

PERSONNEL POLICIES
OF THE DELTA PRESBYTERIAN CHURCH

I. I. EQUAL EMPLOYMENT OPPORTUNITY

The Delta Presbyterian Church will recruit, hire, call, train and promote all persons in all job classifications without regard to race, creed, color, national origin, sex, age, marital status, religious affiliation except when, after careful study, religious affiliation; physical, mental, or medical disability unrelated to the ability to engage in activities involved with the job (including blindness).

II. PROCESS OF EMPLOYMENT

1. A written position description which accurately reflects the job functions will be developed by the Personnel Committee. It must be approved by the Session.
2. If the position is advertised, it shall state that the Delta Presbyterian Church is an Equal Employment Opportunity Employer.
3. The Equal Employment Opportunity policy of the Church shall be followed in consideration of applicants for interviews and employment.
4. References shall be kept for 6 months only from date of employment in order to comply with legal requirements for equal employment opportunity. They should be destroyed thereafter.
5. Care should be taken during the interview to assure that the privacy of the individual is protected. Questions shall be job related.

III. EXEMPT AND NON-EXEMPT CATEGORIES

The Fair Labor Standards Act, passed on June 25, 1938, established the minimum wage and maximum hours and defined the kinds of work "exempt" from the minimum wage and maximum hours requirements. "Non-exempt" under that act refers to a job for which the employer must pay at least the minimum wage for the position, and must give compensatory time off or overtime pay for hours worked in excess of the weekly hours for which a person is employed. The "exempt" employee is not paid any overtime or granted any compensatory time for hours worked in excess of the weekly hours for which a person is employed.

IV. EMPLOYMENT POSITIONS DEFINITIONS

1. Any employee working 40 hours or more per week shall be considered a full-time employee.
2. Any employee working 20 hours per week minimum, but less than 40 hours per week, will be considered a permanent part-time employee.

V. PROBATIONARY PERIOD

1. The first three months of employment in a non-exempt position constitute a probationary period. Employment may be terminated at any time for causes such as, but not limited to, excessive absences, tardiness, or unsatisfactory work performance. Neither pay in lieu of notice nor severance pay will be given an employee whose employment is terminated during the probationary period.

2. During the probationary period of employment, the employee is entitled to coverage as provided by Michigan Workers Compensation and absence for jury duty. If absent for any other reason, pay will be deducted for time absent.

VI. WORK WEEK

The Work Week for non-exempt staff is determined by the standing job description. For all over 40 hours, pay is at the rate of one and one-half times the regular hourly rate or given compensatory time off. Exempt employees are not paid overtime wages for hours worked in excess of 40 hours per week.

VII. BENEFITS

1. **Social Security**
All personnel are covered by the Federal Old Age and Survivors Benefits Act (Social Security). The employees share of the tax is withheld from the wages of lay staff.
2. **Pension**
Ordained staff are enrolled in the Presbyterian (USA) Pension and Benefits Plan.
3. **Health Insurance**
Those enrolled with the Board of Pensions are covered by the Plan's Major Medical Plan.
4. **Vacation**
 - a. After 1 year of consecutive employment as a full-time or permanent part time employee, they shall be entitled to 1 week (5 working days) paid vacation. After 3 consecutive years of employment, they shall be entitled to 2 weeks (10 working days) paid vacation.
 - b. At the time of termination, an employee will be paid for unused vacation time at the current rate of pay.
 - c. Discretionary time off - unpaid time off may be granted with the approval of the Session.
 - d. Staff Work Leave Policy: Session must approve any request for a staff member to return to work while on vacation. If the session approves the request, the staff member will be compensated by double vacation and/or a Sunday of the pastor's choosing (excluding major holidays). Any financial expense/loss incurred by the staff member will be reimbursed.
5. **Holidays**
New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and day after, Christmas Day and day after will be paid holidays for non-exempt full-time employees.
6. **Sick Leave**
Full-time employees will receive 10 working days of sick leave each calendar year, cumulative up to 20 days, to be used in case of illness. Sick leave entitlement during the first year of employment will be prorated according to the length of employment. 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.

7. Worker's Compensation Insurance
All employees shall be covered by the Worker's Compensation Law of Michigan.

8. Leaves of Absence Paid
Employees will be paid the difference between the church's wage and other compensation:
 - a.. For regular training periods in the U.S. Armed Forces (up to 2 weeks annually).
 - b. Jury duty (up to 2 weeks annually)

VIII. GRIEVANCES

1. All problems arising from employment or conditions of employment are to be directed to the Personnel Committee. In those cases where solution of a problem has not been worked out in discussion with the committee the employee may appeal to the Session.

2. If the above steps fail to provide an acceptable remedy, the employee may file a written complaint with the appropriate Presbytery Committee. The Committee becomes the mediator between the Pastor/Session and the employee, and will work out a solution acceptable to all three parties involved.

IX. DISCIPLINARY ACTION

1. All efforts will be made to review and resolve a deficient activity.

A written record shall be established of any activity or interview indicating the date, nature or incident and any other pertinent information.

2. A disciplinary note will be given to the employee outlining the deficient actions and an established time for correction or follow-up interview.
3. Dismissal for cause may take place by written notice from the appropriate standing committee, after review by the Personnel Committee, giving reasons for termination. Notice must be given or pay in lieu of notice of two weeks. Reasons may include: unsatisfactory performance, refusal to work within his/her position description, repeated unexcused absences, repeated tardiness or incompetence.
4. For dissolution of a pastoral relation, see the Form of Government, Book of Order.
5. Because of reorganization, retrenchment or program, or other circumstances arising out of no fault of the employee, involuntary separation is at the discretion of the Session upon recommendation of the Personnel Committee. A severance allowance may be granted in relation to length of service.
6. Conferences of two days or less will not be counted as study leave unless they involve a Sunday or otherwise interfere with the pastor's performance of duties. If short conferences become excessive, personnel committee will consult with the pastor regarding appropriate use of time.

X. ANNUAL PERFORMANCE REVIEW

1. Every employee shall have an annual performance review with the participation of the employee, appropriate standing committee and the Personnel Committee.
2. In the first year of employment, an evaluation will also occur within the first 6 months.

XI. ANNUAL COMPENSATION REVIEW

1. The Personnel Committee is responsible, in coordination with the appropriate standing committee, for recommending to the Session all salary increases. Salary levels shall be maintained in a manner that results in their being consistent internally, responsive to changes in the cost of living, and in keeping with the church's compensation standards. Salary scales for non-exempt staff shall be in keeping with the provisions of Federal laws covering minimum wages.
2. Compensation for all ordained staff members is the responsibility of the congregation along with the approval of the presbytery. It is the responsibility of the Personnel Committee to prepare salary recommendations for the ordained staff to be presented to Session for consideration and inclusion in the proposed operating budget. It is also the responsibility of the committee to assure that presbytery minimum salary levels are being met.

3. The Personnel Committee shall conduct an annual compensation review with each member of the staff at a time other than at the performance review and prior to the development of the annual budget. Individual salaries shall be recommended to the Session. Refer to Personnel Committee section for review procedure.

GUIDELINES FOR DISABILITY AND VOLUNTARY PERSONAL LEAVE

Congregations occasionally face situations in which extended absence from work is needed by an employed staff member - pastor, associate or assistant pastor, secretary, custodian, etc. - due to illness, accident or pregnancy.

Every employer should have a plan which provides for salary or partial salary replacement in such cases. The initiation of such payment should come upon certification of a licensed physician, after accumulated sick leave has been used.

Amendments to the United Presbyterian Pension Plan provide disability benefits for members after three months of disability.

The pregnancy disability amendment to the Title VII of the 1964 Civil Rights Act requires employees to treat pregnancy and childbirth in the same way as other causes of disability. Specifically, the amendment (1) requires employees to treat pregnancy and childbirth in the same way as other causes of disability under fringe benefits plans; (2) prohibits terminating or refusing to hire or promote a woman solely because she is pregnant; (3) bars mandatory leaves of pregnant women arbitrarily set at a certain time in their pregnancies and not based on their inability to work; (4) protects reinstatement rights of women on leave for pregnancy-related reasons, including credit for previous service and seniority and accrued retirement benefits.

MEDICALLY CERTIFIED DISABILITY

Full time employees who are, according to certification of a licensed physician, (temporarily disabled) shall receive full salary and benefits according to the following schedule but will not exceed 90 days:

First 30 days:	100% of salary and benefits
Second 30 days:	90% of salary and benefits
Third 30 days:	75% of salary and benefits

If disability continues beyond 90 days, application may be made for disability benefits from the Board of Pensions for members of the plan. This policy shall apply to all medically certified disability including pregnancy and pregnancy-related disability.

VOLUNTARY PERSONAL LEAVE

In addition, an employee may be granted, on request, unpaid leave of up to 60 days for maternity, convalescence, paternity, family or child care, recuperation and similar personal situations. During such time, the church will pay pension dues on full salary and housing basis, provide the housing allowance, utilities or manse as specified in the Terms of Call.