

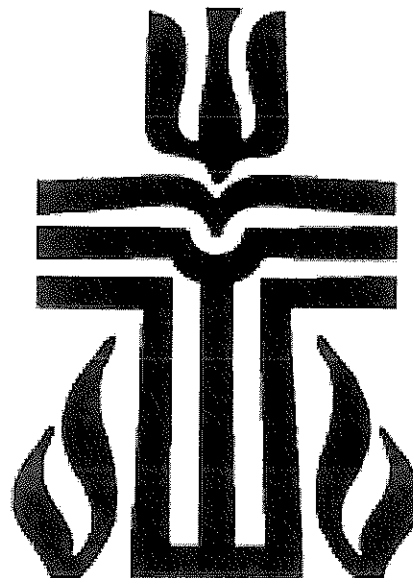
PRESBYTERY OF DETROIT

Presbyterian Church (USA)

PERSONNEL GUIDELINES

A Policy of the Coordinating Cabinet

July 18, 2013
Effective January 1st, 2014



17575 HUBBELL, DETROIT, MI 48235

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INTRODUCTION

The Presbytery of Detroit is a Christian organization committed to Christian ethics and principles. These Personnel Guidelines reflect that philosophy and have been developed to help clarify what is expected of each employee by the Presbytery of Detroit (hereafter referred to as Employer).

The Guidelines are not a contract. As circumstances demand, these policies may be amended or revised without notice.

The policies outlined in this document apply to all personnel of the Presbytery to the extent required by applicable law, including all employees who are paid on an hourly basis and those paid on an annual salary basis.

These policies are also subject to the current edition of the Book of Order of the Presbyterian Church (U.S.A.)

Questions about these Personnel Policies or human resources procedures should be referred to your supervisor or to the Operations Ministry Team.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Employer to engage in employment policies and practices which promote equality of opportunity in all aspects of employment.

All employment policies and practices including recruiting, selection, benefits, compensation, performance appraisal, promotion, transfers, discipline, training, and separation will be administered without discrimination based on race, color, national origin, gender, age, marital status, creed, disability, or religious affiliation (except where a category is determined to be a bona fide occupational qualification), in accordance with applicable Federal, state and local law.

Employer will make reasonable accommodation for the known physical or mental limitations of qualified individuals with disabilities unless to do so would impose an undue hardship on Employer. Employees in Michigan must give written notice of the need for a reasonable accommodation within 182 days after knowing of that need.

It is the policy of Employer to act affirmatively to expand employment opportunities which contribute to a diverse workforce.

EMPLOYEE CLASSIFICATIONS

The employee classifications are: regular, term, and interim. Where it is required by law, a distinction will be made between those considered exempt and non-exempt by the Fair Labor Standards Act (FLSA), or any other applicable statutes. Exempt employees are not eligible to receive overtime pay, while non-exempt employees are eligible to receive overtime pay, as pre-approved by Presbytery Executive.

Notwithstanding anything else in this manual, all employees, regardless of status, are at-will employees as defined by the laws of the State of Michigan. The employment relationship may be terminated by Employer at any time with or without cause.

No person may be employed in a position that is under the direct supervision of an immediate family member.

Three factors define the status of employees. These are: the period of employment (regular/term/interim), the number of hours regularly scheduled to work (full-time/part-time) and eligibility for overtime (exempt called staff, exempt staff and non-exempt staff).

Regular

If the period of employment has no prearranged ending date, the employee's status is Regular.

Term

If the period of employment is three months or more and has a prearranged ending date, the employee's status is Term. Term employment is appropriate for:

- a. special projects of finite duration;
- b. projects of time-limited funding; or

c. programs in transition

Interim

If the period of employment is not specified, but the employment is for the temporary filling of a Regular position following the departure of the incumbent but before a permanent replacement has been called/hired, the status is Interim. Note that individuals filling an open Regular position on an Interim basis cannot normally be called/hired to the position on a Regular basis.

Full-Time or Part-Time Status

Full-time employees are those regularly scheduled to work a full work schedule as defined by Employer. Part-time employees are those regularly scheduled to work less than a full work schedule as defined by Employer.

Exempt or Non-Exempt Status

Employees whose positions meet specific exemption tests established by the Fair Labor Standards Act (FLSA) are exempt from overtime.

Employees whose positions do not meet these tests are not exempt and must be paid at least time and a half of their established hourly rate of pay for time worked in excess of 40 hours per week. If mutually agreeable to the employee and the Supervisor, compensatory time off may be granted during the same work week so that the total hours for the work week do not exceed 40.

Exempt Called Status

Written calls to service are required for certain staff positions. These must be approved by Presbytery on the recommendation of the Coordinating Cabinet and the Presbytery Operations Ministry Team.

For persons employed in positions where ordination is not a minimum qualification, the terms of call and benefits will be established by Employer and will generally be comparable to those offered to other exempt and non-exempt staff in similar positions

For Ministers of the Word and Sacrament, Employer will provide a detailed "terms of call" consistent with the Book of Order G-2.0804 and the terms of call must at least meet the Presbytery minimums for salary and study leave.

Changes in the terms of the call or dissolution of the relationship shall be reported to the Presbytery.

Non- employees

Consultants, independent contractors, temporary agency workers, and volunteers are not employees, and are not eligible for any benefits available to employees, including deduction and payment of withholding taxes, FICA contributions, etc.

INTRODUCTORY PERIOD

Following the first three months of employment, newly hired employees shall be evaluated on attendance, job performance, and compliance with all work rules by a supervisor. The employee will be advised if his or her overall performance is deemed acceptable or unacceptable.

WORK SCHEDULE

Exempt Called Staff

The standard work week for full-time Exempt Called Staff is 50 hours, unless otherwise specified in the terms of call, including any time spent providing leadership for Presbytery-related work, meetings and or events held in the evenings, on Saturdays and/or Sundays.

Exempt Non-Called Staff

The standard work week for full-time Exempt Non-Called Staff is defined by either contract or job description as approved by the Presbytery Operations Ministry Team

Full-Time Non-Exempt Staff

The standard work week for **full-time Non-Exempt staff** is 32 hours. The standard work week is Monday through Thursday from 8:30 am to 5:00 pm with **30** minutes for lunch and **two** 15 minute breaks. Any change in work schedules must be approved by the employee's supervisor.

Flex Time – Non-Exempt Staff

Flex Time arrangements are possible for temporary and specified periods of time. All such arrangements must be documented and signed by the employee and her/his immediate supervisor (See Appendix #2)

EMPLOYMENT AT WILL

The employment of all employees covered by these policies, is not pursuant to any contract (either written or oral, expressed or implied) and is not for any set period or upon any set conditions, and is terminable by Employer at any time with or without cause. Any manuals, handbooks or other personnel-related material which employees or supervisory personnel may receive, do not constitute a commitment of employment or require any graduated disciplinary steps prior to the termination of employment with any employee.

No representative of Employer has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless such agreement is in writing and signed by the Chairperson of the Operations Ministry Team and the Executive Presbyter.

EMPLOYEE RELOCATION

It is the policy of the Employer to assist new or transferred called employees, who must relocate more than 50 miles with certain moving expenses. However, it must be remembered that full reimbursement for all such expenses is not guaranteed, and any reimbursement of moving expenses will be granted at the sole discretion of the Executive Presbyter and the Presbytery Operations Ministry Team.

The moving expenses that may be reimbursed for new or transferred employees of the Presbytery of Detroit could include the following types of expenses: house search, travel to new location, shipment of household effects, and temporary living costs up to three (3) months.

GENERAL EMPLOYEE COMPLAINTS

This policy relates to general complaints of unfairness, inappropriate application of policy, or similar work-related problems. It is the policy of Employer to encourage good working relationships that affirm the importance of each individual and his or her contribution to the organization in an atmosphere of mutual respect.

Employees are encouraged to take initiative in seeking answers to their questions or offering solutions to work-related problems through immediate discussion with their Supervisor. Supervisors are expected to encourage honest and frequent communication with employees, to give prompt attention to suggestions, and to provide active assistance in dealing with concerns or complaints in a manner free from reprisal or retaliation.

The supervisor is the person through whom an employee shall raise concerns. Other sources such as the Presbytery Operations Ministry Team are available to the employee to check information, clarify personnel policies, or obtain guidance.

In the event that the immediate supervisor is the subject of the concern or complaint, the employee may go to the Executive Presbyter, or if the Executive Presbyter is the subject of the concern or complaint, the employee may go to the Chair of the Presbytery Operations Team.

Supervisors or managers working with employees to resolve complaints shall take advantage of the full resources as identified by the Presbytery of Detroit for counsel and direction during the investigation and resolution process. This complaint procedure may also be used to address concerns or complaints related to termination.

Employees must notify her/his immediate supervisor, or if that is not possible, the Executive Presbyter or the Chair of the Operations Ministry Team, in a timely fashion, of any complaint considered appropriate for handling under this policy. The complaint process is the exclusive remedy for employees with appropriate complaints. As used in this policy the terms "timely fashion," "reasonable time," "as soon as practical," and

"promptly" generally mean five working days or less. Employer will promptly investigate all complaints in conjunction or consultation with the Operations Ministry Team.

SEXUAL MISCONDUCT COMPLAINTS

All complaints regarding sexual harassment or sexual misconduct shall be reported and handled pursuant to the Presbytery of Detroit Sexual Misconduct Policy, attached as Appendix #1.

BENEFIT PLANS AND ELIGIBILITY

It is the policy of Employer to provide a fair, competitive, family-supportive benefits program to attract and retain qualified employees. Regular full-time and part-time employees that work twenty hours or more a week are eligible for benefits. Term and interim employees may be eligible for certain benefits. Non-employees are not eligible for benefits.

Benefits offered by the Employer through the Board of Pensions of the Presbyterian Church (USA) and other providers, as appropriate, may include:

- social security
- worker's compensation insurance
- medical insurance
- dental insurance (optional)
- 403(b) savings plan (optional)
- holidays
- personal leave
- sick leave
- leave without pay
- life insurance (basic and optional)
- funeral, jury duty and military leaves
- employee funded medical accounts
- Paid Time Off (to include Vacation)

Optional benefits are benefits which are not paid by the employer. Information regarding benefits may be obtained from your supervisor.

JOB POSTINGS

Current job postings for positions at the Presbytery of Detroit may be (1) sent to all churches; (2) published in the Presbytery Newsletter; (3) distributed at Presbytery Meetings; (4) published on the website; and (5) posted on a bulletin board in the main hallway at the Presbytery Office.

PAID TIME OFF

It is the policy of the Employer to provide time off with pay (holiday pay) for certain holidays so that employees can enjoy time away from work. The following are designated holidays for the Presbytery of Detroit:

New Year's Day	Christmas Day	New Year's Eve Day
Memorial Day	Martin Luther King Jr. Day	
Thanksgiving Day	Independence Day	
Christmas Eve Day	Labor Day	

When a holiday falls on a Saturday or Sunday, it will be observed as a day off for purposes of holiday pay on the nearest Friday or Monday, respectively.

Employees who have an unexcused absence on the day preceding or following a holiday are ineligible for holiday pay.

Vacation – Exempt Called Staff

26 days of paid vacation time, based on a 50 hour work week, are available to all Exempt Called full-time and part-time employees who work twenty (20) hours or more a week. Paid vacation may also be available, depending on length of service, to Term and Interim employees.

Vacation – Exempt Non-Called Staff

Vacation time may be available for Exempt Non-Called full-time and part-time employees, governed by either contract or job description, as approved by the Presbytery Operations Ministry Team.

Vacation – Non-Exempt Staff

All Non-Called full-time and part-time employees who work twenty (20) hours or more per week are eligible for four (4) standard work weeks of paid vacation time per year, pro-rated based on date of hire or date of termination. Term and interim employees may also be eligible for paid vacation time, depending on their length of service. Paid vacation eligibility for part-time employees is pro-rated based on the percentage of time worked.

Sick Leave – Exempt Called/Exempt /Non-Exempt

Paid sick leave is available to all regular full-time and part-time employees and may be available to term and interim employees. Sick leave is available January 1 to eligible employees at the rate of ½-day per pay period. In the first year of employment, sick leave will be prorated based on the percentage of the year worked. Leave for part-time employees is prorated based on the percentage of time worked. The rate of accrual of medical leave does not increase with length of service. A maximum of thirteen (13) days of sick leave can be accrued in a calendar year.

An employee who cannot report to work because of illness or injury must notify his/her supervisor before the start of the shift. A physician's statement may be required for any absence at the discretion of the supervisor. Absences of three (3) days or more require a doctor's statement.

Sick leave may also be used to provide care for family members of the employee in the event of illness in the family that requires the attention of the employee. No more than five (5) days may be used in any calendar quarter for family illnesses. Caution should be exercised in taking advantage of this benefit so that employees do not find themselves without paid time off if they become ill.

Sick Leave Carryover – Exempt Called/Exempt /Non-Exempt

Unused sick leave may accumulate to a maximum of 120 days.

Sick Leave at Separation – Exempt Called/Exempt /Non-Exempt

Employees whose employment with the Presbytery of Detroit ends, for any reason, shall have no claim for pay in lieu of unused sick leave.

Personal Days– Exempt Called/Exempt /Non-Exempt

Employees are entitled to three paid personal days per year to be used for personal business or emergencies. These personal days may be used in ½ or whole day increments.

LEAVES OF ABSENCE - UNPAID LEAVES:

Eligibility

Only Regular full-time and part-time employees are eligible for a leave of absence. Employees shall not be entitled to a leave more than once in a 12 month period unless granted by the Operations Ministry Team.

Unpaid Leaves of Absences may be used for:

- Parental - birth or adoption of a child
- Military - covered as required by law
- Family Emergencies
- Personal -for personal reasons

Description of Benefit

Eligible employees may request an unpaid leave of absence. However, all paid personal and vacation time must be used prior to any unpaid leave of absence. The requested leave of absence must be continuous.

Notice of Use of Leave

The employee shall provide the Employer with thirty days' advance notice in writing. If the employee is unable to do this, reasonable explanation must be provided.

Approval

Requests for leave without pay must be approved by the Executive Presbyter, in concurrence with the employee's supervisor, and the Presbytery Operations Ministry Team. While all requests will be considered,

they will be granted or denied at the sole discretion of the Executive Presbyter and the Presbytery Operations Ministry Team in accordance with applicable law.

Return to Work

Upon completion of a leave of absence, the employee may be returned to his or her position. Failure to return at the end of a scheduled leave of absence will constitute a voluntary resignation.

Health Care Benefits During Leave

Health care benefits will continue during parental leave and unpaid leaves of absence. No other benefits, other than the Employer provided life insurance, are available during an unpaid leave of absence.

LEAVES OF ABSENCE - PAID LEAVE

Bereavement

Regular full-time and part-time employees who work 20 or more hours a week are eligible for up to three days of paid leave, immediately following the death of a member of their immediate family (spouse, parent, parent-in-law, child, grandchild, brother, sister, grandparent). Verification of death and date of funeral is required to receive this benefit.

Jury Duty

Regular full-time and part-time employees shall be paid when summoned for jury duty. If the summon is less than 3 hours, the employee shall return to work for the remainder of the day. Any compensation received for jury duty must be paid to Employer.

Employees are required to submit appropriate documentation to their supervisor concerning jury duty to be placed in their personnel file.

Annual Study Leave – Exempt Called Staff

Annual study leave with pay may be granted to Exempt Called staff at the discretion of the Executive Presbyter and Presbytery Operations Ministry Team in accordance with their approved compensation packages.

Study leave is granted only when the employee and the supervisor/Operations Ministry Team have agreed on the appropriate timing of the leave related to the needs of the individual and Employer.

Annual study leave may be cumulative for up to three years. The total accumulation of annual study leave will be no more than six weeks. Pay in lieu of this leave will not be provided.

Sabbatical –Exempt Called Staff

After seven years of service, each Exempt Called staff person (EP, AEP, Stated Clerk and Director of Outdoor Ministries) is eligible for a sabbatical leave of an additional eight weeks to be used within the next seven years. The sabbatical leave must be scheduled one year in advance and the purpose and timing approved by the Operations Ministry Team. Requests for leave shall be granted in the order of seniority.

CONDUCT/MISCONDUCT IN THE WORKPLACE

To ensure the highest standards of work, health and safety, all employees shall conduct themselves in a professional manner and perform their job duties with integrity. To this end, the following policies are in effect:

- Smoking is prohibited in the Presbytery of Detroit building.
- Employees who report to work intoxicated or under the influence of illegal drugs will be disciplined and required to seek help.
- Weapons of all types (whether or not a permit is held) are prohibited on Presbytery grounds (including the parking lot).
- No form of harassment, intimidation or discrimination will be tolerated. After a fair investigation, such acts shall result in disciplinary action up to and including termination of employment.
- No form of sexual misconduct will be tolerated. Any employee accused of such misconduct will be dealt with according to the terms of the Sexual Misconduct Policy (Attached as appendix #1) adopted by the Presbytery of Detroit.

- Communication systems, equipment, and other Presbytery resources shall be used solely for the purpose of conducting the business of the Presbytery and may be examined by Employer without notice or warning.
- Presbytery records entrusted to an employee shall be protected against unauthorized access, loss, or destruction.
- Public statements shall be made in the name of the employee, and not the Presbytery.
- Advertised services, solicitations, or unauthorized collections may not be conducted by employees.
- The Presbytery of Detroit claims full property rights for all work created by employees that are created within the scope of employment.
- Potential conflict of interest situations shall be immediately reported to the employee's supervisor. Supervisors should report conflict of interest situations of which they become aware immediately to the Executive Presbyter, who will take appropriate action to resolve the conflict.

CONDUCT/MISCONDUCT OUTSIDE THE WORKPLACE

Since the Presbytery of Detroit is a Christian organization committed to Christian ethics and principles, conduct by any employee outside the workplace that is inconsistent with these principles and Christian standards of morality, or that may be detrimental to the reputation of the Presbytery of Detroit may result in discipline or discharge.

ATTENDANCE

Each employee is expected to be present and ready to work during all scheduled work hours. Attendance records are kept to document absences for pay purposes and will be considered in evaluating performance.

Under most circumstances, an employee must give adequate and timely notice of her/his intended absence or lateness to work. It is expected that this notice be prior to her/his scheduled start of work. The notice should include the reason for absence or lateness and the expected time of appearance. Failure to communicate with employee's supervisor for three consecutive scheduled working days will be cause for termination of employment.

Unscheduled Absences (16 minutes or more of unscheduled absence)

If there are 5 occurrences of unscheduled absences in a 12 month period the employee shall receive a disciplinary warning that will be placed in her/his personnel file. If there is a sixth episode in the same twelve months, the employee may be subject to termination.

ANNUAL PERFORMANCE REVIEW

It is the policy of Employer to conduct performance reviews/evaluations of all staff at least annually. These evaluations serve several purposes. They provide employees with feedback on performance; provide managers with an opportunity to coach, counsel, and motivate employees to their best efforts; serve as a measurement of organizational effectiveness; and provide a basis for merit salary increases.

Performance review is accomplished by comparison of the employee's performance to job responsibilities and pre-established performance goals and objectives.

Evaluations shall be conducted honestly and fairly and reflect the collaborative nature of the work environment. The evaluation must be documented in writing and signed by the reviewer; the employee should acknowledge the review and may add written comments.

An employee that receives a rating that is less than satisfactory shall be placed on probation. The probationary period will be a minimum of three (3) calendar months, during which time the employee's performance against agreed-upon goals and objectives will be closely monitored. If the employee successfully completes the three (3) month probationary period, he/she will be returned to regular employment status. If issues remain, a second three (3) month probationary period **may** be offered, or the employee **may** be subject to termination.

ON-THE-JOB ACCIDENTS AND INJURIES

It is the policy of Employer to provide worker's compensation or travel accident insurance at the employer's expense for injuries incurred by employees while performing duties specifically related to the employee's position or while traveling on Employer business.

Employees are responsible for reporting on-the-job accidents or injuries as soon as possible after the incident.

Worker's Compensation

Employees shall be covered by worker's compensation insurance in accordance with state law.

During a period of absence due to injury or illness, the employee's position may be filled due to business necessity on either a temporary or regular basis, depending upon the business needs of the department. Upon return, the employee will be placed in the same or equivalent position.

EMPLOYMENT SEPARATIONS

It is the policy of Employer that employment relationships are at-will and may be terminated at any time with or without cause by Employer.

Non-exempt employees who resign voluntarily are requested to give at least two weeks notice; exempt employees are requested to give one month's notice.

Reduction in Force/Job Elimination

Reductions in force will be accomplished in a manner that best preserves overall organizational effectiveness as determined by Employer. Decisions on which groups of jobs are affected will be based on functions being eliminated or changed. Where choices must be made between employees, decisions will be based on objective criteria such as job performance, individual experience and qualifications for the jobs which remain, need for specific skills and the number of people with similar skills. Staff members with outstanding performance ratings and exceptional qualifications should be the last to be affected by a reduction in force, giving appropriate consideration to affirmative action commitments and equal employment opportunity. Employees who choose to accept a voluntary severance package during a Reduction in Force process are not eligible for re-employment with the Employer for a minimum of five (5) years.

All employees whose jobs will be eliminated in a reduction in force will receive three months notice of the separation date. Employees shall continue to work through the notice period in order to phase out the responsibilities of their positions. Employees may be eligible for severance pay at the end of the notice period. Employees who choose to resign before the official separation date as determined by Employer will be subject to the normal rules applicable to resigning employees. If an employee secures other employment during the notice period, they will be treated as resigning on the first day of such other employment.

Benefits continue for employees as long as they continue to be employed by Employer.

Vacation leave – reimbursement to employee

Any unused pro-rated vacation leave will be paid to an employee within 30 days of the termination or separation date, whichever is later.

Vacation leave – reimbursement to employer

If the employee has used all of her/his vacation allowance and based on a pro-rated formula has exceeded the number of days available at the time of termination or separation, the employee may be required to reimburse the Employer for the number of days taken that exceed the prorated allocation.

Severance

This policy does not guarantee severance to any employee.

Severance pay, if available, is paid in addition to unused prorated vacation, notice pay, and any other compensation owed to the employee. Severance pay will be granted to an eligible employee at the sole discretion of the Executive Presbyter and the Presbytery Operations Ministry Team.

In order to be eligible for severance, termination must not be voluntary or due to unsatisfactory performance. Only exempt/non-exempt full-time or part-time employees on the date of termination are eligible for severance. Term employees are not eligible or entitled to severance pay.

Employees who have received official notice of the date of job elimination but who choose to resign before the date of termination will be treated as resigning for all purposes under this policy.

Retirement

As the Board of Pensions' Plan currently stands, employees must be at least 55 years of age to be eligible for retirement. Employees who retire will receive payment for hours worked (and not otherwise paid) plus payment for unused accrued vacation leave.

Employees who retire with 20 or more years of service will receive a retirement benefit equal to one month's salary.

Employees who retire should give one month's notice of their intention to retire. All retirement benefits must be coordinated with the Board of Pensions.

EMPLOYEE HANDBOOK DISCLAIMER

I have received a copy of the Presbytery of Detroit's Employee Handbook and have read and understand its contents, specifically including the statements describing the purpose and effect of the Handbook. I understand that the Presbytery of Detroit is an "at will" employer and, as such, employment with the Presbytery of Detroit is not for a fixed term or definite period and may be terminated at anytime, with or without cause or notice, and that no one, except the Executive Presbyter and the Presbytery Operations Ministry Team can make any agreements to the contrary to this "at will" status, and such an agreement, to be enforceable, must be in writing and signed by the Executive Presbyter and the Chair of the Presbytery Operations Ministry Team. In addition, I understand that this Employee Handbook states the Presbytery of Detroit's policies and practices in effect on the date of publication. I understand that this Employee Handbook does not create or constitute a contract of any kind between any employee and the Presbytery of Detroit. I also understand that these policies and procedures are continually evaluated and may be amended, modified, or discontinued at any time by the Presbytery of Detroit.

Sign and date to acknowledge receipt of this document and return it to the Operations Ministry Team

Print Name: _____

Dated: _____

Signature: _____