

**The Presbytery of the Western Reserve
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PERSONNEL POLICIES MANUAL

Revised 2006

(Approved September 25, 2006)

Approved 9/25/2006

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WELCOME!

Welcome to The Presbytery of the Western Reserve! We look forward to working with you.

The Presbytery of the Western Reserve encourages the full use of the gifts and talents of each employee with the goal of participation in a shared ministry. The Presbytery values each person's worth and, recognizing the work of each as a part of the ministry of the Presbytery, puts meaning into the words of our mission statement which states:

"Our Mission is to witness to the love and justice of Christ in the world and to strengthen one another for the work Christ calls us to do as individuals, congregations, and the Presbytery."

The Presbytery staff attempts to work together as a team, as part of our witness to the love and justice of Christ in the world.

INTRODUCTORY STATEMENT

This personnel policy manual applies to all employees of the Presbytery and is intended to provide guidelines and summary information about the Presbytery's personnel policies and benefits.

The Presbytery as the employer is guided by the *Book of Order* (Part II, Constitution of the Presbyterian Church (U.S.A.)), state and federal law. Within that framework the Presbytery will establish basic work goals consonant with the purpose of The Presbytery of the Western Reserve and an overall structure designed to accomplish the basic goals. In order to fulfill the Presbytery's mission, employment policies are set forth in this manual. (In the case of staff members who are ordained clergy or Certified Christian Educators, the *Book of Order* may cite specific rights, responsibilities, or regulations.)

Similarly, an employee's rights and responsibilities are also set forth in this manual. It is important that all employees read, understand, and become familiar with this manual and comply with the standards that have been established. The General Presbyter will be available to discuss its contents.

THE PRESBYTERIAN CHURCH (U.S.A.) The Presbytery of the Western Reserve

The Presbyterian Church (U.S.A.) states its faith and bears witness to God's grace in Jesus Christ in the creeds and confessions in the *Book of Confessions* (Part I, Constitution of the Presbyterian Church (U.S.A.)). In these confessional statements the Church declares to its members and to the world who and what it is, what it believes, and what it resolves to do.

These statements identify the Church as a community of people known by its convictions as well as by its actions. They guide the Church in its study and interpretation of the Scriptures; they summarize the essence of Christian tradition; they direct the Church in maintaining sound doctrines; they equip the Church for its work of proclamation. (from the *Book of Order*, G-2.0100).

Interested employees are invited to read the current *Book of Order*, which includes principles and procedures governing Presbyterian Church (U.S.A.) entities, including presbyteries.

SECTION I: Employment

EMPLOYMENT AT WILL

The Presbytery of the Western Reserve (employer) has the right to terminate the employment relationship at any time, with or without cause or advance notice, except for those employees whose employment relationship is defined by the *Book of Order*. The employee has the right to terminate the employment relationship at any time with or without cause or advance notice, except for those employees whose employment relationship is defined by the *Book of Order*. This employment at will relationship will remain in effect throughout the employee's employment with the Presbytery unless it is specifically modified by an express written agreement.

EQUAL EMPLOYMENT OPPORTUNITY

The Presbytery is committed to equal opportunity for all qualified persons, without regard to race, color, ancestry, national origin, veteran status, gender, sexual orientation, marital status, physical handicap, medical condition, or age, to the extent required by law. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits.

We expect all employees to show respect and sensitivity toward all other employees, and to demonstrate a commitment to the Presbytery's equal opportunity objectives. Employees who experience or observe a violation of this policy should report it immediately to the General Presbyter.

EMPLOYMENT OF MINORS

Employees who are not at least 18 years old are required by law to provide a valid work permit, high school diploma, or certificate of proficiency, before being allowed to work. The employment of minors is restricted by the terms and condition of the work permit, as well as by the provisions of state and federal law.

EMPLOYMENT OF RELATIVES

Relatives of employees will receive the same consideration as any other applicant for a job opening as long as there is no conflict of interest or management problem of supervision that cannot be resolved. Relatives will not be accorded preferential treatment in employment matters.

VOLUNTEER TIME

Employees who wish to volunteer assistance to Presbytery related groups or community activities must do so on personal time. Employees must perform personal tasks for themselves and others on personal time.

SECTION II: Benefits

VACATION

Employees receive vacation per year as stated in their Employment Agreement.

Full-time employees receive vacation days according to the following schedule, unless otherwise stated in their Employment Agreement:

<u>Years of Service</u>	<u>Vacation Time</u>
From 3 months through 1 year	10 days per year
After 1 year	21 working days or one month including weekends per year

Part-Time staff will receive pro-rated vacation days based on their part-time work schedule.

An employee's anniversary date corresponds to the month and day the employee was hired, subject to adjustment for the portion of any leave of absence in excess of 30 days.

Requests for vacation must be made in writing to the Supervisor.

Vacation requests must be received at least 10 working days before the date requested and will be approved on a first come, first served basis, and only if the time off will not interfere with the normal business and program of the Presbytery.

Vacation days are not cumulative and must be used within the calendar year, except when special provision has been made in writing by the Personnel Committee Moderator or General Presbyter.

Employees who are terminated for any reason will receive earned vacation pay as prorated at their current rate of pay.

PAID HOLIDAYS

All regular full time and part time employees will be eligible to receive the following holiday pay:

New Years Day	Labor Day
Martin Luther King Day	Thanksgiving Day
Presidents Day	Friday after Thanksgiving
Good Friday	Christmas Day
Memorial Day	Day preceding or after Christmas
Independence Day	

The following general provisions apply to holiday pay:

1. Holidays will be observed on the calendar day designated by the Presbytery for observance and published in January.

2. If a holiday falls during an employee's approved vacation period, the employee will receive holiday pay, and will not be charged for a vacation day on the day the holiday is observed.
3. Employees on leave of absence for any reason are not eligible for holiday pay on holidays that are observed during the period they are on leave.
4. Holidays will not count as hours worked for the calculation of overtime.
5. Part time employees are eligible for holiday pay only when the holiday falls on a regularly scheduled workday, and they will receive prorated pay based on their Employment Agreement.

PAID SICK DAYS

All regular employees who have completed at least 90 days of continuous service will be eligible to begin to accumulate sick pay at the rate of one day per complete calendar month for full time employees, or pro-rated for part time employees. Paid sick day benefits may be used in the case of personal illness or injury, to reduce unpaid time during leave of absence per provisions below, or to attend to illness or injury of parent, spouse, child, or close family member. Sick leave to care for ill family members is subject to all policies that apply to employee sick leave, including medical documentation.

Paid sick day benefits may be accumulated up to a maximum amount of 42 days for full time employees and prorated for part time employees.

Employees who accumulate the maximum benefit (42 days) will not accrue additional sick pay benefits until their accumulated total has been reduced below the maximum. Thereafter, sick pay benefits will be received up to the maximum amount.

Unused sick pay benefits may not be used for additional vacation, and employees will not be paid for unused sick pay benefits upon termination of employment. In addition, sick pay will not be considered as hours worked for the calculation of overtime.

Employees who receive sick pay benefits may be asked to provide medical verification, and absences of more than 3 working days may be subject to the Presbytery's leave of absence policy.

LEAVES OF ABSENCE WITH PAY

Bereavement Leave - All full time and regular part time employees will be eligible for up to five days, with pay, for the funeral of an immediate family member following consultation with the General Presbyter.

Employees who require more than five days from work may request earned vacation time, or a personal leave of absence, subject to the provisions of the Presbytery's leave of absence policy.

Bereavement pay will not be considered as hours worked for the calculation of overtime.

Jury Duty - a leave of absence for jury duty.

The supervisor should be notified as far as possible in advance of the start of jury duty. Summons from a court to appear as a witness or party will not be considered jury duty.

If an employee has been summoned to jury duty and is not required to report for jury duty on any given day or not required to remain at the court house for a complete business day, he or she is expected to return to work.

If an employee is called to jury duty at a time that would unreasonably interfere with normal business operations, the General Presbyter may request that the required service be rescheduled for a later date that would be more convenient for the Presbytery.

Maternity and Paternity Leave

Female staff members may receive up to six weeks of leave with full salary and benefits for the birth or adoption of a child. Male staff members may receive up to one week of leave with full salary and benefits for the birth or adoption of a child.

Study Leave/Training Leave - a leave of absence for personal or professional growth and benefit of the Presbytery.

All full-time employees who have completed at least six months of continuous service will be eligible for up to two weeks of study/training leave, with pay, during each calendar year. Part-time employees will receive a pro-rated equivalent.

Written requests for study leave shall be submitted at least 30 days in advance. Training leave requests may be initiated by the employee. Terms of attendance shall be approved by the General Presbyter. Study leave for a period exceeding two weeks in duration must be approved by the Personnel Committee. Study leave may be accumulated, not to exceed six weeks.

Sabbatical Leave for Staff - a leave to contribute to the individual's skill and effectiveness, to enhance the staff person's professional and personal well being.

1. The individual is eligible during the seventh year of consecutive credited service in the Presbytery.
2. A request for sabbatical leave must be submitted at least six (6) months in advance for approval by the Mission Council. A written plan with identified goals and expectations must be approved by the Personnel Committee. This shall be completed at least three (3) months before anticipated departure.
3. Sabbatical leave with full pay will not exceed three (3) months. However it may be taken in conjunction with earned vacation and study leave for that year. Additional time without pay may be approved provided the total time away does not exceed six (6) months.

4. If the staff member chooses to leave the Presbytery employment within the period of one (1) year following the sabbatical, the salary attributable to the sabbatical will be refunded to the Presbytery.
5. Ordinarily, no more than one staff member may take sabbatical at a time.

LEAVES OF ABSENCE WITHOUT PAY

Medical Leave/Sick Leave - a leave of absence, without pay, for an employee's illness, disability, medical conditions or for pregnancy and childbirth.

A request for medical leave will normally be granted to eligible employees who present a physician's written statement that certifies the need for a leave and estimates the length of time the employee will be unable to work due to the disability. At any time during a medical leave of absence, an employee may be asked to provide medical evidence of disability.

Although the Presbytery is not able to guarantee reinstatement in all cases, an employee on medical leave who returns to work immediately following the end of an approved leave with a physician's written release verifying that the employee is able to safely perform the assigned duties will normally be returned to the former job classification if an opening exists or, if there is no such opening, the employee will be considered for a comparable position if there is one available.

All accrued sick pay or vacation days may be used prior to unpaid medical leave.

Personal Leave/Family Leave - a leave of absence, without pay, for a compelling personal reason that is not medically related including a leave for a family-related emergency.

An employee who has completed at least one year of continuous service may submit a written request for a Personal Leave/Family Leave, without pay, for any length of time up to a maximum of four months in any 24 month period.

A request for Personal Leave/Family Leave will normally be granted by the General Presbyter in consultation with the Personnel Committee based on the facts and circumstances surrounding each individual request.

A request for Personal Leave/Family Leave for more than five days to care for a seriously ill child, parent, or spouse must be accompanied by a physician's written statement that certifies the need for the relative's care and estimates the length of time the employee will be unable to work due to the disability of the child, parent, or spouse.

All accrued vacation days may be used prior to unpaid personal/family leave.

General Provisions for Leaves of Absence:

1. A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension.
2. Failure to return to work on the first work day following the expiration of an approved leave of absence may be considered a voluntary termination.
3. Coverage under the Presbytery's group insurance plans will be continued on the following basis:
 - for the first 60 days of an approved unpaid leave of absence, the Presbytery will continue to contribute to premiums as if the employee were actively at work;
 - employees will be required to pay the entire premium for continued coverage during the portion of an approved unpaid leave of absence in excess of 60 days.Employees must make arrangements to pay their share of group insurance premiums before going on leave of absence.
4. Employees will not accrue length of continuous service for the portion of an unpaid leave of absence in excess of 60 days.
5. Employees on leave of absence will be subject to lay off on the same basis as employees who are actively at work.
6. Employees on leave of absence must communicate with their supervisor on a regular basis, at least once every two weeks, regarding their status and anticipated return to work date.
7. Employees who falsify the reason for their leave of absence will be subject to disciplinary action, up to and including termination.
8. All leaves of absence must be approved in advance, in writing, by the General Presbyter. Requests for leaves of absence of 30 days or more shall also be approved by the Personnel Committee.

SOCIAL SECURITY

All non-clergy employees are covered by Social Security and the employee's share of the tax is withheld from the wages. Clergy staff are considered self employed for Social Security purposes.

FLEXIBLE SPENDING PLAN

All employees are eligible to participate in a Flexible Spending Plan administered by a third party. Employees may set aside up to \$2,000.00 "pre-tax" dollars from their wages (\$1,000.00 in 2006) per year to cover qualified expenses under the plan. The annual employee administration fee is covered by the Presbytery. Complete plan information and enrollment forms are available from the General Presbyter.

MEDICAL and PENSION BENEFITS

Full-time Exempt Staff may be enrolled in the Presbyterian Pension and Medical Plan for which dues are paid by the Presbytery.

Part-time Exempt Staff and Non-exempt Staff (full time or part time) may be enrolled in the Presbyterian Pension and Medical Plan for which dues are paid by the Presbytery, provided they qualify under the Board of Pensions regulations.

WORKERS' COMPENSATION INSURANCE

Non-ordained employees are automatically covered by Workers' Compensation Insurance at the time they are hired. The Presbytery pays 100% of the premiums for this important coverage. The following benefits are provided to employees who sustain a work-related injury or illness:

- partial wage replacement for periods of disability;
- medical care, including medicine, hospital, doctor, X-rays, crutches, etc.;
- rehabilitation services, if necessary.

It is important that the injured employee report any work-related injury or illness to the General Presbyter or Acting Head of Staff as soon as possible, regardless of how minor it may be. It is also important to get proper first aid and/or medical attention immediately.

The Board of Pensions administers disability insurance for clergy employees.

SECTION III: Personnel Status

EMPLOYMENT DEFINITIONS

Exempt Employees - exempt employees are exempt (by virtue of job content and compensation) from the minimum wage and the overtime provisions of state and federal law and are therefore not eligible for overtime pay. They are employees who are regularly engaged in a bona fide executive, administrative or professional capacity.

Nonexempt Employees - nonexempt employees are eligible to receive overtime pay, if applicable, subject to the minimum wage and overtime requirements of the Fair Labor Standards Act, in accordance with the provisions of state and federal law.

Full Time Employment - full-time equivalent is at least 40 hours per week. The Committee on Ministry practice in the Presbytery of the Western Reserve considers full-time for clergy to be 50 hours per week.

Part Time Employment - employees are considered to be regular part time employees when their terms of employment hours of work each work week are less than the definition of full-time stated above.

Temporary Employment - a temporary employee works on an assignment on a short-term, non-continuing basis. Temporary part time employees are not eligible for compensation for days lost to illness, holidays, or other causes.

Interim Employment - interim employees may be either exempt or non-exempt and fulfill certain defined roles as contracted until a regular replacement is found.

INTRODUCTORY PERIOD

The first ninety (90) days of employment is an introductory period giving the employee and employer an opportunity to evaluate interest and qualifications for the position under actual working conditions. At the end of the first ninety (90) days, a performance appraisal is to be prepared and discussed with the employee by the General Presbyter. **Satisfactorily completing the Introductory Period is not a guarantee of continuing employment.**

ATTENDANCE AND PUNCTUALITY

It is important that employees work their planned schedules consistently. However, the Presbytery understands that because of illness or emergency an employee may be unable to come to work.

Employees who are unable to report to work for any reason, must notify the office and/or supervisor

as soon as possible. It is the responsibility of the employee to keep his or her supervisor informed on a regular basis during a short-term absence and to provide medical verification when asked to do so.

The Presbytery values punctuality and regular attendance. Employees who are tardy or absent excessively or show a consistent pattern of unreliable attendance will be subject to disciplinary action, up to and including termination.

An employee absent from work for two consecutive workdays without authorization or excuse shall be presumed to have voluntarily resigned.

WORK SCHEDULES

Office hours are 9:00 a.m. to 5:00 p.m. Monday through Friday and will be covered by support staff during those hours. Position descriptions or agreements with the Personnel Committee may delineate other arrangements.

1. Employees will not work overtime hours without the express approval of the General Presbyter.
2. Flexible work schedules may be arranged with the General Presbyter as necessary or appropriate.

WORK RECORDS

Each support staff person shall submit a record of hours worked and time off to the Staff Associate for Finance and Data Management for payroll and personnel records.

PERFORMANCE EXPECTATIONS

Fairness to the Presbytery and to other employees may occasionally require discipline to be imposed, as determined by the General Presbyter. The following are set forth only as examples of such reasons for disciplinary action:

Job Performance - employees may be disciplined, up to and including termination, for poor job performance, as determined by the General Presbyter. Examples of poor job performance:

- unacceptable work quality or quantity;
- excessive absenteeism, tardiness, or abuse of break and meal privileges;
- failure to follow instructions or Presbytery policies and procedures.
- rudeness, or lack of cooperation;

Misconduct - employees may also be disciplined, up to and including possible termination, for misconduct. Examples of misconduct:

insubordination: refusal to carry out assigned tasks;

abuse, misuse, theft, or the unauthorized possession or removal of Presbytery property or the personal property of others.

falsifying or making a material omission on Presbytery records, reports, or other documents, including payroll, personnel, and employment records;

divulging confidential Presbytery information to unauthorized persons;

disorderly conduct on Presbytery property, including fighting or attempted bodily injury, the use of profane, abusive or threatening language or possession of a weapon;

violation of any law adversely affecting the Presbytery, or conviction in court of any crime which may cause the employee to be regarded as unsuitable for continued employment;

violation of the Presbytery's alcohol, drugs, and controlled substances policy;

falsifying one's own time record or the time record of another employee.

TERMINATION

Voluntary Resignation: a termination that is initiated by the employee. In the case of voluntary termination, it is expected that two weeks written notice will be given to the General Presbyter, with copies to the Personnel Committee. When the General Presbyter resigns, one month's written notice shall be sent to the Personnel Committee, with a copy to the Moderator of the Mission Council.

Immediate Discharge for Cause: an involuntary termination that is initiated by the employer due to serious misconduct. The decision for immediate discharge for cause shall be made on the basis of substantial evidence as determined by the General Presbyter. The staff person shall have the opportunity to be heard by the Personnel Committee or its designated sub-group, which will make the final decision regarding his/her discharge. No information regarding the case shall be shared with the full Personnel Committee before the staff member has been afforded an opportunity to be heard by that Committee or its designated sub-group.

Involuntary Termination: termination that is initiated by the employer for reasons other than a reduction of work force or immediate discharge for cause. All decisions in matters regarding staff termination shall be made in writing by the General Presbyter, with copies to the Personnel Committee. The record of reasons for termination, including the report of performance evaluation, events, facts and discussions regarding the proposed discharge of a staff person, shall be kept by the Personnel Committee and shall be treated with confidentiality. If termination is immediate, two weeks pay shall be provided by the Presbytery.

The Presbytery shall attempt to provide assistance, as appropriate, for relocation.

Reduction of Work Force: Termination because of reduction in the personnel budget is at the discretion of the Presbytery.

Written notice of such separation will come from the Mission Council after consultation with the Personnel Committee. One (1) month's notice shall be given to the staff. When notice is given, Separation Allowance will be given as determined by the Personnel Committee on a prorated basis in relation to the length of continuous service to the Presbytery as follows:

Separation Allowance

Years of Service	Months of Separation Allowance
1 - 2 years	1 month's salary/medical & pension benefits
2 - 5 years	2 months' salary/medical & pension benefits
Over 5 years	4 months' salary/medical & pension benefits or as negotiated with the Personnel Committee

For all of the above: All conditions for termination of employment shall be compatible with the applicable provisions of the Form of Government and the Rules of Discipline of the Presbyterian Church (U.S.A.) Termination procedures shall be implemented without discrimination based on race, color, sex, national origin, age, handicap, and ordination status.

PERSONNEL RECORDS

It is important that the Presbytery always has current information on all employees. The Presbytery is to be informed immediately of any changes in information on an employee's data form. Upon written request to the General Presbyter, the employee will be allowed to review his or her own personnel records that have been used to determine qualifications for employment, promotion, compensation, termination, or other disciplinary action. Employees may request the General Presbyter to add information to their files.

SECTION IV: Compensation

PAYDAY

Employees are generally paid on the fifteenth and last day of each month.

WAGE AND SALARY REVIEWS

Position compensation shall be reviewed annually by the Personnel Committee based upon the information on cost of living changes, adjustment of schedules, changes in duties and responsibilities, salary information on comparable positions in the Synod of the Covenant and possibly other Synods or not for profit organizations in the city where the employee works. A compensation review does not imply an automatic change in wages for the current position holder.

PAYROLL DEDUCTIONS

Any deduction from an employee's paycheck other than a deduction required by law must be authorized in writing by the employee. Paycheck records itemize amounts that have been withheld. It is important that these stubs be kept for tax purposes. Questions about deductions are to be directed to the Staff Associate for Finance and Data Management. The Presbytery complies with applicable state and federal laws regarding the garnishment and assignment of wages.

Adjustments to an employee's pay will be made as quickly as possible after verification with deductions required by law being deferred until the next pay period.

OVERTIME

A work-week normally does not exceed 40 hours but may vary based upon flexible scheduling arrangements. Overtime consists of those hours authorized for work by non-exempt employees in excess of 40 hours in a pay week. Overtime is compensated at a rate of 1.5 times the employee's regular hourly pay rate.

A non-exempt employee may not work overtime unless it has been approved in advance by the General Presbyter or designee. Any employee who works overtime that has not been authorized in advance may be subject to disciplinary action, up to and including termination.

For exempt employees, any change of their normal working hours should be arranged with the supervisor.

SECTION V: Training and Development

PERFORMANCE EVALUATIONS

Employees will receive a written performance evaluation after approximately ninety days of service and annually thereafter. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement.

Employees will be expected to complete the staff performance review form in preparation for meeting with the General Presbyter and/or members of the Personnel Committee. Performance evaluations help the General Presbyter and the Personnel Committee make important decisions about areas of responsibility, training and development, and pay increases. A satisfactory performance evaluation does not guarantee a salary increase nor does it alter, modify, or amend the at-will employment relationship between the employee and the Presbytery.

POSITION DESCRIPTIONS

Each employee will receive a position description prior to hire indicating areas of responsibility. Position descriptions will be reviewed with employees at least annually and amended as needed. The Personnel Committee shall approve each employee's areas of responsibility. The Personnel Committee shall approve an employee's work schedule and revise the schedule as appropriate after consultation with the employee.

Each employee and the Personnel Committee will approve that employee's Terms of Employment upon hire and annually thereafter. The Terms of Employment will include information that is specific to that employee. The Personnel Committee reserves the right to revise and update an employee's Terms of Employment from time to time, as it deems necessary and appropriate, and with the knowledge and participation of the employee.

SECTION VI: Grievance Guidelines

GRIEVANCE GUIDELINES FOR PRESBYTERY EMPLOYEES

Where grievances related to sexual misconduct occur, the Presbytery Ethics Policy and/or any procedures outlined in the *Book of Order* shall prevail, as consistent with state and federal law.

From time to time there will be differences among or between employees or between an employee and the Presbytery. Every effort should be made to resolve an existing conflict on an individual basis before a formal grievance is filed. If a conflict is unresolved, the grievance procedure may be initiated. The Presbytery of the Western Reserve will not knowingly permit any retaliation against any employee filing a grievance.

Grievances are formal complaints, which must be undertaken with careful consideration. All records of the full process in relation to a grievance will be placed in the personnel files of those involved. Grievances will be kept confidential.

Step 1: Seek resolution of the problem through presentation of the complaint in writing to the General Presbyter. The complaint must be filed within 60 days of the alleged grievance. The General Presbyter shall respond within a reasonable amount of time not to exceed 30 days.

Step 2: If the complaint is not resolved to the employee's satisfaction, he or she, in consultation with the General Presbyter, will present the issue in writing to the Personnel Committee. The Personnel Committee shall appoint a mediator who shall examine the written material and request additional background as necessary. The mediator shall hear all parties involved in the complaint and seek a resolution of the issue within 30 days of the appointment.

Step 3: If the complaint is unresolved, appeal may be made to the Personnel Committee who will act as arbitrator. Within two weeks of receipt of the response in Step 2, the Personnel Committee shall hear all parties to the dispute. It shall render a final judgment within 30 days of receiving documentation from all parties involved in the complaint and communicate its decision to those parties. The judgment of the arbitrator shall be the final disposition of the case, unless grounds for other judicial action exist in accordance with the Rules of Discipline of the Presbyterian Church (USA).

SECTION VII: General Information

CONFLICT OF INTEREST

Employees are expected to devote their best efforts and attention to the full-time performance of their jobs. Employees are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an apparent or potential conflict between the employee's personal interests and the interests of the Presbytery of the Western Reserve. A conflict of interest exists when the employee's loyalties or actions are divided between the Presbytery of the Western Reserve's interests and those of another, such as a supplier, client, or other institution or organization. Both the fact and the appearance of a conflict of interest should be avoided. Employees unsure as to whether a certain transaction, activity, gift or relationship constitutes a conflict of interest should discuss it with the General Presbyter and/or the Personnel Committee.

ANTI-HARASSMENT

The Presbytery is committed to providing a work environment that is free of harassment. In keeping with this commitment, the Presbytery maintains a strict policy prohibiting harassment. It is important to understand that jokes, stories, cartoons, derisive comments, and nicknames may be offensive or derogatory, and may violate the standards with regard to race, color, ancestry, national origin, veteran status, gender, sexual orientation, marital status, physical handicap, medical condition, or age.

Harassment of employees by supervisors, co-workers, Presbytery members or vendors is prohibited. Harassment includes conduct such as unwelcome advances; requests for favors; verbal, visual, or physical abuse; or conduct of a sexual nature where such conduct unreasonably interferes with job performance, creates an intimidating, hostile or offensive work environment, becomes a term or condition of employment, or is used as the basis for employment decisions.

Employees who believe they are being or have been harassed in any way are to report the facts of the incident or incidents to the General Presbyter or Moderator of the Personnel Committee, or as otherwise provided by the *Book of Order* or applicable law, immediately, without fear of reprisal. In determining whether the alleged conduct constitutes prohibited harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated according to the *Book of Order* and the Ethics Policy of the Presbytery.

Violation of this policy may result in disciplinary action, up to and including termination.

ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES

The use, sale, transfer, possession, or being under the influence of alcohol, drugs, or controlled substances when on duty, on Presbytery property, or in Presbytery vehicles is prohibited. "Under the influence" for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well being of the affected employee, other co-workers, the public, or Presbytery property. In addition, off-duty conduct, which in the opinion of the Personnel Committee adversely affects the reputation or interests of the Presbytery, is unacceptable. Violation of this policy may result in disciplinary action, up to and including termination.

ACCESS TO PRESBYTERY PROPERTY

The General Presbyter is to have access at all times to Presbytery property, as well as to records, documents, and files. The General Presbyter reserves the right to access employee offices, work stations, filing cabinets, desks, e-mail, computer files, and any other Presbytery property at his or her discretion, with or without advance notice or consent, except for files on sexual misconduct currently under investigation.

COMPUTER AND INTERNET ACCESS, USE, AND SECURITY

All employees should fully understand that the computers, as well as information temporarily or permanently stored or transmitted with the aid of computers, remain the sole and exclusive property of the Presbytery of the Western Reserve and are subject to access, copying, and use by the Presbytery of the Western Reserve in any manner it deems appropriate. Employees should not assume any privacy right or interest in any information that is temporarily or permanently stored on the computer, nor should employees anticipate receiving a proprietary interest in any such information.

In some cases, confidential and proprietary information of the Presbytery of the Western Reserve may be accessible on or from the computer. Employees are expected to take all steps necessary to protect the Presbytery of the Western Reserve's proprietary and confidential interests in such information and not allow or cause the dissemination, improper use, or exploitation of such information. Employees should not allow or facilitate access to computers of the Presbytery of the Western Reserve by outside individuals or unauthorized individuals. In addition, no data stored on a computer of the Presbytery of the Western Reserve may be removed, downloaded or transferred without the approval of the computer technician and/or General Presbyter. Any violations of these policies may result in disciplinary action, up to and possibly including immediate termination.

In addition, employees should not add or load any software to a computer without the proper approval of the General Presbyter or named designee nor should they use a computer for any

improper or unauthorized purpose. Inappropriate purposes include, without limitation, downloading proprietary information of others, engaging in inappropriate disclosures or defamatory communications, or engaging in or facilitating competitive activities or activities that are tortious because they violate or may tend to violate the rights of third parties, the Presbytery of the Western Reserve, or co-workers.

-- Use of the Internet and its services must demonstrate genuine business needs. Personal and non-business use of the Internet with Presbytery equipment is permitted only with the approval of the General Presbyter.

-- Items that do not reflect the policies of the Presbytery will not be posted to any Internet or web site. Sending or receiving sexually oriented material or images, or other inappropriate content is strictly prohibited. Unsolicited inappropriate material should be blocked and deleted. Libelous or derogatory remarks are prohibited.

-- Users will not publicly disclose internal Presbytery information via the Internet if that information might adversely affect public or member relations, or the Presbytery's public image.

-- To properly maintain and manage information assets in support of Presbytery business, management must reserve the right to examine all data stored in or transmitted by the Presbytery's computers and related facilities. Therefore, users should not have expectations of privacy in the use of Presbytery Internet services.

TELEPHONE USE

Employees who make or receive personal calls on Presbytery phones should limit those calls to no more than 5 minutes in length. Employees are expected to use good judgment and common sense when it comes to personal phone calls. Personal long distance calls are not to be charged to Presbytery phones. Employees who violate this policy may be subject to disciplinary action, up to and including termination.

BUSINESS EXPENSE REPORTING

Employees will be reimbursed for all business-related expenses, approved by the Staff Associate for Finance within budgetary limits, upon submission of accurate and receipted expense reports to the Staff Associate for Finance. Employees are requested to submit these reports within 30 days to ensure proper accounting and prompt reimbursement.

PARKING

Employees park at their own risk and the Presbytery will not be responsible for theft or damage to any vehicles parked on or near Presbyterian church properties. The Presbytery will not be responsible for personal property left in vehicles that is either lost, damaged, stolen, or destroyed.

INCLEMENT WEATHER

The Presbytery will utilize the standard of Cleveland State University in determining whether officially to close the office due to inclement weather. When the radio announcement is made that Cleveland State University classes have been canceled for the day, the Presbytery office will also be closed on that day. Unless special arrangements have been made, this means that all meetings and appointments are postponed and the office is not open for routine business. Each exempt staff person needs to assume responsibility to be in touch with all persons involved in scheduled appointments and meetings for the day and to give advice regarding their disposition.

EMPLOYEE COMMUNICATIONS

Memos to explain or announce Presbytery policy and procedures, state and federal laws, as well as information that will enhance the function of the staff will be circulated through staff meeting announcements, e-mail, and inter-office mail to all employees in a timely fashion.

EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT

This is to acknowledge that I have received a copy of the Presbytery of the Western Reserve's Personnel Policies Manual. I understand that it provides guidelines and summary information about the Presbytery's personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that the Presbytery reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time.

I also acknowledge that the Presbytery has the right to terminate the employment relationship for employees at any time, with or without cause or advance notice, and that this employment-at-will relationship will remain in effect throughout my employment with the Presbytery unless otherwise specified by the *Book of Order* or in an express written agreement signed by me and the Presbytery of the Western Reserve and that the statements in this manual do not constitute a contract or representation of employment.

I further acknowledge that this employment at will relationship may not be modified by any oral or implied agreement.

Employee's Name (*Please Print*)

Employee's Signature

Date

Approved 9/25/2006

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