

2.300 COMMITTEES OF COUNCIL: PERSONNEL

2.305 Other Policies and Procedures

A. Reduction in Force:

1. Reduction in force, because of the discontinuance of a project or retrenchment in budget or for other circumstances arising out of no fault of the employee, is at the sole discretion of the Presbytery.
2. Written notice of such reduction will come from the Presbytery Moderator after consultation with the Personnel Committee. At least six-(6) months notice shall be given. Should reemployment take place before the expiration of the notice period, salary payment will continue, offset by any pay received by the employee during this period.
3. When notice is given, severance allowance will be given in relation to length of service with the Presbytery as follows:
 - a. less than one year of service-two weeks;
 - b. one year but less than four-four weeks;
 - c. four years but less than five-six weeks;
 - d. five or more years-eight weeks plus a week's salary for each year over five years to a maximum of twelve weeks.
4. Pay in lieu of six (6) months notice may be given if so determined by the Presbytery. Normally severance allowance will not be granted to an employee who receives pay in lieu of the six-month notice. Vacation time accrued shall be honored with time or pay at the time of severance.

B. Voluntary Termination of Employment:

1. Employees wishing to terminate their employment with the Presbytery should submit a written resignation to their supervisor, indicating the reason for terminating employment as well as the last day he or she expects to work.
2. A minimum of thirty-(30) calendar day's notice is requested of all staff and other employees of the Presbytery.
3. The Personnel Committee, upon receipt of a resignation of all elected staff, should arrange for an exit interview with the employee, placing in that person's personnel file the resignation letter and a summary of the exit interview.
4. In the instance of the resignation of the Presbytery Executive, the resignation letter shall be submitted to the Presbytery Moderator, with a copy to the chairperson of the Personnel Committee. The Personnel Committee, in consultation with the Synod Executive, is responsible for the exit interview.

5. Pay will be granted for accrued vacation if notice is given.
- C. Death in Service: When the death of a member of the Presbytery staff occurs, the spouse, or dependents, shall receive a separation allowance. The amount shall be equivalent to the salary (including any housing allowance) of the deceased for thirty (30) days from the time of death.
- D. Solicitation or Distribution:
1. It is the policy of the Presbytery to ensure productive work environments where employees and program operations may function without disruption.
 2. Employees may not advertise services, solicit another employee, or collect from another employee while either employee is on work time. "Work time" is defined as all time on the job other than before and after work, at meal periods, and during break times.
- E. Confidentiality and Security of Presbytery Records:
1. It is the policy of the Presbytery that employees are required to protect organization records entrusted to them or accessible to them against unauthorized access, loss, or destruction. These records include all written and/or computerized information produced by or for the Presbytery.
 2. Employees may be assigned records or computer accounts identified by their personal names; however, the documents and information produced or stored in these and all records and accounts remains the property of the Presbytery.