

**THE PRESBYTERY OF THE MIAMI VALLEY
STAFF SUPPORT
POLICY AND PRACTICE**

(Note: Whenever the term “minister of the Word and Sacrament” is used in this Policy and Practice, it is deemed to be identical to the equivalent term “teaching elder” when that term is used in the Book of Order.)

**ARTICLE I
POLICY**

Section 1.01: General

The policies of the Staff Support Committee represent the authority vested in it by the Presbytery of the Miami Valley. In carrying out such policies the Staff Support Committee is acting as the presbytery in all measure and manner. All additions, deletions or changes to policy must be approved by the presbytery. No policy of the Staff Support Committee shall be contrary to the provisions of the *Book of Order*.

Section 1.02: Function

The Staff Support Committee shall execute the various functions necessary to carry out the mission and ministry of the Presbytery of the Miami Valley, in accordance with *Section 3.13* of the *PMV Policy and Practice*.

Specific functions of the committee shall include:

1. Reviewing and monitoring staffing needs of the presbytery
2. Making recommendations for appropriate compensation for all members of the presbytery staff and all others employed by the presbytery through the Presbytery Trustees for submission to presbytery
3. Conducting the annual review of both the Executive Presbyter and the Stated Clerk
4. Consulting with the Executive Presbyter on and monitoring the annual review of the presbytery staff
5. Providing consultation with individual staff members when requested, concerning issues related to staff and executive relationships
6. Providing pastoral support for staff individuals on behalf of the presbytery
7. Supporting the Executive Presbyter in the role of head of staff of the presbytery

Section 1.03: Committee Size

Membership of the committee shall be three ministers of the Word and Sacrament and three ruling elders, elected in three classes of six persons, for terms of three years each, renewable for one term.

One member of the committee shall be chosen by the committee to serve a one-year renewable term on the Leadership Council.

One member of the committee shall be chosen by the committee to serve a one-year renewable term on the Representation and Diversity Committee.

Section 1.04: Quorum

One more than one-half of the current voting members shall constitute a quorum. All proceedings from meetings with no quorum present must be ratified at the earliest subsequent meeting in which there is a quorum.

Section 1.05: Budget

The operating budget for the Staff Services Committee shall be determined and approved by the presbytery. As part of the budget process, the committee shall provide its funding request annually to the Presbytery Trustees.

Section 1.06: Communication and Access

The Staff Support Committee shall be open to communication and access at all times to all presbytery professional and support staff. The Stated Clerk or members of the presbytery support staff may request the exclusion of the Executive Presbyter when seeking communication with and access to the committee.

Section 1.07: Presbytery Personnel Policy

1. General

The office of the Presbytery of the Miami Valley has been established to facilitate the work of the presbytery and all its units and its exempt and non-exempt staff in fulfilling these unique responsibilities.

2. Employment Categories

- a. Employer: The legal corporate employer of all presbytery staff is the Presbytery of the Miami Valley of the Presbyterian Church (U.S.A.), Inc.
- b. Exempt: Exempt staff shall be elected to office in accordance with the applicable provisions of the *PMV Policy and Practice*. Persons employed in exempt positions are not eligible for overtime compensation. All exempt positions are established only after approval of the presbytery and in consultation with the Synod of the Covenant.
- c. Non-Exempt: Non-exempt staff shall be selected by the Executive Presbyter and the Staff Support Committee. Non-exempt staff shall be eligible for overtime compensation after they have worked 40 hours in a given work week.

- d. Regular/Temporary: A regular employee is a person employed on a continuing basis. A temporary employee is a person employed for a short period, usually less than three months and is not entitled to benefits.
- e. Part-Time/Full-Time: Part time employees are those persons employed to work less than 37.5 hours weekly and may be granted prorated employee benefits. Full-time employees are those persons who are hired to work a minimum of 37.5 hours weekly.
- f. Provisional Employment: The first three (3) months of employment for non-exempt personnel is deemed provisional employment.
- g. Consultative/Contractual Services: Consultative-contract staffing is a staffing style that involves temporary employees for short-term periods. The specific tasks and financial requirements for consultative-contract arrangements shall be reviewed and negotiated at least annually. Consultative-contract positions may for up to a three-year term (with annual review) beginning from the date the position was approved. Consultative-contract positions shall be evaluated three months before the term's end to determine if such positions shall continue.

3. Rights and Responsibilities

a. Employer Rights

- 1. To establish basic work goals consonant with the purpose of the presbytery
- 2. To establish an overall structure designed to best accomplish the basic goals
- 3. To establish and administer a personnel system that can meet the personnel needs of the structure
- 4. To establish and administer processes for compensation, career development, benefits, working conditions, promotions, transfers, dismissals, and other phases of employment
- 5. To expect employees to be productive in their assigned functions
- 6. To exercise suitable oversight

b. Employer Responsibilities

- 1. To be faithful to the purpose of the organization
- 2. To provide open communication and opportunity for employee participation in the personnel system, which will allow the employees input for decisions that affect them
- 3. To assure that policies and administration of the personnel system are supportive of employees in setting and meeting objectives and career goals
- 4. To provide equal opportunity for all employees in all aspects of every phase of the personnel system and to have an affirmative action program for equal employment opportunity
- 5. To provide adequate and equitable compensation to employees
- 6. To establish position descriptions and qualifications for particular functions and to determine who are qualified and/or qualifiable to perform such functions

7. To conduct for all employees regular performance reviews and evaluations which relate their work objectives to goals of the Presbytery, and which give them an opportunity to participate in evaluating their own performance in relation to these objectives
8. To provide benefits and working conditions for the general welfare and well-being of all employees in an equitable manner
9. To establish and administer a process which provides for the hearing and resolution of complaints and grievances

c. Employee Rights

1. To receive adequate information, which may be in the form of a personnel manual and a written job description, from which to develop an understanding of a specific position's role and function in the total structure of the Presbytery
2. To receive regular information on the performance of the specific duties; such information will be provided at least annually
3. To be kept informed of proposed changes in personnel policies and procedures in order to provide input into the process of personnel policy formation
4. To have adequate and reasonable working conditions
5. To receive reasonable compensation and other benefits as determined by the employer

d. Employee Responsibilities

1. To provide the best possible performance in a specific assigned function
2. To understand a position's role and function in the context of the goals of the presbytery
3. To make and honor a commitment to the goals and objectives of the presbytery

4. Employment Policies

a. Basic Policies

1. Determination of Personnel Guidelines and Policy: Personnel Policies are determined by the presbytery upon recommendation by the presbytery Staff Support Committee.
2. Employment practices shall be in accordance with the binding provisions of the *Form of Government* and the *Rules of Discipline* guided by the civil rights, equal employment, and equal pay acts and other applicable provisions of the state and federal government.
3. All employees are subject to *Article VI: Preventing and Responding to Sexual Misconduct* of the *PMV Policy and Practice*.

b. Position Descriptions

1. Position Descriptions for Exempt Staff: Position descriptions, subject to periodic review, at least one in every five years, shall be required for each exempt position. Position descriptions shall be prepared by the Staff Support Committee, and approved by the presbytery Leadership Council.
2. Position Descriptions for Non-Exempt Staff: Position descriptions, subject to periodic review, at least one in every five years, will be prepared by the Executive Presbyter, and/or the Staff Support Committee, and approved by the presbytery Leadership Council.
3. Validation of Exempt Positions: All new and vacant exempt positions shall be validated by the presbytery in consultation with the Synod before candidates are sought.

c. Tenure

1. Exempt Staff: Election may be for a definite or indefinite period, at will of employer and shall receive an annual performance review and evaluation.
2. Non-Exempt Staff: Non-exempt staff shall serve for an indefinite period, at will of Executive Presbyter and the Staff Support Committee, and shall receive an annual performance review and evaluation.
3. All exempt staff shall be provided with a written "call" approved by the presbytery. Financial arrangements shall be stated in full in each call. Changes in the terms of each call shall be recorded in the minutes of the presbytery.

d. Annual Review

1. The performance of each employee will be reviewed at least once a year. All non-elected staff members will be reviewed by the Executive Presbyter and reported to the Staff Support Committee, which shall, at its discretion, conduct a further review of its own. The clear primary purpose of exempt staff evaluation shall be understood to be the improvement of staff competence, performance and morale. Therefore, the public results of evaluation shall include no gradation of performance except "satisfactory" or "unsatisfactory". The Staff Support Committee will report annually to the Leadership Council upon completion of all performance reviews.
2. Performance review for elected staff shall be conducted by the Staff Support Committee, with recommendations made to the Leadership Council for any action and their subsequent reporting to presbytery.

- e. Personnel Files: Files for all staff will be kept in the presbytery office for the Staff Support Committee. All staff shall have access to their own personnel records, including commendations and complaints. Each staff person shall be notified of personnel record entries and shall be assured of the opportunity to file his/her response. The files of all staff persons shall be available only to the

Executive Presbyter and the Staff Support Committee unless specific written permission is granted by the staff member for wider release.

- f. Modification of Work within a Position Description: In order to enable employees to make use of their skills and to increase their potential abilities, position descriptions or titles may be modified by mutual agreement between the presbytery's authorized agents or agencies and the employee.
- g. Grievances: Should an employee feel there has been a violation of an approved personnel policy or practice, the following procedure shall apply:
 1. Discuss the grievance with the Executive Presbyter or the immediate supervisor (who shall report the violation to the Executive Presbyter), seeking to find an informal resolution of the grievance.
 2. If there is no resolution by this informal effort, a written statement filed within fifteen (15) days of the alleged grievance shall be submitted to the chair of Staff Support Committee who shall review the matter with the committee and with all parties concerned and the committee shall make a final determination within fifteen (15) days of receipt of the written statement.
 3. If the complainant is dissatisfied with the decision of the Staff Support Committee, an appeal may be filed within fifteen (15) days to the Moderator of the presbytery. The Moderator shall appoint at least three persons to meet with the Moderator and all concerned parties to make a final determination within fifteen (15) days of receipt of the appeal. All parties concerned shall be supplied with a written copy of the decision.
 4. The above paragraphs notwithstanding, grievances may also be made through the process outlined in the *Rules of Discipline*. All decisions to seek redress in this manner shall be the right of the staff member who shall in no way be penalized for such action.
 5. Right of Advocacy: It is understood that the complaining party may arrange to have an advocate or attorney with him/her at their own expense at all steps in the formal process. For exempt employees this advocate or attorney must be a Presbyterian.
 6. Written Records: A written record of all decisions arrived at in all meetings shall be kept in the presbytery personnel files.

5. Salary Administration

a. Salary Principles

1. The presbytery is committed to salary administration principles which will provide: fair pay for the work performed; incentive for personal achievement and growth; equity of payment for positions of relative value; flexibility to meet the many changes in organization, functions, positions, and personnel over a period of time. Salary levels will be maintained in a manner which results in their being consistent.

2. Initial salary placement should reflect a judgment of the qualifications and experience of the employee relative to the position requirements.

b. Salary Policies

1. Salaries for exempt positions will be determined by presbytery action on the recommendation of the Staff Support Committee and in consultation with other presbyteries and the synod.
2. Initial placement within a salary range should reflect a judgment of the qualifications and experience of the employee relative to the position requirements.

c. Adjustment of Salary

1. Salary for exempt staff will be reviewed at least once a year by the Staff Support committee, with reference to cost of living changes, salary information supplied by the Board of Pensions on pastors in the presbytery, salaries in other presbyteries and non-profit organizations in the city where the employee works and in nearby metropolitan areas.
2. The salary for non-exempt staff will be reviewed at least once a year by the Staff Support Committee in consultation with the Executive Presbyter.

d. Individual Salary Review and Increments

1. All salaries will be reviewed at least annually. Such review should normally include a personal interview with each person.
2. In general, salary adjustments for exempt staff will be made by the presbytery on recommendation by the Staff Support Committee in consultation with the Committee on Ministry's annual recommendation for compensation for ministers of the Word and Sacrament.
3. Salary adjustments for non-exempt staff will be determined by the Staff Support Committee in consultation with the Executive Presbyter, based upon such factors as cost of living, adjustment of schedules, changes in duties and responsibilities, and merit as determined through the annual performance review.
 - a. An increase may be given when an individual has improved performance or has consistently maintained an outstanding level of performance. Long service alone is not considered a valid reason for an increase.
 - b. An interim evaluation and accompanying salary adjustment may be made on the basis of any changes in duties or responsibilities.

6. Benefits

a. Objective

The following benefits are established to satisfy the needs of regular employees for medical services and insurance, pension coverage, regular vacations, regular and special leaves, etc., as long as the needs are consonant with the goals and financial capacity of the presbytery. Such needs and benefits may be reviewed annually.

1. Social Security: All non-clergy employees are covered by the Federal Old Age Survivors Benefits Act (Social Security) and the employee's share of the tax is withheld from the wages of all such employees. Clergy staff are considered self-employed and taxes are not withheld, unless requested in writing.
2. Worker's Compensation Insurance: All non-clergy employees of the presbytery shall be covered by the Worker's Compensation law of the State.

b. Holidays

The presbytery shall grant the following eleven (11) paid holidays to all staff, in accordance with local customs and laws:

New Year's Day
Martin Luther King's Birthday
Good Friday
The Monday following Easter
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day

1. Holidays falling on a Saturday shall be observed the previous Friday; those falling on a Sunday shall be observed the subsequent Monday.
2. Holidays occurring during vacation time shall increase that vacation time accordingly.
3. Employees required to work during a holiday shall be given an alternate day off.

c. Sick and Personal Leave:

Non-exempt employees accumulate 10 working days sick leave in each calendar year, with unused days cumulative up to 60 working days. Sick leave entitlement during the first year of employment will be prorated according to length of employment. Exempt employees follow the same formula, except that they are granted 60 days of sick leave at beginning of employment. The maximum accumulation of 60 working days of sick leave applies to all employees.

1. Sick days (not to exceed five days for each illness or injury) also may be used when a member of the employee's immediate family is ill or injured.
2. Employees shall have no claim for pay in lieu of unused sick leave at the time of termination of employment.
3. For illness in excess of three (3) days all employees may be required to submit a doctor's certificate indicating the nature of the illness. The Staff Support Committee may require the employee to be examined by a physician of the committee's choice at the committee's expense. When extended medical leave is anticipated, advance approval should be secured.

d. Vacation

Vacation with pay is provided for all regular employees for rest, refreshment, and relaxation. Vacations are not cumulative, must be used within the calendar year, except when special provision has been made by the Staff Support Committee and the Executive Presbyter.

1. Exempt employees are entitled to at least one full month's vacation per year in accordance with the terms of the contract or call.
2. Full-time non-exempt employees are entitled to annual paid vacation according to the following schedule. Vacation entitlement during the first year of employment will be prorated accordingly:

Service from 0 to 5 years:	10 working days
Service from 5 to 10 years:	15 working days
Service from 11 years & over:	20 working days

e. Study Leave:

Study leave with salary is provided for all exempt staff in accordance with their current terms of compensation and in alignment with the requirements of the Committee on Ministry guidelines for compensation for ministers of the Word and Sacrament. Unused study leave time and unused Continuing Education expenses for any year may be applied to immediate subsequent years to a maximum of three. Study leave activities shall be reported annually to the Staff Support Committee.

f. Training Required by Employer for Increased Work Effectiveness:

In some instances, new training or retraining may be required by the presbytery for staff to function well in their work. When the presbytery judges this to be necessary for any staff member it shall be the responsibility of the presbytery as an employer to provide both time with pay and the expenses of the training.

g. Health Insurance:

1. For exempt employees: Presbytery paid major medical and family coverage is provided through the Board of Pensions of the Presbyterian Church (U.S.A.).
 2. For non-exempt full-time employees: Presbytery paid health insurance shall be provided, except where a spouse's employment already provides such coverage.
- h. Pension:
1. All full-time exempt employees who have completed a waiting period may be enrolled in the plan from the Board of Pensions of the Presbyterian Church (U.S.A.), for which dues are paid by the presbytery.
 2. Tax Sheltered Annuities: Any employee may elect to designate a portion of his/her salary to be used for purchase of a tax sheltered annuity or other tax saving benefit. A copy of the related contract, signed, must be submitted to the Executive Presbyter before any deductions will be made.
- i. Death in Service: When the death of an exempt or non-exempt member of presbytery staff person occurs, the spouse, or dependents, shall receive a separation allowance. The amount shall be the equivalent of the salary of the deceased for thirty (30) days from the time of death, unless covered otherwise.
- j. Bereavement Leave: In the event of death in the immediate family, (wife, husband, child, brother, sister, parent, parent-in-law, grandparent, or relative in the same household) three (3) consecutive days will be given with pay. If an employee must travel to attend the funeral of spouse, children or parents up to five (5) consecutive days will be allowed as leave with pay. In the event of death of another relative, up to three (3) days will be allowed.
- k. Jury/Military Leave: Any employee called upon to serve jury duty will be granted leave with pay for this purpose, with the understanding the jury pay will be returned to the employer. An employee will be granted up to two weeks unpaid military leave each year, without charge to the employee's vacation time, to complete his/her annual training or the employee may use their vacation time and be paid for the time they are attending such training. Also, if the employee is called to active duty with the military forces of the United States they will be granted a leave of absence without pay for the period of such active duty. Upon return they will be returned to the job they had when they were called to active duty or another position with the same status and pay.
- l. Compensatory Time (for non-exempt staff)
1. Overtime work is to be kept at a minimum in the presbytery offices and is not encouraged. Compensation for approved overtime work shall be given either as Compensatory Time or at the following rates of pay:
 - a. Over 37.5 hours to 40.0 hours: base hourly pay

- b. Above 40.0 hours: 1.5 times base hourly pay
- 2. Compensatory time earned must be used within three months from the date earned or time will be lost, unless negotiated otherwise with the Executive Presbyter.
- m. Travel and Business Expense Reimbursement
 - 1. General
 - a. Expenses will be vouchered with receipts attached, if possible. The presbytery bookkeeper retains vouchers.
 - b. A record of dates and purposes of travel should be kept by the staff person for IRS review, if required.
 - c. Travel includes auto mileage, plane fare, taxi, rental car, road tolls, parking fees, and lodging.
 - 2. Mileage
 - a. Staff travel by personal car on weekdays is reimbursed from office to destination and return to office.
 - b. On weekends or evenings, reimbursement is from home to destination and return to home.
 - 3. Meals
 - a. Reimbursable meals for staff are incurred during required travel time, while at an over-night conference or when a staff person initiates a working meal with another person.
 - b. Group meals, when necessary for the conduct of presbytery business, shall be charged to the committee for which the business occurs.
 - 4. Study Leave
 - a. Registration fees for study leave events should be approved in advance by the Executive Presbyter and charged to the study leave account.
 - b. Travel for study leave events should be charged to the travel account.
 - 5. Gratuities
 - a. Members of the presbytery staff are free to accept or decline invitations to conduct worship at congregations and to receive honoraria.
 - b. When staff are at congregations to represent the presbytery (installations, special presentations, etc.) no honoraria may be accepted.

7. Discipline

Except for the process used to Suspend and Terminate Employees as explained below in Paragraphs c. and d., the following applies to both Exempt and Non-Exempt employees.

- a. Disciplining an employee occurs for one of two reasons.
 1. Unsatisfactory job performance, i.e. the employee is inefficient or ineffective on the job, either because of inability or unwillingness.
 2. Misconduct, i.e. an employee's conduct is not in a manner appropriate for a business office of the Presbytery of the Miami Valley. While such normally applies to conduct "on the job" there may be instances in which an employee's conduct brings discredit or embarrassment to the Presbytery of the Miami Valley.
 3. Misconduct includes, but is not limited to, the following:
 - a. Insubordination
 - b. Neglect in the care or use of presbytery property and/or funds.
 - c. Habitual unexcused absences of tardiness (more than three times in a six-month period).
 - d. Discourteous treatment of the public or other employees.
 - e. Falsification of employment application or work record.
 - f. Harassment of other employees or sexual misconduct.

b. Types of disciplinary action

1. Unsatisfactory job performance: An employee whose job performance is not satisfactory shall normally be told by the immediate supervisor who will counsel the employee as to their deficiencies, set up a performance improvement program if appropriate, and establish a time frame to correct the deficiencies. This shall normally be a thirty-to-sixty-day period. The plan will be tailored to specific needs, but in general outline the following:
 - a. What was wrong, and why it was wrong
 - b. What steps the employee must take to correct the problem
 - c. What assistance (if applicable) the employee's supervisor can provide
 - d. Time frame in which the employee must exhibit an improvement
 - e. Steps which will be taken if performance does not improve during that time frame

If at the end of that time, an employee whose performance has still not improved to the supervisor's satisfaction, shall be (with the concurrence of the Executive Presbyter) formally notified in writing of continued deficiencies. This notification shall state what is not being done, what is expected, and what steps must be made to correct any deficiencies, and the allotted time frame, which shall be considered a *probationary* period – normally a period of three to six

months. If performance does not so improve, employment shall be terminated with a two week notice.

2. Misconduct: When an employee's behavior is such that discipline is necessary, it normally will be progressively severe; however, for unusually serious problems or violations, an employee may be terminated immediately. The following steps shall normally apply:
 - a. First Offense: Normally action taken after the first offense is a verbal discussion of the problem with the employee. A written notation will be made in the employee's record which will be kept for a period of two years. The two-year period will begin anew whenever an additional offense occurs.
 - b. Second Offense: Normally action taken in a second offense within one year of the first offense would be a written reprimand to the employee with the written reprimand kept for a period of two years. The two-year period will begin anew whenever an additional offense occurs.
 - c. Third Offense: Normally action taken as a result of a third offense within a one-year period would be a suspension without pay for from 3 to 14 workdays. A written record will be made of this action and it will be kept in the employee's record for a period of five years. The five-year period will begin anew whenever an additional offense occurs.
 - d. Fourth Offense: Normally an employee will be terminated for four or more offenses within a two-year period. The action will be made a permanent part of the employee's record.
- c. Procedure for Suspending or Terminating Exempt Employees
 1. The process stated in the *Rules of Discipline* shall apply and supersede all other presbytery procedures.
 2. The complete record of reasons for discharge, including the report of performance evaluations, events, facts, and discussions regarding the proposed action of an exempt staff employee shall be retained by the presbytery for ten years with strict confidentiality.
- d. Procedure for Suspending or Terminating Non-Exempt Employees

When it is proposed that a non-exempt employee be suspended or terminated for cause, the employee's supervisor will notify the Executive Presbyter of the proposed action, including the justifying reasons. With the approval of the Executive Presbyter, the employee will be notified in writing of the proposed action. The employee will have 15 days from the day they receive the written notice of the proposed action to appeal the decision to the chair of the Staff Support Committee. Within 15 days of the day the employee files a written appeal, the chair of the Staff Support Committee will convene or discuss the appeal with all available members of the Staff Support Committee. On a

majority recommendation they shall make a final decision to approve, amend, or reject the action proposed. The employee has no additional appeal rights.

8. Employment Separation

a. Voluntary

1. Resignation: The employee has the responsibility to give at least two weeks' notice of their resignation to their supervisor. The supervisor will, in turn, notify the Executive Presbyter and the Staff Support Committee. Failure to do will be recorded on the staff member's employment record.
2. Retirement:
 - a. The pension plan of the Board of Pensions of the Presbyterian Church (U.S.A.) is designed to make retirement at age sixty-five (65) possible with full benefits in relation to accrued pension credits. Those who work beyond age sixty-five (65) will continue to accrue additional pension credits.
 - b. Subject to normal performance standards, employees who desire to work beyond age 65 may do so. Those who desire to work beyond age seventy (70) may continue on a year-to-year basis subject to the following terms:
 1. Exempt: upon recommendation of the Staff Support Committee and the concurrence of the presbytery
 2. Non-exempt: upon recommendation of the Executive Presbyter and the concurrence of the Staff Support Committee

b. Involuntary as a Result of Budget Reduction and Reorganization

1. Separation because of reductions in budget, reorganization, or other circumstances that are no fault of the employee is at the discretion of the presbytery.
2. For Exempt staff employees, six (6) months' notice shall be given unless otherwise provided by an individual contract with continuing payment during the continuing employment.
3. For Non-exempt employees, ninety (90) days' notice will be given with continuing payment for continuing employment.
4. The two-week notice or resignation period is waived for all employees during the time periods covered in the preceding two paragraphs.

9. Revisions or Amendments to Personnel Policy

Staff Support Committee: The Staff Support Committee shall review the personnel policies of the presbytery at least every two years, and may recommend changes or amendments to the presbytery through the Leadership Council.

Section 1.08: Staff Family Leave

1. Theological Grounding:

God created us to be in relationship with one another, to care for one another, and to participate in families. We are required to honor our father and mother, and to care for our children and kin. Thus, provision is made when a staff person needs to be absent from work in order to care for both self and family.

2. Purpose:

To ensure that presbytery staff receive fair and equitable leave when required. It is anticipated that staff will only use this policy when needed, and not abuse the generosity of the presbytery.

3. Guidelines:

- a. Family Leave: When a staff person needs to take extended leave due to the needs of a family member, the Staff Support committee should be informed as soon as possible. Situations that may fall under this heading include, but are not limited to, an extended hospitalization/rehabilitation, the need to place a family member into long-term care, and the need to take care of property in the event of death. Family leave may be up to 12 weeks in length, during which time the staff person should receive full effective salary and full Pension dues, if applicable. Additional leave, if required, shall be negotiated with the presbytery through the Staff Support Committee.
- b. Maternity Leave: When a staff person becomes pregnant, the Staff Support Committee should be informed within 12 weeks of a physician's confirmation of the pregnancy. Maternity leave should ordinarily begin with the physician's certification that the staff person can no longer perform her duties and end when she is medically released by her physician to return to her professional duties. This is ordinarily an eight-week period, during which the staff person should receive full effective salary and full Pension dues, if applicable. If additional leave is necessary, it may be arranged under the terms of the Family Leave paragraph of this section. (Amended 2/9/19)
- c. Paternity Leave: If a staff person's spouse becomes pregnant, the staff person should notify the Staff Support Committee within 12 weeks of a physician's confirmation of the pregnancy. A request for paternity leave should be made no later than a month before the requested leave is to begin. Paternity leave may be up to 8 weeks in length, during which time the staff person shall receive full effective salary and full Pension dues,

if applicable. If additional leave is necessary, it may be arranged under the terms of the Family Leave paragraph of this section.

- d. **Adoption Leave:** Recognizing that the adoption of a child requires as much of a transition as the birth of a child, a staff person who is adopting should be granted leave commensurate with maternity or paternity leave. If additional leave is necessary, it may be arranged under the terms of the Family Leave paragraph of this section.
- e. **Military Leave:** Staff persons who serve in the Military Reserves shall ordinarily settle on all details regarding their military requirements in a Mobilization Agreement with the Staff Support Committee at the time of their employment, or at the time of beginning reserve service. These details should include the annual two-week training period during which time presbytery shall make up the difference between the military reimbursement and the staff person's current salary.

Section 1.09: Staff Support

The Executive Presbyter shall serve as staff support without vote.

Section 1.10: Sabbatical Policy: Executive Presbyter (Approved February 8, 2014)

1. Purpose:

To provide a time of spiritual renewal and refreshment. This is not intended to be a vocational time, but rather a time to engage in new experiences, rediscover passions, and reflect on ministry all with the goal of sharpening skills for leadership.

2. Eligibility:

Twelve (12) weeks sabbatical time will be available to the Executive Presbyter *after completion* of seven years in the position, with the approval of the presbytery through the Leadership Council, on the recommendation of the Staff Support Committee.

3. Process:

The Executive Presbyter will present a plan for the sabbatical leave, outlining the aims and goals of the sabbatical, the proposed use of the time to make happen those outcomes, a proposed timeline, and a budget. This plan shall be presented to the Staff Support Committee for its approval and subsequent recommendation to the Leadership Council.

4. Coverage of Responsibilities:

Once sabbatical leave has been granted, the Executive Presbyter, working with the Staff Support Committee, the Leadership Council and Committee on Ministry will develop a plan for the coverage of executive responsibilities during the period of absence. This plan will assure coverage in the two *primary* areas of the executive presbyter's work:

- a. Work with congregations, pastors and COM (as well as providing pastoral care within the presbytery)
- b. Head of staff responsibilities concerning staff relationships and supervision

5. Compensation:

- a. For the period of sabbatical, the Executive Presbyter will receive full effective salary, including associated health and pension coverage. However, there will be no allowances for professional or continuing education reimbursement during this period.
- b. The Executive Presbyter, however, may elect each and every year prior to the sabbatical, to defer up to Five Hundred Dollars (\$500.00) of Continuing Education budget allowance to an EP Sabbatical Personal Expense fund, which can be used for sabbatical-related expenses.
- c. In addition, the Executive Presbyter may defer any or all of the Continuing Education Expenses *for the sabbatical year* to be part of the EP Sabbatical Personal Expense fund.

6. Presbytery Sabbatical Budget

The presbytery will establish an EP Sabbatical Leave fund, the purpose of which is to accrue sufficient funds to offset the cost of engaging individuals to assume the responsibilities of the Executive Presbyter in accordance with the plan developed prior to the sabbatical. Each year, the presbytery budget will include a specific line item equal to three percent (3.0%) of the Executive Presbyter's effective salary. From this fund, \$3,000.00 will be provided to the EP Sabbatical Expense Fund in the sabbatical year.

7. Report:

Within three months of the completion of the sabbatical, the Executive Presbyter shall present a written report to the Leadership Council, through the Staff Support Committee, about how, and how well, the aims and goals of the period of leave were fulfilled.

(End of Article I)

ARTICLE II PRACTICE

Section 2.01: Schedule of Meetings

Meetings shall be held quarterly, normally on the second Tuesday of January, April, July, and October. The committee may meet in special session as needed. All actions taken by the Staff Support Committee shall be reported at the next meeting of the Leadership Council.

Section 2.02: Review of Professional Presbytery Staff

Reviews of the professional presbytery staff occur in coordination with the cycles of terms of service.

1. For both the Executive Presbyter and Stated Clerk, there shall be a comprehensive review soon after the completion of the first year of the initial term of service. This review shall engage chairs of committees staffed by the individual, along with any other leaders in the presbytery who might be in positions to comment on professional staff performance. This review should relate to how the work during the first year related to the ministry, mission, and vision of the presbytery. There shall also be a self-evaluation made by the professional staff as part of this review. The committee shall review their findings with, and make any recommendations to, the professional staff member. The first year review shall be reported to the Leadership Council.
2. For both the Executive Presbyter and Stated Clerk there shall be annual mid-term reviews, conducted soon at the end of mid-term years two and three. Mid-term reviews shall engage chairs of committees staffed by the Executive Presbyter, along with other leaders in the presbytery who may be in positions to comment on professional performance. However, unlike the first year review of the initial term of service, the process for information gathering shall be less comprehensive and involved (i.e. a questionnaire), and shall also be focused on the *continued* performance of the Executive Presbyter. There shall also be a self-evaluation made by the Executive Presbyter as part of this review. This type of review shall also be used during the first years of any re-elected terms. The committee shall review their findings with, and make any recommendations to, the Executive Presbyter. This review shall be reported to the Leadership Council.
3. For both the Executive Presbyter and the Stated Clerk, there shall be a comprehensive review six months prior to the end of the final year of the term of service. Conducted much like the comprehensive first-year review of the initial service, the review shall also focus on the prospect and value of re-election to the position. There shall also be a self-evaluation made by the professional staff as part of this review. The committee shall review their findings with, and make any

recommendations to, the professional staff member. As part of the final-year term review Staff Support Committee shall recommend to the Leadership Council whether or not the professional staff member should be proposed for reelection.

Section 2.03 Review of Presbytery Support Staff

As part of the role as presbytery head of staff, annual reviews for the presbytery support staff are conducted by the Executive Presbyter.

The Staff Support Committee shall provide counsel to the Executive Presbyter as to the process undertaken and shall review all evaluations and recommendations made by the Executive Presbyter.

The Staff Support Committee shall, if requested by the Executive Presbyter, counsel individuals of the support staff with respect to annual evaluations.

(End of Article II)

(End of Staff Support Policy and Practice)

