

2.300 COMMITTEES OF COUNCIL: PERSONNEL

2.304 Unsatisfactory Performance and Involuntary Termination (G-9.0705)

- A. Occasionally, an employee's behavior or work performance is unsatisfactory. When this arises, normally the employee's supervisor will meet with the employee in an effort to improve the unsatisfactory behavior or performance. However, the Presbytery reserves the sole right to determine whether disciplinary action should occur and the nature and extent of the discipline to be imposed. This process may include verbal warning(s), written warning(s), suspension or termination, all at the sole discretion of the Presbytery. In this connection, the Presbytery reserves the right to bypass one or more of the options set forth above. While it is not possible to list every type of behavior that might be deemed a problem, the following list includes examples of behavior which may result in discipline up to and including termination:
1. Unsatisfactory performance, insubordination, neglect in the care and use of Presbytery property and funds, unexcused absence and/or repeated tardiness, moral turpitude, violation of Presbytery personnel policies, falsification of time keeping records, reporting to work under the influence of alcohol or drugs, threatening violence in the workplace, sexual or other unlawful harassment, possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace.
 2. The examples cited above are for illustration only and shall not be considered as comprehensive or limiting the Presbytery's right to administer discipline at its sole discretion.
- B. In the event of involuntary separation, the Personnel Committee will terminate any employee. Notification of termination will be thirty (30) calendar days for full-time staff and fourteen (14) calendar days for part-time staff. Pay in lieu of notice may be given. Dismissal of elected employees must receive the approval of the Presbytery.
- C. In the event of the involuntary separation of the elected staff of the Presbytery the implementation of the procedures contained in G-9.0700 will lodge with the Personnel Committee. Notification of termination will be ninety (90) calendar days, or until other employment is secured, whichever is shorter.