

APPROVED 3/24/15

**PRESBYTERY OF LONG ISLAND
PERSONNEL POLICY**

01.00 THEOLOGICAL PREAMBLE

The Presbytery of Long Island is a community of faith within the larger Presbyterian Church (U.S.A.) called into being by God's grace in Jesus Christ. It is made up of people summoned by God into a covenant relationship where the gifts of God's people are recognized and used for the purposes of God

02.00 PRINCIPLES OF THE PERSONNEL SYSTEM

The staff personnel system is based on a commitment to recognize and affirm the full potential of each employee, and to develop, support and use the full range of human resource potential by securing and maintaining cooperation between employer and employee. The system reflects an open environment in which objectives are shared, and in which both employer and employee acknowledge their rights and responsibilities.

03.00 PRINCIPLES FOR THE DEVELOPMENT AND ADMINISTRATION FOR PERSONNEL POLICIES

The Presbytery of Long Island will be guided by the following principles in the development and administration of all personnel policies and processes.

03.01 Compensation

To establish and administer a process of compensation wherein the individual employee's compensation is determined on the basis of a system of job evaluation and classification, uniform and equitable salary scales, and increments determined in light of economic factors and an annual performance review

03.02 Benefits

To assist in meeting the needs of employees for medical services and insurance, pension coverage, annual vacations, educational and other leaves consonant with the goals and financial capacity of the employer.

03.03 Reimbursement of Expenses

To establish and administer a process wherein authorized expenses incurred by employees in the performance of their work assignments are reimbursed under an accountable reimbursement plan.

03.04 Dispute Resolution Procedures

To establish and administer a process that will ensure all employees a fair and equitable opportunity, including the right to choose an advocate, for the hearing and resolution of issues and misunderstandings that may arise in the administration of the total personnel system.

04.00 EMPLOYMENT POLICIES

The Presbytery of Long Island is committed to the Fair Employment Practices, Affirmative Action, and Equal Opportunity for all employees. It operates under the mandate of the Presbyterian Church's Form of Government, the policies of the General Assembly, and intends to be in compliance with all Federal and New York State laws.

05.00 EMPLOYMENT CATEGORIES, TERMINOLOGY AND PROCEDURES

05.01 Employer

The legal corporate employer of all presbytery staff and officers is the Presbytery of Long Island, a religious corporation in the State of New York.

Whether elected, appointed, or otherwise employed, an employee is directed by, may be terminated by, and has compensation and benefits provided by the Presbytery.

05.02 Exempt and Non-Exempt Categories

Persons employed in non-exempt positions are paid at an hourly rate up to forty (40) hours of work a week as prescribed by law. Ordinarily, overtime will be handled by compensatory time at the hourly rate, or, upon agreement, may be at one and one-half (1 ½) the regular hourly rate for each hour worked past forty (40) hours per week.

Those persons employed in exempt positions are not paid overtime. Individuals in full time positions are expected to manage their schedules within fifty (50) hours a week.

05.03 Ministers of Word and Sacrament (Teaching Elders)

Church polity requires that Ministers of Word and Sacrament (Teaching Elders) be provided with a written call stating the terms of employment subject to satisfactory annual performance and to the provisions of these Personnel Policies

05.04 Exempt Staff

The Presbytery will elect and/or employ executive staff who will be evaluated by the Personnel Committee as provided below.

05.05 Employment of Non-Exempt Staff

In order to carry out the mission of the Church within the Presbytery, secretarial and officer personnel are employed to assist the exempt staff in the Presbytery office. The effectiveness of the non-exempt staffs' work is vital in accomplishing the mission of the Church in the Presbytery. Non-exempt staff are hired by the General Presbyter in consultation with the Personnel Committee of the Presbytery

05.06 Part-Time and Temporary Non-Exempt Staff

Provisions are authorized for the General Presbyter, after consultation with the Personnel Committee, to hire persons for part-time and/or temporary non-exempt assignments in response to needs related to absence of non-exempt staff due to illness, vacations, etc.

05.07 Separation

Employees who are not Ministers of Word and Sacrament (Teaching Elders) can be terminated by provisions of separation in these policies.

06.00 EMPLOYMENT TENURE

Employment in the Presbytery is at will. Contracts and calls have no implied longevity, rather they state the compensation and benefits of a person hired to a position or an incumbent in a position. Compensation and benefits are reviewed annually. Performance reviews are annual and may be

conducted comprehensively every five years depending on the position. Persons are elected to a position of service once and contracts and calls may be renewed.

Ministers of Word and Sacrament (Teaching Elders) receive a call which can be terminated by provisions of separation in these policies. Lay persons receive a contract which can be terminated by provisions of separation in these policies.

07.00 EMPLOYMENT POSITIONS

The staffing plan shall be reviewed every five years or whenever a significant change is made.

07.01 Position Descriptions

A position description will be required for all positions.

All position descriptions (exempt and non-exempt) should be reviewed every three years or whenever a significant change is made. Annual performance reviews are based on current position descriptions and annual work objectives.

07.02 Recruitment and Selection

The General Presbyter/Stated Clerk and Treasurer positions, if such are provided for in the Staffing plan, are to be nominated for election by a special nominating committee which is elected by the Presbytery. This committee shall assure that adequate publicity is given to the position opening. Recruitment and employment practices will be in accordance with the AA/EEO policies.

The Personnel Committee shall recommend to Presbytery the process to be followed for other positions.

07.03 Terms of Call and employment

All exempt staff shall be provided with a written call or contract stating the terms of employment. The call will state that employment continuation is subject to satisfactory annual performance and is subject to the provision of the Presbytery Personnel Policies.

Changes in terms of call or contracts of exempt or non-exempt staff shall be submitted to the Council Shepherding Council for approval. Changes in call for Ministers of Word and Sacrament (Teaching Elders) will be submitted to Presbytery for approval as well.

07.04 Other Personnel Provisions

The first three months of employment of non-exempt personnel are considered a trial period. Prior to regular employment, the person's performance will be discussed with the employee by the General Presbyter, supervisor if different from the General Presbyter and representative of the Personnel Committee. When all requirements for regular employment are completed satisfactorily, regular employment may begin with the next pay period.

08.00 SALARY ADMINISTRATION

08.01 Salary Policies

Salaries of all positions will be determined on the basis of a position evaluation recommended by the Personnel Committee of Shepherding Council and approved by Presbytery.

08.02 Salary Review

Each year the Personnel Committee will review salaries and make recommendations to the Shepherding Council.

08.03 Pay Period

Employees will be paid on a regular basis. Ordinarily payroll checks are distributed on the 20th of each month.

08.04 Housing Allowance

The Internal Revenue Code provides that an ordained Minister of the Word and Sacrament (Teaching Elder) can exclude from gross income for income tax purposes any housing allowance paid as part of his/her compensation to the extent that he/she use it for housing expenses.

09.00 CAREER OPPORTUNITIES

09.01 Career Development

As part of the annual performance review, all employees will be given an annual opportunity to review and determine their short and long range goals and objectives

Up to two weeks annual study leave with pay may be granted to exempt staff – such leave shall be negotiated with Personnel Committee in consultation with the General Presbyter.

10.00 PERFORMANCE REVIEWS

10.01 Annual Performance Review

An annual performance review and evaluation will be conducted for all staff within guidelines developed by the Personnel Committee.

10.02 Comprehensive Performance Review

A comprehensive performance review shall be conducted for all Officers at the end of their terms and prior to re-nomination to an additional term. Comprehensive performance reviews shall be conducted every five years. The Personnel Committee will provide the guidelines for these reviews.

10.03 Personnel Records

A complete personnel file on each employee shall be maintained by the Personnel Committee. These files are confidential with access limited to those persons who have authority in personnel matters. Each employee shall have access to his or her own file.

11.00 SEPARATION PRACTICES

11.01 Resignation

Formal notice of resignation shall normally be requested of non-exempt employees at least two weeks prior to separation and at least four weeks prior to separation for exempt employees. Employees will be paid the cash equivalent of their unused, earned vacation for that calendar at the date of separation. No severance allowance will be provided. There is no payment for unused sick leave.

11.02 Involuntary Separation

Separation because of a change in staff needs or a retrenchment in budget is at the discretion of the employer. Written notice of such separation will come from the Personnel Committee through the General Presbyter. Three months' notice or pay in lieu of notice will be given exempt employees and one month's notice or pay in lieu of notice will be given non-exempt employees.

In addition to the period of notice, a severance allowance will be given in relation to the length of continuous service within the Presbytery of Long Island as follows: a week's salary for each year over 5 years, to a maximum total severance allowance of 12 weeks.

11.03 Dismissal

Dismissal for cause may take place by written notice of the Personnel Committee through the General Presbyter giving specific reasons for termination. Notice must be given or pay in lieu of notice of up to one month for the exempt employees or up to two weeks for non-exempt employees who are dismissed. Employees who are dismissed will receive the cash equivalent of their unused earned vacation for that calendar year. No severance allowance will be paid. There is no payment for unused sick leave.

Discharge of an employee is always considered to be an action of last resort taken after remedial measures have been proven ineffective, or when the employee's conduct is such as to preclude further employment. Written documentation is required, whenever possible, prior to recommendation for dismissal. Dismissal is subject to the dispute resolution procedure outlined in these policy guidelines.

11.04 Retirement

The Presbyterian Benefits Plan is designed to make retirement possible at the age of 66 with full benefits in relation to accrued pension credits. Subject to normal performance standards, employees who desire to work beyond age 66 may do so.

When the Presbytery desires to continue the employment of a Minister of the Word and Sacrament (Teaching Elder) beyond the year in which the 70th birthday occurs, the Presbytery may grant permission for such continued employment on a year-to-year basis, upon the recommendation of the Personnel Committee.

11.05 Death in Service

In the event of the death of a member of either the exempt or the non-exempt staff, the salary of that person will be continued to the spouse, dependent, or estate for one month from the date on which the death occurs.

When applicable, additional death benefits are also provided through the Presbyterian Benefits Plan, if the employee is so enrolled.

11.06 Exit Interview

Prior to an employee's departure, it shall be the practice for an exit interview to be conducted. The exit interview may be done by the General Presbyter and/or the Chairperson/liaison of the Personnel Committee.

12.00 DISPUTE RESOLUTION PROCEDURES

For the purposes of this policy, a dispute, concern, and/or grievance is an alleged violation of an approved personnel policy or practice or of an applicable State or Federal law not adequately dealt with in these policies or practices.

In fairness to the supervisor, the aggrieved party should first discuss the problem with his/her immediate supervisor. If dissatisfied with the action, the aggrieved party is to approach his/her Personnel Committee liaison who will seek to resolve the matter in consultation with all parties involved.

Should there be a matter that cannot be resolved in this manner, a written statement may be submitted to the Chairperson of the Personnel Committee for its consideration. Unless the matter were to require legal resolution, the decision of the Personnel Committee will be final in the matter.

13.00 BENEFITS FOR EMPLOYEES

13.01 Social Security

All non-clergy personnel shall be subject to withholding for the Federal Old Age and Survivors Benefits Act (Social Security) and Hospitalization Insurance Premium.

All Ministers of Word and Sacrament (Teaching Elders) shall receive a Social Security reimbursement equal to one-half of the percentage rate for self-employed persons as applied to the total of cash salary, manse or housing allowance, fair rental value of the manse (if there is one), and utilities for the manse that are paid by the church.

13.02 Pensions

All regular full-time or part-time Ministers of Word and Sacrament (Teaching Elders) employment (exempt and non-exempt) shall be covered under the Presbyterian Pension and Benefits Plan, according to the guidelines of The Plan, for which full dues will be paid by the Presbytery of Long Island.

13.03 Health Insurance

The Presbytery of Long Island shall provide Major Medical protection and Dental coverage under the terms of the Presbyterian Pension and Benefits Plan for all regular employees, exempt or non-exempt, full or part-time, and otherwise eligible.

All regular full-time and part-time Ministers of the Word and Sacrament (Teaching Elders) employees shall be covered under the Presbyterian Pension and Benefits Plan according to the guidelines of The Plan.

13.04 Vacation

Vacation with pay is provided for all regular employees. Allotted vacation time shall be used within the calendar year. While every attempt will be made to schedule vacation time as requested, each employee's vacation is subject to the approval of the supervisor.

Full-time exempt employees are entitled to one full month (22 working days) vacation per year. Part-time exempt employees will have vacation time indicated in terms of call or contract.

Vacation entitlement during the first and last year of employment will be pro-rated according to the length of service as of January 1, starting with ten days for one year and ending with 22 after 10 years, when the time will no longer grow in length

13.05 Holidays

It is the general policy to grant holiday time off to employees in accordance with local customs and laws. Twelve holidays per year will be granted with full pay. Prior to the first of each year, the Personnel Committee will distribute a schedule of holidays.

13.06 Sick Days

Regular full time and regular part-time employees are entitled to up to ten working days of sick leave each calendar year, cumulative up to 60 days. A doctor's note may be required after three days of absence. Sick leave for part-time employees will be pro-rated according to the number of hours worked per day. Sick leave entitlement during the first year of employment will be pro-rated according to length of service.

Employees who are, according to certification of a physician, temporarily disabled and who are not covered by another disability plan, shall receive full salary and benefits for a period of such disability, not to exceed 90 days, at which time application may be made for disability benefits from the Board of Pensions Plan, if enrolled by the Plan. This policy shall apply to all medically certified disability including pregnancy and pregnancy related disability. Those employees who by call or contract may choose not to be covered by the Board of Pensions Plan will not have disability coverage beyond the 90 days.

13.07 Worker's Compensation Insurance

All regular employees shall be covered by Worker's Compensation Insurance which provides for benefits in case of an on-the job accident.

13.08 Off the Job Disability Benefits Insurance

All employees shall be covered by the off-the job disability benefits program of the State of New York which provides temporary cash benefits to replace in part wages lost due to injuries or illnesses that do not arise out of and in the course of employment.

Disability benefits for permanent and total disability are provided by the Presbyterian Benefits Plan for qualified regular employees who are members of the Plan. There is a ninety day period prior to benefits.

13.09 Unemployment Insurance

With the exception of any Minister of Word and Sacrament (Teaching Elder), exempt and non-exempt, regular employees are covered by unemployment insurance. The Presbytery is self-insured.

13.10 Leave of Absence

Leave of absence, with pay, are provided for exempt and non-exempt staff under the following circumstances:

1. For a regular training period of the United States Armed Forces (up to two weeks annually).
2. For jury duty (up to two weeks annually or what is required by the Court if longer). An employee called for short-term military service or jury duty will receive the difference between military pay or jury duty pay and the normal salary.
3. For marriage of an employee (up to three days).
4. Other time for "Leaves of Absence" may be negotiated with the Personnel Committee as need and circumstance requires. Leaves of absence with reduced pay, or without pay, may be authorized by the Personnel Committee with the concurrence of the General Presbyter under the following circumstances:
 - a. For maternity or paternity leave or upon adoption of a child. Application must be made and approved six weeks before the leave begins. A person may have a reduced pay leave of up to four months. If the leave is 2 months, compensation will be 75%, if the leave is 3 months, compensation will be 60%, if the

leave is 4 months, compensation will be 50%. Pensions and benefits for the time of leave will be paid by the Presbytery on the reduced salary basis.

b. For required military service of an employee.

c. For other personal reasons such as extended maternity or paternity leave, family responsibilities, etc. extended leaves may be granted at the discretion of the Personnel Committee with the concurrence of the General Presbyter. Pension dues, annuity contributions, health insurance will be paid by the Presbytery for any such leaves which exceed four weeks. Upon return, every effort will be made to place the employee in the position vacated.

13.11 Moving Expenses

Within established guidelines of the Internal Revenue Service reporting, moving expenses may be provided for exempt Presbytery staff

13.13 Sabbatical

Executive and Administrative staff may qualify for a Sabbatical upon recommendation of the Personnel Committee and approval of the Presbytery. Presbytery guidelines on Sabbaticals will apply.

16.00 OFFICE PROCEDURES

16.01 Hours

The regular work week for full time non-exempt employees is thirty-five (35) hours. Normal office hours are 9:00 a.m. to 5:00 p.m. Monday through Friday, with a one-hour lunch period. Flex time and gliding time are permitted within the above standards.

Office hours may be adjusted during July and August and between Christmas Eve Day and New Year's Day upon the approval of the Personnel Committee.

16.02 Employee Supervision

Executive and Administrative staff and Officers are assigned supervisors by call or contract. All contract, secretarial and office personnel are under the direct supervision of the staff member to whom they are assigned. Each employee is also part of the staff team and may be called upon to perform other functions. The assignment and coordination of all the work of the Presbytery is the responsibility of General Presbyter or designee. In case of absence, the employee should promptly notify the General Presbyter or his/her designee.