

## Guideline: General Information

### General Work Standards

#### Purpose

The Presbytery depends on staff members to provide excellent service and assistance and to help maintain a safe and productive work environment. Provided below for guidance is a partial list of practices which, if engaged in, would detract from these objectives and which may lead to disciplinary action up to and including discharge. North Puget Sound Presbytery will exercise its discretion whether to discipline and what type of discipline, up to and including termination, for any behavior it feels is not in the best interest of the Presbytery, its staff members or the churches served.

#### Unacceptable Behaviors

The following is a non-exhaustive list of practices that are unacceptable and may lead to disciplinary action.

1. Destruction, damage, avoidable wastage, or unauthorized use of property that does not belong to the staff member.
2. Using Presbytery computers and internet access for inappropriate use, installing unlicensed or copied software on Presbytery equipment.
3. Dishonesty or theft, including deliberate destruction or damage to property belonging to the Presbytery or another staff member or its unauthorized removal from the Presbytery premises.
4. Inability or unwillingness to perform assigned work or to meet Presbytery performance expectations.
5. Withholding information or falsification of employment records or other records required in the transaction of Presbytery business.
6. Insubordination, including refusal or failure to follow instructions or perform assigned work.
7. Reporting for or being at work under the influence of alcohol, or non doctor prescribed narcotics or other controlled substances.
8. Possession of alcohol, narcotics, controlled substances or weapons on Presbytery property.
9. Absence without proper notification, excessive absenteeism or insufficient reasons for absenteeism, including misuse of sick leave benefits.
10. Habitual tardiness.
11. Failure to observe safety practices, rules, regulations and instructions.
12. Failure to promptly report to the EP an on the job injury or accident involving a staff member, visitor, equipment or property.
13. Negligence that results in injury to others.
14. Failure to comply with Presbytery policies, procedures and guidelines.
15. Failure to be courteous and helpful to Presbytery members and others.
16. Misrepresenting oneself as speaking for the Presbytery of North Puget Sound and making statements or taking other actions that are intended to or could reasonably be expected to damage the integrity or reputation of the Presbytery.
17. Sexual or racial harassment or other unlawful discrimination toward another staff member or the public.

18. Inability or unwillingness to work harmoniously with others in caring for the welfare of the Presbytery of North Puget Sound, its staff members and the congregations served.

Standards of Conduct Not All Inclusive - Employment at Will. The above items constitute guidelines for work conduct. They are not intended to be all inclusive, nor are they intended to constitute terms of an employment contract. Unless covered by a written contract, all employment at the Presbytery is at the will of the Presbytery and the staff member, and may be terminated at any time for any reason by either party.

### **Personal Appearance**

Many visitors come to Presbytery. Accordingly, it is important to maintain a business-like appearance, avoiding extremes in attire, in the office, in churches, our camp and while representing the Presbytery and PC(USA) off-site. Questions regarding this guideline should be directed to the EP or the Presbytery Personnel Sub-Committee of Council.

### **Business Casual Attire**

It is important for all employees to project a professional image of the Presbytery of North Puget Sound. To project this image, the Presbytery has implemented a dress code guideline. These guidelines apply to all personnel with the exception of those engaged in the camping facilities at Tall Timber. All dress issues cannot be listed and/or imagined. The following are guidelines; in case of doubt consult with the EP.

#### Appropriate

- Dresses (Knee length or below)
- Suits/Pant Suits/Ties
- Skirts (knee length or below)
- Blouses/Shirts
- Blazers
- Vests
- Pants in suitable fabrics
- Khaki or "docker" style pants
- Denim skirts or dresses
- Denim shirts
- Flannel shirts"Button-down" shirts
- Collared Polo shirts
- Shoes are required at all times

#### Inappropriate

- Casual/Sport T-shirts (including logo merchandise)
- Shorts
- Stirrup pants and leggings, spandex pants

- Flip Flop Sandals
- Failure to be fully covered by clothing from neck to knee
- Jeans
  
- Halter tops, sport bras, tank tops, etc.
- Jewelry for visible body piercing except for pierced ears.

The Presbytery is confident each employee will use her/his best judgment in following this guideline. This is not an all inclusive list, thus the EP reserves the right to determine appropriateness. Generally if one is unsure whether an article of clothing is acceptable, most likely it is not. In other words, if in doubt, do not wear it.

There may be times when working clothes (jeans, etc) may be appropriate for required tasks. Prior approval must be obtained from the EP.

### **Flextime**

In order to provide proper service to our constituents, it is important that employees work their assigned schedule as consistently as possible. However, the Presbytery recognizes that for some positions required attendance at early or late meetings may interfere with the schedule and accommodation for requests for flexible schedules will be honored where possible. Employees should maintain a posted schedule with out-of-office work time clearly marked.

### **Use of Presbytery Telephones**

From time to time it may be necessary for employees to make and receive personal calls on Presbytery phones. However, these calls should be limited to no more than 5 minutes in length, and should be made, whenever possible, during scheduled break and meal periods. Employees are expected to use good judgment and common sense when it comes to personal phone calls.

Employees who violate this guideline may be subject to disciplinary action, up to and including possible termination.

### **Position and Job 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.

The Presbytery reserves the right to revise and update the position description from time to time, as it deems necessary and appropriate.

The EP and Stated Clerk position descriptions are subject to approval of Council though the Presbytery Personnel Sub-Committee of Council.

All other employee position descriptions will be prepared by the EP in consultation with the employee within 30 days of the first day of work and will be subject to approval of the Presbytery Personnel Sub-Committee of Council.

In addition to a position description, a job description will be developed to describe the characteristics of a job unique to each employee holding that position. The job description will be reviewed and updated annually at the time of the employee performance evaluation.

### **Moving Expenses**

The Presbytery will pay for reasonable moving expenses as deemed appropriate for the position. Whenever an employee, whether by new employment or by transfer, is required to move his/her place of residence in order to carry out the duties of his/her position, the Presbytery will pay for the cost of packing, crating, moving, temporary storage, and insuring the employee's household goods and personal effects not in excess of 21,000 pounds.

Transportation expenses for the employee and family will be paid to the new location by air (coach fare), rail, or automobile, or some reasonable combination thereof. In the event that travel is by automobile, reimbursement shall be made at the rate currently being paid by the Presbytery for work related travel, and shall cover one automobile, with mileage computed by the most direct route.

House-hunting expenses will be paid for the employee and spouse for one round-trip to the transfer site, covering a period not to exceed seven (7) days (including travel, lodging and meals).

Until the employee is established in his/her new residence, actual reasonable living expenses of the employee at the new location will be paid, but not to exceed in the aggregate a sum equal to 2/3 of one month's salary.

### **Employee Parking**

Employees park at their own risk and the Presbytery will not be responsible for theft or damage to any vehicles parked on or near Presbytery property. Also, the Presbytery will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed.

### **Presbytery Bulletin Boards**

Posted information on Presbytery bulletin boards is for the benefit of all employees. The employee will find posters that explain state and federal law, as well as updated information about Presbytery policies, procedures and guidelines. The employee is responsible for checking Presbytery bulletin boards on a regular basis and for reading all posted materials.