

PERSONNEL POLICY

for

**Combined Presbytery of
de Cristo**

and

**Grand Canyon
Personnel**

Presbyterian Church (U.S.A.)

July 30, 2014

Combined Presbytery Personnel Team

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Table of Contents

	Page
Introduction	4
Employer Responsibilities	4
Employee Responsibilities	5
Equal Employment Opportunity	5
Nature of Employment (At Will)	5
Hiring Procedure	5
Employee Classification	6
Hours	6
Overtime	7
Payroll	7
Housing Allowance	7
Employee Benefits	8
Vacation	8
Holidays	9
Leaves of Absence	9
Sick Leave	9
Administrative Leave	10
Industrial Injury Leave	10
Short-Term Medical Disability Leave	10
Legally Required Absence	10
Maternity/Paternity Leave of Absence	11
Family and Medical Leave	11
Family Bereavement Leave	12
Personal Leave	12
Education Leave	12
Insurance and Retirement Benefits	12
Medical Insurance	12
Dental Insurance	13
Medical Reimbursement	13
Accidental Death and Dismemberment Insurance	13
Post-Employment Insurance Options (COBRA)	13
Retirement Program	13
Death in Service	13

The Work Place	14
Harassment-Free Policy	14
Expressing Concerns/Complaints	14
Formal Complaints	15
Alcohol and Drug Free Workplace	15
Dress and Grooming Standards	17
Safety	17
Proprietary and Confidential Information	17
Employee Personal Public Witness	19
Termination and Discipline	21
Termination	21
Voluntary Termination	21
Involuntary Termination	21
Termination Due To Reorganization, Economics or Lack of Work	21
Discipline	21
Job Performance	21
Misconduct	21
Attendance	22
Exit Interview	22
Performance Review	24
Office Staff	24
Executive Staff	25
Personnel Records	25
Travel Reimbursement	26
Honoraria	27
Amendment of Personnel Policies	27
Acknowledgement of Receipt	28

INTRODUCTION

The following policies are intended to guide the employment, oversight, and conclusion of service for all members of the Combined Presbytery Staff. These policies do not supersede the *Book of Order* of the Presbyterian Church (U.S.A.). **These policies are not intended to be a contract (express or implied), nor are they intended to otherwise create any legally enforceable obligations on the part of the Presbyteries (CPPT) or its employees.** These policies were developed under the authority given to the Combined Presbytery Personnel Team on March 2, 2013 with the adoption of the *Joint Presbytery Staffing Work Team Final Report*. The Combined Presbytery Staff provide services for Presbytery de Cristo and Presbytery of Grand Canyon. The CPPT, as part of the implementation of this plan, recognizes Presbytery of Grand Canyon as the contracting employer for the Combined Presbytery Staff. These policies are for use by the contracting Presbytery of Grand Canyon, the CPPT and the Combined Presbytery Staff.

These policies reflect commitments made by employer; Combined Presbytery Personnel Team (CPPT), contracting Presbytery of Grand Canyon and employees. The CPPT will endeavor to recognize and affirm the full potential of each employee. Employees will focus their interests and energy on their work and the goals of the Presbyteries.

Employees included these policies include:

- Presbytery Pastor
- Stated Clerk/Associate
- Office Manager
- Administrative Associate
- Finance Manager

Employer (CPPT) Responsibilities

- To be faithful to the purpose of the Presbyteries.
- To assure employees that its policies and personnel practices are attentive to the rights of an employee.
- To provide equal opportunity for all employees, including an affirmative action program.
- To provide fair compensation to all employees.
- To assist employees in meeting their career goals in a manner consistent with the interests of the Presbyteries.
- To conduct performance evaluation and work with each employee to set clear and achievable work objectives.
- To maintain open communication with employees.
- To administer a procedure that provides employees with the opportunity to resolve complaints and grievances.
- To make every reasonable effort to provide for a safe work environment.

Employee Responsibilities

- To give their best performance to their assigned work.
- To demonstrate a commitment to the goals and purpose of the Presbyteries.
- To demonstrate an understanding of their work in the larger context of the Presbyteries' life.
- To participate in various groups and meetings that assist in fulfilling the goals of the Presbyteries.
- To demonstrate good stewardship of the resources entrusted to them.
- To act in accordance with the employer's rules and regulations.

Equal Employment Opportunity

It is the policy of the CPPT to provide equal employment opportunity for all applicants and employees. The CPPT does not unlawfully discriminate on the basis of race, color, religion, sexual orientation, gender identity, national origin, age, disability, or veteran status. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.

Nature of Employment (At Will)

The nature of the employment relationship at the CPPT is at will, meaning either party may terminate the employment relationship at any time for any or no reason. Statements in this Personnel Policy booklet do not constitute a contract of employment for a specified time, or any limitation on the Presbytery or any employee to terminate the employment relation, with or without prior warning or notice, and without the use of progressive discipline. Some situations may warrant exceptions to these policies and procedures as determined by the CPPT. Policies may be changed at any time with the CPPT's approval. Any such change will apply to existing, as well as future employees.

Hiring Procedure

The principles of inclusiveness and affirmative action stated in the *Book of Order* of the Presbyterian Church (U.S.A.) will be followed, where feasible. All positions will be authorized by the CPPT. Consultation with each Presbytery will occur for specific positions. Consultations with Combined Search Teams and CPPT shall occur and both will arrange and conduct interviews for prospective employees of these two positions, and make a final selection for Presbytery Pastor and Stated Clerk/Associate positions. The CPPT, Presbytery Pastor and Stated Clerk/Associate will arrange and conduct interviews for office manager, administrative associate, and finance manager positions and make a final selection and salary determination. References will be required for all positions. All employees should understand that their references may be consulted and questioned at any time, not only during the orientation period but also afterwards.

Employee Classification

Employees may be designated in these Personnel Policies by classifications as follows:

Number of Hours Worked

Full-time employees have a regular work schedule of more than thirty-five (35) hours per week.

Part-time employees have a regular work schedule of twenty (20) to thirty-four (34) hours per week.

Part-time employees without benefits have a regular work schedule of less than twenty (20) hours per week.

Eligibility for Overtime

Exempt employees are not eligible for overtime pay, based on salary and job duties and apply to Presbytery Pastor, Stated Clerk/Associate, Office manager, Administrative Associate, and Finance Manager(s).

Non-exempt employees are eligible to be paid for overtime work in accordance with the provisions of applicable wage and hour laws.

Length of Employment

Temporary employees are hired to work for the CPPT on special assignment with the specific understanding that such work will be completed within a short period of time.

Interim employees are hired to fill an exempt position while a search for a new employee is being carried out. If necessary, the contract may be extended upon recommendation of the CPPT.

Regular employees are all other exempt employees and non-exempt employees.

Method of Payment

Salaried employees are paid a fixed salary, not by the hour and are not subject to the overtime pay and other provisions of the Fair Labor Standards Act (FLSA).

Hourly employees are paid by the hour, and their wages fluctuate according to the number of hours worked.

Hours

Presbytery work hours are from 8:00 a.m. – 5:00 p.m. Monday through Friday, with one (1) hour unpaid for lunch. Thursday and Friday are telecommute days for all employees.

Adjustments to work hours will be made by Presbytery Pastor and Stated Clerk/Associate to accommodate the specific work demands of the Presbyteries.

Overtime

All non-exempt (hourly) employees who work more than forty (40) hours in one (1) work week will receive overtime compensation computed at the rate of 1-1/2 times the employee's regular rate of pay. Non-exempt pay for work of forty (40) hours or less will be at the employee's regular rate of pay. Overtime, as well as absences from work, will be computed to the nearest increment of fifteen (15) minutes. Only those hours actually worked are added together to determine an employee's overtime pay. Compensated holidays, for example, are not hours worked and therefore are not counted in making overtime calculations. No non-exempt employee may work overtime without the express prior approval of the supervisor.

Payroll

Employees are paid on the 15th and the last day of each month. If a payday falls on a weekend or a holiday, paychecks will be distributed on the preceding workday.

Housing Allowance

For ordained ministers serving on the CPPT's staff, these policies affirm the CPPT's terms of call regarding housing allowance which must be approved annually by the Presbyteries and reported in their minutes.

EMPLOYEE BENEFITS

Vacation

Vacation benefits begin to accrue to an employee beginning on the date of hire. Accrued vacation benefits may not be used until the employee has completed at least three (3) months of continuous service, measured from the date of hire.

Temporary employees and employees who work less than twenty (20) hours per week do not accrue vacation benefits.

All vacation days should be taken no later than the calendar year immediately following the year in which they accrue, unless prior approval in writing by the CPPT, Presbytery Pastor or Stated Clerk/Associate is obtained. Vacation days not taken during that time will be lost.

Vacation days will be used to pay the employee for any sick days not compensable by accumulated sick leave or other paid leave.

Employees may not take vacation before it is earned, except with the prior approval of the CPPT. In an emergency situation, the employee must receive prior approval of the Presbytery Pastor or Stated Clerk/Associate.

If an employee takes a leave of absence, he or she will not earn vacation during the leave. Vacation accruals will recommence when the employee returns to work.

On termination of employment, the employee will be paid all accrued but unused vacation that has not otherwise been lost.

Employees working under "terms of call" issued by a search committee shall have vacation designated in their terms of call or as modified by the Personnel Committee with consent of the employee.

Regular full-time exempt (salaried) employees shall accrue 15 days of vacation per year at the start of employment which will increase to 20 days of vacation per year beginning the 7th year of employment and continuing at that level for the remainder of employment. Regular part-time exempt (salaried) employees working a minimum of twenty (20) hours per week accrue vacation on a pro rata basis; calculated as number of hours worked divided by 35 hours times the rate of vacation accrual based on years of service (15 or 20). During the first year of employment, vacation is pro-rated based on the beginning month of employment.

Regular full-time non-exempt (hourly) employees accrue 10 days of vacation per year at the start of employment which will increase to 15 days of vacation per year beginning with 7th year of employment and increase to the maximum of 20 days of vacation per year beginning with the 15th year of employment. During the first year of employment, vacation is pro-rated based on the beginning month of employment.

Holidays

The Presbytery provides full-time employees the following paid holidays:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Thanksgiving Day & Friday after Thanksgiving
Presidents' Day	Christmas Eve
Good Friday	Christmas
Memorial Day	
Independence Day	

When a scheduled holiday falls on a Sunday, it will be observed on the Monday afterwards; when it falls on a Saturday, it will be observed on the preceding Friday. Holidays occurring during approved vacation leave will not be counted as vacation.

Leaves of Absence

Sick Leave

All regular full-time employees are eligible to accrue ten (10) days of sick leave per calendar year. Regular part-time employees with benefits are eligible to accrue sick leave on a pro rata basis. Temporary employees and part-time employees without benefits are not eligible to accrue or receive sick leave.

Accrual of sick leave during the first year of employment will be prorated according to length of employment in that year. Sick leave may be accumulated up to a total of 120 days. Exceptions from this total are at the discretion of the Combined Presbytery Personnel Team. An employee requiring additional sick leave shall be considered on a case-by-case basis by the CPPT.

Hours absent for medical and dental appointments will normally be treated as sick leave. Exceptions are at the discretion of the Presbytery Pastor and/or Stated Clerk/Associate.

Sick leave may be taken for personal illness, emergency, or disability, or for a family care leave purpose as described in these Personnel Policies under Family and Medical Leave. Use of sick leave for personal or family emergencies is subject to the approval of the employee's supervisor or the Presbytery Pastor and/or Stated Clerk/Associate.

An employee must use all accrued paid sick leave during a family or medical leave. The remainder of the leave will first be charged to any unused paid vacation leave and then consist of unpaid leave. For example, an employee who requests a 12-week medical leave, but who is entitled to two weeks paid sick leave and one week paid vacation leave, will be required to use the two weeks sick leave and one week vacation leave and then take nine weeks unpaid medical leave, in accordance with the Presbytery's Family and Medical Leave policy.

The Presbytery retains the right to reject any medical excuse or diagnosis/recommendation offered and to request verification from a licensed medical practitioner designated by the

Presbytery for any absence due to illness or disability. Sick leave pay may be withheld if a satisfactory verification is not received.

Administrative Leave

If determined necessary by the Presbytery Pastor and the CPPT, an employee may be placed on Administrative Leave for a period of time set by the CPPT. Specific terms of the Administrative Leave will be defined by the CPPT and the Presbytery Pastor. If the employee to be placed on Administrative Leave is the Presbytery Pastor, the Administrative Leave must be approved by the CPPT, Stated Clerk/Associate and the Leadership Teams for each Presbytery.

Industrial Injury Leave

An industrial injury leave of absence covers a period of disability actually the result of, or alleged to be the result of, an industrial injury or illness (injury or illness related to the job). If an employee sustains an industrial injury, the employee must notify his or her supervisor *immediately* so that a claim can be filed by the employee and by Presbytery. The amount of payment during industrial leave is determined by the workers compensation carrier.

Short-Term Medical Disability Leave

An employee disabled by either physical or mental illness may be granted short-term medical disability leave, at the sole discretion of the CPPT and Presbytery Pastor. Questions about eligibility and coverage should be directed to the Presbytery Pastor.

Sick leave and vacation leave do not accrue during a short-term medical disability leave.

The employee will provide written verification from an appropriate licensed physician permitting the employee to return to work; all of which may be subject to additional review. A request to return to work on a part-time basis will be accommodated if it is possible to do so.

Legally Required Absence

Employees will be granted a leave of absence as required by law (such as jury duty, appearance as a witness in a legal proceeding, or military reserve duty). Employees are required to provide reasonable advance notice of any need for such leave and are expected to return to work each day that they are not selected for jury duty or called as a witness. Non-exempt employees will be paid for days taken for jury duty or witness appearance up to a maximum of five (5) days. Pay for additional days may be granted at the sole discretion of the Presbytery Pastor or Stated Clerk/Associate.

Maternity/Paternity Leave of Absence

An employee shall be granted three (3) weeks of paid leave after the birth or adoption of a child. If additional time off is desired the options are use of sick leave days, use of vacation days, or with supervisor approval, use of an unpaid leave of absence.

Family and Medical Leave

The Presbytery, due to the small size of its staff, cannot offer family or medical leave consistent with the Family and Medical Leave Act of 1993. Each situation will be reviewed on a case by case basis.

An employee must use all accrued paid sick leave during a family or medical leave. The remainder of the leave will first be charged to any unused paid vacation leave and then will consist of unpaid leave. For example, an employee who requests a 12-week medical leave, but who is entitled to two weeks paid sick leave and one week paid vacation leave, will be required to use the two weeks sick leave and one week vacation leave and then take nine weeks unpaid medical leave.

An eligible employee may be granted unpaid family or medical leave at the sole discretion of the CPPT and with approval of the Presbytery Pastor, as set forth below:

- An employee who has been employed for at least twelve (12) months and has worked at least 1,250 hours during the preceding 12-month period is eligible for unpaid family or medical leave.
- An eligible employee may be entitled to take up to twelve (12) weeks of family or medical leave in any 12-month period.
- An employee who meets the applicable eligibility requirements may be granted a total of up to twelve (12) weeks of unpaid leave for the following reasons:
 - A the placement of a child with the employee for adoption or foster care;
 - B. the care for a spouse, child, or parent who has a serious health condition; or a serious health condition that renders the employee incapable of performing the functions of his or her job.
- The employee should apply for family or medical leave in writing.
- A minimum of thirty (30) days-notice should be given.
- The employee will be retained on the Presbytery's health plan during an approved family or medical leave. If the employee does not return to work after expiration of the leave, the employee may be required to reimburse the Presbytery (or have deducted from any final pay) the cost of health insurance premiums during the leave.

- During an approved family or medical leave, the employee will report to the Presbytery Pastor every thirty (30) days indicating his/her intention to return to work upon completion of the leave.

Family Bereavement Leave

Any employee who experiences a death in the immediate family is granted emergency paid leave of up to five (5) working days. Compensation will be paid at the employee's normal base rate of pay for the actual time lost. "Immediate family" includes the employee's spouse, children, parents, grandparents, brothers, and sisters, as well as the parents of the employee's spouse. If circumstances demand that additional time be taken, an employee's accrued vacation time may be used for this purpose, with concurrence of the Presbytery Pastor.

Personal Leave

The Presbytery may grant a personal leave of absence for compelling personal reasons for up to thirty (30) days. Personal leaves must be requested and granted in advance and will be unpaid. Personal leave provisions otherwise are identical to those for family, medical, and short-term disability leaves of absence.

Education Leave

The Presbytery may grant an education leave of absence for course work leading to a degree related to the employee's position or for special training programs. Education leaves must be requested and approved in advance. Education leave provisions otherwise are identical to those for family, medical, and short-term disability leaves of absence. An education leave may be granted as noted below:

Exempt Staff: Each exempt employee may receive two (2) weeks study leave annually. Normally this leave should be taken each year during the calendar year. The leave can be accrued up to six weeks (3 years). The time and purpose will be determined with the approval of the Executive Presbyter. The CPPT may allow and must approve the leave of the Presbytery Pastor.

Non-Exempt Staff: The Presbytery also encourages its regular full-time non-exempt staff to seek professional advancement or individual improvement through educational opportunities in fields related to their positions. Prior to the beginning of any course work for which the employee may seek reimbursement of expenses, the employee must submit a written request.

Insurance & Retirement Benefits

Insurance and Retirement Benefits are based four (4) benefits categories:

- Category A – Presbytery Pastor – Teaching Elder – a Terms of Call position
- Category B – Stated Clerk – Ruling Elder – a Terms of Call position

- Category C – All Current Combined Staff January 1, 2018 – Not a Terms of Call position
- Category D – Future Combined Staff exclusive of Category A and Category B, post June 1, 2018.

Pension

Pension shall be provided for employees in Category A and Category B and dues set by the Board of Pensions will be paid by the employer (Combined Presbytery); current rate is 11% of effective salary.

Medical Insurance and Death & Disability

All exempt employees and their dependents are eligible to participate in the Presbytery’s health insurance plan with the Board of Pensions of the Presbyterian Church (U.S.A.) with the following criteria:

- Category A – Coverage established by the Board of Pensions with a maximum set at member and family based on current BOP dues percentage of 25 % of effective salary. Death & Disability dues are 1% of effective salary. Employer pays 100%.
- Category B – Coverage established by the Board of Pensions for any of the coverage categories of Employee, Spouse, Children, and Family based on BOP fixed dollar premiums. Death & Disability dues are 1% of effective salary. Employer pays 100% of Coverage selected.
- Category C –
 - Coverage established by the Board of Pensions for the coverage category of employee based on BOP fixed dollar premiums. Employer pays 100% of the Employee cost.
 - Coverage established by the Board of Pensions for the coverage categories of Spouse, Children, and Family based on BOP fixed dollar premiums. Payment of these three coverage categories, in excess of employee cost, is as follows:

Year	Employer Cost	Employee Cost
2019	75 %	25 %
2020 and forward	50 %	50 %

- Coverage established by the Board of Pensions for Medical Reimbursement Plan set at 1 % of effective salary. Employer pays 100 % for those employees eligible.
- Coverage established by the Board of Pensions for Pension set at 11 % of effective salary. Employer pays 100 % for those employees eligible.
- Category D –
 - Coverage established by the Board of Pensions for the coverage category of employee based on BOP fixed dollar premiums. Employer pays 100% of the Employee cost.

- Coverage established by the Board of Pensions for the coverage categories of Spouse, Children, and Family based on BOP fixed dollar premiums. Payment of these three coverage categories, in excess of employee cost, is as follows:

Year	Employer Cost	Employee Cost
2019	50 %	50 %
2020 and forward	50 %	50 %

- No Medical Reimbursement Plan is offered for this Category.
- No Pension is offered for this Category .

Dental Insurance

Employees eligible for the Board of Pensions health insurance plan may elect to participate in the Board of Pensions dental plan. Premiums are paid by the employee through an annualized payroll deduction.

Medical Reimbursement

To assist employees in meeting the annual medical deduction established by the Board of Pensions, the Presbytery will reimburse employees up to 1% of their annual compensation. Receipts must be provided before reimbursement is made.

Accidental Death and Dismemberment Insurance

Eligible employees may elect to have accidental death and dismemberment insurance coverage. Premiums are paid by the employee through an annualized payroll deduction.

Post-Employment Insurance Options (COBRA)

Pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), eligible employees and their dependents may be entitled to continue insurance coverage after employment with the contracting Presbytery ceases.

Retirement Program

The Presbyterian Church (U.S.A.) Board of Pensions policy also provides retirement benefits. When employees become eligible, they automatically become members and participants in the Plan. Further information is available from the Board of Pension or by contacting the Presbytery Pastor.

Death in Service

In the event of the death in service of an employee, and subject to state law, the salary of that person will be continued to the spouse or other dependent for one (1) month beyond the

month in which the death occurs. Death benefits are also provided through the Presbyterian Church (U.S.A.) Board of Pensions Plan.

Call to Health

With the member health initiative Call to Health, employees can take steps to achieve your best health *and* reduce your medical deductibles. This member health initiative encourages you to make the most of your preventive care benefits and important medical screenings. Doing so can help you identify and manage chronic conditions while saving money through reduced deductibles in the year following the current year initiative. Refer to the Board of Pensions web site for more details on the program.

THE WORK PLACE

Harassment-Free Policy

The Presbyteries; known collectively as the Presbytery de Cristo and the Presbytery of Grand Canyon (the contracting presbytery), are committed to providing a workplace free of sexual harassment, as well as harassment based on such factors as race, color, religion, national origin, ancestry, age, medical condition, disability, or veteran status. The Presbyteries strongly disapproves of and will not tolerate harassment of employees by managers, supervisors, or co-workers. Therefore, no employee should assume that the Presbyteries have authorized any such behavior or that any supervisor is acting on behalf of the Presbyteries in engaging in such behavior. The Presbyteries will also attempt to protect employees from harassment by non-employees in the workplace.

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Some examples include racial slurs; ethnic jokes; posting of offensive statements, posters, or cartoons; or other similar conduct. Sexual harassment may include solicitation of sexual favors, unwelcome sexual advances, or other verbal, visual, or physical conduct of a sexual nature.

Employees should report any incident of harassment, including work-related harassment by Presbytery personnel or any other person, promptly to their supervisor or to the CPPT, which is responsible for investigating the matter. Supervisors who receive complaints or who observe harassing conduct should inform the CPPT immediately. However, employees are **not** required to complain first to their supervisor if the supervisor is the individual who is harassing the employee(s).

Every complaint of harassment reported to a supervisor or the CPPT will be investigated thoroughly, promptly, and in as confidential a manner as possible. In addition, the Presbyteries will not tolerate retaliation against any employee for making a complaint of harassment to a supervisor or the CPPT.

In the case of contracting Presbytery employees, if harassment is established the Presbytery will discipline the offender. Disciplinary action for a violation of this policy can range from verbal or written warnings up to and including immediate termination, depending upon the circumstances. With regard to acts of harassment by non-employees, corrective action will be taken after consultation with the appropriate supervisory personnel.

Expressing Concerns/Complaints

Employees are encouraged to raise work-related concerns informally with their immediate supervisor or with any other supervisor of their choice. The contracting Presbytery will attempt

to keep confidential, if requested and if reasonably possible, all such expressions of concern, as well as the investigation and resolution of the expressions of concern.

Employees are encouraged to raise work-related concerns as soon as possible after the event that causes the concerns. Alternatively, if an employee believes their immediate supervisor is not the appropriate person with whom to raise the concern, the employee may raise it with the CPPT.

If an employee has information or a reasonable and sincere belief that the Presbyteries; known collectively as the Presbytery de Cristo and the Presbytery of Grand Canyon Presbytery or a Presbyteries employee has violated, is violating, or will violate State law or the State constitution, and/or an employee has claims of waste, fraud, abuse of authority, or unethical or immoral conduct, and the employee wishes to report such behavior, the employee must bring those concerns to the Presbytery Pastor. The Presbytery Pastor has the authority to investigate the information provided by the employee and to take action to prevent further violations of the constitution or statute. If the employee believes that the Presbytery Pastor is the employee violating the constitution or statute, the employee must report those concerns to the CPPT.

Formal Complaints

A formal complaint must be made to the Presbytery Pastor. In a case where the Presbytery Pastor is the person against whom the complaint is being filed, a written complaint must be filed with the CPPT.

The CPPT will date and log all formal Complaint Forms and send the employee an acknowledgment that the complaint is under review.

The CPPT or its designee will investigate the allegations of the employee's complaint by meeting separately with the employee and with others who either are named in the complaint or who may have knowledge of the facts set forth in the complaint.

On completion of its investigation, the CPPT will orally report its findings and conclusions to the employee. The decision of the CPPT will be final.

Alcohol and Drug-Free Workplace

It is the intent of the Presbytery to maintain a workplace that is free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Employees who are under the influence of a drug or alcohol on the job compromise the Presbytery's interests and endanger their own health and safety and the health and safety of others, and can cause a disruptive working environment.

To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its employees, and to protect its property and operations, the Presbytery has established this guideline concerning the use of alcohol and drugs.

1. Prohibited Conduct

A. Scope

The prohibitions of this section apply whenever the interests of the Presbytery may be adversely affected, including any time employees are:

- (1) On Presbytery premises;
- (2) Conducting or performing Presbytery business, regardless of location;
- (3) Operating or responsible for the operation, custody, or care of Presbytery equipment or other property; or
- (4) Responsible for the safety of others.

B. Alcohol

The following acts are prohibited and subject employees to discharge:

- (1) Unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol; or
- (2) Being under the influence of alcohol.

C. Illegal Drugs and Other Controlled Substances

The following acts are prohibited and subject employees to discharge:

- (1) Use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any illegal drug or other controlled substance; or
- (2) Being under the influence of any illegal drug or other controlled substance.

2. Testing

When the CPPT has reason to believe that an employee may be under the influence of alcohol, drugs or other controlled substance, the CPPT reserves the right to require employees to undergo appropriate tests designed to detect the presence of these substances. Refusal to consent to such a test may result in disciplinary action up to an including dismissal.

3. Disciplinary Action

A. Discharge for Violation of Guideline

A first violation of this Guideline may result in immediate discharge.

B. Discretion Not to Discharge

The Presbytery, at the discretion of the CPPT, may choose not to discharge an employee for a first violation of this guideline. Such a choice is conditioned on the employees' participation in and satisfactory completion of an approved drug or alcohol abuse assistance or rehabilitation program.

An employee who is not discharged for a first violation of this guideline will receive

a final written warning and immediate suspension without pay for a period of ten (10) calendar days.

C. Effect of Criminal Conviction

Conviction under a criminal drug statute for a violation occurring in the workplace or during any Presbytery-related activity or event will be deemed a violation of this guideline and will result in immediate dismissal.

D. Effect of Second Violation

A second violation of this guideline will result in immediate discharge.

E. Effect of Discharge on Eligibility for Rehire

Termination of employment for a violation of this guideline will render a person ineligible for rehire by the Presbytery.

Dress and Grooming Standards

While the Presbytery has no formal dress code, it is in the best interest of both the Presbytery and its employees to present a professional image to the public. Accordingly, it is expected that all employees will dress in a manner consistent with good hygiene, safety, and business needs. Employees whose jobs require them to come in contact with the public are expected to wear apparel consistent with that worn by other persons who work in similar capacities in the community.

Safety

The Presbytery strives to maintain safe working conditions. Employees are asked to observe safety precautions at all times and to report injuries, accidents or any potential safety hazards immediately. First aid supplies and information on the location of the nearest doctor and/or medical facility should be available at all times.

Proprietary and Confidential Information

The security of employees, employee property, and Presbytery property is of vital importance to the Presbytery. All employees share responsibility to ensure that proper security is maintained. Any breach of security should be reported promptly to the Presbytery Pastor.

Presbytery property includes not only tangible property, such as desks and computers, but also intangible property such as information. Of particular importance are proprietary information and confidential information. Proprietary information includes all information

obtained by Presbytery employees during the course of their work. Confidential information is any information that is not known generally to the public. Personnel files, computer records and financial data are examples of confidential information. Employees may not disclose or use proprietary or confidential information except as their jobs require. Anyone who violates this guideline will be subject to discipline up to and including termination and possible legal recourse.

EMPLOYEE PERSONAL PUBLIC WITNESS

It is the policy of the Presbytery to value the creativity and integrity of its staff and reaffirm the right to exercise freedom of conscience.

When persons employed by the Presbytery are working or holding themselves out as Presbytery employees, they are expected to give a full and fair representation of the position of the Presbytery in matters of policy, social witness statements, or theological or doctrinal positions. However, the possibility of personal dissent from a policy of the Presbytery or of the General Assembly and as articulated by any of its entities or the possibility of making a personal public witness is not precluded by employment with the Presbytery and is a reasonable expression of freedom of conscience.

Because public action or expressions of personal belief may affect not only the work environment, but also the Presbytery and the Presbyterian Church (U.S.A.) at- large, employee personal public witness is subject to the following guidelines:

1. When making a personal public statement, an employee shall make it clear that he or she is speaking for himself or herself and not speaking for the Presbytery or the Presbyterian Church (U.S.A.)
2. When making a personal public witness, an employee shall not make reference to his or her employee status. If questioned, the employee may acknowledge employed status without using that status to make a claim of authority. Accordingly it is not permissible for an employee making a personal statement to use professional stationery, claim expertise by virtue of employment by the Presbytery, or hold press conferences on Presbytery property.
3. It is permissible, however, for persons employed by the Presbytery to identify their personal church affiliation while making a personal public witness. Thus, Presbytery staff may identify themselves such as their membership in a particular congregation.
4. Employees must inform their supervisor and the appropriate governing body, when appropriate, of their personal public witness or dissent.
5. In the event an employee feels that he or she cannot carry out necessary job functions for reasons of conscience, the employee may request a change of assignment or may exercise his or her right to resign the position.

In certain circumstances, employees may be required, as part of their work responsibilities, to accomplish work on issues currently in opposition to Presbytery policies or

around which there is controversy. This may involve research, production of resources, or planning of or participation in programs and events. When acting within the scope of their employment responsibilities, employees are protected from disciplinary action related to the provisions of this policy.

TERMINATION & DISCIPLINE

Where applicable, *Book of Order* provisions will be followed in connection with the termination of salaried exempt, administrative, or professional employees.

Termination

Voluntary Termination

The Presbytery will consider an employee to have voluntarily terminated employment if the employee does any of the following:

- elects to resign from the Presbytery;
- fails to return from an approved leave of absence on the date specified by the Presbytery; or
- fails to report for work without notice to the Presbytery for three (3) consecutive days.

Involuntary Termination

Employment at Presbytery is **at-will**. *At-will means the employer has the right to terminate employment with or without cause or prior notice.*

Termination Due to Reorganization, Economics or Lack of Work

From time to time, the Presbytery may need to terminate employees as a consequence of reorganization, job eliminations, or lack of work. Should the Presbytery consider such terminations necessary, the Presbytery will attempt to provide all affected employees with advance notice when practical. Layoff benefits associated with such terminations, if any, will be as specified in the notice.

Discipline

Job Performance

Employees may be disciplined up to and including termination for unacceptable job performance, including, but not limited to, the following:

1. below-average work quality or quantity;
2. poor attitude (for example, rudeness or lack of cooperation);
3. excessive absenteeism, tardiness, or abuse of break and lunch privileges;
4. failure to follow instructions or Presbytery procedures; or
5. failure to follow established safety regulations.

Misconduct

Employees may be disciplined up to an including termination for misconduct, including, but not limited to, the following:

1. insubordination
2. dishonesty
3. theft
4. discourtesy
5. misusing or destroying Presbytery property or funds, or the property or funds of another on Presbytery premises
6. disclosing or using confidential information without authorization
7. falsifying or altering Presbytery records, including the application for employment
8. interfering with the work performance of others
9. altercations
10. harassing, including sexually harassing, employees or members
11. sexual misconduct (as defined by adopted Presbytery policies)
12. being under the influence of, manufacturing, dispensing, distributing, using, or possessing alcohol or illegal or controlled substances on Presbytery property or while conducting Presbytery business
13. gambling on Presbytery premises or while conducting Presbytery business;
14. sleeping on the job or leaving the job site without authorization
15. possessing a firearm or other dangerous weapon on Presbytery property or while conducting Presbytery business (the Presbytery may define or redefine what is a dangerous weapon at any time)
16. being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of its employees, constituents, or property; or
17. refusing to submit to testing for drugs and/or alcohol

Attendance

Employees may be disciplined up to and including termination for failure to observe the following specific requirements relating to attendance:

1. *reporting* to work on time, observing the time limits for rest and lunch periods, and *obtaining* approval to leave work early; or
2. *notifying* the supervisor in advance of anticipated tardiness or absence.

An oral warning and a written warning may be given, at the CPPT's discretion. The Presbytery reserves the right to proceed directly to a written warning, or to termination, without resort to prior disciplinary steps when the CPPT deems such action appropriate. Employment is at will and as such may be terminated at any time with or without cause and with or without notice.

Exit Interview

Employees who leave the employment of the Presbytery for any reason will be asked to participate in an exit interview. This interview is intended to permit terminating employees the opportunity to communicate their views regarding their work with the Presbytery, including job duties, job training, job supervision, and job benefits. At the time of the interview, employees

are expected to return all Presbytery-furnished property, such as equipment, keys, credit cards, documents, and handbooks. Arrangements for clearing any outstanding debts with the Presbytery and for receiving final pay also will be made at this time.

PERFORMANCE REVIEWS

Office Staff – All Non-exempt Employees of Presbytery de Cristo and Presbytery of Grand Canyon

Purpose

- To create an ongoing dialogue regarding performance and effectiveness
- To create an environment in which staff can function most efficiently
- To limit problems in their infancy; address problems in timely, appropriate manner
- To give staff a means of direct communication with supervisor and, if necessary, access to an appropriate grievance process

Areas to Address

- Essential Functions: review job description
- Core Competencies: personal attributes, skills and abilities needed to succeed
- SMART Goals: Specific, Measurable, Achievable, Realistic, Timely

Process

- Quarterly conversation with staff member (to occur 3 times per year)
 - Presbytery Pastor and Stated Clerk review conversation beforehand
 - Presbytery Pastor ordinarily will conduct the review conversation
- Annual review
 - Formal, written review by Presbytery Pastor
 - Presbytery Pastor has discretion to seek limited input from up to three persons

Grievance Procedure

- Used in the event that direct communication with the Presbytery Pastor is deemed by the staff person as not adequately satisfying the grievance
- Staff person is given permission to write a formal grievance
 - Staff person's name
 - Description of the situation causing the grievance
 - Steps taken to date to resolve the grievance
 - Requested action, if known, to resolve the grievance
- Combined Presbyteries Personnel Team meets (either in person, by phone or by email) to discuss the written grievance
- CPPT responds to the staff person, Presbytery Pastor as they deem appropriate, including:
 - Meeting face-to-face or through some other means
 - Requesting a written response
 - Recommending an investigative committee be formed per *Book of Order* procedures

Executive Staff – Exempt Employees

Purpose

- Same as above

Areas to Address

- Same as above

Process

- Tri-annual meeting with Presbytery Pastor and Stated Clerk
 - Conversation to be conducted by CPPT in consultation with one another
 - Recommended in September, January and May, with May serving as the formal annual review
- Annual Review
 - Formal, written review
 - CPPT has discretion to seek input from up to three persons in each presbytery

Persons from whom input is sought should vary from year to year in order to provide multiple perspectives on staff member's effectiveness

Personnel Records

It is important that Presbytery personnel files contain current information regarding each employee. All employees should inform the Presbytery Pastor immediately whenever there are changes in personal data. All personnel files are the property of the Presbytery. Employees may, however, inspect their own personnel file at reasonable times on reasonable notice, and may also obtain copies of any document signed by the employee in the personnel file.

Personnel files will contain the following: employment application and resume; contract; tax information; INS form; all memos and correspondence about job performance; copies of all formal performance reviews; salary change notices; any warning notices; all correspondence regarding transfers, demotions, or promotions; requests for vacations, leaves of absence, and personal days; and any other information about the employee's work or relationship with Presbytery.

TRAVEL REIMBURSEMENT

Travel reimbursement shall be guided by the Finance Policies of the Presbytery. Employees are expected to make every effort to secure the most reasonable costs (such as advanced reservations, modest pricing, etc.).

Employees shall be guided by the following principles in determining the extent to which expenses shall be included on expense statements.

1. Employees may include as travel expense all transportation costs incurred in performing work apart from normal travel to and from their place of residence.
2. The rate of reimbursement for the use of the employee's car is the current IRS rate.
3. Extra costs may include meals, lodging, and transportation resulting from working beyond reasonable overtime requirements.
4. Employees shall ordinarily pay for their own lunches when conferring with other employees.
5. Employees may include costs to them of bringing non-employees to lunches or dinners for conference or consultation, including the cost of their own lunch or dinner.
6. Care should be exercised when incurring meal charges (i.e. moderate prices). Expenses for alcoholic beverages or snacks will not be reimbursed.
7. The travel budget adopted by the Presbytery is for travel within Arizona and New Mexico, or for trips outside the Presbytery boundaries when initiated on behalf of the Presbytery. It is recognized that some travel required of the staff is to represent the Presbytery in national committees and is part of the usual travel expense for the staff.
8. If personal automobiles are used for long distances, in no case will reimbursement for total cost of mileage, tolls, parking, lodging and meals en route exceed the cost of airfare (purchased at least 21 days in advance of the trip), plus normal travel expenses of local transportation, airport parking and car rental at the destination.

HONORARIA

Employees shall not normally receive honoraria for service to any of the congregations in the Presbytery.

AMENDMENT OF PERSONNEL POLICIES

The Personnel Policies of the Combined Presbytery of de Cristo and Grand Canyon Personnel may be amended by de Cristo Ministry for Administration and Grand Canyon Administration Committee upon recommendation of the Combined Presbytery Personnel Team (CPPT) Presbytery staff will be given the opportunity to comment during the development of any amendments.

These policies were approved by_____.

ACKNOWLEDGEMENT OF RECEIPT

PLEASE READ THIS PERSONNEL POLICIES BOOKLET
AND FILL OUT AND RETURN THIS PORTION
TO THE Presbytery Pastor
WITHIN ONE (1) WEEK OF STARTING EMPLOYMENT

Booklet Number _____

Employee Name: _____

This will acknowledge that I have been given a copy of the Personnel Policy for Combined Presbytery of de Cristo and Grand Canyon Personnel booklet, summarizing the Combined Presbytery's personnel guidelines, and that I have read and understood the contents.

I understand the statements contained in the booklet are not intended to, nor do they, create any contractual or other legal obligations. I also understand that the Presbytery may modify or rescind any policies, benefits, or practices described in these Personnel Policies at any time, without prior notice to me.

I further understand that **MY EMPLOYMENT WITH THE CONTRACTING PRESBYTERY OF GRAND CANYON IS AT WILL. AS SUCH, I UNDERSTAND THAT I MAY BE TERMINATED AT ANY TIME WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.**

I hereby authorize the Presbytery of Grand Canyon to withhold from my paycheck monies I may owe to the Presbytery, including, without limitation, withholding wages from my final paycheck for failing to return Presbytery property.

Signed: _____

Date: _____