

2.300 COMMITTEES OF COUNCIL: PERSONNEL

2.302. Basic Policies

- A. Inclusiveness: The Presbytery is an Equal Opportunity Employer.
- B. Drug and Alcohol Dependency: The Presbytery recognizes that alcoholism and other drug dependencies are a significant problem with a potential for causing severe effects to the Presbytery's work force. Employees are expected to perform their jobs efficiently, safely and in a professional business-like manner; therefore, it is the Presbytery's intent to provide a drug-free, healthful, safe and secure work environment.
- C. Sexual Harassment:
 - 1. The Presbytery strongly condemns discrimination based upon sex including sexual harassment. Such conduct is against the law and will not be tolerated in any form, by any person.
 - 2. All sexual harassing conduct in the workplace, whether committed by supervisory or non-supervisory personnel, is prohibited. Such conduct includes:
 - a. Making unwelcome sexual advances or requests for sexual favors or other verbal or physical contact of a sexual nature, a condition of an employee's obtaining employment or their continuing said employment; or
 - b. Making submission to or rejection of such conduct the basis for employment decisions affecting the employee; or
 - c. Creating an intimidating, hostile or offensive work environment by such conduct. This prohibited conduct includes, but is not limited to, unwelcome sexual flirtations; advances or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; sexually degrading words, and the display in the workplace of sexually suggestive objects or pictures.
 - 3. Employees who believe that they have been the subjects of sexual harassment should report the alleged act immediately to the Executive Presbyter and/or any member of the Presbytery's Personnel Committee.
 - 4. Any supervisor, agent, or other employee who has been found by the Presbytery, after appropriate investigation, to have sexually harassed another employee, will be subject to appropriate sanctions, depending upon the circumstances, from a warning in his or her personnel file up to and including termination.
- D. Other Types of Harassment:

1. The Presbytery prohibits harassment in any form by its employees based on factors of race, color, religion, national origin, sexual orientation, age or disability.
2. Harassment is defined as verbal or physical conduct which is insulting or intimidating, has the effect of interfering with an individual's work performance, or creates an intimidating, hostile or offensive work environment.
3. It shall be the responsibility of each employee to maintain an environment that is free from such harassment and to report incidents of conduct which he or she believes to constitute such harassment.
4. Employees who believe they have been the subject of harassment as described above should report the alleged act immediately to the Executive Presbyter and/or any member of the Presbytery's Personnel Committee.
5. Any supervisor, agent, or other employee who has been found by the Presbytery, after appropriate investigation, to have harassed another employee, will be subject to appropriate sanctions, depending upon the circumstances, from a warning in his or her personnel file up to and including termination.

D. Conflict of Interest:

1. No employee shall accept any gift, gratuity, grant, service, or any special favor from any person or persons or businesses which provide or receive goods and services or which seek to provide or receive goods and services from the Presbytery. However, minor courtesies such as luncheons, dinners or similar arrangements in connection with business discussions may be received.
2. In addition, if an employee is called upon to participate in a decision in which the interests of the Presbytery conflict with his or her personal interest, the employee should abstain from participating in the decision.
3. Full-time employees who hold other paid positions should ensure that such outside employment shall not interfere with their performance of their duties or produce a conflict of interest in the pursuit of those duties. Any question regarding this should be reviewed by the Executive Presbyter and the Presbytery's Personnel Committee.
4. All employees shall avoid even the appearance of conflict of interest, special interest, or any other inappropriate conduct. If an

employee discovers that he or she may be in a position of conflict, he or she shall immediately report this conflict to the Executive Presbyter and/or the Presbytery's Personnel Committee.

5. It is necessary for all employees of the Presbytery to be supportive, cooperative and cordial in a mutual effort to provide for and sustain the mission and work of the Presbytery, its churches and the church-at-large. There shall be a practice and atmosphere of professionalism and confidentiality by all Presbytery employees.
6. Nepotism: No person may be employed in a position that is under the direct supervision of an immediate family member (spouse, parent, parent-in-law, child, grandchild, brother, sister, grandparent) or a member of the same household or where the family or household member, by virtue of the position held in the Presbytery, has authority to influence the employee's salary, promotion, or other aspects of employment. This applies both to original employment and changes in employment by promotion, demotion, transfer, or reorganization.

E. Employment Categories and Terms:

1. Employer: The legal corporate employer of all Presbytery staff is The Presbytery of Northern Waters of the Presbyterian Church (U.S.A.) in the United States of America, a Minnesota non-profit corporation.
2. Exempt and Non-Exempt Categories: In accordance with the Fair Labor Standards Act there are exempt and non-exempt positions.
 - a. Non-Exempt: Persons employed in non-exempt positions shall be paid overtime wages for hours worked in excess of 40 hours a week. Overtime pay is at the rate of one-and-one-half times the regular hourly rate. Compensatory time off may be given in lieu of overtime pay, within the current pay period.
 - b. Exempt: Persons employed in exempt positions are not paid overtime wages for hours worked in excess of 40 hours a week. They are expected to manage their schedules so that they shall have a minimum of one day off each week.
3. Ordained Clergy: In accordance with Federal and State Statutes and Church Policy, all ordained clergy are considered self-employed persons (exempt) engaged in the exercise of their ministry, and are not subject to withholding for certain taxes, nor are they covered under Unemployment Insurance. They are, however, included in all other policies which apply to "employees".

4. Elected Staff: All elected staff is exempt. Other employees may be designated by the Personnel Committee as exempt.
 5. Executive and Administrative Staff: Categories are limited to the Executive Presbyter and Stated Clerk.
 6. Employment of Non-Exempt Staff: Non-exempt staff is employed by the Executive Presbyter upon authorization by the Presbytery's Personnel Committee.
 7. Full-time Employees: Full-time employment is considered forty (40) hours per week.
 8. Part-time Employees: Part-time employees are those who are employed to work less than forty (40) hours per week. If they are not temporary, and are employed at least twenty (20) hours a week, they are eligible for the following:
 - a. Holiday pay, if the holiday falls on one of the regularly scheduled working days for that part-time employee;
 - b. Jury duty pay;
 - c. Merit increases in salary;
 - d. Regular pay up to forty (40) hours; time-and one-half pay over forty (40) hours in any work week;
 - e. Vacation and sick pay in proportion to hours worked each week;
 - f. Workers Compensation;
 - g. Off-the-job disability benefits;
 - h. Social Security participation;
 - i. Severance allowance in proportion to hours worked each week.
 - j. The rules of the Presbyterian Church (U.S.A.) Pension Plan do not permit participation of employees who are employed less than twenty (20) hours per week.
- F. Benefits for Temporary Employees: Those employed for a short period, usually less than three months, are not paid for holidays, sick leaves, or other leaves, and do not earn vacation leave during their temporary employment. They are not eligible for the Pension Plan. If they work more than forty (40) hours in one workweek, they will be paid time-and one-half for above forty (40) hours. If a temporary employee joins the regular staff, his or her temporary employment is not considered in computing vacation and other benefits.
- G. Position Descriptions: All positions will be described in a position description, which will be reviewed periodically as the Personnel Committee deems necessary.
- H. Initial Evaluation Period:
1. All employees (exempt and non-exempt) shall be employed for an initial evaluation period of six (6) months. During this period the employee may be terminated if it is determined by the Personnel

Committee that work performance or the relationship between the employee and the employer will not develop satisfactorily. (For executive and administrative staff the provisions of G-0.0705 apply.)

2. Upon satisfactory completion of this period, the Personnel Committee shall notify the employee in writing, placing a copy within the personnel file.
- I. Credited Service: For the Presbytery of Northern Waters, an employee's total credited service for the purposes of the implementation of personnel policies shall include service on the staff of any Presbyterian Church (U.S.A.) governing body (or its predecessor), or service with a denomination with which the Presbyterian Church (U.S.A.) is in correspondence, or ecumenical body if that service is authorized by an agency or governing body of the Presbyterian Church (U.S.A.), or in a comparable professional exempt position. Such crediting of service will be irrespective of any break of service with Presbyterian Church (U.S.A.) governing bodies (or their predecessors). However, for purposes of salary administration, the employment anniversary date is the date of their transfer to, promotion from within, or employment by the Presbytery
- J. Salary Administration:
1. Salaries for executive and administrative positions will be determined on the basis of uniform factoring. Initial placement within a salary range should reflect a judgment of the qualifications and experience of the person relative to the position requirements.
 2. Salary ranges and wage scales will be reviewed annually in light of changes in the consumer price index; however, cost-of-living and salary increases are not automatic.
 3. Ordinarily, any salary adjustments will be effective January 1st of each year.
 4. All honoraria received having to do directly with the work of the Presbytery shall be turned into the Presbytery. Honoraria received for services not related to the position description may be retained by the staff person.
- K. Benefits:
1. Social Security: The employee's share is withheld from the wages of non-ordained staff. Ministers of Word and Sacrament are considered self-employed for social security purposes and are responsible for the payment of their self-employment contributions. Ordained employees may elect to have part of the salary placed in a Social Security Line Item within the Presbytery budget.

2. Pension: All employees who are employed for a minimum of Twenty (20) hours a week (half-time) and who have satisfactorily completed an initial evaluation period are to be enrolled in the Benefits Plan of the Presbyterian Church (U.S.A.). Clergy will be enrolled as of their starting date. Dues shall be paid by the Presbytery at the required percentage. Questions regarding eligibility benefit levels or other issues shall be determined solely by reference to the provisions of the Benefits Plan. Exception to this mandatory participation can be made only after consultation with the Personnel Committee and the filing of a written waiver with the Board of Pensions.
3. Health Insurance and Disability Benefits: Major Medical coverage and disability benefits are provided to eligible employees by the Benefits Plan of the Presbyterian Church (U.S.A.). Questions regarding eligibility, benefit levels, or other issues shall be determined solely by reference to the provisions of the Benefits Plan.
4. Worker's Compensation Insurance: This coverage is provided to all employees according to the provisions of the appropriate State's law.
5. On the Job Travel Accident Insurance: All Presbytery employees and volunteer shall be covered by a travel Accident Policy in coordination with Synod policies and coverage in this regard. Questions regarding eligibility, benefit levels, or other issues shall be determined solely by the provisions of the insurance policy.
6. Unemployment Insurance: Presbytery employees are excluded from unemployment compensation insurance pursuant to Minnesota Statute 268.04, Subdivision 10 (A and B).
7. Moving Expenses: For employees who have been designated as eligible, moving expenses will be negotiated at the time of employment. The Presbytery will establish a maximum amount or agree to cover all reasonable expenses.
8. Holidays: There shall be eleven paid holidays per year:
 - a. New Year's Day
 - b. Martin Luther King, Jr. Day
 - c. Good Friday
 - d. Memorial Day
 - e. July 4th
 - f. Labor Day
 - g. Thanksgiving Day
 - h. Day after Thanksgiving
 - i. Christmas Day
 - j. Two other days, which are usually, those, adopted by the Synod of Lakes and Prairies.

9. Vacation with Pay:
- a. A vacation with pay is provided for all full-time employees. Vacations are not cumulative; earned vacation days not used in the calendar year will be forfeited, except when special provision has been made by the Personnel Committee.
 - b. The Executive Presbyter is entitled to one (1) full month (22 working days) vacation per calendar year. All other full-time employees, following their initial evaluation period, are entitled to an annual vacation computed according to the following:
 - i. employment less than one year: 10 working days, pro-rated;
 - ii. Beginning the first full year through the fourth year: 10 working days per year;
 - iii. Beginning the fifth year through the ninth year: 15 working days per year;
 - iv. Beginning the tenth year-22 working days per year.
 - c. Ordinarily, vacation should be taken in blocks of time whenever possible.
 - d. Specific vacation dates shall be determined in advance in consultation with the employee's supervisor.
10. Leave with Pay:
- a. Military Leave: Time off for Military Reserve duty as required by law shall be allowed.
 - b. Marriage: Up to three (3) days shall be granted to an employee who has been employed by the Presbytery for at least one (1) year.
 - c. Jury Duty: Time off for jury service shall be allowed. For up to a maximum of two (2) weeks per year the Presbytery will pay the difference between the individual's normal and customary pay less whatever the individual received for jury duty.
 - d. Parental Leave: Parental leave should normally be requested of the supervisor, and approved by the Personnel Committee, by the employee at least one (1) month in advance of the expected arrival of the child. The request should specify the amount of leave time desired, which may include time before or after the expected birth or adoption of the child.
 - e. Full-time employee maternity leave will be compensated at the rate of 60 per cent of her monthly pay rate according to the following schedule:
 - i. Employment less than one year-no paid leave;
 - ii. After one year of employment-one month;
 - iii. After two years employment-two months;
 - iv. After three years of employment-three months.
 - f. Full-time paternity leave will be compensated at the rate of 60 per cent of his monthly pay according to the following schedule:
 - i. Employment less than one year-no paid leave;
 - ii. Employment one year or more years-one week only.
 - g. Any approved leave beyond the time indicated above will be leave without pay. Benefit coverage (except vacation, and sick leave

- accrual) and credited service will continue during the entire leave with the cost of benefits being paid by the Presbytery. Any salary increase action for which the employee may be eligible in the course of the leave will be effective upon return to employment.
- h. Upon completion of parental leave, the employee will be entitled to return to his or her position if not eliminated due to a reduction in force, in which case the provisions of Section entitled "Reduction in Force" would apply. The position will not be filled during the leave except on a temporary basis.
 - i. Health, Medical Leave, and Disability: Employees are entitled to up to five (5) working days of sick leave each calendar year, cumulative up to fifteen (15) days. At the time of termination of employment (either voluntary or involuntary) an employee shall have no claim for pay in lieu of unused sick leave.
 - j. In cases of long-term, severe illness (mental or physical), injury or disability, appropriate verification of the medical condition shall be presented to the Personnel Committee of the Presbytery. When appropriate verification of the medical condition is received and approved by the Personnel Committee, the Presbytery will be responsible for 100 per cent continuation of salary and benefits for a period up to, but not to exceed, ninety days. After this ninety-day period, the Board of Pensions of the Presbyterian Church (U.S.A.) will assume coverage, if necessary. (Benefits exclude unvouchered auto-travel allowance.)
11. Leave without Pay: Employees may be granted leave without pay. Benefits defined in the Section entitled "Benefits" may be continued at the employee's own expense, but paid leave benefits e.g. vacation, sick leave or holidays, will not accrue during this period. The leave is subject to the approval of the Personnel Committee.
12. Continuing Education:
- a. Continuing education benefiting the employee and the Presbytery shall be encouraged. Employees are to submit plans for continuing education to their supervisor for consideration. Such leave is solely at the discretion of the Personnel Committee.
 - b. Annual study leave with pay and assistance for expenses for continuing education may be granted to the Presbytery Executive by the Presbytery Council for up to two (2) weeks.