

2.300 COMMITTEES OF COUNCIL: PERSONNEL

2.301 Policy Framework

A. Introduction

1. These policies do not constitute a contract. Their terms are implemented in accordance with the Constitution of the Presbyterian Church (U.S.A.), including its provisions for Administrative Staff (G-9.0700).
2. These policies may be withdrawn or changed at any time and without notice by action of the Presbytery upon recommendation of the Personnel Committee. A decision of the Presbytery on the interpretation or application of these policies shall be final and binding on all employees. All previous policies and procedures, to the extent that they are inconsistent with this document, are hereby revoked.
3. Employees may resign their employment at any time and for any reason and the Presbytery reserves the same right regarding the discontinuation of an individual's employment.

B. Theology of Employment

1. The Presbytery of Northern Waters, a governing body of the Presbyterian Church (U.S.A.), is a community of faith called into being by God's grace in Jesus Christ, "...known by its convictions as well as by its actions" (G-2.0100b).
2. The work of the Presbytery of Northern Waters is to be understood as being defined within the context of the Constitution of the Presbyterian Church (U.S.A.), which consists of the Book of Confessions and the Book of Order, and within the definition of its own mission.
3. The Presbytery's personnel system is designed to reflect the continuing mission concerns of the Presbytery, including program and budgetary decisions.

C. Scope and Application of the Personnel Policies: The personnel policies are established by the Presbytery with regard to all staff that it employs. The Presbytery commends these policies to its churches. It is the intent of these policies to conform, where necessary, to the requirements of applicable state laws. In the event that these policies conflict with applicable state law, state law shall prevail.

D. Development and Administration of Personnel Policies and Procedures. The Presbytery is responsible to provide for:

1. Equal Employment Opportunity: To provide for a plan to implement equal opportunity employment consistent with the principles of inclusiveness of the Presbyterian Church (U.S.A.).
2. Compensation: To develop and administer a process of job classification and compensation.
3. Reimbursement of Expenses: To develop and administer a process for the reimbursement of employee-related expenses.
4. Continuing Education: To develop and administer a process of continuing education consonant with the needs of the Presbytery, and the career goals of the employee.
5. Employee Concerns and Problems: To establish and administer a procedure for resolving job-related problems.
6. Distribution: To provide to each employee a copy of the Presbytery's Personnel Policies.