

Eastminster Presbyterian Church of the Presbyterian Church (U.S.A.)

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Personnel Policies and Procedures Manual

Effective October 19, 2015

Vision Statement

Eastminster Presbyterian Church seeks to become the church of choice

In the community for those who desire to:

Nurture their spirit - Deepen their faith - Challenge their minds - And open their hearts

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SECTION 1 – HIRING STAFF

The hiring (defined as a call to service in the church) of all staff members that are Ordained shall be conducted in accordance with the constitution of the Presbyterian Church (USA) in consultation with the Committee on Ministry of Donegal Presbytery.

The hiring of all employees that are Salaried Staff or Hourly Staff shall be done in the following manner:

- 1) Session shall determine the need for a specific staff position, as shown within the record of the Session's minutes.
- 2) The Clerk of Session shall notify the moderator of the Administration and Personnel Committee of the need for a process to hire a staff member.
- 3) The Administration and Personnel Committee shall convene, along with the Pastor and ¹representation from the committee the position is affiliated with, to arrange a selection process. That process shall include reviewing, updating and/or creating the Position Description, develop a strategy to recruit candidates, adopting a procedure to select a candidate (including involvement of the Head of Staff and the ²affiliated committee or group), and stipulating a time-frame to report the final selection to Session along with a recommendation to hire.
- 4) The Administration and Personnel Committee or designated search committee, in consultation with the pastor, shall execute the approved process of selecting an individual to fill the staff position. The Pastor's involvement shall be limited to assisting the Administration and Personnel Committee or designated search committee in developing a process for each staff hire, assisting in the publicizing/recruiting of the position, and assisting in any needed consultations with the presbytery. The pastor shall not be involved with the initial round of interviews and shall be included in the interview process only when the Administration and Personnel Committee or designated search committee has narrowed the list of candidates to no more than two. The pastor shall make a recommendation to the Administration and Personnel Committee or designated search committee of which candidate would be most appropriate to hire from the functional position as Head of Staff; however, the final recommendation of a candidate to the Session shall be left to the Administration and Personnel Committee or designated search committee.

¹ requires action by committees (paragraph 5)

² requires action by committees (paragraph 5)

- 5) Once the Session has received the final recommendation of the Administration and Personnel Committee or designated search committee, the Session shall vote to authorize the Committee to offer the position to the named candidate; or have the Committee review additional names of candidates; or have the Committee begin the search process again.

SECTION 2 – FAIR LABOR STANDARDS

Eastminster Presbyterian Church follows the employment standards established by the federal Fair Labor Standards Act.

- Eastminster Presbyterian Church pays a wage to non-exempt (hourly) employees that is equal to or greater than the minimum wage currently set by Congress or the State of Pennsylvania, whichever is greater.
- Non-exempt (hourly) employees are paid for hours worked over 40 per workweek, at rates equal to or greater than the standards defined by FLSA.
- Hours worked is defined as all the time an employee is required on Eastminster Presbyterian Church premises, is on duty or is working at a prescribed location.
- With the help of non-exempt (hourly) employees, records of hours worked, wages paid and other payroll information is kept for a minimum of three years.
- Eastminster Presbyterian Church will not employ youth under the age of 16 in any situation that may be in any way, hazardous to their well-being. However, safe employment opportunities may be offered to youth on a part-time basis in an effort to help teach them important life skills.

³ requires action by committees (paragraph 1)

SECTION 3 – FAMILY AND MEDICAL LEAVE

Though not required by law due the small number of employees, Eastminster Presbyterian Church will provide up to 12 weeks of unpaid leave to employees due to the birth or adoption of a child, to care for a family member, or if the employee themselves has a serious health condition, under the guidelines of federal Family and Medical Leave Act.

SECTION 4 – ORIENTATION FOR NEW EMPLOYEES

During the first days of employment, the newly hired employee will receive an orientation to the Eastminster organization. The orientation will include training on the mission of Eastminster Presbyterian Church; the organization of Eastminster Presbyterian Church, including the leadership and standing committees; an introduction to fellow employees; a tour of the facility; assignment of building keys and security pass codes; an explanation of how the position, for which the employee has been hired, fits into Eastminster Presbyterian Church's mission, etc.

During the orientation the employee and/or Head of Staff will complete the necessary employment documents, including:

- Employee Information Form
- Employee Withhold Form W-4
- Employment Eligibility Verification Form I-9
- Safe Child Policy/Background Check Authorization Form
- Staff's Acknowledgment of Staff Handbook
- Employee's Acknowledgment of Personnel Policies and Procedures Manual
- Others, as may be needed

The Staff Handbook, which is intended to help prospective employees make decisions about joining EPC as well as containing basic employment information, along with the Personnel Policies and Procedures Manual and the applicable Position Description should be reviewed with the new employee. The review of these documents shall also include an outline of the benefit programs in which the employee is eligible to participate, and completion of any enrollment/beneficiary forms which are required by the terms of those programs.

SECTION 5 – ⁴ANNUAL REVIEWS AND EVALUATIONS

A review of the terms of employment and compensation, and a performance review and evaluation of every staff person at Eastminster Presbyterian Church shall be conducted once each year in the following manner:

The person(s) responsible for initiating each review (see Staff Handbook, Section 17) shall assemble the appropriate committee, or group, to plan a meeting with their affiliated staff member, no later than August 1 each year. Annual reviews shall be conducted no earlier than October 1 and no later than November 15 each year.

A time, date and place shall be set (within the time frame given above) to hold a meeting with the staff member, the Head of Staff and 2 to 4 persons from the affiliated committee.

The primary goal of these meetings is to have an open and frank dialogue with each staff person concerning their relationship with EPC rather than assigning a degree of success to a specific set of criteria for them. Good honest relationships between employees and EPC will promote mutually beneficial goal setting and achievement as well as making assessment.

At this meeting, topics of discussion shall include but not be limited to the following:

- 1) Performance
- 2) Staff relationships
- 3) Support
- 4) Program
- 5) Personal and Professional Growth
- 6) Health
- 7) Compensation
- 8) General

The person(s) responsible for initiating each review shall also solicit input concerning the staff member's work performance from members of their affiliated committee, Head of Staff, Session, the Board of Deacons and the congregation at large. In preparation for this meeting, the staff person's Position Description and the evaluation topics, shall be made specifically available in advance to those who attend the meeting (including the staff person) and generally available to anyone who may offer input concerning the staff member's work performance.

The person(s) responsible for initiating each review shall submit a written summary of the meeting and any information collected from other Boards, Committees and the congregation at large, to the Administration and Personnel Committee. This report shall include the date of the review, those present, and a general summary of the discussions, especially any suggestions or ideas.

⁴ requires action by committees (section 5)

This report shall be submitted to the Administration and Personnel Committee no later than November 30 of each year.

The Moderator of the Administration and Personnel Committee shall send a written report to the Session, which shall include a motion to approve discussed changes to each salaried and hourly staff member's employment package (compensation and benefits). The reports for all staff members shall be submitted to the Clerk of Session at least one week in advance of the December Session Meeting. The Session shall hold a meeting no later than December 30 of each year, in part, to receive these reports and to take any needed actions and record same in the Minutes.

Once the Session has approved compensation changes, The Administration and Personnel Committee will send a letter to each staff member detailing the compensation change, along with a copy to the Finance Department so the changes can be processed. (See attached Compensation letter).

The Session shall act to have all recommended changes in the terms of call for ordained staff presented to the congregation at the Annual Meeting of the Congregation, for approval.

All reports concerning the Annual Review of Staff submitted to the Administration and Personnel Committee and Session shall be shared with the appropriate staff member and placed in that member's employment file.

SECTION 6 – OVERTIME

In certain situations projects may require that an hourly staff member work hours in addition to their normal work schedule. When possible, advance notification of these overtime hours will be provided. All overtime must receive the prior authorization of the Head of Staff.

Overtime premium is paid to hourly staff members in accordance with federal and state wage and hour laws. Overtime premium is based on actual hours worked in a pay week. Time off on sick leave, vacation, or any other leave (paid or unpaid) will not be considered hours worked for purposes of performing overtime pay calculations. Overtime premium will be paid to hourly staff members at the rate of time and one-half their hourly rate for all hours worked in excess of 40 in a pay week. A workweek is defined as a consecutive 7-day period.

Hourly Staff Members who work on one of the scheduled Holidays will be paid at the rate of two and one half times their normal hourly rate.

Salaried Staff Members who work in excess of the hours of a normal work week are allowed to take compensatory time. Each Church Staff Member is expected to judge his/her time worked beyond that norm. Questions concerning extra time worked, or time taken to compensate a given staff member for extra time worked, shall be directed to the Head of Staff and/or the Administration and Personnel Committee.

SECTION 7 – REPORTING HOURS WORKED

In keeping with the labor laws of Pennsylvania, each hourly staff member will be trusted to keep their own record of hours worked. If questions arise as to the amount of time an employee has worked it shall be dealt with by the Head of Staff and the Administration and Personnel Committee.

SECTION 8 – EMPLOYEE EXPECTATIONS

Personnel data

It is the responsibility of each employee to promptly notify the Church of any changes in personnel data. This may include personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, number of deductions for tax purposes, and other such status changes. Please advise the Head of Staff of any such changes.

Dress

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their position or activity.

Absenteeism and Tardiness

The Church expects employees to be reliable and punctual in reporting for scheduled work. In those instances when an employee cannot avoid being late to work or is unable to work as scheduled, the employee must notify his/her supervisor as soon as possible concerning the tardiness or absence.

Smoking

In keeping with the Church's intent to provide a safe and healthful work environment, smoking on the Church campus is prohibited. This policy applies equally to all employees, members, and visitors.

Safety

Eastminster believes it has an obligation to provide a safe workplace where care is taken to remove or reduce accident-causing situations. Each employee should be aware of the potential for accidents to occur and should take all reasonable precautions to avoid them. If any employee is aware of an unsafe condition, it should be reported to the attention of the Head of Staff.

Computers and the Internet

All messages composed, sent and received through EPC electronic systems remain the property of the Church; they are not the private property of any employee. As such, the Church reserves the right to review these messages as well as internet activity.

No hardware or software shall be added to the Church's computer system without the express approval of the Head of Staff. Further, church owned software may not be duplicated or used outside the use for which it is licensed.

SECTION 9 – DRUGS AND ALCOHOL

It is Eastminster's desire to provide a drug and alcohol-free workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Using or being under the influence of illegal drugs or alcohol on the job may pose serious safety and health risks. Accordingly, the Church's policy is as follows:

- The unlawful manufacture, distribution, dispensing, possession, sale, or use of illegal drugs or alcohol on Church property is prohibited.
- Reporting to work under the influence of alcohol or controlled drugs, other than as expressly prescribed by a physician, is prohibited.
- The Church retains the right to conduct testing and screening for illegal drugs and alcohol on employees on a "for cause" basis. "For cause" may include, but is not limited to, erratic behavior which is otherwise unexplainable, work-related injuries, poor job performance which is otherwise unexplainable, or unsafe acts.
- Failure of an employee to cooperate with this policy may be reason for disciplinary action.
- Employees are reminded that desks and lockers are Church property and may be checked to insure they are not being used to conceal illegal drugs, alcohol, or other dangerous substances.
- Employees, who feel they have a drug or alcohol abuse problem, and who voluntarily seek help, will be referred to counseling and be assisted in receiving medical and/or rehabilitation services. Such situations will be handled on a confidential basis, to the extent possible.

If it is suspected that an employee is at work under the influence of illegal drugs or alcohol, the matter should be referred to the Head of Staff. The Head of Staff should confront the employee and tell him/her that his/her behavior is not normal and ask him/her to explain the erratic behavior. No direct accusation of illegal drug or alcohol abuse should be made. If the Head of Staff concludes that the explanation is not credible, a fitness for duty physical should be scheduled. Under no circumstances should the employee be permitted to drive himself/herself to the physical. Should the physical reveal that the employee was under the influence of illegal drugs or alcohol, appropriate disciplinary action should be taken.

If it is suspected that an employee is in possession, or is distributing, drugs or alcohol on Church property, the matter should be referred to the Head of Staff. The Head of Staff should confront the employee directly and ask if illegal drugs or alcohol are in his/her possession. If the answer is positive, the substance should be confiscated, and if it is suspected to be illegal drugs, it should be turned over to the police. If the answer is negative, and the Head of Staff finds that the answer is not credible, a search of the employee's desk and locker should be conducted in the presence of the employee. Ask the employee for permission to search his car, if on Church property. If the employee refuses the request, do not search the car, but inform the employee that such refusal may be subject to disciplinary action.

SECTION 10 – PERSONNEL FILES AND INFORMATION

Maintenance of Personnel Records

Personnel files are to be kept current and secure by the Administration and Personnel Committee or its designee. In order to protect employee privacy, these records shall not, under any conditions, be allowed to leave the property of Eastminster Presbyterian Church. As the employer, the Session, as a body, shall have access to individual personnel files but Ruling Elders, as individuals, shall not. In addition only the Head of Staff and the Administration and Personnel Committee, as authorized agents of the Session, shall have access to individual personnel files.

Access to Personnel Files

Pursuant to Pennsylvania law, employees have the legal right to inspect their own personnel files. This policy outlines the manner in which this access will be administered.

Employees, or their designated agent, who wish to inspect their personnel file, shall schedule a time to do so with the Administration and Personnel Committee or its designee (usually the Head of Staff). The inspection will take place in the presence of the same designee.

The employee shall not remove or alter the contents of the files. Copies of any of the contents of the file shall not be made without the approval of the Administration and Personnel Committee or its designee (usually the Head of Staff). The employee may make notes with respect to the file contents, and may place a counter statement in the file in the event of an alleged error.

Release of Employment Data / Verification of Employment

The Administration and Personnel Committee or its designee (usually the Head of Staff) is the only Church agent authorized to respond to both employer reference checks and verification of employment inquiries. **All correspondence or telephone inquiries and requests to release information received by employees should be forwarded to the Administration and Personnel Committee designee.**

No information should be released unless authorized in writing by the individual about whom information is being requested. Information conveyed should be limited to the person's dates of employment, positions held, and verification of wage/salary information.

Even if authorized in writing by a former employee, copies of material on file within Eastminster Presbyterian Church should not be supplied to the requester.

SECTION 11 – OFFICE HOURS

The Session is responsible for establishing general Church office hours. Staffing needs, volunteer availability and operational demands may necessitate variations to this schedule. However, it is incumbent on each staff person to post and keep a schedule of office hours or availability to the congregation and the public that coincides, at least partially with the general Church office schedule.

SECTION 12 – WEATHER-RELATED CHURCH CLOSURES

The Head of Staff or his/her designee has the authority to close the Eastminster Presbyterian Church office due to inclement weather, or a physical emergency. In such an event, remuneration is at the discretion of the Head of Staff.

In the event of an office closure, the Head of Staff or his/her designee may authorize some hourly employees to work. Hours worked during an office closure will be included in the employee's weekly hours.

See the current Session policy and procedures in the case of cancelling Worship Services due to inclement weather.

SECTION 13 – AUTHORIZATION FOR PAYMENT OF INVOICES

Persons, including employees, authorized by the Session, Head of Staff or Session Committees have the authority to approve purchases of up to \$500. Purchases of \$501 to \$1000 require the additional approval of the Head of Staff, or his/her designee. Purchases of \$1001 and above require the additional approval of the Clerk of Session.

SECTION 14 – INTELLECTUAL PROPERTY

The terms of employment for Ordained Clergy are governed by the Presbytery. Clergy are not employed or hired, they are called. Under usual circumstances Ordained Clergy are considered to be self-employed. Sermons and other materials produced by Ordained Clergy are the intellectual property of that Clergy, not a work product owned by the Presbytery or Congregation of call. As such, only that clergy has control of the recording, distribution and use of the material.

Materials produced by employees in all other categories of employment are the intellectual property of Eastminster Presbyterian Church. Eastminster Presbyterian Church retains the right to retain or turn over control to such intellectual property to its creator.

SECTION 15 – SEXUAL AND OTHER UNLAWFUL HARASSMENT

It is the policy of this Eastminster Presbyterian Church to maintain a workplace free from any form of sexual misconduct or sexual harassment by any employee, member, or friend of the congregation.

This policy is based on the Sexual Misconduct Policy adopted by the 203rd General Assembly (1991) and as that policy may be amended.

The scope of this policy is not limited to the church campus. It includes all contacts in carrying out the congregation's responsibilities and relationships with employees, volunteers, and others. Any form of sexual misconduct or harassment is unacceptable behavior.

Eastminster Presbyterian Church is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. Sexual harassment (both overt and subtle) is a form of misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the Head of Staff. If the Head of Staff is unavailable, or if the Head of Staff is the subject of the complaint, the employee should immediately contact the Clerk of Session. Employees can raise concerns and make reports without fear of reprisal.

Any employee who becomes aware of possible sexual or other unlawful harassment should promptly advise the Head of Staff who will handle the matter in a timely and confidential manner.

All allegations will be taken seriously, investigated, and appropriate corrective or disciplinary action will be taken as warranted.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

SECTION 16 – CHILD SAFETY

Eastminster Presbyterian Church and Eastminster Preschool has established a Safe Child policy to protect those children and youth participating in church activities from physical, sexual, or emotional abuse in order to provide a safe, nurturing, Christian environment.

Eastminster Presbyterian Church and Eastminster Preschool will make reasonable efforts to assure that persons placed in positions of responsibility and trust with respect to children and youth will be trained to carry out their duties in accordance with the teachings and principles of the church.

The standards of this policy are not intended to interfere with the nurturing, teaching, and supervision of the children and youth.

All employees are expected to familiarize themselves with the policy and conform to its requirements including back ground checks.

SECTION 17 – TRAVEL EXPENSES

It is the policy of Eastminster to reimburse employees for expenses that are reasonable and necessary when traveling on sanctioned Eastminster Presbyterian Church business, provided they are properly documented, and approved in the proper manner. Employees are expected to minimize related expenses, provided this does not result in the inefficient use of employees' time or Eastminster Presbyterian Church resources. It is each employee's responsibility to adhere to this policy when involved with any expenditure on behalf of Eastminster Presbyterian Church.

Use of personal vehicle in connection with Eastminster Presbyterian Church business will be reimbursed at the current IRS standard mileage allowance rate. This mileage allowance is provided to cover gasoline, oil, repairs, tires, maintenance, insurance, depreciation, and other operating expenses; therefore expenses of this nature are not reimbursable except on a mileage basis.

Eastminster Presbyterian Church will reimburse employees for the actual cost of lodging, supported by receipts, for each day's lodging. Such cost includes only a single occupancy room and applicable taxes. Employees are expected to use good quality, reasonably priced lodging. Personal telephone calls of a reasonable length are an allowable expense and should be listed accordingly on the expense report.

Meal costs are reimbursable when an employee is on a business trip overnight for one or more days, supported by receipts. Any reimbursable expenses must be approved by the employees direct supervisor. The Pastor's expenses are approve by the Chairperson of the Administration and Personnel Committee.

It is recognized that the terms of call for Pastoral staff may include provisions for travel expense reimbursement that are beyond the scope of this policy.

SECTION 18 – EMPLOYEE DISCIPLINARY PROCEDURE

The following guidelines shall apply regarding any needed disciplinary action in regard to any member of the staff, excluding the Pastor, as Head of Staff. It shall be an understood goal that the purpose of any and all disciplinary action is the restoration of the employee(s) involved and the correction of any infractions of employment that may disturb the peace, unity and purity of Eastminster Presbyterian Church.

1. If an employee violates a protocol of employment as outlined in the Personnel Policies and Procedures Manual, the Staff Handbook, his/her Position Description or other misconduct, it shall be brought to the attention of the Pastor as Head of Staff in a timely manner.
2. Once made aware of the situation, the Head of Staff shall, within a period of three working days, shall meet with the employee against whom the complaint has been lodged to inquire about the infraction and to move toward a positive resolution.
3. Should resolution be found, to the satisfaction of all concerned, shortly after discussion/intervention with Head of Staff, no further action shall be taken.
4. Should there be a repeat of the same or similar situation within twelve (12) months; the Head of Staff shall again meet with the employee for further discussion and to pursue a positive resolution. The Head of Staff shall also document this (second) meeting by submitting a written report to the Administration and Personnel Committee outlining the infractions as well as any resolutions. A copy of this report shall be placed in the employee's personnel file, which will be signed by the employee.
5. Working with the Moderator of the Administration and Personnel Committee and possibly the ⁵moderator of the employee's affiliated committee; the Head of Staff shall be responsible for pursuing corrective steps to resolve the situation.
6. Should this attempt fail to resolve the situation, the Head of Staff shall submit a written recommendation for disciplinary action to the Administration and Personnel Committee including the infraction(s) and any actions taken to date.
7. The Administration and Personnel Committee is obligated to report through an Executive Session of Session any staff disciplinary actions and any recommendations for Termination. However, if a recommendation for

Termination is received the Administration and Personnel Committee shall first promptly and thoroughly review all the circumstances before making a detailed report and recommendation to Session.

8. The following disciplinary measures may be taken by Session:
 - a. a) Employee suspension from work without pay for a period not to exceed three weeks.
 - b. b) Mandatory consultation with a therapist recommended by the Presbytery, ensuring that said therapist shall report to Session, and/or the Moderator of the Presbytery's Committee on Ministry and/or the Presbytery Executive. Payment for said therapist shall be made by the Session and the employee, with each contributing one-half the expense. Such consultation shall not exceed six months, unless the employee(s) involved assumes full liability for payments of all on-going consultations.
 - c. c) Termination of employment after a thorough review of all the circumstances. Such termination may include the filing of criminal charges if deemed appropriate in consultation with the congregation's attorney of record.

9. Any infraction that may have implications in civil law shall be referred immediately to the attorney of record representing the interests of the congregation. Should allegations of sexual harassment be made against any employee, or any other allegation that could lead to civil or felony charges, the accused employee shall be placed on immediate leave of absence with pay for a period determined by the Session, with a specific recommendation made by the Head of staff and the Administration and Personnel Committee in consultation with the congregation's attorney of record. The nature of the allegations shall not be shared with the Session until authorized by the Head of Staff and Administration and Personnel Committee in consultation with the attorney of record.

⁵ requires action by committees (paragraph 1)

SECTION 19 – TERMINATION OF EMPLOYMENT AND EXIT INTERVIEWS

The right to terminate the employment relationship at will and at any time is retained by both the staff member and Eastminster Presbyterian Church, except as prohibited by law. All decisions regarding termination of employment will be made in accordance with Eastminster Presbyterian Church equal opportunity employment policies. Should termination be desired the following guidelines and policies shall apply.

In the eventuality that a staff member should choose to resign or retire from employment at Eastminster Presbyterian Church they are requested to give at least (3) three weeks written notice to the Head of Staff or their immediate supervisor. (Tabulation of final compensation is time consuming and may be delayed if adequate notice of separation is not received.) Eastminster Presbyterian Church shall also, when prudent, offer a written notice well in advance and personally delivered by the Head of Staff or an officer to any employee being terminated. Once notice has been received/given, the Head of Staff, after consultation with the Administration and Personnel Committee and/or the Clerk of Session, may immediately collect or change vital keys, security access codes and passwords that the employee has had in his/her possession.

Eastminster Presbyterian Church retains the option, in certain circumstances; to relieve the employee of any further work related obligations at any point up to and including the last scheduled work date. In such case, the time remaining to the separation date, not to exceed three (3) weeks, shall be paid as if the employee had completed their regular work schedule,

Separation without Prejudice

If, in the judgment of the Administration and Personnel Committee, this is a scenario where the Staff person and Eastminster Presbyterian Church have an *amicable* agreement about the conclusion of the employment relationship, the following procedures will be practiced. The Head of Staff shall encourage and help the employee schedule an exit meeting with a designee of the Administration and Personnel Committee. On or before the date of separation, all Eastminster Presbyterian Church keys shall be collected, security access codes and passwords that the employee has had will be changed and all references to the person as a staff person in any publications shall be removed. The final paycheck shall be tabulated and mailed as expeditiously as reasonable.

Separation with Prejudice

If, in the judgment of the Administration and Personnel Committee, this is a scenario where the level of anxiety of the Staff person and/or Eastminster Presbyterian Church is such that an amicable agreement about the conclusion of the employment relationship is *unlikely* to be reached, the following procedures will be practiced. The Head of Staff shall strongly encourage the employee to schedule an exit meeting with the *Clerk of Session*. On or before the date of separation, all Eastminster Presbyterian Church keys shall be collected, security access codes and passwords that the employee has had will be changed and all references to the person as a staff person in any publications shall be removed. The final paycheck shall be tabulated and mailed as expeditiously as reasonable.

Exit meetings are for the purposes of ensuring a clear understanding of and eligibility for continuing benefits, making arrangements for and explaining the final paycheck, making arrangements for the return of any Eastminster Presbyterian Church property in the staff person's possession, and hearing any complimentary or critical comments about Eastminster Presbyterian Church or the employee's relationship with Eastminster Presbyterian Church. Notes of the conversation shall be taken and signed by both parties before being added to the employee file. If no meeting is held by the date of separation, The Head of Staff, the Clerk of Session and the moderator of the Administration and Personnel Committee shall jointly send a certified letter to the employee detailing their eligibility for continuing benefits, an explanation of the final paycheck and setting a specific time and place for the return of any Eastminster Presbyterian Church property still in the staff person's possession,

Departing employees are entitled to receive all merited compensation. This may include wages, pay for earned but unused vacation.. Deductions may be withheld for wage advances, the value of the above benefits taken in advance of being earned, and property damage or loss that the employee may otherwise reasonably be considered liable for. As stated above, Eastminster Presbyterian Church retains the right to terminate the employment relationship at will and as such may or may not offer severance packages to any employee by decision of the session.

Continuing education allocations are not considered compensation. They are, rather, costs associated with the responsibility or function of each staff position. Employees are not entitled to unused continuing education allocations nor are they liable if already used.

Due to its nonprofit status, Eastminster Presbyterian Church does not participate in the federal government's unemployment compensation insurance program. Therefore, employees of Eastminster Presbyterian Church are not eligible to receive unemployment insurance benefits based on employment at Eastminster Presbyterian Church. Eastminster Church shall notify any potential employees in writing that we do not participate in an unemployment compensation insurance program before hiring any employee.

APPENDIX 1 – COMMITTEE TASKS CONCERNING STAFF

These footnotes are specific tasks that require attention/action by committees in regards to staff.

- Page 3, footnote 1, section 1, sub-heading 3
- Page 3, footnote 2, section 1, sub-heading 3
- Page 4, footnote 3, section 1, sub-heading 5
- Page 6, footnote 4, section 5
- Page 15, footnote 5, section 18, sub-heading 6

APPENDIX 2 – ATTACHMENTS

Employee Information Form

Employee Withhold Form W-4

Employment Eligibility Verification Form I-9

Safe Child Policy

(includes Background Check Authorization Form)

Employee’s Acknowledgment of Personnel Policies and Procedures Manual

(Signed original will be maintained in Personnel File.)

The employee hereby acknowledges receipt of a copy of the current Personnel Policies and Procedures Manual on the date shown below.

The Personnel Policies and Procedures Manual has been written to highlight extended employee personnel policies of Eastminster Presbyterian Church. The Manual is not intended to serve as a contract between Eastminster Presbyterian Church and the employee.

From time to time it may become necessary to change sections in this Manual. Employees will be informed of any changes and will be provided with copies of the changes.

If you have any questions about the information in this Manual, please ask the Head of Staff or your supervisor.

Employee’s Name (Print)

Date: _____

Employee’s Signature