

Procedures: Conduct and Performance Expectations

Performance Evaluations

Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement. Written evaluations are the responsibility of the EP unless stipulated otherwise in the position description, and will be placed in each employee's personnel file. Generally, employees will receive a written performance evaluation after approximately three months of service, and approximately every twelve months thereafter.

The employee will have the opportunity to discuss his or her performance evaluation with the EP. This is a good time to ask questions and clarify important points. Performance evaluations help the Presbytery make important decisions about job placement, training and development, and pay increases. A satisfactory performance evaluation does not guarantee a salary increase nor does it alter, modify, or amend the at will employment relationship between the employee and the Presbytery.

Termination

A voluntary termination is a termination that is initiated by the employee. As a courtesy, the Presbytery asks that the employee give at least two weeks written notice before the employee leaves the employee's job. Written notice should include the employee's reason for leaving. If the employee does not call in or report to work for two consecutive workdays, the employee may be considered to have voluntarily resigned.

Nothing in this section shall restrict right of the employee or the Presbytery to terminate employment at any time, with or without cause or notice.

Compensation Procedures

Other Staff

Compensation for all full-time positions shall be based upon experience, skill, and longevity of the employee and position responsibility. Part-time and temporary positions will have a wage or salary determined on the basis of compatibility with full-time pay ranges for similar positions, unless there are unusual circumstances.

EP and Stated Clerk

The Presbytery is committed to salary administration principles which will provide salary levels maintained in a manner which results in their being consistent, equitably related to salaries paid by churches to pastors, responsive to changes in the cost of living, and in keeping with the church's philosophy and objectives.

Salary scales for exempt and non-exempt staff are reviewed annually during the fall.

Overtime and Compensatory Time

Non-exempt employees who work more than 40 hours in any workweek (exclusive of vacation, sick leave, holidays or other absences from work) earn overtime pay at the rate of 1 times their regular rate of pay. Compensatory time may not be substituted for overtime pay.

Payday

A pay period is a one month period of time. Employees are generally paid each month, on the last working day of the month.

The Presbytery is not able to cash paychecks for employees.