

Policy: Personnel

Scope

The Personnel Manual is divided into two sections, one applicable to both Churches and the Presbytery and the other section only applicable to the Presbytery.

Revisions to the Personnel Policies require final approval by the Presbytery. Revisions to the Personnel Procedures require approval by Presbytery Council. Revisions to the Personnel Guidelines require approval by the Personnel Sub-Committee of Council.

Personnel Policies for Churches and Presbytery

Scope

The portion of the Personnel Manual, titled Personnel Policies for Churches and Presbytery, covers those Presbytery approved policies that are applicable to all of the Presbytery's churches as well as the Presbytery itself.

Review and Approval

Revisions to this portion of the Personnel Manual require Presbytery approval.

Personnel Manuals

The Presbytery as well as each congregation shall develop a comprehensive Personnel Manual. In the case of a church the Manual shall be approved by the congregation's Session. The Manual shall cover all employment subject areas governed by Federal and State laws and be in compliance with those applicable Federal and State laws. As a minimum the scope of the Personnel Manual shall include the following subject areas:

Employment

- Employment at Will
- Equal Employment Opportunity
- Positive Work Environment/No Harassment
- Accommodation of Employees with Disabilities
- Immigration Reform and Control Act of 1986
- Hiring
- Tenure
- Terms of Call and Appointment
- Employee Classifications
- Outside Employment

Benefits

- Vacation
- Holiday Pay
- Personal Days
- Sick Pay
- Leave of Absence
- Workers Compensation Insurance (Labor and Industries)
- Educational Assistance and Professional Memberships
- Moving Expenses
- Career Opportunities
- Pension and Medical Benefits
- Business Expenses Reporting
- Part-Time Non-Exempt Employee Benefits

Conduct and Performance Expectations

Performance Evaluations

Personnel Records

Attendance Standards

Alcohol and Drug Use

Position Descriptions

General Information

Grievance Policy

Break and Meal Periods

Access to Property

Property and Computer Systems

Compensation

Payroll Deductions

Personnel Policies for Presbytery

Scope

The portion of the Personnel Manual, titled Personnel Policies for Presbytery, covers those Presbytery approved policies that are applicable to all of the Presbytery's personnel.

Review and Approval

Revisions to this portion of the Personnel Manual require Presbytery approval.

Welcome and Introduction to Employees

Welcome to the Presbytery of North Puget Sound! We consider each employee to be a gift from God and look forward to working with you as a member of our ministry team. We appreciate you and the gifts and talents you bring to this ministry and are committed to helping you achieve your highest level of service for the Lord in this ministry.

As an employee of the Presbytery, you represent this ministry in both your work life and private life. As a result, you are expected to always be sensitive to how others may see you biblically, spiritually, and ethically. We encourage you to strive toward living a life that is an example to others of your relationship with God and your belief in the Presbytery's Mission Statement and Statement of Faith.

This Personnel Manual applies to all employees of the Presbytery of North Puget Sound and any other organizations which use the Presbytery's 501(c)(3) status except for chartered churches.

It is important that you read, understand, and become familiar with the Manual and comply with the standards that have been established. Please talk with the Executive Presbyter (EP) of the Presbytery if you have any questions or need additional information (For the balance of this document the Executive Presbyter shall be referred to as the EP).

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, the Presbytery reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate unless that policy, benefit or provision is covered by a written contract with the employee.

If there is a conflict between the provisions, benefits, policies, procedures and guidelines in the Personnel Manual and those set forth in a written contract or the terms of an ordained staff member's call, the written contract or terms of the call shall prevail.

Employment

Employment at Will

Unless governed by a written contract, employment with the Presbytery is strictly on an at will basis, which means that either the employee or the Presbytery may terminate the employment relationship at any time, with or without cause or advance notice. This employment at will relationship will remain in effect throughout the employee's employment with the Presbytery unless it is specifically modified by an express written agreement signed by the employee and the EP.

This employment at will relationship may not be modified by any oral or implied agreement.

Equal Employment Opportunity

The Presbytery is committed to providing equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, marital status, citizenship, disability, age, or veteran status, or any other characteristic protected under local, state, or federal law. This equal employment opportunity policy applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, benefits, and compensation.

All employees are expected to show respect and sensitivity toward all other employees, and to demonstrate a commitment to the Presbytery's equal opportunity objectives. If the employee experiences or observes a violation of this policy or has questions or concerns about this policy, the employee should report it immediately to the EP. If that is not comfortable or if the EP has not addressed the concern to the employee's satisfaction, the employee should report the matter to the Personnel Sub-Committee of Council. Employees can raise concerns and make reports without fear of reprisal. Violation of this policy may result in disciplinary action, up to and including possible termination.

Nothing in this equal employment opportunity policy statement in any way alters the principles set forth in the Presbytery's Mission Statement or Statement of Faith. The Presbytery's equal opportunity objectives are at all times subject to the Mission Statement and Statement of Faith. It is of the utmost importance, for the proper functioning of this ministry, that all employees be committed to the principles stated in the Presbytery's Mission Statement.

Positive Work Environment/No Harassment

The Presbytery is committed to providing a friendly and supportive work environment in which all individuals are treated with respect and dignity and that is free from unlawful discrimination and unlawful harassment. Mutual trust and the absence of intimidation, oppression and exploitation should characterize the environment within the Presbytery. Each

individual has the right to work or seek work in a safe and professional atmosphere that promotes equal opportunity and prohibits discriminatory practices, including harassment.

Actions, words, jokes or comments based on an individual's sex, sexual orientation, race, ethnicity, national origin, age, disability, religion, veteran's status, marital status or any other legally protected characteristic will not be tolerated. Individuals who have questions or concerns about any type of unlawful harassment or discrimination in the workplace, or who experience or observe harassment or discrimination are encouraged to report their concerns following the steps described below without fear of reprisal. Employees may submit concerns in writing, in-person, by e-mail or by telephone. Every effort will be made to ensure that complaints of harassment or discrimination are resolved promptly, confidentially, and effectively.

Definition of Sexual Harassment

The Presbytery of North Puget Sound does not permit any form of sexual harassment or misconduct as detailed in the Sexual Misconduct Policy [GA 1993] and adopted by the Presbytery of North Puget Sound. Sexual harassment is a form of unlawful harassment by members of the same or opposite sex. In general, it is defined as unwelcome conduct that is of a sexual nature or based on gender.

Sexual harassment may include a range of subtle and not so subtle behaviors. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching, insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other unwelcome physical, verbal or visual conduct of a sexual nature. Employees have the right to be free from such harassment on the job, either from co-workers, the EP, or others in the work environment. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace.

Harassment is prohibited by state and federal anti discrimination laws when:

1. Submission to or rejection of such conduct is used as the basis of a tangible employment action affecting the individual, such as decisions relating to hiring, firing, promotions, assignments, or pay; or
2. The conduct creates an intimidating, hostile, or offensive work environment, which affects the terms and conditions of a person's job.

Other Harassment

Like sexual harassment, harassment on the basis of any other legally protected characteristic is also strictly prohibited. Unlawful harassment includes harassment on the basis of a person's gender, sexual orientation, race, ethnicity, national origin, age, disability, religion, or veteran's status. Harassing conduct can include inappropriate jokes and innuendo, epithets, slurs, or negative stereotyping, display in the workplace of offensive materials, and other unwelcome physical, verbal, or visual conduct.

EP Oversight

There is an affirmative duty under this policy to protect employees from unlawful harassment and to promptly report any alleged incidents or concerns to the EP of the Presbytery or, if that is not comfortable, to a member of the Presbytery Personnel Sub-Committee of Council.

Reporting Steps

The Presbytery strongly requires the reporting of any perceived incident of discrimination, harassment or retaliation regardless of the accused's identity or position. Anyone who believes that he or she is a victim of such conduct, or who has witnessed such conduct, should follow the **Grievance Policy** as detailed separately in this manual.

Discipline

If an investigation shows that any Presbytery staff member has engaged in unlawful harassment or discrimination, the Presbytery will take appropriate disciplinary action or corrective measures, including but not limited to written warnings, mandatory training or counseling, suspension, demotion, or termination of employment.

Accommodation of Employees With Disabilities

The Americans with Disabilities Act and Washington law are designed to eliminate barriers that prevent qualified people with disabilities from enjoying the same employment opportunities open to individuals without disabilities. The Presbytery is firmly committed to the principles of providing full employment opportunities to individuals with disabilities, and to encouraging and supporting staff members who need special assistance because of a disability in order to do their jobs. Anyone who has a question concerning applicants or staff members with disabilities should contact the EP for consultation.

The Presbytery does not discriminate against anyone with a known disability who is otherwise qualified for a position and capable of performing its essential functions with or without reasonable accommodation. Reasonable accommodations will be made to assist and enable disabled staff members or applicants to perform the job in question, unless the accommodation would result in an undue hardship for the Presbytery or a direct threat to the health and safety of the disabled individual or others.

The EP of the Presbytery will process all requests for reasonable accommodation.

Immigration Reform and Control Act Of 1986

The Presbytery is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

As an ongoing condition of employment, all employees will be required to provide documentation verifying the employee's identity and legal authority to work in the United States.

Hiring

The EP will actively seek to fill positions in keeping with the equal employment opportunity program of the Presbytery and in consultation with the Presbytery Personnel Sub-Committee of Council.

Tenure

For the EP, election is for an indefinite period unless specified in a written contract.

For Stated Clerk, the clerk is elected by the Presbytery for a term of three years.

For All Other Staff, the Employment at Will provision of this policy applies. During the first three (3) months no benefits are given.

Terms of Call and Appointment

All approved called positions shall so state that in the position description and shall be provided with a written call. The call of a Minister of Word and Sacrament shall be submitted to the Committee on Ministry for approval.

Changes in terms of call for an ordained staff member must be approved by the Committee on Ministry.

Employee Classifications

The Presbytery classifies employees in a number of ways, as follows:

Duration of the Work Week

Full Time Employee - a full time employee averages at least 35 hours each workweek. The standard work week is 40 hours.

Part Time Employee - a part time employee averages less than 35 hours each workweek. See section under benefits for Part Time Employee benefit eligibility.

Overtime Pay Eligibility

Non-exempt Employee - a non-exempt employee is eligible to receive overtime pay, if applicable, in accordance with the provisions of state and federal law. Non-exempt employees will receive overtime pay for all authorized hours worked in excess of 40 per week (excluding the one hour lunch period), or as otherwise required by applicable laws.

Exempt Employee - exempt employees are those employees holding certain salaried executive, administrative, professional and outside sales positions who are exempt from federal wage and hour regulations regarding the payment of overtime.

All overtime hours worked must be authorized in advance by the EP. Under no circumstances will non-exempt employees be permitted to work overtime without receiving overtime pay. Non-exempt employees are expected to keep accurate records of their hours worked. Employees who violate this policy will be subject to disciplinary action.

Staffing

Regular Employee - a regular employee fills a position that is part of the regular staffing level of the Presbytery.

Temporary Employee – a temporary employee is hired to work on a non-regular basis, or for a project. (A temporary employee is not eligible for benefits)

Contract Employee – a contract employee is hired to perform a specific job for a limited period.

Each position description will clearly indicate how the position is classified using the above terminology.

Outside Employment

Presbytery employees may engage in employment outside the Presbytery if it does not interfere with the employee's ability to perform his or her duties for the Presbytery and does not interfere or conflict with the Presbytery's Mission Statement and Statement of Faith.

Benefits

Vacation

A vacation with pay is provided for all regular full- and part-time employees. Vacations are not cumulative and must be used within the calendar year, except when special provision has been made by the Presbytery Personnel Sub-Committee of Council. Earned vacation begins on the first day of employment and is computed on the basis of each 12 months following the employment date. Ordinarily, no earned vacation may be taken in the first 90 days of employment. The minimum increment of eligible vacation time to be taken is one half day. It is expected that vacation will be taken at a time convenient to the work of the Presbytery and the employee. Family commitments may call for unique scheduling and every effort will be made to make necessary adjustments. Normally, the dates of vacation must be approved at least a month in advance by the EP. During the remainder of the calendar year in which an employee begins work, vacation will be prorated according to the following ratio:

Unless specified otherwise in a written contract, a full-time EP accrues 2 and ½ days of vacation time per month, cumulative up to 30 calendar days annually (22 working days).

Full-time other employees are entitled to annual paid vacation according to the following schedule. Vacation entitlement after six months of employment will be pro-rated accordingly:

<u>Years of Service</u>	<u>Days of Vacation</u>
-------------------------	-------------------------

0-5 years	10 working days
6-10 years	15 working days
11 and over	20 working days

Refer to Termination Section regarding earned vacation, as applicable.

In the first year of employment and in the year of termination of employment, vacation will be prorated based on the percentage of the year worked. Upon termination of employment, accrued but unused vacation will be forfeited by the employee.

Holiday Pay

Presbytery recognizes the federally-designated applicable holidays.

There will be twelve (12) paid holidays recognized by the Presbytery as follows:

January 1	Labor Day
Martin Luther King Jr. Day	Thanksgiving
President's Day	Day after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	
Floating holiday (instead of Veteran's Day)	

In addition the office will ordinarily be closed from December 26th to December 31st.

The following general provisions apply to holiday pay:

Holidays will be observed on the day designated by the Presbytery Personnel Sub-Committee of Council for observance.

To be eligible for holiday pay, employees must be available to work their last scheduled workday before the holiday and their first scheduled workday after the holiday.

Employees on leave of absence for any reason are not eligible for holiday pay on holidays that are observed during the period they are on leave.

If a holiday falls within a vacation period, an extra day of vacation is granted. Regular and temporary employees will be eligible to receive holiday pay, in addition to hours worked.

Personal Days

Regular, full time employees may take up to three personal days each calendar year to meet personal needs which are not covered elsewhere. This time must be pre-approved by the EP, and will not carry over from one year to the next except as stated below. Up to three days of the prior year's accumulated sick days may be used as personal days. The employee may not receive additional pay in lieu of personal days. Part time employees will have this benefit prorated based on the number of hours regularly worked.

Sick Pay

Permanent full-time and part-time employees accumulate ten working days of sick leave per year, with unused days accumulating to 120 working days. Sick leave entitlement during the first year of employment will be pro-rated according to the length of employment.

The maximum accumulation of 120 days of sick leave applies to all employees. Sick days may be used for personal injury or illness, or for illness or injury in the immediate family. Immediate" is defined in the section entitled, Bereavement. At time of termination of employment (either voluntary or involuntary) an employee shall have no claim for pay in lieu of unused sick leave. When medical leave is anticipated, advance notification should be given. Sick pay benefits may only be used in the case of personal illness or injury that is not work-related. Part time employees will have their benefits pro-rated based on the number of hours regularly worked.

Unused sick pay benefits may not be used for personal time off or as additional vacation. In addition, sick pay will not be considered as hours worked for the calculation of overtime. Employees who receive sick pay benefits may be asked to provide medical verification, and absences of more than 5 working days may be subject to the Presbytery's leave of absence policy.

Leave of Absences

With Pay or Partial Pay

Leaves of Absence are provided under the following circumstances, with approval by the EP: Unless specified otherwise, the leave of absence is with full pay.

1. Regular training period of the US Armed Forces (maximum of two (2) weeks). Since most such service includes military pay, the pay liability of the Presbytery will be to make up the difference, if any, between the employment salary and the military salary.
2. Up to two weeks for jury duty
3. For marriage of an employee (up to 3 days) provided the employee has been with the Presbytery for one year or longer.
4. For personal and family emergencies (up to 3 days annually).
5. Bereavement Leave: in the event of death in the immediate family (spouse, child, brother, sister, parent, parent-in-law, grandparent, or relative in the same household), three (3) consecutive working days will be given with pay. If an employee must travel, generally out of state, to attend the funeral of a spouse, children or parents, up to five (5) consecutive working days will be allowed as leave with pay, or up to three (3) consecutive working days in the event of death of another type of relative.

Leaves of Absence Without Pay

Leaves of absence without pay are provided under the following conditions, with the approval of the EP in consultation with the Presbytery Personnel Sub-Committee of Council:

1. If all other sick leave, earned vacation, or personal days have been exhausted, a medical leave of absence without pay may be provided. Medical leaves of absence are typically used for injuries due to an auto accident, surgery and recovery, serious illness, etc. These leaves

are subject to approval of the EP, in consultation with the Presbytery Personnel Subcommittee of Council.

2. Unpaid leaves for military service will be granted pursuant to the federal Uniformed Services Employment and Re-employment Rights Act (USERRA). For questions regarding military leave, please contact the EP.

3. For any other reasons determined adequate by the EP and the Presbytery Personnel Subcommittee of Council.

Parental Leave

The Presbytery gives six work weeks of paid leave for childbirth or adoption. If both parents are in the same employing unit payroll, only one parental leave can be granted. However, leave may be shared by two parents.

Parental leave must be taken within sixty (60) days of the birth or placement for adoption of the child. Additional time away shall be treated as leave of absence without pay.

If the period of disability due to childbirth is longer than six weeks, further leave will be unpaid until the employee is no longer disabled and can return to work. The employee's disability due to childbirth shall be verified by the employee's physician or health care provider in accordance with Washington's Family Care Act.

Unpaid parental leave may be extended up to six months without jeopardizing job security.

Worker's Compensation Insurance (Labor and Industries)

All employees are automatically covered by Worker's Compensation Insurance at the time they are hired. The Presbytery pays the premiums for this important coverage.

Educational Assistance and Professional Memberships

When an employee desires to participate in an educational program or professional organization, and the EP determines that the Presbytery will benefit from the employee's participation, the related expenses may be paid by the Presbytery. Requests for payment of expenses related to educational programs and professional organizations must be approved in advance by the EP. Budget for educational assistance and professional memberships and a summary of payments made will be reviewed annually by the Presbytery Personnel Subcommittee of Council.

Moving Expenses

The Presbytery will pay for reasonable moving expenses as deemed appropriate for the position.

Career Opportunities

Study Leave for EP and Stated Clerk

Up to two weeks annual study leave with pay may be granted within the following policies:

- study leave shall be granted on the basis of a minimum of two weeks per twelve month employment;
- application must be made to the Presbytery Personnel Sub-Committee of Council and approved, ordinarily no less than sixty (60) days before study leave begins;
- the employee's plans for the study leave shall accompany the application;

- - when written prior request is made for study leave program, both time and stipend may be carried over or accumulated up to six (6) weeks, with the approval of the Presbytery Personnel Sub-Committee of Council;
- study leave not taken within each twelve month period, and for which a plan of accumulation has not been indicated, will be lost;
- a written report of each study leave activity shall be given to the Presbytery Personnel Sub-Committee of Council.

Extended Study Leave for EP

In order to enable employees with specific needs or opportunities to give extended study to subject areas which will contribute to the work of the Presbytery, as well as their own technical or professional development, an extended study leave, with pay, may be granted by the Presbytery Council upon recommendation of the Presbytery Personnel Sub-Committee of Council within the following criteria policies:

- the employee must have completed two years continuous service with the Presbytery;
- at least five years has elapsed from the time of any previous extended study leave, and at least one year from any previous two week study leave;
- a detailed written plan of study and clearly identified goals, with end-products clearly set forth, must be approved by the Presbytery Personnel Sub-Committee of Council, after consultation with the EP, long enough in advance to be covered by the Presbytery's budget and staffing plans;
- the maximum length of extended study leave will be four (4) months. This may be taken in conjunction with earned vacation within a particular year; but may not be combined with a two week study leave;
- the on-going work of the particular position and the total Presbytery function will be primary factors in considering and granting of extended study leave.

Continuing Education for Other Employees

When it can be demonstrated to be for the good for the Presbytery, as well as the other staff

person's professional development, the EP may approve an application for continuing education for other staff for a total of up to two weeks annually.

Administrative Staff Continuing Education:

1. Accredited class:
 - a. The Presbytery will off-set the classroom hours by granting time off not to exceed 1/2 of the classroom hours when the class is held outside normal office hours. Travel and study time are not included in the off-set time.
 - b. Off-set time must be authorized by the EP and must be taken the same calendar year.
 - c. The employee will be responsible for the travel expense of attending accredited classes.
2. Non-accredited classes, courses or workshops: If attendance is outside of regular work hours, employees are responsible for travel expense. Off-set time which is in excess of regular work hours will be granted.

Returning service-members, may be entitled to reasonable training or retraining to enable qualifications for re-employment with the Presbytery. Contact the EP for further information or for questions in regard to returning to employment after military leave.

Pension and Medical Benefits

Social Security

All personnel except clergy in validated ministries are covered by the Federal Old Age and Survivors Benefits Act (Social Security). The employee's share of the tax is withheld from the wages of non-ministerial staff. Ministers of Word and Sacrament in validated ministries are considered self-employed, and taxes are neither withheld nor paid for them.

Pension and Benefits Plan

Certain employees are eligible to participate in various benefit plans provided through the Presbyterian Church (USA). These plans provide pension, medical, disability, dental and retirement savings benefits. The terms of each plan, including eligibility to participate in these plans, are contained in the respective plan documents and in corresponding summary plan descriptions. Many plan terms are set forth in a benefits handbook entitled, "The Terms of The Benefits Plan of the Presbyterian Church (USA)."

Clergy Participation – All clergy of the Presbyterian Church (USA), who meet the terms for eligibility as set forth in the plans, are automatically enrolled in the Pension and Benefits Plans.

Lay Employee Participation – Certain lay employees may also be eligible to participate in one or more of the benefit plans. For more information, confer with the EP or refer to The Terms of the Benefits Plan of the Presbyterian Church (USA).

Alternate Pension and Benefit Plan

Lay employees who are not eligible to participate in the Pension Plan will be provided with benefit credits equal to 20% of their base pay. These credits may be used by the employee to enroll in a Section 403(b) retirement savings plan or may be applied towards coverage under the medical plan. For more information, confer with the EP or refer to the Terms of the Benefit Plan of the Presbyterian Church (USA).

Business Expense Reporting

Employees will be reimbursed for all approved business-related expenses, upon submission of accurate and receipted expense reports to the Presbytery. Employees are requested to submit these reports in a timely manner to ensure proper accounting and prompt reimbursement.

Part-Time Non-Exempt Employee Benefits

Part-time non-exempt employees are those who are employed to work less than thirty-five (35) hours per week. If they are not temporary and are employed at least 20 hours per week, they are eligible for the following:

1. holiday pay, computed on the equivalent number of hours worked per day;
2. jury duty pay;
3. a part-time non-exempt employee, who works more than 40 hours in a week may request compensatory time-off in lieu of overtime pay. Compensatory time-off will be granted only if the employee uses that time within the same pay period as the period in which the overtime work was performed. If such time is granted, it will be at the rate of time-and-a-half for each hour worked by the employee in excess of 40 hours in a work week.
4. vacation and sick pay in proportion to hours worked each week;
5. worker's compensation;
6. severance allowance in proportion to hours worked each week;
7. social security participation.

Benefits for non-exempt employees working less than twenty (20) hours per week shall be negotiated with the Presbytery Personnel Sub-Committee of Council at the time of employment.

If a part-time non-exempt employee is later placed on full-time basis, pro-rated service credit will be given from the first day of her/his part-time employment for sick leave and vacation benefits.

Conduct and Performance Expectations

Performance Evaluations

Employees will generally receive a written performance evaluation after approximately three months of service, and approximately every twelve months thereafter. The purpose of the performance evaluation is to let the employee know how well that he or she is doing.

Personnel Records

It is important that the Presbytery always have current information about its employees. The EP is the Presbytery's personnel officer for maintaining all personnel records. The Personnel Sub-Committee of Council should review the completeness of all personnel files annually. The EP should be informed immediately of any change in the employee's name, address, phone number, or marital status, etc. If for some reason the employee needs to change the employee's name and/or Social Security number, the employee will be asked to provide original documentation authorizing the change.

Upon request, the employee will be allowed to review any personnel records that have been used to determine the employee's qualifications for employment, promotion, compensation, termination, or other disciplinary action. Employees have the right to include in their file a statement correcting or rebutting any information they believe to be inaccurate or incomplete.

Attendance Standards

It is important that employees work their assigned schedules as consistently as possible. However, the Presbytery understands that because of illness or emergency the employee may be unable to come to work.

If the employee is unable to report to work for any reason, the employee must notify the EP. It is the employee's responsibility to keep the Presbytery informed on a daily basis during a short-term absence and to provide medical verification when asked to do so.

Non-exempt employees are expected to be at their work stations ready to begin work at the beginning of their scheduled shifts, and at the end of their scheduled breaks and meal period. Except in an emergency, nonexempt employees must have the EP's permission to leave work before they are regularly scheduled to do so.

A tardiness or absence is considered "excused" only when the employee calls ahead of time and the tardiness or absence is for a compelling reason. The Presbytery reserves the right, at its sole discretion, to determine what constitutes a compelling reason. A tardiness or absence for a non-compelling reason, and failing to call in according to Presbytery procedures, will be considered "unexcused."

The Presbytery considers "unexcused" tardiness and absence to be a serious problem. Employees who are tardy or absent excessively or show a consistent pattern of absence, whether "excused" or "unexcused," will be subject to disciplinary action, up to and including possible termination.

If the employee does not call in or report to work for two consecutive workdays, the employee may be considered to have voluntarily resigned.

Alcohol & Drug Use

It is the Presbytery's our desire to provide a drug-free, healthful, and safe 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.

While on the Presbytery's premises and while conducting business-related activities off the Presbytery's premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol, or engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all the Presbytery's policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the Presbytery any undue hardship.

Position Descriptions

Employees will be given a position description before they start to work. A position description summarizes the position's duties and responsibilities and gives the employee important information about her/his job. Employees should read and study the position description carefully and discuss it with the EP if they have any questions.

General Information

Grievance Policy

The Grievance Policy is a process which allows employees to initiate a discussion with the EP, or a member of the Personnel Sub-Committee of Council without fear of retaliation by anyone in the Presbytery.

Policy:

Employees who use the Grievance Policy will not be penalized or discriminated against in any way.

Whenever possible, the confidentiality of the complaint and the identity of the complainant will be maintained. There may be instances, however, where the details of the complaint or identity of the complaining party must be disclosed in order to investigate or address the complaint. In those instances, the complaining party will be notified before disclosure is made, and the Presbytery will take all reasonable steps to assure that the complaining party does not suffer any reprisals or retaliation.

In the case of concerns of sexual harassment or misconduct, unlawful discrimination, or other concern, the employee should report his or her concerns to the EP, if comfortable doing so. If this is uncomfortable for the employee, or if the EP has not responded to the employee's satisfaction, the employee should report his or her concerns to the Personnel Sub-Committee of Council or the moderator of Council.

Discussions will take place during the employee's regular working hours whenever possible.

Process:

1. All employees are encouraged to communicate concerns and ideas with the EP.
2. All employees should attempt to resolve work related problems directly with the person involved.
3. If for any reason an employee is uncomfortable speaking directly with the person involved, the employee may go to the EP.
4. If for any reason an employee is uncomfortable in speaking with the EP directly, they may communicate with a member of the Presbytery Personnel Sub-Committee of Council to facilitate a conversation with the EP.
5. The EP, Presbytery Personnel Sub-Committee of Council or its member who has been approached is expected to listen carefully to the concerns or ideas of the employee, ask pertinent questions to gather necessary facts, and consult with the employee regarding how to proceed in resolving the situation in a prompt manner.
6. The Presbytery EP and/or Presbytery Personnel Sub-Committee of Council or its

members approached will investigate the situation further, as needed, before any recommendation or conclusions are made. The employee should be made aware of any plans for action before action is taken.

7. Once a conclusion or recommendation has been implemented, the employee is informed of the results.
8. If the employee is dissatisfied with the results, he/she may repeat the Grievance Policy through the Presbytery Personnel Sub-Committee of Council.
9. An appeal of the decisions made by the Presbytery Personnel Sub-Committee of Council may be made to the Council whose decision will be final.

Break and Meal Periods

Break and meal periods shall be in compliance with State of Washington L & I requirements as summarized in the following:

Rest Periods for Non-Exempt Employees

Non-exempt employees are allowed a paid rest break of at least 10 minutes for each 4 hours worked. The rest period must be allowed no later than the end of the third hour of the shift. Where the nature of the work allows, employees may receive their 10 minutes breaks intermittently instead of receiving scheduled rest breaks. Examples of mini breaks include personal phone calls, eating a snack, personal conversations, and whenever there is no work to do for a few minutes during a work shift.

Meal Breaks for Non-Exempt Employees

Non-exempt employees must be allowed at least a 30-minute meal period if more than 5 hours are worked in a shift. Employees must be at least two hours into the shift before the mealtime can start and cannot start more than five hours after the beginning of the shift. Employees may give up their meal period if they prefer to work through it and if the employer agrees. The employee needs to give a written statement to the employer to verify that they want give up their meal periods.

Presbytery Property and Computer System

The Presbytery regards lockers, desks, file cabinets, furniture, and other work spaces as the Presbytery's property, and it reserves the right to search those locations if, in its sole discretion, it determines that there is a security, health or other business reason to do so. While the Presbytery rarely finds it is necessary to exercise the right to search desks, lockers, or personal belongings, employees should not keep personal papers and belongings at work that employees would not want disclosed to the Presbytery.

Although the Presbytery reserves the right to conduct searches in any situation which, in the Presbytery's discretion, warrants it, in general searches will only be conducted under the following circumstances:

- a. When there is a significant health, safety or hygienic concern;

- b. When an employee has terminated employment;
- c. When there is “reasonable grounds” for suspecting that the search will turn up evidence that the employee is guilty of work-related misconduct; or
- d. If the search is necessary for a non-investigatory work-related purpose. An example of a “non-investigatory work-related purpose” would be attempting to locate a file or report when the employee is away, or otherwise looking for company property needed for a business-related purpose.

The Electronic "E-mail" system is property of the Presbytery and should be used for organizational business only. Employees should disclose information or messages from the E-mail system only to authorized persons. The Presbytery reserves the right to monitor e-mail and to access, review and copy information in an employee's e-mail account. Employees do not have an expectation of privacy in any matter created, received, or sent from the E-mail system or maintained on the Presbytery's computer system.

Compensation

Payroll Deductions

Presbytery will deduct the various payroll deductions that are required by law, such as federal income tax, state disability insurance, and social security taxes. Any other deductions from the employee's paycheck must be authorized by the employee, in writing.

Each one of the employee's paycheck stubs will itemize amounts that have been withheld. It is important that the employee keep this information for tax purposes. If the employee has any questions about the employee's deductions, she/he should talk to the EP. The Presbytery complies with applicable state and federal laws regarding the garnishment and assignment of wages.