
Personnel Handbook of Policies and Procedures

I. INTRODUCTION

Welcome to the Staff of Three Chopt Presbyterian Church (the *church*). We are proud of the dedicated persons on the church staff and hope you will find serving with us to be a rewarding experience.

This Handbook has been prepared to acquaint employees of the Church with our Personnel policies, procedures, and benefits. This handbook is intended for general reference only. The Session of the Church has the right to modify, change, depart from, or delete any item in this handbook and will appropriately notify affected employees of any such action. Finally, this handbook does not create an employment contract, but attempts to set out for your information some of our guidelines. The Personnel Ministry Team of the Church shall be responsible to carry out all task functions and responsibilities relating to these policies and procedures as assigned by the Session.

Please read this Handbook and if you have any questions, talk with the Head of Staff.

II. EQUAL EMPLOYMENT OPPORTUNITY

The Church will seek to perform all employment policies and practices in a way to avoid any discrimination against any person because of that person's race, color, ethnic origin, gender, age, marital status, disability, creed or religious affiliation.

III. EMPLOYMENT CLASSIFICATIONS

3.1 CLERGY EMPLOYEES

Clergy employees are members of the Presbytery and are considered "exempt employees". The terms of their employment are covered by their terms of call approved by the congregation and Presbytery.

3.2 NON-CLERGY EMPLOYEES

Non-clergy employees may be exempt or non-exempt. The terms of their employment are covered by their position descriptions, which are approved by the Session.

The following classifications shall be used:

- a. Full-time: Are employees whose position description requires one to work 36 hours or more per week. They are classified as either "Program" or "Support" staff.
 1. Program staff designates those ordained and non-ordained staff who have primary responsibilities to plan, lead and evaluate the program areas of TCPC: worship, music, Christian Education, pastoral care and outreach ministries.
 2. Support staff designates those staff whose primary responsibilities are to assist the program staff, church officers and congregation with secretarial, financial and managerial support.
- b. Part-time: Are employees whose position description requires him or her to work less than 30 hours per week.

- c. Temporary: Are employees whose position description requires him or her to work less than three months. If they work more than the normal weekly work schedule, they will be paid at the regular rate for hours up to 40 per week; and in the case of non-exempt employees, time and a half for above 40 hours. (See Section 6.13, Employee Benefits)

IV. PROCESS OF EMPLOYMENT

4.1 REQUEST FOR PERSONNEL

When a new position is created or when a current position is vacated, either by resignation, termination or retirement, a request shall be made to the Personnel Ministry Team by the Head of Staff for replacement. This request shall include:

- a. Position Description: A current description of all work performed by employees.
- b. Position Description Changes: Desired changes for positions are to be recommended to the Personnel Ministry Team prior to employment. Recommendations are to interrelate with total staffing model.
- c. All new positions for employment: Are to be presented by the Personnel Ministry Team to the Session for final approval.

4.2 CLERGY POSITIONS

Shall be filled as required by the Book of Order of the Presbyterian Church, USA

4.3 NON-CLERGY POSITIONS

The Personnel Ministry Team, after final approval of the position by the Session, shall determine the method of publicizing the availability of the position (e.g. public advertising, notice at Presbyterian School of Christian Education, personal recommendations.) The Personnel Ministry Team may delegate publicizing the position to the Ministry Team requesting the position.

4.4 EMPLOYMENT REQUIREMENTS

a. Application for Employment

1. All pertinent data including references shall be supplied upon request.
2. A medical examination may be requested of applicants, the cost of which may be borne by the Church.
3. A health certification card shall normally be required from persons working with or around food.
4. Relatives of employees shall not be considered for employment without authorization of the Personnel Ministry Team.

b. Upon Employment

1. Proof of citizenship (Federal form I-9) is required.
2. Provision of all pertinent data to comply with all Federal, State and local payroll regulations.
3. Satisfactory background and reference checks, including criminal background checks are required. Persons falsifying personal data or having unsatisfactory background check results will not be hired. If s/he is working pending results, s/he will be summarily dismissed without severance allowance. Results will be placed in the employee's personnel file.

4. A documented orientation program for each new staff member is the responsibility of the Ministry Team having oversight of the position. The documentation will be placed in the employee's personnel file.
5. Information on required forms and orientation information is contained in "Hiring New Staff – Forms and Information Sheets" handbook (found later in this section.)

V. HOURS AND WORK WEEK

5.1 "EXEMPT EMPLOYEES"

Exempt employees, as defined in connection with Federal and State wage and hour laws and regulations, and as stated in the position descriptions, shall coordinate the performance of their duties with the Head of Staff. An "exempt" employee is not paid any overtime for hours worked in excess of the weekly hours for which that person is employed. It is the Church's intent that exempt employees not only be fair to the Church but also to their families and themselves as to the amount of time worked.

5.2 "NON-EXEMPT EMPLOYEES"

Non-exempt employees, as defined in connection with Federal and State wage and hour laws and regulations, and as stated in the position descriptions, shall coordinate their work schedules with the Head of Staff (or appropriate supervisor). The workweek for non-exempt employees is 40 hours. Work to be performed beyond the normal workweek of 40 hours should be pre-approved by the Head of Staff (or appropriate supervisor). For time worked over 40 hours, pay will be at the rate of one and one-half hour per hour worked.

VI. EMPLOYEE BENEFITS

(Note: Benefits for Clergy, enumerated in each *Terms of Call*, are provided by the Church in accordance with the policies and procedures of the Presbyterian Church, USA. The remainder of this section addresses non-clergy benefits, except where applicability to clergy is specifically noted.)

6.1 ELIGIBILITY

Full-time employees have the option of accepting or not accepting the health insurance and retirement benefits the Church has available for non-clergy staff.

6.2 HEALTH INSURANCE (Full-time employees only)

Full-time employees are eligible for reimbursement of private health insurance premiums, up to the amount approved by Session.

6.3 SOCIAL SECURITY

Law requires enrollment of employees in the Federal government's Social Security program. The Church and its employees pay the cost of this insurance equally.

6.4 WORKER'S COMPENSATION

Worker's Compensation insurance is required by state law and is paid entirely by the Church. It provides certain medical treatment and income protection in the event an employee is injured on the job or contracts an occupational illness.

6.5 RETIREMENT PLAN

No retirement plan is available for non-clergy employees.

6.6 VACATION

Paid vacation days accrue at the rates described below for permanent part-time and full-time employees. The Head of Staff, with the approval of the Personnel Ministry Team, may grant paid vacation before it is earned. However, in the event of termination or resignation, any unearned vacation taken shall be deducted from the employee's final paycheck. Upon termination or resignation of an employee, except any employee with less than six months of service, the employee will be paid for accumulated vacation. Vacation for clergy and non-clergy may not be carried over from one calendar year to the next. Vacation may not be taken until after six months of employment. The rest of the calendar year is to be pro-rated. Employees are encouraged to take vacation in increments of one week or more. All vacation shall be scheduled with, and is subject to prior approval of the Head of Staff.

a. FULL-TIME EMPLOYEES

1. Program Staff: Vacation is four weeks (four Sundays) per year, non-accruable.

2. Support Staff: Vacation is granted to full-time employees as follows:

<u>Years of Service</u>	<u>Vacation Days per Month</u>	<u>Yearly Maximum</u>
less than 8	1	10 days
8 -15	1 & 1/2	15 days
16 or more	2	20

b. PART-TIME EMPLOYEES

Part-time, non-clergy employees will receive one week of paid vacation after the first 12 months of employment and two-weeks during each subsequent 12 months of employment. Vacation will accrue at the rate of one day per month up to a maximum of five days after the first year of employment and a maximum of ten days during subsequent years of employment.

6.7 HOLIDAYS

Clergy and non-clergy employees will follow the schedule of the church office, which will ordinarily be closed on the following holidays:

New Year's Day	Thanksgiving Day
Easter Monday	Friday after Thanksgiving
Memorial Day	The day before Christmas
Independence Day	Christmas Day
Labor Day	The day after Christmas (at the discretion of the Head of Staff)

Holidays falling on a weekend will typically be observed either the day before or the day after the occasion, subject to the discretion of the Head of Staff. The Head of Staff may direct that employees observe holidays at times other than those specified above when it is necessary in his or her judgment, to accommodate the demands of the church schedule. Part-time employees are not eligible for paid holidays. Full-time employees will be paid for the above holidays.

6.8 JURY DUTY

The Head of Staff may grant clergy and non-clergy employees leave with pay for jury duty. The non-exempt employee's regular pay will be decreased by any compensation provided to the employee for reporting for jury duty. If the employee is released from jury duty before noon, he or she is expected to report to work.

6.9 LEAVES OF ABSENCE (Both clergy and non-clergy employees)

a. Leave with Pay

The Head of Staff may, but is not required to, grant leave with pay in the event of a death in an employee's immediate family. "Immediate family" means the employee's parents, spouse, children, brother, sister, mother-in-law, father-in-law or any other relative living in the employee's household. Leave with pay will ordinarily be limited to a maximum of three days. Leave with pay for other circumstances may be granted only upon recommendation by the Personnel Ministry Team and approval by the Session.

b. Leave without pay

Requests for leave without pay should be submitted to the Head of Staff, who may or may not grant such leave. Extended leave without pay (in excess of five days) will not be granted without specific approval by the Session. Annual and sick leave will not accrue during any period of extended leave without pay.

6.10 SICK LEAVE

The sick leave policy is intended to accommodate an employee's sickness or disability that prevents him or her from working. Employees, who are terminated or resign, are not entitled to pay for unused sick leave. Up to 30 days of unused sick leave may be carried over from one year to the next.

Full-time employees will be granted one day of paid sick leave for each month of employment up to a maximum of eight days per year. If accrued sick leave is insufficient to cover the period of absence, the additional time will be charged to any accrued vacation leave. If all accrued vacation and sick leave has been exhausted, the employee may request leave without pay as described in 6.9 b.

6.11 PERSONAL LEAVE

Full-time employees will be granted one day of personal leave for each six months of employment up to a maximum of two days per year. Personal leave may not be carried over to the next 12 months. Therefore, personal leave is not accruable.

6.12 STUDY LEAVE (Both clergy and non-clergy employees)

Study Leave will be governed by specific provisions set forth in employees' terms of calls and position descriptions. Study Leave is granted per year, accruable up to six weeks with appropriate approval.

6.13 INCLEMENT WEATHER POLICY (Both clergy and non-clergy employees)

In the event of severe weather conditions, such as snow, sleet, or severe storms, employees are expected to use good judgment in traveling to and from work. In general, if Henrico County teachers are expected to report to work, employees of the Church are required to report to work. The final decision on closing nevertheless rests with the Head of Staff. Full-time and part-time employees will be paid for days when the church office is closed because of inclement weather.

6.14 TEMPORARY EMPLOYEES

Those employed for less than three months are not paid for holidays, sick leave, or other leaves, and do not earn vacation leave for their temporary employment. They are not eligible for the pension plans or other health benefit entitlements. If a temporary employee joins the regular staff, any temporary employment is not considered as credited service in computing entitlements to vacation and other benefits.

VII. GRIEVANCE PROCEDURE

Any concerns arising from employment or conditions of employment are to be directed to the staff member's immediate supervisor, and if not resolved, to the Head of Staff. If the discussion with the Head of Staff does not end in a satisfactory resolution of the matter, the employee may appeal to the Personnel Ministry Team. Should further consideration be desired, the employee may appeal to the Session in writing. Action by the Session shall be deemed final.

VIII. TERMINATION

8.1 DISMISSAL FOR CAUSE

Dismissal for cause may take place by written notice from the Session giving reason(s) for termination. Reasons may include: unsatisfactory performance, refusal to do work within the employee's position description, sexual harassment or misconduct, repeated unexcused absences, repeated tardiness, incompetence, or illegal, dishonest, or unethical conduct. No severance allowance or accumulated vacation allowance will be paid.

8.2 DISSOLUTION OF A PASTORAL RELATIONSHIP

For dissolution of a pastoral relationship, see the BOOK of ORDER, G-14.0600.

8.3 NO FAULT OF EMPLOYEE

In the event of reorganization, retrenchment of program or other circumstances arising out of no fault of the employee, involuntary separation may be required as determined by the Session. A severance allowance will be granted in relation to length of service as follows:

<u>Years of Service</u>	<u>Weeks of Severance</u>	<u>Years of Service</u>	<u>Weeks of Severance</u>
Up to 6 months	none	7 years up to 8 years	7
6 months to 2 years	2	8 years up to 9 years	8
2 years up to 4 years	3	9 years up to 10 years	9
4 years up to 5 years	4	10 years up to 15 years	10
5 years up to 6 years	5	15 years up to 20 years	11
6 years up to 7 years	6	20 years and more	12

8.4 EXIT INTERVIEW

Before a staff person is released from employment, an exit interview should be held. The exit interview should be held no matter what the circumstance led to the termination of employment. At least two members of the Personnel committee should moderate the interview. The exit interview should be filed in the employee's personnel folder. Action items, if any, resulting from the interview, should be shared with the head pastor.

- a. Exit interview sample questions
 1. What is the reason for your resignation/departure?
 2. What are two of the best experiences of your position at TCPC and why?
 3. What are two of the worst experiences of your position at TCPC and why?
 4. What growth have you achieved in your position during your tenure at TCPC and what experiences have led to that growth?
 5. What can TCPC do to improve as a spiritual entity in the community?
 6. What can TCPC staff and Ministry Teams do to improve their effectiveness as church leaders?
- b. Exit to-do's
 1. Staff member to turn keys into Admin Assistant
 2. Staff member to leave Media (books, tapes, CDs, etc.) with Admin Assistant
 3. Staff member to leave TCPC owned Stoles in parlor closet
 4. Staff member to review documentation with Ministry Team chairpersons, head pastor, admin assistant, etc. as appropriate
 5. Staff member to provide Church Admin Assistant with new personal and business, phone and email addresses

EXIT PROCEDURE

Item	Responsible Party	Projected Date	Completion Date & Sign-off	Comments & Follow-ups
Exit Interview	Personnel			
Exit Checklist	Admin Asst.			

IX. ANNUAL PERFORMANCE REVIEW

Every employee shall have an annual performance review with the participation of the employee, supervisor(s), Head of Staff, members of Session, and the Session Personnel Ministry Team. (Refer to the Personnel Ministry Team's *Annual Performance Evaluation Procedures*.)

X. ANNUAL COMPENSATION REVIEW

The Session Personnel Ministry Team is responsible for recommending to the Session all salary increases. Salary levels shall be maintained so that they are consistent internally, responsive to changes in the cost of living, and in keeping with the church's compensation standards. Salary scales for non-exempt employees shall be in keeping with the provisions of Federal laws covering minimum wages. Compensation for all clergy employees is ultimately the responsibility of the congregation with the approval of the Presbytery.

The Session Personnel Ministry Team shall conduct an annual compensation review with each employee at a time other than at the performance review and prior to the development of the annual budget; e.g., they should be six months apart. Individual salaries shall be recommended to the Session.

XI. CONFIDENTIALITY POLICY

The Church will provide only dates of employment to those individuals, institutions, etc. seeking information about past or current employees. The Head of Staff must be contacted in writing if additional information is required or necessary by individuals, institutions, etc. about a past or current employee

XII. ANNUAL PERFORMANCE EVALUATION PROCEDURES

- A. In July of each year, the Personnel Ministry Team will start the annual staff evaluation process according to the plan outlined in the “Annual Performance Evaluation Procedure” handbook.
- B. The Personnel Ministry Team will finalize the evaluation tool for each staff member and:
 - 1. Appoint an Evaluation Group for each employee being evaluated
 - 2. Appoint a Personnel Ministry Team liaison for each Evaluation Group
 - 3. Establish time frames for completing the annual evaluation process
- C. Evaluation Groups may be comprised of Elders, Ministry Team Chairs and Ministry Team members who work closely with the staff members in a leadership role. The Head of Staff shall serve on all Evaluation Groups, excepting his/her own. Liaisons will ensure all Evaluation Forms are completed in a timely manner and signed by the Evaluators. Liaisons will coordinate compilation of feedback, including scores, ranking and comments.
- D. Session shall receive the summary of evaluation reports in Executive session for each staff member. After discussion of each, the Personnel Ministry Team shall make a proposal for salary / compensation increases for the following year. Session shall receive the proposal in Executive session and shall:
 - 1. approve non-ordained salary levels for next year’s budget
 - 2. request each ordained staff member submit a revised “Terms of Call” (based on Session’s proposed increase) to the Finance Ministry Team for presentation to the congregation (and approval) at the Annual Congregational Meeting.
- E. Forms used in the evaluation process are contained in the “Annual Performance Evaluation Procedure” handbook.