

2.300 COMMITTEES OF COUNCIL: PERSONNEL

2.306 Equal Employment Opportunity Policy

- A. Policy: The Presbytery of Northern Waters, in according with the policy of the General Assembly of the Presbyterian Church (U.S.A.) as set forth in "The Church-wide Plan for Equal Employment Opportunity", hereby affirms its policy to develop and establish the following Equal Employment Opportunity (EEO) program to ensure non-discrimination in its own employment practices:
1. The Presbytery will recruit, hire, call, train, and promote persons within all job classifications without regard to race, color, national origin, sex, age, marital status, or religious affiliation except where, after careful study, religious affiliation is deemed a bona fide occupational qualification;
 2. The Presbytery will ensure that all other personnel policies and practices such as compensation, benefits, transfers, leaves of absence, layoffs and layoff returns, educational opportunities, tuition assistance, termination, and any others will be administered in accord with EEO principles;
 3. The Presbytery, in line with the above principles, will annually conduct analysis of all personnel policies and practices and make such corrective changes as are necessary under their affirmative action policies and programs.
- B. Responsibility: The Executive Presbyter shall be responsible to administer this program under the guidance and supervision of the Personnel Committee and shall prepare and submit budget projections for its implementation, a time line for its execution, and annual goals and appropriate action steps which will become an integral part of the annual performance review.
- C. Dissemination:
1. The Presbytery shall give a copy of its EEO policies to each present and prospective employee, include a non-discriminatory clause in all recruitment notifications, and conduct orientation and training sessions for all exempt and non-exempt staff and related committee members;
 2. The Presbytery shall distribute copies of the program to all minister members of Presbytery and all clerks of session of constituent churches.
- D. Implementation Steps:
1. The Executive Presbyter in consultation with the Personnel Committee shall develop specific personnel policies for the Presbytery consistent with the provisions of its EEO program;

2. All person and position descriptions shall be examined in the light of Presbytery EEO policy to ensure that the criterion of "qualifiability" is applied;
 3. Each time a staff vacancy occurs, specific affirmative action goals and implementation steps shall be developed for that vacancy by the Executive Presbyter in consultation with the Personnel Committee. If the vacancy is the Executive Presbyter position, the Presbytery Council shall develop Equal Opportunity goals and implementation steps, including the re-examination of the person and position descriptions for guidance by the Nominating Committee. The goals and implementation steps for executive and administrative staff shall be examined and approved by the Personnel Committee of the Synod and reported to the Council on Administrative Services and the Office of Equal Employment Opportunity;
 4. The Executive presbyter in consultation with the Personnel Committee, shall assist each employee in the development and implementation of specific objectives and plans for career development, and shall propose appropriate budget provisions to the Personnel Committee;
 5. The Executive Presbyter shall be responsible to establish a process to ensure that the Presbytery, as purchaser, shall wherever possible, contract or purchase services, supplies, and goods, only from businesses which have committed themselves to the goals of equal employment opportunity;
 6. The Presbytery, through its Committee on Ministry, shall review and administer under the guidelines of the General Assembly Churchwide Personnel Services;
 7. The Presbytery shall hold all of its mission program units responsible for the implementation of EEO policies and practice;
 8. The Presbytery shall provide, through its Personnel Committee, counsel and assistance to local congregations in developing and implementing their own EEO policies and program according to guidelines provided by the General Assembly Churchwide Personnel Services.
- E. Monitoring, Review and Evaluation:
1. The EEO program and personnel policies of the Presbytery shall be examined and approved by the Synod and the Council on Administrative Services, with concurrence of the Office on Equal Employment Opportunity of the General Assembly;
 2. The Presbytery shall report periodically to the Office on Equal Employment Opportunity and the Council on Administrative Services according to procedures established by the Office on Equal Employment Opportunity and the Council on Administrative Services;

3. The Personnel Committee shall report annually to the Presbytery Council, the Synod, the Office on Equal Employment Opportunity, and the Council on Administrative Services, the performance review and evaluation of the Executive Presbyter regarding EEO as established by the General Assembly;
 4. The Stated Clerk of the Presbytery shall include in his/her annual report to the Synod the implementation of Presbytery's EEO process for the calling of ministers.
- F. Revisions: Revisions in this program may be made by the Presbytery on recommendation of the Presbytery Council, with approval of the appropriate body of the Synod and the Council on Administrative Services, and with the concurrence of the Office on Equal Employment Opportunity.