

**Staff Services Committee
Report to Presbytery
September 12, 2006**

Action Item -The Staff Services Committee recommends the following changes to Transylvania Presbytery’s Personnel Policy Guidelines. (See the Presbytery website, www.transypby.org for the current policy guidelines.)

EMPLOYMENT
(proposed changes in *bold italics*)

2.8 Performance Reviews

The performance of all staff except....The performance reviews will be ***reported*** to the Staff Services Committee. The Staff Services Committee will review the performance of the General Presbyter annually.

(“reported” replaces “referred”)

SEPARATION

8.3 Retirement

There is.....Employees retiring must give at least four weeks notice prior to retirement. Failure to do so ***may*** negate eligibility for accrued benefits.

(“may” replaces “will”)

8.6 Exit Interviews

An exit interview will ordinarily be conducted prior to an employee’s departure from employment. The exit interview provides an opportunity for the employee to discuss employee benefits, conversion privileges and the return of employer property. The exit interview also provides opportunity for the employer to receive information that will be helpful for the Presbytery and/or persons filling the employee’s position in the future. Exit interviews will ordinarily be scheduled by the Chairperson of the Staff Services Committee in consultation with appropriate staff.

(several changes made in this paragraph, refer to original for comparison)

10.1 *Conflict Resolution and Grievance Process:*

In any human environment, conflicts and other problems between persons will occasionally occur. The Presbytery seeks an approach to problem solving and conflict resolution that encourages honest and safe expression, cooperation, and reconciliation.

For the formal purposes of these policies, the Presbytery defines a complaint or grievance as an alleged violation of an approved personnel policy or practice, or of an applicable State or Federal Law not adequately dealt with in these policies and practices. It is the intent of the Presbytery to deal promptly and fairly with all complaints and grievances. The following steps will be taken:

10.2 Preliminary Complaint Procedure

In the event of problems or specific complaints, staff members are encouraged to resolve conflicts and complaints informally by direct communication with each other. When such communication is not possible or is unsuccessful, the complaining party may discuss the problem with his/her immediate supervisor. If the problem is not resolved by the supervisor's response, the employee may take the problem to the General Presbyter who will seek to resolve the issue. If the problem involves the General Presbyter, the employee may take the problem to the Chairperson of the Staff Services Committee.

10.3 Formal Grievance Procedure

If informal.....(as current)

(several changes made in this section, refer to original for comparison)

Information Item – Performance Appraisals - Performance appraisals are in process for all Presbytery staff.

Respectfully submitted,

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Staff Services Committee