



A COUNCIL OF



PERSONNEL POLICY MANUAL

Effective January 2010

Approved by Presbytery Assembly, December 9, 2009

Revised, June 21, 2011

These personnel policies have been prepared for use within the Presbytery of Chicago. They are specifically intended to guide personnel administration to ensure fairness and consistency for all employees. These policies neither constitute a contract of employment, real nor implied, nor should they or this document be interpreted as such.

These personnel policies are subject to periodic revision at the will of the Presbytery, which revisions shall supersede any and all previously published personnel policies of the Presbytery. Employees of the Presbytery of Chicago shall have access to copies of these personnel policies and to any revisions approved by the Presbytery Coordinating Commission that may, from time-to-time, be issued by the Presbytery Coordinating Commission's Staff Personnel Work Group.

POC Personnel Policy Manual

Adopted, December 9, 2009, as amended on June 21, 2011
Minutes, pp. 19469, 19511-521, 19640, 19642, 20236-37

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1.00 INTRODUCTION AND THEOLOGY OF EMPLOYMENT

1.01 The Work of the Presbytery

The work of the Presbytery is carried on to further the mission of the Church of Jesus Christ. It is guided by Scripture, the Book of Confessions and the Book of Order of the Presbyterian Church (U.S.A.). The Presbytery seeks in all matters to glorify God and to bear faithful witness to the Gospel of Jesus Christ

Implicit in Christian theology are basic assumptions about men and women that the Presbytery is committed to take into account in its employment practices. Among these are the following:

- Women and men are created in the image of God. The potential creativity of each person is to be recognized and nurtured.
- Authority is lodged in groups, which are to serve rather than to be served.
- The Christian Gospel frees people to assume responsibility. The Presbytery provides opportunity for individuals to exercise this freedom in the performance of their work.

1.02 About These Personnel Policies

These personnel policies have been prepared to help employees become acquainted with the Presbytery's philosophy, employment practices, and policies, as well as the benefits provided to employees. These personnel policies have been created and adopted by the Presbytery Coordinating Commission's Staff Personnel Work Group of the Presbytery of Chicago.

1.03 At-Will Employment

The employment relationship, by its nature, is "at-will." This means that either party may terminate the employment relationship at any time for any reason, as long as that reason does not violate the law. Each employee is free to terminate their employment at the Presbytery at any time, with or without reason. Likewise, the Presbytery has the right to terminate employment at any time. Teaching Elders and other Elected Staff serving under a Call may have written contracts with the Presbytery, which may fall outside the employment-at-will doctrine. In these instances, the Terms of Call may prevail.

2.00 COMMITMENTS UNDERLYING POLICIES

2.01 Responsibilities of the Presbytery

The Presbytery assumes responsibility for:

- a. Providing adequate and equitable compensation, benefits, and working conditions.
- b. Providing a work place that is safe and secure, establishing and maintaining open communication with the staff, and providing for the hearing and resolution of complaints and grievances.
- c. Assuring that policies and their administration do not infringe on the rights of staff members.
- d. Conducting performance reviews and evaluations for all staff members.

2.02 Responsibilities of Employees

Employees assume responsibility for:

- a. Furthering the mission of the Church of Jesus Christ and of the Presbytery.
- b. Giving their best possible performance in their assigned functions and making constructive suggestions regarding the work and life of the Presbytery.
- c. Contributing in areas outside of their normal responsibilities when required or upon request.

2.03 Standards of Ethical Conduct for Employees of the Presbyterian Church (U.S.A.):
Life Together in the Community of Faith

The Presbyterian Church (U.S.A.) has adopted the following statement to represent the standards of ethical conduct for all employees of the Presbyterian Church. In accordance with this statement, each employee shall:

Conduct his or her life in a manner that will support the ministry of the Presbytery. Therefore, each employee shall:

- a. Be honest and truthful in relationships with others;
- b. Treat all persons with equal respect and concern;
- c. Maintain a healthy balance among the responsibilities of his or her position, his or her commitments to family and other primary relationships, and his or her need for spiritual, physical, emotional, and intellectual renewal;
- d. Refrain from abusive, addictive, or exploitative behavior and seek help to overcome such behavior if it occurs; and
- e. Refrain from gossip and abusive speech.

Conduct in the workplace will be in a manner that will support its ministry. Therefore, each employee shall:

- a. Honor relationships within the workplace and observe appropriate boundaries;
- b. Be judicious in the exercise of the power and privileges of his or her position;
- c. Avoid conflicts of interest that might compromise the effectiveness of his or her work;
- d. Refrain from exploiting relationships within the workplace for personal gain or gratification, including sexual harassment and misconduct as defined by Presbyterian Church (U.S.A.) policy;
- e. Respect the privacy of individuals and not divulge information obtained in confidence without express permission unless an individual is a danger to self or others;
- f. Recognize the limits of his or her own gifts and training, and refer persons and tasks to others as appropriate;
- g. Claim only those qualifications actually attained, give appropriate credit for all sources used in papers, music, and presentations, and observe copyrights;

- h. Observe limits set by the appropriate governing body for honoraria;
- i. Deal honorably with the record of his or her predecessor and, upon leaving a position, speak and act in ways that support the work of his or her successor;
- j. Be a faithful steward of and fully account for funds and property entrusted to him or her;
- k. Accept the appropriate guidance of those to whom he or she is accountable;
- l. Participate in continuing education and seek the counsel of mentors and professional advisors;
- m. Show respect and provide encouragement for colleagues; and
- n. Cooperate with persons of other faith traditions.

3.00 THE PRESBYTERY AS EMPLOYER

3.01 Reason for Staff

The Presbytery, like other councils of the Church, has specific responsibilities assigned to it through the Book of Order. In order to carry out these responsibilities, the Presbytery employs staff to assist it in preparing for and implementing its decisions.

3.02 Selection and Designation

The Presbytery shall determine which persons shall serve as its employees, and the conditions of their employment. Each person employed shall be responsible to the Executive Presbyter and/or to a Work Director and/or Supervisor.

4.00 SCOPE AND APPLICATION

4.01 About These Personnel Policies

These policies, practices, and procedures are intended to be general personnel policies only. They are not intended to confer contractual rights of any kind upon any employee or to create contractual obligations. Teaching elders and certain lay staff may have explicit written contracts with the Presbytery; where they exist, these policies may apply only to matters not covered by such contracts. If there is a conflict between the provisions, benefits and policies in these personnel policies and those set forth in the terms of a teaching elder staff member's Call, the Terms of Call may prevail.

The information in these personnel policies supersedes and replaces all previous personnel policies, procedures, practices, benefits and rules of conduct, whether written or oral.

4.02 Source of Personnel Policies

Personnel policies are determined by the Presbytery Coordinating Commission upon recommendation of the Presbytery Coordinating Commission's Staff Personnel Work Group. The Presbytery Coordinating Commission, upon recommendation of the Presbytery Coordinating Commission's Staff Personnel Work Group, is free to amend, delete, suspend, modify and change any part of these personnel policies at any time. Revised personnel policies will supersede and replace any existing personnel policies at the time of implementation. Verbal

promises are not sufficient to modify the policies and benefits as outlined in these personnel policies.

The Executive Presbyter will keep staff members informed regarding any such amendments, modifications, or changes.

4.03 Relationships

The personnel policies of the Presbytery are intended to be consistent with the Form of Government of the Presbyterian Church (U.S.A.), with the personnel policies adopted by the denomination, and with all applicable laws.

4.04 Commitments of the Presbytery

In the development and administration of personnel policies and procedures, the Presbytery is committed:

- a. To develop and implement practices that are free from discrimination with respect to race, color, national origin, sex, marital status, sexual orientation, disability, ancestry, veteran status and religious orientation, except where the latter is judged by the Presbytery Assembly to be a bona fide occupational qualification.
- b. To establish and administer a system of compensation based on job evaluation and classification, equitable salary scales, periodic performance review and evaluation, and increments determined in light of economic factors.
- c. To afford employees the opportunity to acquire new skills and knowledge or to refresh existing ones, and to incorporate staff development as an integral part of periodic performance reviews.
- d. To assist in meeting the needs of employees for medical services, insurance, pension coverage, vacation, personal leaves, and other such needs within the financial capabilities of the Presbytery.
- e. To assure equitable working hours, necessary equipment, and clean, pleasant and safe working conditions to the extent these are feasible.
- f. To assure that authorized expenses are reimbursed through a uniform voucher based system.
- g. To provide a fair and equitable opportunity for quick resolution of work-related problems and misunderstandings.
- h. To communicate to staff members the personnel policies and other information pertinent to their employment, including the identification of those responsible for the personnel system.

5.00 EMPLOYMENT CLASSIFICATIONS, TERMINOLOGY, AND PROCEDURES

5.01 Employment Classification Structure

The Presbytery classifies employees in a number of different ways. "Calls" may apply to ordained teaching elders and certain other members of the Elected Staff. In these instances, the Book of Order or Terms of Call may prevail.

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Employment Classification Summary Matrix:

| Employment Classification | Employment Status | Standard Working Hours Per Week | Weekly Hours Required for Benefits Eligibility | Benefits Package See Section 24.00 for definitions |
|----------------------------------|--------------------------|--|---|--|
| Exempt, Teaching Elder Ordained | Full-Time | 40 and more | 35 or more | Full benefits |
| | Part-Time | Varies | 20 - 34 | Full benefits |
| Exempt, Lay | Full-Time | 40 and more | 35 or more | Full benefits |
| | Part-Time | Varies | 20 - 34 | Enhanced benefits |
| | Limited, Part-Time | Varies | 0 - 19 | Limited benefits |
| Non-Exempt | Full-Time | 40 | 40 | Enhanced benefits |
| | Part-Time | Varies | 0 - 37 | Limited benefits |
| Temporary | Temporary | Varies, includes seasonal positions | n/a | None, except those mandated by law |

5.02 Non-Exempt Staff

A non-exempt employee is an individual who is not exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and is, therefore, covered by the provisions of the FLSA.

A regular workweek at the Presbytery is 40 hours.

The FLSA provision dictates that non-exempt staff is paid overtime for hours worked in excess of 40 hours per week, and at the rate of 1-1/2 times the regular hourly rate. Therefore, in compliance with the law, the Presbytery pays non-exempt employees overtime for all hours worked in excess of 40 hours per week. All overtime must be approved in advance by the Work Director and Supervisor.

5.03 Exempt Staff

Exempt staff members are individuals who are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) because they are classified as executives, professionals, or administrative employees and meet the specific criteria for exemption. Exempt employees are not paid overtime and are expected to manage their schedules in such a manner that both their professional and their private lives are adequately cared for.

Exempt employees are expected to work as many hours as needed, beyond the normal workweek, based on the workload specified by the position.

It is expected that exempt staff will arrange for days off, vacation, and a reasonable weekly working schedule subject to review by the supervisor.

5.04 Salaried and Hourly Staff

An individual who receives the same base salary from week to week is "salaried." Exempt employees must be paid on a salary basis. Non-exempt employees may be voluntarily paid on a salary basis, but still must receive overtime.

An individual who receives an hourly wage for work performed is “hourly.” Such individuals, because of the method of payment, are classified as non-exempt and are subject to the overtime provisions of the FLSA.

5.05 Elected Staff

Certain members of the staff are elected by the council, in keeping with the practice of the Presbytery and the provisions of the Form of Government G-2.0503 and G-3.0104. The Executive Presbyter, Associate Executives, and the Stated Clerk are Elected Staff. They are elected by the Presbytery Assembly. The Director of Business Affairs and the Executive Director of the Presbyterian Camp are also Elected Staff, but they are elected by the Presbytery Coordinating Commission and are reported to the Presbytery Assembly.

Teaching elders who are members of the Presbytery staff are considered self-employed persons under the ruling of the Internal Revenue Service in regard to Social Security. They are expected to plan accordingly in matters relating to taxation.

5.06 Non-Elected Staff

All other employees are selected by the Presbytery Coordinating Commission’s Staff Personnel Work Group and the Executive Presbyter, and are reported to the Coordinating Commission.

There are two classifications within the “Non-Elected Staff” category:

- a. Administrative/Program Staff – Qualified applicants are identified by a Search Committee and are recommended to the Executive Presbyter and the Presbytery Coordinating Commission’s Staff Personnel Work Group.
- b. Support Staff – Qualified applicants are identified by a staff team formed by the Executive Presbyter and are recommended to the Executive Presbyter for final interview and reporting to the Presbytery Coordinating Commission’s Staff Personnel Work Group.

5.07 Temporary Staff

The Presbytery may need to hire employees for specific periods of time, for the completion of a project with a limited time commitment, or on an “as needed” basis. An employee hired under these conditions may be considered a temporary employee. An example of a temporary employee is a Seasonal Summer Camp employee. The hours worked by these employees will vary.

Temporary employees are normally not eligible for any benefits described in these personnel policies (regardless of the number of hours worked weekly), except to the extent required by law.

5.08 Independent Contractors

The Presbytery, through the Presbytery Coordinating Commission’s Staff Personnel Work Group, may engage persons for particular, temporary services such as interims, consultant services, or occasional specialized work.

Independent Contractors are not employed by the Presbytery. These individuals are hired to meet specific project needs of the Presbytery (and its missions) and are generally independently employed professionals. Examples of independent

contractors include: Consultants (including Mission Team Consultants), Coordinators, and Work Group Consultants. An additional resource describing the Independent Contractor relationship will be available at a later date.

These workers will enter into Independent Contractor agreements with the Presbytery prior to performing any services. The Presbytery will ensure that the worker's assignments meet the federal guidelines for independent contractor status before engaging any services. These workers are not employees of the Presbytery and, therefore, are paid strictly per project or per time worked and are not entitled to any benefits of employment.

Current employees of the Presbytery are not eligible to work for the Presbytery concurrently as both an independent contractor and as an employee.

5.09 Volunteer-in-Ministry

The Presbytery may engage persons for particular volunteer assignments. These persons are not employees of the Presbytery and, therefore, are not entitled to any benefits of employment. Volunteers are asked to follow the same code of conduct guidelines as employees.

5.10 Work Director

A work director is a staff member authorized to request, instruct, and in other ways guide the work activities of an assigned subordinate. Subordinates are accountable to their work director for all matters pertaining to the content, flow, and completion of assigned work. All other matters of employee oversight are the responsibility of supervisors.

5.11 Supervisor

A supervisor monitors and supervises in areas of attendance, leave, performance evaluation, and coordination among multiple work directors, as needed. Normally, staff will report to the same person as their supervisor and work director. There may be occasions when an employee, by job description, will have separate work director and supervisor.

5.12 Period of Employment - Elected Staff

Elected staff is employed for an indefinite period, subject to annual performance reviews and evaluation as scheduled through the Presbytery Coordinating Commission's Staff Personnel Work Group.

5.13 Period of Employment - Non-Elected Staff

Non-Elected employees are employed for an indefinite period, subject to periodic performance reviews and evaluation as scheduled through the Presbytery Coordinating Commission's Staff Personnel Work Group.

5.14 Period of Employment - Temporary Staff

The Presbytery may need to hire employees for specific periods of time, for the completion of a project or on an "as needed" basis. Temporary employees are hired for a specific time period or for a specific project with limited time commitment. Therefore, the period of employment for temporary staff shall vary based on the Presbytery of Chicago's business needs.

5.15 At-Will Employment

The employment relationship, by its nature, is “at-will.” This means that either party may terminate the employment relationship at any time for any reason, as long as that reason does not violate the law. Each employee is free to terminate their employment at the Presbytery at any time, with or without reason. Likewise, the Presbytery has the right to terminate employment at any time.

6.00 DESCRIPTION, VALIDATION, AND EVALUATION OF POSITIONS

6.01 Position Descriptions

A written Position Description will be provided for each position. Position descriptions shall be subject to review and may be revised by the Presbytery Coordinating Commission’s Staff Personnel Work Group, subject to approval of the Presbytery Coordinating Commission.

It should be noted that position descriptions are designed to be general guidelines for one’s position and are not all inclusive of every duty that an employee may be asked to perform. As such, each employee of the Presbytery may be asked to perform tasks outside of the duties outlined in this document. The Work Director and Supervisor may assign all members of the staff to tasks and projects as necessary in order to support the vision and mission directions of the Presbytery of Chicago.

Each employee is expected to perform all duties in the spirit of the shared mission purpose of the Presbytery, its leaders, staff, and volunteers. All staff should strive to empower the vision and mission directions of the Presbytery and foster the Presbytery’s values of collegiality and teamwork. All staff should work with others to foster a cohesive and mutually supportive Presbytery organization.

6.02 Establishment of Position

All new Administrative/Program staff positions will be established by action of the Presbytery Coordinating Commission’s Staff Personnel Work Group and their recommendation to the Presbytery Coordinating Commission and reporting to the Presbytery Assembly. When a position becomes vacant, each position will be re-evaluated prior to being filled.

6.03 Evaluation and Factoring

Positions shall be evaluated and factored in accordance with the position description and processes established by the Presbytery Coordinating Commission’s Staff Personnel Work Group.

7.00 EQUAL OPPORTUNITY

7.01 Commitment of the Presbytery

The Presbytery Coordinating Commission’s Staff Personnel Work Group will promote equality of opportunity in all aspects of employment by means of the following practices:

- a. Personnel policies and practices will be administered without discrimination related to race, color, sexual orientation, national origin, gender, age, marital status, disability, ancestry, veteran status or religious affiliation, except where judged by the Presbytery to be a bona fide occupational qualification.

- b. The Presbytery Coordinating Commission's Staff Personnel Work Group will develop and implement non-discriminatory practices to assure fairness and equal access for all individuals in recruitment, compensation, benefits, promotions, transfers, training, career development, dismissal, and other forms of employee treatment.
- c. The Presbytery Coordinating Commission's Staff Personnel Work Group will analyze its practices and results to assure that equal opportunity commitments are being met, and to design remedies for any deficiencies that may be found.

8.00 RECRUITMENT AND SELECTION

8.01 Selection Process

In accord with the provisions of G-3.0110 of the Form of Government, Search Committees are elected by the Presbytery Assembly. The Presbytery Coordinating Commission's Staff Personnel Work Group shall submit to the Presbytery Coordinating Commission a slate of nominees to serve on the Search Committee for Elected Staff. The Presbytery Coordinating Commission recommends this slate of nominees to the Presbytery Assembly.

All other staff shall be selected by a method to be determined in each particular instance as proposed to the Presbytery Assembly by the Presbytery Coordinating Commission (on recommendation of the Presbytery Coordinating Commission's Staff Personnel Work Group).

For the election of the Stated Clerk, following his or her first term as Clerk, the Presbytery Coordinating Commission, upon recommendation of the Presbytery Coordinating Commission's Staff Personnel Work Group, shall bring a recommendation to the Presbytery Assembly for re-election of that person to subsequent terms of office.

8.02 Advertisement of Vacancies

Advertisement of vacancies for all Elected Staff positions shall be made in appropriate publications of the denomination, and may be included in other publications at the discretion of the Search Committee. Other positions may be so advertised when deemed necessary or desirable.

Notice of vacancies for Non-Elected positions will be given to all employees. Members of the Presbytery and the sessions of congregations shall also be informed of vacancies in order to facilitate the hiring of qualified applicants.

In many circumstances, employee referrals yield qualified candidates for open positions. The Presbytery encourages all employees to refer qualified candidates for employment with the Presbytery.

8.03 Internal Transfer

Vacancies within the Presbytery staff may be filled by internal transfer, upon recommendation of the Executive Presbyter, for such reasons as the following:

- To meet special needs
- To improve the fit of persons to jobs
- To promote from within

- To utilize skills of personnel already employed
- To further Equal Employment Opportunity goals
- To give maximum opportunity to employees at the time of reduction in force.

9.00 WRITTEN TERMS OF EMPLOYMENT

Employees shall be provided with a written document clearly stating the terms of their employment. This document is designed to be a supplement to these personnel policies. Where applicable to teaching elders who are members of the staff, this document shall be in the form of and constitute the written "Call" by the Presbytery Assembly.

10.00 OTHER EMPLOYMENT PRACTICES

10.01 Medical Examination

A medical examination at the Presbytery's expense may be required as permitted by applicable law.

10.02 Hiring Process

The Presbytery Coordinating Commission's Staff Personnel Work Group will verify employee eligibility to work in the United States. If at any time an employee cannot verify their right to work in the United States, the Presbytery is obligated to terminate employment.

In addition, the Presbytery Coordinating Commission's Staff Personnel Work Group will conduct criminal background, driving, and credit checks to determine suitability for employment with the Presbytery. Employment may be conditional upon review of the results of these reports. Results of these reports are maintained in confidential employee files.

All candidates for employment will be expected to provide the appropriate documentation necessary for these steps, including completion of an authorization form.

10.03 Introductory Period

The Presbytery Coordinating Commission's Staff Personnel Work Group considers the first 90 days of employment an important "introductory period." The introductory period is the time during which an employee is oriented to the Presbytery and learns of the expectations for their performance. In addition, the Presbytery is getting to know the new employee and ensuring that the employee understands the high standards set for employment with the Presbytery

10.04 Nepotism

To affirm and facilitate equal opportunity for all staff members and employment candidates, care will be exercised in the employment and assignment of persons who are direct relatives of people in the Presbytery's employ. Such people shall not be automatically denied employment or fair treatment in the full spirit of these policies.

Discrimination on the basis of marital status is not permitted by law. Otherwise, individuals shall not be employed by or through the involvement of direct relatives, and they shall normally not be assigned to a position where a direct relative is in a position to influence the staff member's salary, promotion, or other aspects of personnel practice.

In some instances, the Presbytery may wish to hire a direct relative. A “direct relative” is defined as anyone in an employee’s immediate family (parent, child, spouse, sibling), as well as grandparents, aunts, uncles, nieces, nephews, and first cousins, whether by blood or marriage.

Standard Presbytery hiring and employment practices apply in these situations. In instances where a direct relative is in a position to influence salary, promotion or other personnel practices, additional regulations may be put in place on a case-by-case basis upon recommendation of the Presbytery Coordinating Commission’s Staff Personnel Work Group.

10.05 Smoking

It is the policy of the Presbytery to provide a smoke free environment for its employees, visitors and guests. All employees, therefore, are expected to refrain from smoking within the confines of the Presbytery building. In addition, in accordance with the law, smoking is prohibited within 15 feet of Presbytery offices.

10.06 Dress Code and Personal Appearance

The Presbytery building is both a professional and public office. All employees are expected to maintain dress, grooming, and personal hygiene as appropriate for the work environment. This includes maintaining high standards of personal hygiene, neatness of attire, and cleanliness of apparel.

10.07 Reporting of Accidents

All employees are expected to promptly report any on-the-job accidents or injuries to the Director of Business Affairs and Operations Manager, regardless of the incident’s extent. Employees are also expected to report any hazardous or unsafe working condition or practice that comes to their attention.

10.08 Sensitive, Personal, or Confidential Information

Employees will frequently in the course of their work become aware of matters of a sensitive, personal or confidential nature that, if communicated elsewhere, might do serious injury or harm to the individual involved or to the Presbytery. All employees are expected to treat such matters with the highest degree of confidentiality. Violations of this policy will be regarded as a serious breach of one’s responsibility and will be dealt with accordingly.

10.09 Attendance and Work Schedule

a. Non-Exempt Staff

A regular work week at the Presbytery is 40 hours. Precise starting times, lunch periods, breaks, and concluding times may be determined with the Work Director and Supervisor. Employees, who are not scheduled to work, should not report for work without Work Director and Supervisor authorization.

All staff members are expected to call the receptionist when they must be absent or will be late. If the staff person is unable to call, they are responsible for having someone else make the call on their behalf.

Absence from work for three or more consecutive scheduled work days, without notifying a Work Director or Supervisor, may be considered a voluntary resignation.

Excessive absences (including lateness or leaving early without authorization) may lead to disciplinary action, up to and including termination.

b.Exempt Staff

Exempt employees are expected to manage their schedules in such a manner that both their professional and their private lives are adequately cared for.

Exempt employees are expected to work as many hours as needed, based on workload demanded by the position.

It is expected that exempt staff will arrange for days off, vacation, and a reasonable weekly working schedule subject to review by the supervisor.

Absence from work for three or more consecutive scheduled work days, without notifying a Supervisor, may be considered a voluntary resignation.

10.10 Meal Periods

Meal periods are periods in which staff members may leave the building and be relieved of work duties. All employees working 7 and ½ continuous hours or more in a day shall receive one meal period. The meal period must be taken no later than 5 hours after beginning work.

Non-exempt staff receives a 30 minute paid meal period, which may be extended for an additional 30 minutes of unpaid time if desired. Meal periods may not be taken at the beginning or the end of the work day, unless authorized by the Work Director and Supervisor on occasion.

10.11 Working in Multiple Departments

On occasion, employees may be eligible to work across multiple departments or gain extra work assignments. The Work Director and Supervisor must approve such assignments.

From time to time, each employee of the Presbytery may be asked to perform tasks outside of their regular duties. The Work Director and Supervisor may assign any member of the staff to tasks and projects as necessary in order to support the vision and mission directions of the organization.

11.00 ANTI-HARASSMENT

11.01 Intent of Policy

The Presbytery is committed to providing a workplace free of any form of harassment. Any form of harassment (sexual, racial, religious, etc.) is unacceptable behavior within the work place and is subject to appropriate disciplinary action, up to and including termination of employment.

Harassment of all forms is unacceptable – including harassing email or voicemail messages or sexual harassment. It is important to understand that certain jokes, stories, cartoons, nicknames, and comments may be offensive to others.

The Sexual Misconduct Policy is available within the Employment Handbook. In instances of general harassment or sexual harassment, please consult this policy for definitions, reporting protocol, investigation, and protection of complainant.

12.00 CONFLICT OF INTEREST

12.01 Basic Policy

No staff member shall accept any gift, gratuity, grant service, or any special favor from any person or persons or business that provide or receive goods and service to or from the Presbytery. Minor courtesies, however, such as luncheons, dinners, or similar arrangements in connections with business may be received.

12.02 Personal Interest

No staff member shall participate in a decision in which the interests of the Presbytery conflict with her or his personal interests, including but not limited to selection, employment, review or compensation of another employee.

Staff members will inform and discuss with their supervisor any involvement as a volunteer on committees at the Presbytery level to make sure conflicts of interest don't arise. Supervisor permission must be granted.

12.03 Outside Employment

Staff members who hold other paid positions shall ensure that such outside employment will not interfere with the performance of their duties or produce a conflict of interest in the pursuit of those duties.

12.04 Honoraria

Presbytery personnel should not receive honoraria for any services rendered as a part of their normal job function. Exception to this policy will need approval of the Executive Presbyter. Supply preaching as a service for the Church is not considered to be part of the normal job function.

12.05 Clarification of Adherence

All staff members shall avoid even the appearance of conflict of interest, special interest or any other inappropriate conduct. If a staff member discovers that they may be in a position of violating these policies she or he shall report this conflict to the Executive Presbyter. Clarification and if deemed necessary resolution lies with the Executive Presbyter.

13.00 PRIVACY AND CONFIDENTIALITY

13.01 Medical Records

The Presbytery shall establish procedures necessary to guarantee the confidentiality of medical and employment records in accordance with the privacy personnel policies established by the General Assembly and applicable law.

The Presbytery maintains medical information in strict confidence and adequate safeguards are taken to maintain confidentiality.

The Presbytery complies with current privacy regulations and, therefore, will generally not use or disclose medical information or private health information (PHI) about an employee without the employee first having signed an authorization form permitting such use or disclosure. In the event of a court order

for medical records, however, the Presbytery may be obligated to comply without a signed consent.

13.02 Personnel Records

All staff members are expected to keep their personnel files up-to-date. Employees should report all changes, such as: legal name, address, phone number, emergency contact, number of dependents, marital status, military status, beneficiary, driving record, educational attainment, or training.

At reasonable time and upon reasonable notice, an employee may be allowed to review his or her personnel file. A request to view one's personnel file should be made to the Work Director, Supervisor, Personnel Services Administrator or the Executive Presbyter.

13.03 Governmental Agencies

In the event of an inquiry by the police, F.B.I., or other governmental agency or official concerning the work of an employee of the Presbytery, the Presbytery itself, or in the event a staff member is sought to be queried by a governmental agency, the following shall be the policy:

- a. All such inquiries shall be referred to the Executive Presbyter or to the Stated Clerk.
- b. No information or documents of any kind shall be released until the Executive Presbyter and the Stated Clerk have consulted with one another and with legal counsel, and have authorized release.
- c. Unless, in the judgment of the Executive Presbyter, there is compelling reason to the contrary, employees shall be informed regarding an inquiry regarding their persons.

14.00 AMERICANS WITH DISABILITIES

14.01 General Policy and Concerns

The Presbytery complies with the standards set forth by the "Americans with Disabilities Act" (ADA). The ADA requires employers to reasonably accommodate qualified individuals with disabilities. A "disability" under the ADA refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such impairment, has a record of such impairment, or is regarded as having such impairment may be a "disabled individual."

Disabled individuals will be evaluated fully to see if they can fulfill the essential functions of the job. The Presbytery will do its best to provide reasonable accommodations for a disabled individual as long as it does not present "undue hardship" to do so.

These accommodations will be provided on a case-by-case basis, to be determined by the Executive Presbyter and the Presbytery Coordinating Commission's Staff Personnel Work Group

15.00 DRUG FREE WORKPLACE

15.01 General Personnel Policies

The use, possession, or distribution of alcohol or illegal drugs is prohibited in all work locations and on all property of the Presbytery. This includes Presbytery owned vehicles. No staff member shall report to work impaired by alcohol or unlawful drug use.

15.02 Types and Conditions of Testing

- a. Post Accident – If a staff member is involved in a work-related accident that results in medical treatment (for themselves or another person) or property damage, such an accident will constitute reason to administer drug and alcohol verification testing for the presence of drugs or alcohol.

All employees are expected to promptly report any on-the-job accidents or injuries to the Director of Business Affairs and Operations Manager, regardless of the incident's extent. Employees are also expected to report any hazardous or unsafe working condition or practice that comes to their attention.

- b. Reasonable Suspicion – If there is reason to believe a staff member is abusing drugs or alcohol while at work, the staff member may be required to submit to testing. Some triggers to this form of testing include reported errors on job, unsatisfactory attendance when coupled with an event, suspicious or unsafe behaviors, etc.

The Presbytery may suspend a staff member pending the results of testing where appropriate. If a staff member at any time tests positive for drugs or alcohol, disciplinary action may be taken up to and including termination of employment.

15.03 Employee Assistance

The Presbytery recognizes addiction and substance abuse as illness requiring medical treatment or other appropriate forms of therapy. The Presbytery encourages employees with such illness to voluntarily seek help, and shall seek to provide assistance and support in such efforts.

Employees with an addiction or substance abuse problem may be required to seek treatment and therapy, and to demonstrate satisfactory progress in dealing with their addiction as a condition of continued or returning employment.

16.00 EMPLOYEE GRIEVANCES AND APPEAL

16.01 General Policy

The Presbytery recognizes that problems and disagreements may arise in the course of employment. It is expected that every employee will seek to settle such matters in direct and open dialogue with the Work Director and Supervisor or colleagues who are most directly involved. Employees will always have reasonable access to the Executive Presbyter and, should the situation so require, to the Presbytery Coordinating Commission's Staff Personnel Work Group.

16.02 Formal Hearing and Appeal

Every effort is to be made to settle grievances without resorting to formal procedures. An employee, however, shall always have the right to ask for a formal hearing and dispensation of a grievance, provided that every reasonable effort has been made by all parties involved to settle the matter under dispute.

16.03 Initiation of Process

Formal grievance process shall be initiated by filing a written statement of grievance with the Executive Presbyter, who shall notify the Presbytery Coordinating Commission's Staff Personnel Work Group of its receipt. The Executive Presbyter is expected to investigate and consider the grievance in a thorough and expeditious manner, and to provide to the complainant a written statement of response.

16.04 Appeal

Appeal from the written response of the Executive Presbyter may be made by filing, within five working days following receipt of the response, a written notice of appeal with the Moderator of the Presbytery Coordinating Commission's Staff Personnel Work Group or, in his or her absence, with another member of the Work Group. Upon receipt of the appeal, the Presbytery Coordinating Commission's Staff Personnel Work Group shall appoint from among its members a Task Force of Review, which will conduct a thorough and timely review of the matter and recommend to the Work Group an appropriate response. Upon receipt of the report of the review committee's recommendation, the Presbytery Coordinating Commission's Staff Personnel Work Group shall make a judgment on the matter and communicate same to the party or parties involved. The judgment of the Presbytery Coordinating Commission's Staff Personnel Work Group shall have the authority of the Presbytery, except that Elected Staff shall always have access to the Presbytery Assembly (via the Presbytery Coordinating Commission), and teaching elders shall always have access to the counsel of the Commission on Ministry.

16.05 Complaint Against the Executive Presbyter

A complaint against the Executive Presbyter shall be filed directly with the Moderator of Presbytery Coordinating Commission's Staff Personnel Work Group, or if circumstances so require, with another member of the Work Group.

17.00 COMPENSATION AND SALARY ADMINISTRATION

17.01 General Policy

Within the limits of its financial capability, the Presbytery is committed to compensate its employees in a manner which will provide fair pay for work performed, incentive for personal achievement and growth, consistency within the organization, and in response to cost of living factors in the society at-large.

17.02 Pay Cycle

The Presbytery's payroll cycle is semi-monthly. Paydays are on the 15th and the last day of the month

17.03 Deductions from Pay

The Presbytery is required by law to make certain deductions from paychecks. Among these are federal, state, and local income taxes, Medicare and Social Security. Teaching elders may request additional tax withholding to assist with covering self-employment taxes.

Any other mandatory deductions to be made, such as court-ordered garnishments, will be explained whenever the Presbytery is ordered to make such deductions. The Presbytery complies with all applicable state and federal laws regarding the garnishment and assignment of wages.

17.04 Overtime Compensation

Employees may be required to work overtime, report before or remain after scheduled hours, or work on a regularly scheduled day off.

Only non-exempt employees are entitled to overtime compensation. The Presbytery pays overtime for approved hours worked over 40.0 in one week.

Vacation days, sick days, personal days, bereavement days, jury duty days, and holidays are not counted as hours worked for the purpose of computing eligibility for overtime pay.

Double time will be paid to non-exempt employees who are required to work on a holiday or on a Sunday.

17.05 Time Records

The Presbytery keeps accurate records of the time worked by non-exempt employees by using timesheets. Timesheets should always reflect the actual hours worked.

Non-exempt employees are required to sign in and out each day according to the following personnel policies:

- SIGN IN when reporting to work at the beginning of the day
- SIGN OUT when leaving work at the end of the day.

No employee should sign in before they are ready to begin work. No employee shall mark or sign the time record of another employee.

17.06 Initial Salary

In so far as possible, each position will be evaluated and factored in accord with a salary administration system adopted by the Presbytery Coordinating Commission's Staff Personnel Work Group for such purposes. Initial placement within a salary range shall reflect a judgment of the qualifications and experience of the individual employee.

17.07 Increment and Review

The salary administration program and all individual salaries shall be reviewed annually by the Presbytery Coordinating Commission's Staff Personnel Work Group. Individual salaries shall also be reviewed when there are changes in duties or responsibilities of the employee. Increase in salary shall be based on performance, position within the salary range, and career progression. Length of service alone shall not be considered sufficient reason for increment.

17.08 Publishing of Salaries

The salaries of all staff members in either Executive Leadership or Director Leadership categories (defined by the Policy and Salary Guidelines of the SPWG of the Presbytery) shall be reported annually to the Presbytery Coordinating Commission for presentation to the Presbytery Assembly no later than December for approval. Other salaries shall be reported as a group to Presbytery Coordinating Commission, with individual salaries not regarded as public information or provided to other employees, except where required in the course of their orderly administration.

18.00 PERFORMANCE MANAGEMENT

The purpose of a performance management system is to keep each employee informed about their performance relative to expectations. The performance management process is important and is intended to be an “interactive arena” where each employee has the opportunity to engage with their Work Director and Supervisor and the Presbytery Coordinating Commission’s Staff Personnel Work Group.

New Hires will generally receive an “introductory review” during their introductory period (first 90 days of employment). This will normally be a verbal conversation about expectations, progress, etc. with the Work Director and Supervisor.

Employees will receive an annual review administered by the Presbytery Coordinating Commission’s Staff Personnel Work Group. This will be a written review and will address performance against expectations and goals.

During a review, the following areas may be covered:

- Attendance (including promptness)
- The quantity and quality of work (productivity).
- Initiative and teamwork.
- Interpersonal and communication skills.
- Progress at achieving objectives.
- Problem solving skills.
- Specific skills and knowledge for the position.
- Strengths.
- Specific areas for improvement for the position.

When an employee transfers to a new position or otherwise has a new Work Director and Supervisor, appropriate adjustments to the process may be made. The performance management process and reviews may be applied differently to Temporary Staff or to those in other special employment classifications.

In addition to performance reviews, the Presbytery Coordinating Commission’s Staff Personnel Work Group periodically conducts a review of position descriptions to ensure that they reflect any changes in the duties and responsibilities of each position.

18.01 Corrective Actions

Employees are expected to comply with the Presbytery’s standards for performance and behavior. Corrective actions may be necessary when performance expectations are not met.

Corrective actions are designed to ensure that actions taken to correct problems are fair and consistent for all employees. The purpose of a corrective action system is to advise the employee about where their performance is relative to expectations. When corrective action is applied, the employee is advised that their performance is not meeting expectations and, therefore, must be corrected in order to continue employment.

In most cases, the Presbytery Coordinating Commission's Staff Personnel Work Group and the Work Director and Supervisor will provide the employee with suggestions about how to correct the problem and will engage with the employee in developing an improvement plan.

It is not possible to provide a complete list of every work rule or performance standard. As a result, the following are presented only as examples of situations where corrective action may be needed.

Unsatisfactory Work Performance:

- Excessive absenteeism, tardiness, or abuse of break and meal privileges.
- Below average work quality or quantity (productivity).
- Interpersonal conflicts.
- Poor teamwork.
- Poor communication skills.
- Failure to achieve objectives.
- Failure to follow instructions or policies.

Misconduct:

- Insubordination.
- Abuse, misuse, or theft of property.
- Falsifying documents.
- Divulging confidential information inappropriately.
- Disorderly conduct.
- Violations of policy.
- Dereliction of duty.
- Behavior not in keeping with the Guidelines for Ethical Conduct.
- Repeated failure to carry out or observe Presbytery policies.

The Presbytery Coordinating Commission's Staff Personnel Work Group believes in applying a progressive discipline process in most circumstances, which allows ample opportunity for the employee to improve their performance.

The Presbytery Coordinating Commission's Staff Personnel Work Group and the Work Director and Supervisor may issue an Employee Improvement Form at the appropriate disciplinary level. The Work Director and Supervisor will generally initiate the request for a corrective action. These levels are general guidelines and will not always be applied in this order. The levels of discipline for an Employee Improvement Form are:

- a. Documented Verbal Warning - An Employee Improvement Form issued at the Documented Verbal Warning level will generally remain in effect for 4 months.

Requests for Documented Verbal Warnings are subject to the review and approval of the Personnel Services Administrator and the Executive Presbyter.

- b. Written Warning - An Employee Improvement Form issued at the Written Warning level will generally remain in effect for 6 months.

Requests for Written Warnings are subject to the review and approval of the Personnel Services Administrator, the Executive Presbyter, and the Staff Personnel Work Group.

- c. Final Written Warning - An Employee Improvement Form issued at the Final Written Warning level will generally remain in effect for 1 year.

Requests for Final Written Warnings are subject to the review and approval of the Personnel Services Administrator, the Executive Presbyter, and the Staff Personnel Work Group.

An employee must show sufficient improvement related to the problem named in the Employee Improvement Form within the specified evaluation period. If sufficient improvement is not made, further disciplinary action may be applied, up to and including termination.

There may be some circumstances, however, where the employee's performance requires more time for evaluation. In these instances, the evaluation period may be extended.

While the Presbytery Coordinating Commission's Staff Personnel Work Group prefers to provide opportunities for improvement, this may not always be possible. When practical, employees will generally receive progressive discipline. Employment is at-will, however, and may be terminated at any time for any reason. The Presbytery may administer discipline in any reasonable manner it sees fit, up to and including termination. In instances of gross misconduct or grossly unsatisfactory performance, the Presbytery Coordinating Commission's Staff Personnel Work Group may impose suspension (pending investigation) or immediate termination without previous disciplinary action being taken.

19.00 USE OF PRESBYTERY PROPERTY

19.01 Voicemail, Email, Computer, Software, and Internet Use

Included in the Employment Handbook is the Information Systems Work Group (ISWG) Policy for voicemail, email, computer and software use. Please reference this policy for information on this subject. Violations of the ISWG policy will result in corrective actions administered through the Presbytery Coordinating Commission's Staff Personnel Work Group.

19.02 Vehicle Use

Employees whose work requires operation of a Presbytery motor vehicle and/or those who are responsible for conducting Presbytery business in a personal vehicle must present and maintain a valid driver's license and a driving record acceptable to the Presbytery's insurer.

The Presbytery maintains insurance on Presbytery vehicles, but the driver is responsible for any accidents, fines, moving or parking violations incurred.

No persons may smoke or drink alcoholic beverages in Presbytery vehicles. All persons responsible for driving Presbytery vehicles may be subject to drug and alcohol testing. In addition, drivers may be tested for drugs and alcohol following any accident in a Presbytery vehicle.

20.00 VIOLENCE IN THE WORKPLACE

The Presbytery of Chicago prohibits any acts or threats of workplace violence. Acts or threats of violence include conduct that is sufficiently severe, offensive, or intimidating to alter the employment conditions at the Presbytery, or to create a hostile, abusive, or intimidating work environment. Some examples of workplace violence include, but are not limited to, the following:

- Hitting or shoving an individual
- Threatening an individual or their family with harm.
- Intentional destruction of property.
- Unauthorized possession of firearms or other weapons.
- Stalking.

Every employee is encouraged to report incidents of threats or acts of violence of which he or she is aware. These reports should be made to the Work Director and Supervisor or the Executive Presbyter.

21.00 BUSINESS EXPENSE REPORTING

Employees will be reimbursed for approved, business-related expenses that are within budgeted amount, upon submission of accurate and receipted expense reports to the Presbytery.

Each employee must have Work Director's authorization prior to incurring an expense of behalf of the Presbytery. To be reimbursed for authorized expenses, an expense report or voucher accompanied by receipts must be approved/signed by Work Director or Supervisor. Expenses older than three months may not be honored.

Employees who conduct Presbytery business using a personal vehicle may be reimbursed at the standard, current IRS business mileage allowance.

For more detail see the Business Expense and Reimbursement Policy found in the Employment Handbook

22.00 PAID AND UNPAID LEAVES

22.01 Vacation Leave

Paid vacation shall be provided to all Full-Time employees. Ordinarily, vacation time is to be taken during the calendar year in which it is due, and no time shall be carried over without the written permission of the Executive Presbyter. In regard to the Executive Presbyter, written permission from the Presbytery Coordinating Commission's Staff Personnel Work Group is required. If not taken in weekly segments, a "week's vacation" shall be understood to be 5 working days. Scheduling of vacation shall be done in consultation with the Work Director and Supervisor, and in a manner conducive to fulfilling the obligations of one's employment.

Ordinarily, no more than 5 work days shall be carried over to the New Year.

POC Personnel Policy Manual

Adopted, December 9, 2009, as amended on June 21, 2011
Minutes, pp. 19469, 19511-521, 19640, 19642, 20236-37

Employees should give a minimum of 1 week's notice when requesting vacation time.

Unused accrued vacation time will be paid out upon termination (see matrix). Vacation days must be used in full day increments only, unless otherwise authorized and documented by the Work Director and Supervisor.

The following shall be the number of vacation days to which employees are entitled, unless otherwise specified in their written terms of employment.

- a. Elected Staff: 20 working days per calendar year.
- b. Non-Elected, eligible employees: 10 working days per anniversary year. After completion of 1 full year of service, one additional vacation day will be credited on the anniversary year of service, up to a maximum of 20 working days (inclusive of original 10 days).

Summary Matrix for Determining Partial Year Vacation Allotments:

| Month in Which Employee Begins or Ends Employment | Number of Vacation Days Awarded for Non-Elected Staff (10 days) hire month <i>*Note: Factor in additional days earned based on years of service</i> | Monthly Vacation Accrual |
|---|--|--------------------------|
| January | 10 | 1 |
| February | 9 | 2 |
| March | 8 | 2 |
| April | 7 | 3 |
| May | 7 | 4 |
| June | 6 | 5 |
| July | 5 | 6 |
| August | 4 | 7 |
| September | 3 | 7 |
| October | 2 | 8 |
| November | 2 | 9 |
| December | 1 | 10 |

22.02 Holiday Leave

The number of holidays and the dates of their observance shall be recommended by the Presbytery Coordinating Commission's Staff Personnel Work Group and are established by the Presbytery Coordinating Commission at the beginning of each calendar year. There shall be 11 holidays a year, which are the following days: New Year's Day, Martin Luther King, Jr.'s Birthday, Presidents' Day, Good

Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and day following, Christmas Day, and 1 floating holiday to be determined annually by the Presbytery Coordinating Commission's Staff Personnel Work Group. Should any of the above days fall on a Saturday, the preceding Friday is observed. If it falls on a Sunday, the following Monday is observed.

All Full-Time employees are eligible for holiday pay beginning, on the first day of employment. Paid holiday hours are not included as hours worked for purposes of calculating overtime.

The Presbytery may require employees to work, from time to time, on a holiday. Non-exempt employees who are required to work on a holiday will be awarded double time pay for hours worked during the holiday.

22.03 Sick Leave

Paid sick leave shall be granted to eligible employees under three circumstances:

- a. The employee is incapacitated due to illness or injury and is unable to perform the duties of his/her job.
- b. The employee must care for a family member with a serious health condition.
- c. The employee must attend a medical appointment with a doctor, dentist, or another recognized medical practitioner for their personal health condition.

A physician's affidavit of need shall be furnished to the Executive Presbyter or Supervisor upon request. A physician's affidavit of need and a return to work authorization will be required for any absence exceeding 5 days.

At the time of termination of employment, no claim for unused sick leave shall be allowed, regardless of the reasons for termination.

Eligible employees shall be granted 10 sick leave working days each anniversary year, cumulative up to 90 days. Sick days shall be pro-rated for the first anniversary year of employment, with no accumulation. Under certain circumstances, extension of the above may be granted at the discretion of the Presbytery Coordinating Commission's Staff Personnel Work Group. In cases of extended illness, leave provisions may include utilization of disability provisions contained in other benefits provided to employees.

Sick leave benefits may not be used for personal time off or as additional vacation time. Sick leave may be used in half day or full day increments, unless otherwise authorized and documented by the Supervisor.

When requesting sick leave, an employee must notify the Supervisor no later than 1 hour prior to the start of his/her normal work schedule. If the Supervisor is unavailable, the employee should leave a voicemail message for the Supervisor and then should also contact the Receptionist, leaving a voicemail message if necessary.

22.04 Family and Medical Leave Act (FMLA)

Due to the Presbytery's staff size the FMLA, enacted in 1998 does not apply. Although the Presbytery is exempt from the provisions of this law, the Presbytery offers other generous leave benefits in lieu of FMLA.

22.05 Parental Leave

Full-Time employees may receive parental leave in the period immediately preceding and following the arrival by birth or adoption of a child, subject to the following:

- a. The employee shall have been employed at least one full year.
- b. Maternity leave may be for up to six months, six weeks of which may be with pay and benefits. The leave normally shall be taken in a continuous block.
- c. Paternity leave may be for 5 working days with pay and benefits following the arrival of a new child into the employee's immediate family.

22.06 Personal Leave

The intent of providing personal leave to employees is to allow paid time away for personal matters that do not fall under other leave categories. Full-Time employees shall be granted up to 3 personal days per calendar year. Personal days will be pro-rated for the first calendar year of employment.

Paid personal leave shall be granted to employees under the following circumstances:

- a. Scheduled personal business: Requires the employee to be absent from work, but advance notice can be provided. Examples include: School visits for a child, court appearances, non-work related training, child care, etc.
- b. Unscheduled personal business: Requires an employee's immediate attention. Examples of unscheduled personal business include: service/maintenance calls to the home, car accident, school business for a child, child care, bereavement for extended family, etc.

Personal leave benefits may not be used as sick leave or as additional vacation time. In most instances, the allotment of 3 working days will not be consecutive days. Personal leave may be used in half day or full day increments. Leave of less than a half day must be authorized and documented by the Work Director and Supervisor. An affidavit of need shall be furnished to the Executive Presbyter or the Work Director and Supervisor upon request.

Personal days are not cumulative from year to year; therefore, they must be used in the year in which they were received. At the time of termination of employment, no claim for unused personal days shall be allowed, regardless of the reasons for termination.

When requesting personal leave, an employee must notify the Supervisor of the need for an absence no later than 1 hour prior to the start of their work schedule. If the Supervisor is unavailable at the time of the call, the employee should leave a voicemail message and also contact the Receptionist.

22.07 Bereavement Leave

Paid leave may also be granted to Full-Time and Part-Time (excluding Limited, Part-Time) employees for a death in the immediate family. Immediate family includes: spouse, parent (by blood or by marriage), child (by blood or by marriage), grandchild (by blood or by marriage), grandparent (by blood or by

marriage), sister (by blood or by marriage), brother (by blood or by marriage), legal guardians, and household members not covered by the above.

Up to 3 consecutive working days will be provided per instance, depending on travel needs. Where a loved one does not fall into the immediate family definition stated above, unpaid leave time may be available.

The details of such leaves shall be arranged in consultation with the Executive Presbyter, and may be subject to the approval of the Presbytery Coordinating Commission's Staff Personnel Work Group.

22.08 Jury Duty and Witness Leave

Paid leave may also be granted to Full-Time and Part-Time (excluding Limited, Part-Time) employees for jury duty or witness service.

- a. Routine Jury Duty Service (1 day): If called for jury duty, but not selected for service on Day 1, the employee will receive 1 day of pay and may keep the check provided for their service.
- b. Extended Jury or Grand Jury Service (2 or more days): If selected for service, the employee will receive full pay while serving on the jury indefinitely. The check received from the court for jury service, however, must be surrendered to the Presbytery. A weekly pre-tax payroll deduction may be scheduled from the employee's check in order to avoid double taxation.
- c. Witness Service: If compelled by a court to act as a witness (non-compensated, non-expert), up to 2 paid days off will be provided.

In all instances, a copy of the summons must be provided along with a receipt verifying the employee's presence for each date served.

The details of such leaves shall be arranged in consultation with the Executive Presbyter, and may be subject to the approval of the Presbytery Coordinating Commission's Staff Personnel Work Group.

22.09 Other Leaves

Paid or unpaid leave may also be granted to Full-Time and Part-Time (excluding Limited, Part-Time) employees for other purposes, including military service, a staff person's marriage, and family responsibilities. The details of such leaves shall be requested from and arranged in consultation with the Executive Presbyter, and may be subject to the approval of the Presbytery Coordinating Commission's Staff Personnel Work Group.

23.00 OTHER BENEFITS

23.01 Medical, Death and Disability Benefits and Retirement Savings

The Presbytery is committed to ensuring that eligible employees are offered retirement savings, medical and other benefits. To this end, all eligible employees shall be offered enrollment in the Major Medical and Death and Disability portions of the Benefits Plan of the Presbyterian Church (U.S.A.).

Assuming an individual remains in the employ of the Presbytery, during the second and third years of employment (based on date of hire), the Presbytery will

offer to contribute to a retirement plan of eligible employee a sum equal to the pension portion of the Benefits Plan of the PCUSA.

Assuming an eligible individual continues in the employ of the Presbytery into the fourth year and beyond (based on date of hire), the Presbytery will cease its contribution to the selected retirement plan at the end of the third year of employment and enroll that person in full coverage of the Benefits Plan of the P.C. (USA) (Pension, Major Medical, and Death and Disability) and pay all costs related to this coverage.

23.02 Dental Insurance

Full-Time employees, who are enrolled in the Board of Pensions Benefits plan, may elect to participate in an optional dental insurance program through the Board of Pensions. Payroll deductions will be made for the premiums and may be made pre-tax via the Cafeteria Plan.

23.03 403B Retirement Savings Plan

Full-Time and eligible Part-Time employees may elect to defer a portion of their earnings on a pre-tax basis to an optional 403B Retirement Savings Plan through the Board of Pensions. Contribution limits apply based on current law.

23.04 Social Security

Social Security payments will be made for qualified employees according to law. Clergy are responsible under the law for their own Social Security payments. The Presbytery may contribute based on an approved percentage by the assembly. Clergy may arrange for additional tax withholding to cover any additional portion of their SECA.

23.05 Professional Development and Training

- a. Elected Staff: including the Executive Presbyter, Associate Executive Presbyters, Stated Clerk, Director of Business Affairs and Director of Presbyterian Camps are entitled to professional development and training.
 - i. The Presbytery may, at its discretion, grant Elected Staff 10 working days of study leave each calendar year of his/her employment. Study leave allotments will be pro-rated for the first year of employment. It is to be understood that the study needs of staff not designated to receive study leave can be met through other work enhancement and training programs.

It is expected that employees who are so entitled will take study leave during the calendar year in which it is offered. Up to 20 working days of unused study leave and professional development allocations may be carried forward with the written permission of the Executive Presbyter. Unused study leave will not be credited to an employee who leaves the employ of the Presbytery, regardless of the reasons for termination of employment.

Upon completion of the fifth year of employment, an Elected Staff member (clergy and non-clergy) may negotiate with the Executive Presbyter and Presbytery Coordinating Commission's Staff Personnel Work Group a more extended period of leave for study and renewal. The maximum time for such leave shall be 10 weeks, including any annual professional

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development time due to the employee. The scheduling of such leave and the activities to be pursued shall be subject to the approval of the Executive Presbyter, the Presbytery Coordinating Commission's Staff Personnel Work Group, and the Presbytery Coordinating Commission.

- b. Non-Elected, Full-Time and Part-Time (excluding Limited, Part-Time) employees will be eligible for work-related training opportunities. Requested training opportunities must be:
 - i. An opportunity that will enhance the employee's work performance, thus providing a benefit to both the employee and the employee's department.
 - ii. Examples of appropriate training opportunities include: Computer training, training through reputable continuing education groups (for job specific function), PC USA specific training, etc.

Employees will be eligible to attend training events during a calendar year, not to exceed 3 paid work days.

Additional in-service training opportunities may be required as necessary.

Approval for the training opportunity must be obtained from the Work Director and Supervisor and the Executive Presbyter. It is expected that the employee will not receive funding from any other outside or Presbytery sources that exceeds the cost of the event.

23.06 Worker's Compensation Insurance

All employees shall be covered by worker's compensation insurance as provided for by applicable law.

23.07 On-the-Job Travel Accident Insurance

All employees traveling on the Presbytery's business shall be covered with Travel Accident Insurance in an amount equal to three times their annual compensation, but not to exceed \$100,000. This coverage shall not extend to situations where there are specific exclusions from eligibility prescribed by the insurance company.

23.08 Employee Assistance Program

The Presbytery undertakes to provide assistance to staff members suffering from physical, mental, and/or emotional illness, marital or family distress, alcoholism or drug dependency, financial, legal, or other stressful problems. The Presbytery shall offer referral services for treatment of the above conditions, together with such other support as may be judged reasonable and necessary to assist the employee in the recovery process, and in keeping with the other provisions of these personnel policies. Employees in need shall be encouraged to seek such assistance, and those actively and productively engaged in treatment or assistance shall not jeopardize their employment by so doing.

24.00 BENEFITS ELIGIBILITY BY EMPLOYMENT CLASSIFICATION & BENEFITS PACKAGES

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Summary Matrixes

| Employment Classification | Employment Status | Standard Working Hours Per Week | Weekly Hours Required for Benefits Eligibility | Benefits Package |
|----------------------------------|--------------------------|--|---|------------------------------------|
| Exempt, Ordained | Full-Time | 40 and more | 35 or more | Full benefits |
| | Part-Time | Varies | 20 - 34 | Full benefits |
| Exempt, Lay | Full-Time | 40 and more | 35 or more | Full benefits |
| | Part-Time | Varies | 20 - 34 | Enhanced benefits |
| | Limited, Part-Time | Varies | 0 - 19 | Limited benefits |
| Non-Exempt | Full-Time | 40 | 40 | Enhanced benefits |
| | Part-Time | Varies | 0 - 37 | Limited benefits |
| Temporary | Temporary | Varies, includes seasonal positions | n/a | None, except those mandated by law |

| | Full Benefits | Enhanced Benefits | Limited Benefits |
|------------------------------------|------------------------|-------------------|------------------|
| Vacation Leave | X | | |
| Holiday Leave | X | | |
| Sick Leave | X | | |
| Parental Leave | X | | |
| Personal Leave | X | | |
| Bereavement Leave | X | X | |
| Jury Duty and Witness Leave | X | X | |
| Other Leaves | X | X | |
| Medical | X | X | |
| Death | X | | |
| Disability | X | | |
| Retirement Savings | X | | |
| Dental | X | | |
| 403b | X | X | |
| Work Enhancement and Continuing Ed | X | X | |
| Study Leave | X (Elected Staff Only) | | |
| Travel Insurance (on the job) | X | X | X |
| Employee Assistance Program | X | X | X |
| Worker's Comp | X | X | X |

25.00 TERMINATION OF EMPLOYMENT

25.01 General Understandings

The employment relationship, by its' nature, is "at-will." This means that either party may terminate the employment relationship at any time for any reason, as long as that reason does not violate the law. Each employee is free to terminate their employment at the Presbytery at any time, with or without reason. Likewise, the Presbytery has the right to terminate employment at any time. Teaching elders and other Elected Staff serving under a Call may have written contracts with the Presbytery, which may fall outside the employment-at-will doctrine. In these instances, the Terms of Call may prevail.

The term "termination" shall refer to the ending of the employer-employee relationship between the Presbytery and an individual, without regard to circumstances or conditions. Specific forms of termination shall include Voluntary Resignation, Dismissal for Cause, Reduction in Force, Death in Service, and Retirement.

All Elected Staff termination requests (with supporting documentation to sustain) due to Dismissal for Cause or Reduction in Force must be routed through the Executive Presbyter and the Presbytery Coordinating Commission's Staff Personnel Work Group for approval and recommendation to the Presbytery Coordinating Commission and Presbytery Assembly.

All Non-Elected Staff termination requests (with supporting documentation to sustain) due to Dismissal for Cause or Reduction in Force must be routed through the Personnel Services Administrator, Executive Presbyter, and the Presbytery Coordinating Commission's Staff Personnel Work Group for approval.

All Presbytery property must be returned at the time of separation to the Personnel Services Administrator. This includes, but is not limited to, ID badges, computer equipment, credit cards, keys, authorization codes, etc.

25.02 Voluntary Resignation

An employee who desires to terminate employment may do so by submitting written notice to the Executive Presbyter.

The Presbytery asks that Elected Staff provide four week's notice. The Presbytery asks that Non-Elected Staff provide two week's notice. Vacation taken during this period shall be subject to the approval of the Executive Presbyter and the Presbytery Coordinating Commission's Staff Personnel Work Group

25.03 Dismissal for Cause

Dismissal for Cause shall be considered in those circumstances where, in the judgment of the Presbytery, an employee's conduct or performance is such as to preclude further employment, or when remedial measures have proved ineffective. A recommendation for a Dismissal for Cause is initiated by the Work Director and Supervisor and presented to the Executive Presbyter. Dismissal for Cause may take place upon recommendation of the Executive Presbyter, and is subject to the approval of the Presbytery Coordinating Commission's Staff Personnel Work Group and, where necessary, action of the Presbytery Coordinating Commission and/or Presbytery Assembly.

Written documentation, including any previous corrective actions, shall support any recommendation of dismissal.

All Elected Staff termination requests (with supporting documentation to sustain) due to Dismissal for Cause must be routed through the Executive Presbyter and the Presbytery Coordinating Commission's Staff Personnel Work Group for approval and recommendation to the Presbytery Coordinating Commission and Presbytery Assembly.

All Non-Elected Staff termination requests (with supporting documentation to sustain) due to Dismissal for Cause must be routed through the Personnel Services Administrator, Executive Presbyter, and the Presbytery Coordinating Commission's Staff Personnel Work Group for approval.

Examples of reasons for such dismissal shall include, but not be limited to, the following:

Unsatisfactory Work Performance:

- Excessive absenteeism, tardiness, or abuse of break and meal privileges.
- Below average work quality or quantity (productivity).
- Interpersonal conflicts.
- Poor teamwork.
- Poor communication skills.
- Failure to achieve objectives.
- Failure to follow instructions or policies.

Misconduct:

- Insubordination.
- Abuse, misuse, or theft of property.
- Falsifying documents.
- Divulging confidential information inappropriately.
- Disorderly conduct.
- Violations of policy.
- Dereliction of duty.
- Behavior not in keeping with the Guidelines for Ethical Conduct.
- Repeated failure to carry out or observe Presbytery policies.

25.04 Suspension

Should, in the judgment of the Executive Presbyter, Personnel Services Administrator, or the Presbytery Coordinating Commission's Staff Personnel Work Group, immediate suspension of an employee from his or her work be necessary to protect the best interests of the Presbytery, or for the safety of persons or property, an employee may be suspended immediately with pay, without prior notice, by the Executive Presbyter until such time as further judgment has been made regarding the person's continuing employment.

25.05 Reduction in Force

Due to re-organization, financial considerations, or major changes in goals and objectives, it may be necessary for the Presbytery to reduce its work force. This includes the re-organization or re-structure of jobs and the elimination of jobs.

Should this occur, termination of Non-Elected Staff positions shall be based upon recommendation of the Executive Presbyter and action of the Presbytery Coordinating Commission's Staff Personnel Work Group. In instances of Elected Staff positions, termination shall be upon recommendation to the Presbytery Coordinating Commission's Staff Personnel Work Group for action of the Presbytery Coordinating Commission and Presbytery Assembly.

The action shall take into consideration such factors as individual skills and experience, length of service, and job performance, but shall not take into consideration such factors as age, race or gender. The Presbytery Coordinating Commission's Staff Personnel Work Group will offer career placement assistance to employees who request it. Employees terminated as a result of a reduction in force shall be entitled to notice and severance allowance.

25.06 Notice to Employees and Severance Allowance

All severance allowances are subject to the approval of the Executive Presbyter and the Presbytery Coordinating Commission's Staff Personnel Work Group. The following notices and severance allowances shall be given:

- a. Employees Terminated for Cause: No notice shall be required for the termination of any employee for cause. Severance allowance is not paid if terminated for cause. The Presbytery shall be under no obligation to continue contributions to the Benefits Plan or to other programs past the termination date.
- b. Employees Terminated Due to Reduction in Force: All employees shall receive a minimum of three month's notice. The Executive Presbyter, with the approval of the Presbytery Coordinating Commission's Staff Personnel Work Group, may elect to provide additional notice.

Severance allowance shall be given to Full-Time and Part-Time (excluding Limited, Part-Time) employees as follows: (1) less than two years of continuous employment, two week's compensation; (2) more than two years, one week's compensation for each year of continuous employment up to a maximum of 26 weeks. The Presbytery shall be under no obligation to continue contributions to the Benefits Plan or to other programs past the termination date.

25.07 Death in Service

Along with such benefits as may be provided by Social Security, the Pension and Benefits Plan of the P.C. (USA), annuities, and/or other such programs in which a particular employee may have participated, the salary of an employee who dies while in the employ of the Presbytery shall be continued for four weeks from the date of death and paid to the beneficiary(s) of the deceased, if such exist.

25.08 Retirement

In keeping with applicable law, the Presbytery refrains from setting a specific mandatory or provisional retirement age, choosing to treat each individual case

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on the continued ability to perform one’s work assignments with proficiency. Staff members who wish to plan for a gradual transition to retirement are encouraged to explore with the Executive Presbyter possibilities for alternative or part-time responsibilities, special assignments, or other arrangements that would be beneficial to the staff member and to the Presbytery.

Employees are advised to consult the provisions of the Board of Pensions plan in planning for their retirement.

25.09 Exit Interviews

At the end of employment, the Presbytery Coordinating Commission’s Staff Personnel Work Group shall conduct an exit interview with employees who have voluntarily resigned (and with others as deemed necessary or appropriate) to discuss reasons for leaving and to collect any other impressions that employees may have. This is the time for the employee to share insights and suggestions about their period of employment.

25.10 Post-Employment Inquiries

The Presbytery will generally not respond to verbal requests for references after separation. The Presbytery may only be able to provide a reference to potential employers or other inquirers with a completed and signed release form. Without a signed release form, the Presbytery may only verify the dates of employment, job title and duties, hours of work, and other such basic information. An exception to this, however, is when an employee is being considered for other positions within the P.C. (USA).

25.11 Benefits Upon Termination - Summary Matrix

| *Note: Differences may exist based on employment classification and years of service | | | |
|--|-----------------------|---------------------|--------------------|
| | Voluntary Resignation | Dismissal for Cause | Reduction in Force |
| Benefits Continuation (medical, at own cost COBRA) | X | X | X |
| Vacation Pay Out | X | X | X |
| Notice | | | X |
| Severance Allowance | | | X |
| Career Assistance | | | X |

26.00 MOVING ASSISTANCE

The Presbytery may assist a new Full-Time or Part-Time Elected Staff to relocate within the bounds of the Presbytery by providing the following benefits to relocate (exceptions to be approved by the Presbytery Coordinating Commission’s Staff Personnel Work Group):

- Moving costs to the extent allowed by IRS guidelines, including travel costs to the Chicago area for the employee and members of her or his immediate family.

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- Reasonable costs related to one housing search trip by the new employee and spouse, if any.
- Lease termination costs up to two month's rent.
- Temporary housing expenses, for a period not to exceed 90 days.
- Second mortgage loans to the extent that funds are necessary to complete the down payment required on a new home to a maximum of \$50,000. It is expected that the employee shall use all other reasonable means to provide such financing. Loans shall not be transferable, and are payable in full upon the sale of the property prior to the scheduled repayment date.

