary range. Higher levels of salary ranges are reserved for those whose performance is outstanding over a period of many years.

In accordance with the Form of Government (G-2.0804), changes in terms of call for an ordained staff member must be approved by Presbytery before implementation.

4. AVAILABILITY OF SALARY INFORMATION

Information concerning the position evaluation and salary scale for each position will be confidential information of the Presbytery Personnel Committee and/or Presbytery Council. Employees are entitled to information on the salary range within which their positions fall. Exempt salaries are published annually in the statistics of General Assembly and the Presbytery.

5. MANSE ALLOWANCE

The Internal Revenue Code provides that a teaching elder can exclude from gross income for income tax purposes any rental allowance paid as part of his/her compensation to the extent that he/she used it for renting or providing a home.

In order to satisfy the requirement of the Internal Revenue Service relative to the Housing or Manse

Allowance for ordained teaching elders, it is understood that of the total amount of compensation paid to an ordained teaching elder, a percentage of the salary is designated as a manse or housing allowance. This designation must be done prior to the calendar year in which the salary/housing allowance is to be paid.

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

6. HONORARIA

All honoraria received having to do directly with the work and program of the Presbytery, should be turned into the Presbytery.

Honoraria received for services not related to the position description may be retained by the Presbytery person in consultation with the Presbytery Moderator or the Stated Clerk.

7. SERVICES TO AN EMPLOYER OTHER THAN PRESBYTERY

Exempt staff who seek employment outside of regular position responsibilities are expected to consult with the Personnel Committee.

I. CAREER OPPORTUNITIES

1. PRESBYTERY'S AFFIRMATIVE ACTION PROGRAM

All employees will be given an annual opportunity to review and determine their short and long term career goals and objectives as a part of the Presbytery's Affirmative Action program. Such an opportunity will include at least the following:

- a. A sharing of the employee's total career goals and objectives, and his/her career goals and objectives as an employee of the Presbytery.
- b. A sharing of the Presbytery's goals and objectives within the context of the total mission of the Presbyterian Church (U.S.A.) and the Synod of Lakes and Prairies.
- c. A review and analysis of the employee's skills and knowledge in light of his/her current work assignment, and the Presbytery and the employee's goals and objectives.
- d. An analysis of the employee's potential career opportunities within the structure of the Presbyterian Church (U.S.A.) and the Presbytery.
- e. The development of possible career ladders for the employee.
- f. An agreement by the employee and the Presbytery concerning short and long term goals and objectives.
- g. A development of a projected program to help the employee develop new skills and knowledge, or refine old skills and knowledge, which would be helpful in achieving the agreed upon objectives.

2. ANNUAL STUDY LEAVE FOR EXEMPT STAFF

Up to two weeks' annual study leave with pay and assistance in expenses may be granted within the following guidelines:

- a. Study leave is not additional vacation but may be taken in conjunction with vacation.
- b. Study leave is not automatic, but is directly related to career goals and objectives as well as the development of skills that are useful to the Presbytery. Therefore, it is granted only when clearly identified targets have been agreed upon for the particular study leave requested.
- c. Satisfactory provision must be made to cover the employee's work.
- d. Study leave, if granted, must be used within the period designated.
- e. A report on the specific accomplishments of the study leave will be required.

3. EXTENDED STUDY LEAVE FOR EXEMPT STAFF

In order to enable employees with specific needs or opportunities to give extended study to subject areas which will contribute to the work of the Presbytery as well as their own technical or

professional development, an extended study leave, with pay, may be granted by the Presbytery Council within the following criteria guidelines:

- a. The employee must have completed two years continuous service with the Presbytery.
- b. At least five years have elapsed from the time of any previous extended study leave, and at least one year from any previous two weeks study leave.
- c. A detailed written plan of study, with clearly identified goals and with end-products clearly set forth, must be approved by the Personnel Committee of the Presbytery Council long enough in advance to be covered by the Presbytery's budget and staffing plans.
- d. The maximum length of extended study leave will be four (4) months. This may be taken in conjunction with earned vacation with a particular year, but may not be combined with a two-weeks study leave.
- e. The ongoing work of the particular position and the total Presbytery function will be primary factors in considering and granting of study leave.

4. STUDY LEAVE FOR NON-EXEMPT EMPLOYEES

Under special circumstances, when it can be demonstrated to be for the Presbytery as well as for the employee, the Personnel Committee may approve study leave for non-exempt staff in line with provisions for exempt staff.

J. ANNUAL/COMPREHENSIVE PERFORMANCE REVIEW

1. EXEMPT STAFF

Review and evaluation of exempt staff shall take place in accordance with guidelines established by the Presbytery.

2. NON-EXEMPT STAFF

An annual performance review and evaluation will be conducted for non-exempt staff in accordance with provisions established by the Presbytery.

K. TERMINATION POLICIES FOR EXEMPT STAFF

1. PRINCIPLES

- a. All conditions for separation shall be compatible with the provisions of the Form of Government and the Rules of Discipline of the Presbyterian Church (USA).
- b. All matters regarding staff separation shall be reported in writing to the Council Committee on Personnel and to the Chairperson of the Presbytery Council. The reason(s) for staff leaving shall be stated in detail.
- c. The separation process shall be considered incomplete until the appropriate council, or committee, of the hiring body acts upon it.
- d. Immediate discharge for cause shall be made on the basis of substantial evidence. However, the discharge process should not be completed without providing the staff person with the opportunity to be heard by the body that will make the final decision regarding his/her discharge.
- e. The record of events, facts, and discussions regarding the proposed discharge of a judicatory staff person shall be treated with strict confidentiality.
- f. Provision should be made by the judicatories for staff to appeal separation decisions to the next higher judicatory. The steps of the appeal process shall be consonant with the appeal process outlined in the Rules of Discipline (D-13.0000).
- g. Separation shall be operative in judicatories without discrimination based on race, color, sex national origin, age, and ordination status.

2. REASONS FOR SEPARATIONS

- a. *Resignation:* Resignation may take place after one month's written notice to the Personnel

Committee and copies to the Chairperson of Presbytery Council. Staff will be paid the cash equivalent of the unused earned vacation at the official date of separation. No severance allowance will be provided. Staff members are urged not to consider resignation with a period of less than one year's employment. Resignations should not take place in less than one month's period. Staff who resign should make arrangement to leave the job from which they have resigned within three months unless special arrangements have been made with the Personnel Committee.

- b. *Reduction of Force:* Separation because of the discontinuation of a project or retrenchment in budget, or for other circumstances arising out of no fault of the employee, is at the discretion of the judicatory. Written notice of such separation will come from the Council of the judicatory after consultation with the Personnel Committee. At least six months' notice or pay in lieu of notice will be given to staff. Should reemployment take place before expiration of the notice period, salary payment will continue only to the actual date when reemployment is achieved.

When notice is given, severance allowance will be given in relation to the length of continued service with the judicatory as follows:

Year of Service	Weeks of Severance Allowance
Less than 1	2
1 but less than 4	4
4 but less than 5	6
5 and over	8*

*Plus a week's salary for each year over five years, to a maximum of twelve weeks.

- c. *Suspension:* Suspension occurs following consultation with the person involved by his/her immediate supervisor. In the case of the Presbytery Staff, concurrence for suspension is required by the following persons: the Chairperson of the Presbytery Personnel Committee and the Chairperson of the Presbytery Council.

Following the suspension process, the next step is investigation of the facts that led to the suspension. The investigation should be under the aegis of Presbytery Council. The Council shall notify the suspended person of the right to appear before the Council, or representatives thereof, with or without advocate, in order to provide the Council with facts and to defend his/her position.

The third step is the decision by the Presbytery Council regarding extending the suspension, reinstating the suspended person, or separation for cause.

- d. *Separation for Cause:* Separation for cause shall include but not be limited to: unsatisfactory; performance; insubordination; neglect in the care and use of Presbytery property and funds; unexcused absences and/or repeated tardiness; moral turpitude; violation of Presbytery Policy regarding Personnel Responsibilities.

Persons may be terminated for unsatisfactory performance when the following steps have been followed:

- 1) The person informed by the Personnel Committee that he/she is not performing in a satisfactory manner. Ways should be worked out to indicate how the person might

proceed in order to improve performance. There should be a letter to the person, carbon copies to the Presbytery Council indicating what was communicated to the person at the time when the Personnel Committee met with the person.

- 2) Three months after review there should be a progress interview. At that point, if the person is still not performing in a satisfactory manner, there should be agreement as to what the person must do in order to improve performance. There should be a letter to the person after the progress interview indicating what was agreed upon, with carbon copies to the Presbytery Council.
- 3) A staff person may be discharged for continued unsatisfactory performance three months after the progress interview during which his/her lack of acceptable performance was discussed. The Personnel Committee should meet with the person. A recommendation for separation should be made in accordance with the Bylaws (B-5.0400) for exempt staff.

L. TERMINATION POLICIES FOR NON-EXEMPT STAFF

The above termination policies for exempt staff in Section K will apply to non-exempt staff, except:

- a. The Presbytery Council is not involved;
- b. Action is taken by the appropriate supervisor;
- c. In separation for cause, notices must be given or pay in lieu of at least two weeks.

M. GRIEVANCE PROCESS

For the purpose of this policy, a complaint or grievance is an alleged violation of an approved personnel policy or practice, or of an applicable State or Federal Law not adequately dealt with in these policies or practices. In order to deal promptly and fairly with all complaints or grievances, the following steps are to be taken.

1. PRELIMINARY COMPLAINT PROCEDURE

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

- a. The complaining party must first discuss his/her problem with his/her immediate supervisor;
- b. If not satisfied with the supervisor's action, the complaining party is to approach the Presbytery's Personnel Committee who will seek to resolve the issue in consultation with all parties involved.

2. FORMAL GRIEVANCE PROCEDURE

If informal efforts to resolve a grievance have failed, a formal grievance may be filed by submitting a written statement to the Chairperson of the Presbytery Personnel Committee. Formal grievances must be filed within forty-five (45) days of the alleged grievance.

- a. The chairperson of the Presbytery Personnel Committee shall call a meeting of the Presbytery Personnel Committee which shall review the grievance with all parties concerned. It shall make a determination of the grievance.
- b. If the complainant is dissatisfied with the decision of the Presbytery Personnel Committee, the person may file an appeal within fifteen (15) days to Presbytery Council. The Council, in consultation with all parties concerned, shall make the final determination. It shall supply all parties concerned with its decision in writing.

3. RIGHT OF ADVOCACY

It is understood that the complaining party may arrange to have an advocate with him/her at all steps in the formal process.

4. WRITTEN RECORDS

A written record of all decisions arrived at in all meetings shall be kept. Letters of decision from the

Presbytery Personnel Committee of Presbytery Council shall contain provision for the complaining party to indicate his/her acceptance.

N. RETIREMENT

Retirement age for regular full-time employees is 70, to take effect by the end of the month in which that age is attained. Retirement may be deferred to the end of the calendar year with concurrence by the Presbytery Personnel Committee and Presbytery Council. When Presbytery Council desires to continue the regular full-time employment of an individual beyond the year in which the 65th birthday occurs, Presbytery Council may grant permission for such continued employment on a year to year basis with the concurrence of the Council on Administrative Service.

O. DISABILITY

Disability is considered to be temporary separation due to physical or mental inability to function on the job. The decision to grant leave shall be made by the Personnel Committee. It shall be based upon the recommendation of a physician, or physicians, and subject to approval of Presbytery Council. Disability allowance shall be up to six (6) months. During the first three (3) months from the time of the affirmative decision the staff person will receive full salary. During the next three (3) months the person will receive one-half of the regular salary.

P. DEATH IN SERVICE

When the death of a member of the Presbytery Staff occurs, the spouse, or dependents, shall receive a separation allowance. The amount shall be the equivalent of the salary of the deceased for thirty days from time of death.

Q. BENEFITS

1. SOCIAL SECURITY

All personnel are covered by the Federal Old Age and Survivors Benefits Act (Social Security). The employee's share of the tax is withheld from the wages of non-ordained staff. Ordained staff are considered self-employed and taxes are not withheld, nor paid for them.

2. PENSION

All full-time employees who have completed a probationary period are enrolled in the Presbyterian Pension Plan for which dues are paid by the Presbytery. Non-ordained employees, not previously enrolled in a Pension Plan, are enrolled in a group plan provided by the Board of Pensions.

3. HEALTH INSURANCE

Major medical coverage is provided by the Presbyterian Pension Plan.

4. VACATION

A vacation with pay is provided for all permanent employees for rest, refreshment, and relaxation. Vacations are not cumulative, must be used within the calendar year, except, when special provisions has been made by the Presbytery Personnel Committee.

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

Full-time non-exempt employees are entitled to annual paid vacation computed on July 1 of each year, according to the following:

Years of Employment	Vacation Days
1-4 years	10 working days
5-9 years	15 working days

10 + years	22 working days
25 + years	27 working days

Vacation entitlement during the first year of employment will be pro-rated according to length of service as of July 1.

5. HOLIDAYS

There shall be nine (9) paid holidays per year: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Day, and two other days to be designated by the Personnel Committee at the beginning of each year.

6. SICK LEAVE

Permanent employees are entitled to up to 10 working days of sick leave of each calendar year, cumulative up to 90 days. Sick leave entitlement during the first year of employment will be pro-rated according to length of employment. At the time of termination of employment (either voluntary or involuntary) an employee shall have no claim for pay in lieu of sick leave.

7. WORKER'S COMPENSATION INSURANCE

All employees in all locations are covered by the Worker's Compensation Law of the appropriate state.

8. ON-THE-JOB TRAVEL ACCIDENT INSURANCE

All employees on Presbytery business are covered with travel accident insurance at General Assembly expense in an amount equal to three times their annual salary subject to a minimum principal sum benefit of \$40,000 and a maximum principal sum benefit of \$100,000.

9. OFF-THE-JOB DISABILITY BENEFITS INSURANCE

All employees are covered by a plan which is in conformity with the state off-the-job disability benefits program which provides temporary cash benefits to replace in part, wages lost due to loss of time because of injuries or illness that do not arise out of or in the course of employment. This becomes effective after using all accumulated sick leave.

Disability insurance benefits for permanent, total, and temporary disability are provided by the Presbyterian Pension Plan.

10. UNEMPLOYMENT INSURANCE

All non-ordained employees are covered by the state unemployment insurance, in accordance with the laws of the state in which they are employed.

11. LEAVES OF ABSENCE, WITH PAY

Leaves of absence, with pay, are provided under the following circumstances with approval by the Personnel Committee:

- a. For a regular training period of U. S. Armed Forces (up to two weeks leave);
- b. For marriage of an employee who has been with the Presbytery for one year or longer (up to three days);
- c. For personal or family emergencies or for other personal business which cannot be cared for outside of working hours (up to three days annually).
- d. In addition to other benefits, an elected and non-exempt staff are entitled to parental leave in the period immediately preceding and/or following the arrival (birth, adoption, or guardianship) of a child/children as follows:

- i. The elected or non-exempt staff should normally apply for the leave at least one month in advance of the expected arrival of the child/children, specifying the amount of time desired.
- ii. Up to six weeks of parental leave will be at full salary. Additional compensated leave may be negotiated. An additional two weeks is recommended for a woman who has delivered by Caesarean section.

The leave may include a period in advance of the expected arrival of the child/children as recommended by the physician. Return to part-time employment with part-time compensation may be considered.

- iii. The leave should normally be unbroken except for any period of absence for medical reasons.
- iv. Those who take parental leave shall retain their full employment and all other rights pertaining to their employment.

12. LEAVE OF ABSENCE, WITHOUT PAY

Leaves of absence without pay may be provided under the following condition with the approval of the Presbytery Personnel Committee:

- a. For military service of an employee who has been with the Presbytery for three months.
- b. For other special reasons leave may be granted at the discretion of the Personnel Committee.
- c. Upon return every effort will be made by the Presbytery to place the employee in a position with like seniority and status if it is not possible to hold the identical position open.

13. MOVING EXPENSES

Whenever an employee, whether by new employment or by transfer, is required to move his/her place of residence in order to carry out the duties of his/her position, the Presbytery will pay for the cost of packing & crating & moving, temporary storage, and insuring the employee's household goods, and personal effects not in excess of 12,000 pounds. Transportation expenses for the employee and family will be paid to the new location by air (coach fare), rail, or automobile, or some reasonable combination thereof. In the event that travel is by automobile, reimbursement shall be made at the rate currently being paid by the Presbytery for work related travel, and shall cover one automobile with mileage computed by the most direct route.

House hunting expenses will be paid to the transfer site for the employee and spouse for one round-trip covering a period not to exceed three (3) days, in addition to travel lodging, and meals. In unusual circumstances, additional time may be made available upon authorization by the Personnel Committee. Assistance will be provided by the Presbytery in house hunting.

Until the employee is established in his/her new residence, actual and reasonable living expenses of the employee at the new location will be paid, but not to exceed in the aggregate a sum equal to two-thirds of one month's salary.

14. LOSS INCURRED IN SELLING A PRINCIPAL RESIDENCE OR TERMINATING A LEASE

Losses incurred in selling a principal residence or in terminating a lease whose term is in excess of ninety (90) days, will be paid to employees who are transferred, but not to new employees, as follows:

- a. If a residence, the residence to be sold shall be first appraised by two responsible appraisers, one selected and paid for by the employee and one selected and paid for by the employer. If there is less than a 10% variance between the two, the two appraisers shall select a third appraiser, paid for by the Presbytery, and the average of the three shall be the appraised value.

- If the residence, when sold does not sell for a sum equal to, or greater than, the appraised value as so determined after first deducting from the sale price the reasonable cost of the sale, including all appraisal fees, broker's commission, title evidence, reasonable attorney fees, and prepayment penalties on existing mortgages, the difference shall be paid to the employee within thirty (30) days after evidence satisfactory to the Presbytery is presented in support of such transaction; or
- b. If a lease, the actual cost of terminating a lease by the prepayment of a lump sum, or the monthly cost thereof.

15. SECOND MORTGAGE LOANS

Employees, either new or transferred, may be given assistance in the purchase of a home through the loan of the Presbytery of a second mortgage in accordance with the guidelines established by the Synod of Lakes and Prairies for exempt employees.

16. PERSONAL LOANS

Personal loans for other than second mortgages or costs incurred because of transfer to a new location in the Presbytery are not available to new employees.

R. PART-TIME EMPLOYEES

Part-time employees are those who are employed to work less than forty (40) hours per week. If they are not temporary, and are employed at least twenty (20) hours a week, they are eligible for the following:

1. Holiday pay, if the holiday falls on one of the regularly scheduled working days for the part-time employee;
2. Jury duty pay;
3. Merit increases in salary;
4. Regular pay up to forty (40) hours, time-and-a-half pay over forty (40) hours in any work week;
5. Vacation, sick pay, and parental leave in proportion to hours worked each week;
6. Worker's compensation;
7. Off-the-job disability benefits;
8. Social Security participation;
9. Severance allowance in proportion to hours worked each week.

The rules of the Presbyterian Pension Plan do not permit participation of part-time employees.

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

S. BENEFITS FOR TEMPORARY EMPLOYEES

Those employed for a short period, usually less than three months, are not paid for holidays, sick leave, or other leaves, and do not earn vacation leave during their temporary employment. They are not eligible for the Pension Plan. If they work more than forty (40) hours in one work week, they will be paid time-and-a-half for above forty (40) hours. If a temporary employee joins the regular staff, his/her temporary employment is not considered in computing vacation and other benefits.

P-300.02

POLICIES FOR AAEEEO (April 1990, Revised October 2017)

The Presbytery of the Northern Plains in accordance with the policy of the General Assembly of the Presbyterian Church (USA) set forth in the "Churchwide Plan for Equal Employment Opportunity," requires that all

congregations submit the following Affirmative Action Equal Employment Opportunity form to the presbytery office after the Search Committee has finished its work but before the committee is dissolved in finding a pastoral leader.

Form found in Care for Congregations Pod Handbook.

P-300.03

PARENTAL LEAVE

In addition to other benefits, a teaching elder and staff are entitled to parental leave in the period immediately preceding and/or following the arrival (birth, adoption, or guardianship) of a child/children as follows:

- A. The teaching elder or staff should normally apply for the leave at least one month in advance of the expected arrival of the child/children, specifying the amount of time desired.
- B. Up to six weeks of parental leave will be at full salary. Additional compensated leave may be negotiated. An additional two weeks is recommended for a woman who has delivered by Caesarean section.

The leave may include a period in advance of the expected arrival of the child/children as recommended by the physician. Return to part-time employment with part-time compensation may be considered.

- C. The leave should normally be unbroken except for any period of absence for medical reasons.
- D. Those who take parental leave shall retain their full employment and all other rights pertaining to their employment.
- E. For part-time employees, their leave should be proportional to the hours worked each week.

P-300.04

POLICY FOR ADDRESSING CONCERNS REGARDING PRESBYTERY STAFF (February 2010)

In order for the Presbytery and its council to conduct its life together effectively and in manner consistent with the Gospel, when issues of concern regarding Presbytery staff arise, the following guidelines are to be followed:

- A. When a member of the Presbytery has a concern about a Presbytery staff person, she/he is to be directed to a member of the Presbytery Personnel Committee. The Personnel Committee member receiving the concern is to ask the person to talk with the staff person directly.
- B. If the person doesn't want to talk directly with the staff person, the Personnel Committee member shall ask, "What would you like me to do with this information?"
- C. If the person desires to have the information transmitted to the Personnel Committee, he/she shall be invited to bring the information/opinion to the next Personnel Committee meeting. The time and date shall be given.
- D. If the member does not wish to appear in person, the Personnel Committee member shall ask the person for permission to use their name in reporting or to have the person write a letter expressing her/his concerns. If permission is not given or the person is unwilling to write a letter, the Personnel Committee member shall say, "I'm sorry but I will not be able to report this to the Personnel Committee since we

do not deal with anonymous letters or comments.”

- E. If permission is given, the Personnel Committee member shall report the information/opinion to the Personnel Committee and use the person’s name.
- F. The Personnel Committee may choose numerous courses of action, including talking with the staff person and hearing her/his perspective, bringing together the person expressing the concern and the staff to seek to bring reconciliation. Actions thereafter may include dismissing the complaint, giving the staff a warning, or writing the incident up and placing it in her/his personnel file.

P-300.05

REPORTING CHANNELS (October 1990, Revised October 2017)

General Assembly and Synod Commissioners shall report to Presbytery in written or verbal form.