



Mission Presbytery Human Resource Policies and Procedures

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THEOLOGICAL GROUNDING

God created us to be in relationship with one another. Human beings are nurtured in families where we care and are cared for at the most basic level, which equips us for life in the larger community. The Church recognizes the significance of family in the lives of its church personnel and seeks to be fair, reasonable and compassionate in all its dealings related to family. Scriptures instructs us to honor those we call “father” or “mother” (Exodus 20:12), and to care for children, for such is “the Kingdom of God” (Mark 10:13-16). Therefore, it is the policy of the Mission Presbytery to meet or exceed the following compensation terms regarding calls and covenants for its staff. This policy is effective when leave is necessary for the reasons covered in these policies.

Mission Presbytery policies apply to Mission Presbytery employees and staff. Mission Presbytery employees and staff are defined as those employees receiving pay directly from Mission Presbytery and not from any other entity.

Mission Presbytery creates and offers these policies as an example for those congregations in the Presbytery who have not developed policies for their congregation. These policies may be adopted by each individual congregation or may be modified to meet the needs of the individual congregation.

INTRODUCTION

This Human Resources Policies & Procedures describes expectations and responsibilities of Presbytery's paid and volunteer Staff members. They also outlines working conditions, policies, and benefits provided by the Presbytery.

Mission Presbytery reserves the right to revise, supplement, or rescind any policies or portion of the HRT Policies & Procedures from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is the employment-at-will policy permitting you or Mission Presbytery to end the relationship for any reason at any time.

On behalf of General Council, the Human Resources Team (HRT) is responsible to develop and administer human resource policies and procedures. It is the objective of the Presbytery to provide a work environment that is conducive to both personal and professional growth.

Staff members and contractors should familiarize themselves with the contents of these Policies & Procedures.

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NATURE OF EMPLOYMENT

At-Will-Employment

Employment with Mission Presbytery is voluntarily. The employee is free to resign at will at any time, with or without cause. Similarly, the Presbytery may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. The policy of employment-at-will may not be revised or cancelled at any time.

No Contractual Obligations

Policies set forth in the HR Policies and Procedures are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Mission Presbytery and any of its employees. Contractual positions and obligations are covered under different policies and procedures of the Presbytery.

Exceptions or Waivers to Policies or Procedures

These provisions supersede all existing policies and procedures and may not be amended or added to without the express written approval of the Presbytery or General Council exercising its functional duties as an Administrative Commission. Requests for an exception or waiver must be recommended by the Human Resources Team, then reviewed and approved by General Council.

EQUAL EMPLOYMENT OPPORTUNITY

Does Not Discriminate

To provide equal employment and advancement opportunities to all individuals, employment decisions will be based on merit, qualifications, and abilities. The Presbytery does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, sexual identity or any other characteristic protected by law.

Reasonable Accommodations

Mission Presbytery is committed to ensuring equal opportunity in employment for qualified persons with disabilities. Reasonable accommodations will be made for qualified individuals with known disabilities unless doing so would result in an undue hardship on the mission of the Presbytery. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

No Reprisal

Any employee with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor first and then to the Human Resources Team. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

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ETHICS AND CONDUCT

Principles of Fairness, Integrity, Excellence, and Trust

The successful mission and reputation of the Presbytery is built upon the principles of fairness, integrity, and excellence practiced by the employees. Scrupulous regard for the highest standards of conduct and personal integrity garners and preserves trust.

Compliance

The Presbytery will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct themselves in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary action, up to and including termination of employment.

Immigration Law

The Presbytery is committed to employing only United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed a I-9 with the Presbytery within the past three (3) years, or if their previous I-9 is no longer retained or valid.

Disabled Persons

Mission Presbytery is committed to ensuring equal opportunity in employment for qualified persons with disabilities as well as qualified employees or applicants when related to or associated with a person with a disability. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

Drug and Substance Abuse Free Work Environment

The Presbytery shall maintain a drug and substance abuse free work environment for the safety and security of its employees, visitors, tenants, clients, and volunteers in ministry. Unlawful manufacture, distribution, possession, or use of any intoxicating beverage, intoxicant, illegal drug or controlled substance on property owned or managed by the Presbytery is prohibited.

Nepotism

No employee may occupy a position that will be working directly for or supervising a relative or someone with whom the employee is having a dating relationship. An actual or potential conflict of interest occurs when an employee is able to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Presbytery's mission and administration. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is like that of persons who are related by blood or marriage.

Employees have an obligation to conduct themselves within guidelines that prohibit actual or potential conflicts of interest. Mission Presbytery reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals, whether paid employees or volunteer members

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of committees, involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment and/or employment performance decisions.

Conflict of Interest

No "presumption of guilt" is created by the mere existence of a relationship with outside interests or agencies. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to their supervisor and the Human Resources Team as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Mission Presbytery does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration because of any transaction or business dealings involving Mission Presbytery.

Secondary Employment

Employment with Mission Presbytery is considered the primary employment of an individual. An employee may be bi-vocational if he or she satisfactorily performs his or her job responsibilities with Mission Presbytery. Other employment will present a conflict of interest if it has an adverse impact on the Presbytery. All employees will be subject to the Presbytery's scheduling demands, regardless of any existing other work requirements. If the Presbytery determines that an employee's other work interferes with performance or the ability to meet the requirements of their job with Mission Presbytery as they are modified from time to time, the employee may be asked to terminate the other employment if he or she wishes to remain with the Presbytery.

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SEXUAL ABUSE AND HARASSMENT POLICY

It is the policy of Mission Presbytery that all church members, church officers, non-member employees, Presbytery Staff, educators, inquirers, candidates, contractors, and volunteers of congregations, councils, committees and agencies of the church are to maintain the integrity of the ministerial, employment, and professional relationship at all times. Persons who engage in sexual misconduct of abuse and harassment are in violation of the principles set forth in Scripture, and of the ministerial, pastoral, employment, and professional relationship. It is never permissible or acceptable for a church member, officer, employee, or volunteer to engage in sexual misconduct. Sexual misconduct in the ministerial relationship is an abuse of authority and power, breaching Christian ethical principles by misusing a trust and professional relationship to gain advantage over another for personal gratification in an exploitative and unjust manner.

Sexual misconduct is the comprehensive term used in this policy to include but not limited to child (anyone under the age of eighteen) sexual abuse, adult sexual abuse, rape or sexual assault, and sexual harassment.

Definitions:

Sexual Abuse is defined in the Book of Order (D-10.0401c): "Sexual abuse of another person is any offense involving sexual conduct in relation to any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position.

Child Sexual Abuse includes, but is not limited to, any contact or interaction between a child/minor and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child.

Rape or Sexual Assault is sexual contact by force, threat, or intimidation.

Sexual Conduct offensive, obsessive or suggestive in language or behavior, unacceptable visual contact, unwelcome touching or fondling that is injurious to the physical or emotional health of another. Sexual acts or sexual contact with another person who is incapable of appraising the nature of the conduct or physically incapable of declining participation in, or communicating unwillingness to engage in, that sexual act or sexual contact.

Sexual Acts or Sexual Contact arising from the administration to another person of a drug or intoxicant which substantially impairs the ability of that person to appraise or control the nature of the conduct.

Sexual Malfeasance is defined by the broken trust resulting from sexual activities within a professional ministerial relationship that results in misuse of office or position arising from the professional ministerial relationship. Sexual acts or contact between ministers and laity with whom they have a professional relationship. This includes consensual physical relationships. Sexual relationships even when consensual are not acceptable regardless of whether pastoral care is involved. The inherent imbalance of power between the minister and the lay person undermines the validity of such consent.

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Misuse of Technology is the use of technology that results in sexually harassing or abusing another person, including texting or emailing suggestive messages and images to persons with whom one has a ministerial relationship. It is never appropriate to view pornography on church property. When this includes a person under the age of eighteen, it is considered child abuse. There is never an expectation of personal privacy when using technological equipment owned by a church or church agency or within the context of ministry.

Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or their continued status in an institution in either a professional or volunteer capacity;
- (2) submission to or rejection of such conduct is used as the basis for employment or program participation decisions affecting such an individual;
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment; or
- (4) an individual is subjected to a single intense or severe act or multiple persistent or persuasive acts that insult, degrade, and/or sexually exploit men, women, or children to include, but is not limited to:
 - a) sexually oriented jokes or humor;
 - b) sexually demeaning comments;
 - c) verbal suggestions of sexual involvement or sexual activity;
 - d) questions or comments about sexual behavior;
 - e) unwelcome or inappropriate physical contact/touching;
 - f) graphic or degrading comments about an individual's physical appearance;
 - g) express or implied sexual advances or propositions;
 - h) display of sexually suggestive objects or pictures;
 - i) repeated requests for social engagements after an individual refuses

Response to Allegations of Sexual Misconduct

In responding to allegations of sexual misconduct, members, officers, and employees of the church should seek healing and assure the protection of all persons. Where possible, the privacy of persons should be respected and confidentiality of communications should be maintained.

In responding to allegations of sexual misconduct, members, officers, and employees of the church should seek to uphold the dignity of all persons involved, including persons who are alleging harm, persons who are accused of sexual misconduct, and the families and communities of each.

Mission Presbytery has jurisdiction over its members, officers, and employees such that if a member, officer, or employee is alleged to have committed an offense against Scripture or the PC(USA) Constitution, the church has the duty to inquire into the allegations and, if the allegations are proven, to correct the behavior of the member, officer, or employee and ensure the safety of others in the community. Allegations of sexual misconduct are always considered allegations of offense against Scripture or the PC(USA) Constitution that trigger the disciplinary processes of the PC(USA) set forth in the Book of Order. In the case of an active non-member who is employed or volunteers with the church, the individual will be covered by the policies and procedures of Mission Presbytery.

If the person accused of sexual misconduct is no longer a member, officer, or employee of the PC(USA),

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but the conduct occurred while the person was acting on behalf of the PC(USA), the church does not have jurisdiction to correct the behavior, but it does have a duty to hear the allegations of offense and to take measures to prevent future occurrences of harm. Presbytery may appoint an administrative commission to hear the allegations of sexual misconduct. The Presbytery also will take measures to prevent future occurrences of harm through education and policy.

Reporting Requirements

1. Reporting Sexual Misconduct

A person needing to report that a member, officer, employee, or volunteer of the PC(USA) has committed sexual misconduct is encouraged to seek guidance from a PC(USA) Minister of Word and Sacrament, ruling elder, or Stated Clerk regarding filing the report. If the person who is accused of committing sexual misconduct is a member, ruling elder, deacon, volunteer, or employee of a congregation, the report of allegations should be made to the Minister of Word and Sacrament, the clerk of session, or the chair of the human resources committee of that congregation. If the accused is a member or officer of the church, the church will respond by using the procedures set forth in the Rules of Discipline of the Book of Order. If the accused is a nonmember employee or volunteer, the church will respond by using procedures set forth by the session of the congregation.

If the person who is accused of committing sexual misconduct is a Minister of Word and Sacrament member, the report of allegations should be made to the Stated Clerk of the Presbytery. If the report of allegations is placed in writing, the Presbytery will respond by using the procedures set forth in the Rules of Discipline of the Book of Order. If the person who is accused of committing sexual misconduct is a volunteer or nonmember employee of the Presbytery, the report of allegations first to the supervisor, then to the Human Resources Team, and finally to the Stated Clerk of the Presbytery if the Rules of Discipline of the Book of Order will be used in response. If an allegation is made by one Staff member against another Staff member, the supervisor and Chair of the Human Resources Team will be notified.

2. Receiving Reports of Sexual Misconduct

Reports of allegations of sexual misconduct will not be taken lightly or disregarded and allowed to circulate without concern for the integrity and reputation of the victim, the accused, and the church. Reports of allegations will be dealt with as matters of highest confidentiality, both before and after they have been submitted to appropriate authorities.

Reports of allegations of sexual misconduct may come from persons who have or who do not have a formal relationship with the PC(USA) and may be made to a variety of officers or leaders within the PC(USA). It is the duty of officers to see that any allegation of sexual misconduct is reported appropriately keeping in mind the mandatory reporting requirements for allegations of child abuse.

The first person to learn of an incident of sexual misconduct should not undertake an inquiry alone or question either the victim or the accused unless the incident is divulged in the process of pastoral care, counseling, or a therapy session. If the victim is hesitant to talk to “higher authorities,” the person who has received the initial report has a special pastoral responsibility to build trust and willingness to speak with the accuser, lest the church be unable to respond because no one is able to give firsthand information.

The person receiving the initial report of allegations of sexual misconduct shall analyze the relationship of the person accused of sexual misconduct with the PC(USA) and Mission Presbytery. The supervisor should be notified and talk with both the accuser and the accused to determine if a misunderstanding or miscommunication ensued or if, in fact, an offense occurred. If an offense occurred, the allegations of offense are filed with the council with jurisdiction over the person

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accused. This may be done by the person alleging harm or by any member of the PC(USA).

If the report is made orally, the person receiving the report of allegations should request that the person making the report of allegations place it in writing. A report of allegations of sexual misconduct in writing from a member of the PC(USA) alleging another member or officer of the PC(USA) committed an offense must be acted on according to the Rules of Discipline of the Book of Order. If a clerk of session or the Stated Clerk receives a report of allegations in writing from a nonmember of the PC(USA) alleging another member or officer of the PC(USA) committed sexual misconduct, the report also should be acted on according to the Rules of Discipline of the Book of Order.

If the person who makes the report is unwilling or unable to place it in writing, any member of the PC(USA) may make the written statement that will automatically trigger the Rules of Discipline of the Book of Order.

3. Mandatory Reporting of Child Abuse

All ruling elders, deacons, Certified Christian Educators, Ministers of Word and Sacrament, inquirers, candidates, Christian clergy performing ministry service for Mission Presbytery, and contractors are required to report knowledge of child abuse to the civil and ecclesiastical authorities according to the Book of Order standards of confidence and privilege.

Responding to a Report of Misconduct

The appropriate council or agency response will vary according to the relationship of the Presbytery with the person who is accused of sexual misconduct. Church members and officers are subject to inquiry and discipline (censure and correction) under the Book of Order. Non-church member employees and volunteers are subject to oversight and correction by the council or agency that employs them.

1. Accused Covered by Book of Order

When an allegation of sexual misconduct has been received by the clerk of session or Stated Clerk of the presbytery, the Clerk of the council will report to the council that an offense has been alleged and that the council will proceed according to the procedures set forth in the Rules of Discipline of the Book of Order. The council will appoint an investigating committee (IC) to inquire into the allegations. The IC must promptly begin its inquiry into the allegations. Delay may cause further harm to the victim and/or the accused.

Councils and entities must cooperate with civil authorities in an investigation of child sexual abuse or other criminal sexual misconduct. Church disciplinary proceedings cannot interfere with a criminal investigation by civil authorities and may have to be suspended until these are completed. The session has original jurisdiction in disciplinary cases involving members, ruling elders, and deacons of the church, each congregation having jurisdiction only over its own members.

The Presbytery has original jurisdiction in disciplinary cases involving Ministers of Word and Sacrament and officers serving on committees or agencies of the Presbytery. The Presbytery may only place a Minister of Word and Sacrament on administrative leave when allegations of child abuse have been received and the Presbytery has followed the Book of Order procedures to conduct its risk evaluation to determine whether or not a Minister of Word and Sacrament member accused of child abuse should be placed on administrative leave (D-10.0106). The permanent judicial commission (PJC) members who will conduct this risk evaluation based upon the allegations and a hearing considering counsel from the Presbytery's secular legal advisor.

When a church officer renounces jurisdiction, the clerk of session or Stated Clerk shall report the renunciation at the next meeting of the council and shall record the renunciation in the minutes of the council. The status of any pending charges may be shared with the council at that time.

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2. Accused Not Covered by Book of Order

When a council or agency of the Presbytery receives an accusation of offense of sexual misconduct against a nonmember employee or volunteer, the procedural response of the council or agency will be guided by this policy, the Human Resource Policies & Procedures. The Human Resource Team (HRT) will respond to the allegations of sexual misconduct in the following manner:

1. Determine whether the allegation gives rise to a reasonable suspicion of sexual misconduct by the accused.
2. If so, gather additional information necessary to plan to correct the behavior.
3. Determine any remedies, including limiting ministry, suspension, or termination necessary and advisable under the circumstances. If the accused is a member of another denomination, that denomination will be notified of the allegations and the response.
4. Inform the victim and the accused of the remedy.
5. In all cases, the HRT shall prepare a written report, which shall be included in the accused's permanent HR file. The accused shall be allowed to attach any written statements to said documents, also for permanent inclusion in the permanent file.

3. Record Keeping

The council or agency should keep detailed records of its actions and minutes of its deliberations and its conversations with the accuser, the accused, and other parties involved, correspondence, and copies of the reports received from committees or commissions. Such records will be kept confidential as far as possible. In Case # 208-6, the General Assembly Permanent Judicial Commission (GAPJC) interpreted the Rules of Discipline to say that a council or agency may share the contents of inquiry reports with other councils or entities of the PC(USA) when necessary. The Stated Clerk of the Presbytery will maintain the records while the inquiry is in process.

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PROGRESSIVE DISCIPLINE POLICY

Progressive Discipline provides a system to be used when it is necessary to correct an employee's work performance or behavior problem. Mission Presbytery promotes equitable and consistent discipline for unsatisfactory conduct in the workplace. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future. Although employment with the Presbytery is based on mutual consent and both the employee and the Presbytery have the right to terminate employment at will, with or without cause or advance notice, the Presbytery may use progressive discipline at its discretion.

Progressive Discipline means that, with respect to most disciplinary problems, these steps will normally be followed:

- a first offense may call for a **verbal warning**;
- a next offense may be followed by a **written warning**;
- a **performance improvement plan** may be implemented to facilitate change in work or behavior;
- another offense may lead to a **suspension**; and,
- yet another offense may lead to **termination of employment**.

If more than twelve (12) months have passed since the last disciplinary action, the process will normally start over. Mission Presbytery recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps. By using progressive discipline, the Presbytery hopes that most employee problems can be corrected at an early stage, benefiting both the employee and Mission Presbytery. Verbal warning, written warning, and performance improvement forms can be found in the Human Resource Policies and Procedures Forms Appendix.

DISCIPLINARY ACTION may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Problem Resolution

The Presbytery is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the Presbytery supervisors and management. Mission Presbytery strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the Presbytery in a reasonable, business-like manner, or for using the problem resolution procedure. If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

- a) Employee presents the problem to their immediate supervisor within ten (10) calendar days, after incident occurs. If the supervisor is unavailable or the employee believes it would be

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inappropriate to contact that person, the employee may present problem to Human Resources Team.

- b) Supervisor responds to problem during discussion or within ten (10) calendar days, after consulting with appropriate management, when necessary. Supervisor documents discussion.
- c) Employee presents problem to Human Resources Team within ten (10) calendar days, if problem is unresolved.
- d) Human Resources Team counsels and advises employee, assists in putting the problem in writing, visits with employee's supervisor, if necessary, and directs employee to the leadership advisory team for review of the unresolved problem comprised of the Chair of General Council, Vice Moderator of Presbytery, Human Resources Chair, Pastoral Care Chair, and the General Presbyter.
- e) Employee presents problem to leadership advisory team in writing.
- f) Leadership advisory team reviews and considers the problem. Leadership advisory team informs employee of decision within ten (10) calendar days, and forwards copy of written response to the Human Resources Team and/or Stated Clerk for employee's file. The leadership advisory team has full authority to make any adjustment deemed appropriate to resolve the problem.

Mediation

Problems, disputes, or claims not resolved through the preceding problem resolution steps are subject to mediation. Mediation will be conducted under the Employment Mediation Rules of the American Arbitration Association. Employees who choose to use mediation to resolve a problem will be expected to share the cost of mediation with Mission Presbytery. A complete description of the mediation procedure is available from the Stated Clerk for review. Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.

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CONFIDENTIALITY

Confidential Information

The protection of confidential business is vital to the interests and the success of the Presbytery. Such confidential information includes, but is not limited to, the following examples:

- personnel matters regarding employees, inquirers, candidates, Ministers of Word and Sacrament and ruling elders
- investigation committees work
- permanent judicial commission records and proceedings

Social Security Number Policy

To protect employees' personal information, the Presbytery prohibits the use of employees' Social Security numbers for identification purposes, except as allowed by law. The Presbytery will not:

- 1) Publicly post or publicly display in any manner an employee's Social Security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise make available to the public.
- 2) Print an employee's Social Security number on any card required for the employee to access products or services provided by the Presbytery.
- 3) Require an employee to transmit his or her Social Security number over the Internet, unless the connection is secure, or the Social Security number is encrypted.
- 4) Require an employee to use his or her Social Security number to access an Internet web site, unless a password or unique personal identification number or another authentication device is also required to access the Internet web site.
- 5) Print an employee's Social Security number on any materials that are mailed to the employee, unless state or federal law requires the Social Security number to be on the document to be mailed.

However, Social Security numbers may be included in applications and forms sent by mail, including documents sent as part of an application or enrollment process; or to establish, amend, or terminate an account, contract, or policy; or to confirm the accuracy of the Social Security number. Employees who have questions about this policy or who feel that their Social Security number has been used inappropriately by the Presbytery should tell both their supervisor and the HRT.

Medical Information Privacy

The Presbytery maintains and protects the confidentiality of employees' personal information in compliance with the Health Insurance Portability and Accountability Act (HIPAA). The Stated Clerk and HRT Chair are the designated Privacy Officers for all employee medical information. Benefit Plans are required by federal and state law to protect the privacy of employees' individually identifiable health information and other personal information and to provide employees with notice about their policies, safeguards, and practices. The Benefit Plans will not use employees' protected health information or disclose it to others without the employees' authorization, except as permitted by their own policies and legislature. Employees are encouraged to contact the Board of Pensions, or other health plan they may be covered under, for disclosure policy information.

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Non-Disclosure

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

JOB POSTING AND EMPLOYEE REFERRALS

Job Posting

Ordinarily notices of all regular, full-time job openings are posted, although the Presbytery reserves its discretionary right to not post a particular opening. Other recruiting sources may also be used to fill open positions in the best interest of the Non-Profit 501(c)3. Job openings will be posted in the email system and normally remain open for 14 days. Each job posting notice will include the dates of the posting period, position title, location, pay scale, job summary, essential duties, and qualifications (required skills and abilities).

Accommodation

Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position. Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions unless doing so would result in an undue hardship on the mission of the Presbytery. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Referrals by Employees

The Presbytery also encourages employees to identify friends or acquaintances who are interested in employment opportunities and refer qualified outside applicants for posted jobs. Employees should obtain permission from the individual before making a referral, share their knowledge of the Non-Profit 501(c)3, and not make commitments or oral promises of employment. An employee should submit the referral's resume and/or completed application form to the Human Resources Team for a posted job. If the referral is interviewed, the referring employee will be notified of the initial interview and the final selection decision.

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EMPLOYMENT POLICIES

Applications

Mission Presbytery requires applications, resumes, or personal information forms for all open positions from all applicants. Accuracy of information presented throughout the hiring process and employment is crucial. Any misrepresentations, falsifications, or material omissions in any of this information may result in the exclusion from further consideration for employment or, if the person has been hired, termination of employment.

Internal Job Application

To be eligible to apply for a posted job, employees must have performed competently for at least ninety (90) calendar days in their current position. Employees who have a written warning on file or are on suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications. Employees should submit a job posting application to through the Human Resources Team's email address.

Reference Check

It is the policy of Mission Presbyter to check the employment references of all candidates for hire. The Human Resources team is responsible for the completion of references unless otherwise assigned to Mission Presbytery staff.

Stated Clerk of Mission Presbytery or Human Resources Team will respond to all reference check inquiries from other employers by confirming only dates of employment, wage rates, and position(s) held.

Employment Termination

Employment with the Presbytery is based on mutual consent. Both the employee and Mission Presbytery have the right to terminate employment-at-will, with or without cause, at any time. Notice is not required to be given, but if given is appreciated.

Non-clergy employees will receive their final pay in accordance with applicable state law. Elected (called) employees receive final pay in accordance with their terms of call (contract), Mission Presbytery policy of dismissal for Ministers of Word and Sacrament, and The Constitution of the Presbyterian Church (U.S.A.).

The decision to involuntarily discharge non-clergy employees is the joint responsibility of the supervisor, HRT, GP/Head of Staff, and General Council. The decision to involuntarily dismiss an elected Ministers of Word and Sacrament is the responsibility of the body of Presbytery at the joint recommendation of General Council and the Commission on Ministry.

Employee benefits will be affected in the following manner. All unused accrued vacation benefits that are due and payable at termination will be paid to non-clergy employees. Elected, called employees pay due at termination will include unused accrued vacation benefits and may include unused accrued continuing education benefits and any other stipulations in the terms of call / contract of a Minister of Word and Sacrament. A Minister of Word and Sacrament requesting Honorably Retired status will notify the Stated Clerk for approval by the Commission on Ministry (COM).

Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing by the Stated Clerk of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

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Exit Interviews

Mission Presbytery will generally schedule exit interviews at the time of employment termination or at a time convenient to the employee who is leaving employment voluntarily. The exit interview is conducted by a member of the HR Team and will provide an opportunity to discuss administration issues related to employee benefit conversion privileges or return of Presbytery-owned property. Suggestions, complaints, and questions can also be voiced.

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BACKGROUND CHECKING POLICY

Mission Presbytery seeks to maintain a safe, secure, and caring environment for all who work and participate in ministries and the administration of the Presbytery including clergy, ruling elders, educators, inquirers, candidates, both paid and volunteer Staff members, and contractors. Background checks are conducted to ensure due diligence in providing such an environment for everyone within Mission Presbytery and Christ's church.

To preserve and maintain a safe environment, background checks will be conducted for:

1. All Ministers of Word and Sacrament prior to their being received into membership of the Presbytery [NOTE: Commission on Ministry (COM) may require a background check prior to a pastor search committee (PNC, APNC, IPNC, etc.) conducting face-to-face interviews with potential candidates; or prior to examination];
2. All Candidates for Ordination who have received a call within the Presbytery [NOTE: COM stipulations as in the above line item applies];
3. All Ministers of Word and Sacrament currently members of Presbytery moving into new pastoral leadership positions who have not had a background check conducted in the past five (5) years;
4. Certified Christian Educators and Certified Associate Christian Educators employed by churches in Presbytery in certified positions;
5. Ruling Elders called to serve as Commissioned Ruling Elders (CRE) at the time of their entry into an approved CRE education program [NOTE: these background checks may be conducted by the Seminary of enrollment, member's church, or the Presbytery Office];
6. Inquirers and Candidates coming under care of the Presbytery through the work of the Committee on Preparation for Ministry (CPM) [NOTE: these background checks may be conducted by the Seminary of enrollment or by the Presbytery of care];
7. Clergy of other Christian denominations constitutionally eligible to provide ministry leadership and approved by COM for temporary pastor positions in churches;
8. Presbytery Staff members, paid and volunteers;
9. Contractors working for the Presbytery, its committees, or agencies; and
10. All adults who regularly work with children and youth younger than 18 years of age and/or serve as sponsors or chaperones on youth trips and events [NOTE: these background checks may be conducted as dictated by the event/venue hosting organization, the child/youth's home church, or the Presbytery Office].

Background checks ordinarily will include, as permitted by States and Counties within the address history of the individual:

SSN Verification	50 State Sex Offender Registration
10-year Address	50 State Terrorist Database
Identity Verification	Serious traffic infractions
50 State Criminal History Records	Credit check (for clergy, CREs, CE, Staff, and contractors providing financial management for the Presbytery, as applicable)

Background Check Vendor

Background checks performed through the Presbytery Office will use Intellicorp's services. Mission Presbytery maintains a group account with Intellicorp. Sub-accounts may be set up for churches desiring to use Intellicorp under the Presbytery's group account.

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Background Check Consent From

All individuals requiring a background check must complete, sign, and return a Background Check Release Form to the office conducting the background check. The form if available from the Presbytery Office and included in the Human Resource Policies and Procedures Forms Appendix.

Completed Release Forms Maintenance

Completed release forms for background checks performed by the Presbytery Office for its Staff, contractors, committees, or agencies are considered confidential and will be secured in the HR files in the Presbytery Office by the Stated Clerk.

Individual's Failure to Authorize

Background checks will not be performed until the release form has been received by the Stated Clerk. However, no individual shall be received into membership in Mission Presbytery or placed in any leadership or ministerial position or on any approved roll or hired for any Presbytery Staff position covered by this policy until the background checks have been performed and the results reviewed by the Stated Clerk. Failure to authorize performance of a background check will be treated as withdrawal of an application, contract, call, and/or working with children/youth under 18 years of age.

Payment for Background Checks

Fees for background checks vary depending on the States and Counties accessed fees that the individual's address history includes. Costs associated with the performance of required background checks will be group invoiced by the Presbytery Office for payment by the responsible party:

1. Churches whose search committees or sessions have requested a background check to interview, call, covenant or contract for either an installed or temporary pastoral relationship;
2. CPM, if applicable, for inquires moving to candidacy;
3. COM for individuals received and accepting a pastoral relationship with one of the Presbytery's congregations;
4. Human Resource Team for Staff of the Presbytery;
5. Individual for whom the background check was conducted COM has approved for a Validated Ministry or has received as an honorably retired member or a member-at-large.

Review and Evaluation of Reports

The Stated Clerk reviews each background check conducted by the Presbytery Office and determines if the check results in a "clear report" or a "not clear report" and so notify the HRT, COM, CPM, session, search committee, as applicable, and the individual.

Clear Report: No criminal or sexual misconduct offense reports returned. Traffic offenses and credit issues will be decided by the appropriate committee or agency working with the church, search committee, and the individual.

Not Clear Report: Criminal or sexual misconduct offense reports outside the parameters of risk management for the Presbytery. If one or more of the background check reports are not clear, the Stated Clerk will communicate the results to the individual and request the individual to confirm or deny the accuracy of the report. If the individual denies the accuracy of the report, the Stated Clerk will initiate communication with legal judicatories reporting the offense(s) to verify the accuracy of the background check report. If necessary, the Stated Clerk will authorize "interviews with friends, acquaintances, or others who may have relevant information" per the background check release form

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signed by the individual.

If the background check is not cleared and results in an adverse decision, a copy of the report and notice of adverse decision will be provided to the individual.

Maintenance of the Background Check Reports Background check reports are digitally maintained. The Stated Clerk maintains and disposes of Background Check Release Forms and results notification documents as follows:

1. When employed, permanently in the individual's HR file in the Presbytery Office or Ministers of Word and Sacrament files received/ordained into membership of the Presbytery;
2. When called, permanently in the individual's HR file in the Presbytery Office or Commissioned Ruling Elders commissioned to particular service;
3. One year for individuals interviewed but not selected for the position; then destroyed;
4. One year for individuals denied admission/employment; then destroyed;
5. One year beyond ordination of Candidates for Ministry who receive a call to a ministry beyond the bounds of the Presbytery or withdraw from the candidacy process; then destroyed.

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EMPLOYEE CONDUCT AND WORKPLACE RULES

Reporting to Work

Non-exempt employees should report to work no more than fifteen (15) minutes prior to their scheduled starting time nor stay more than fifteen (15) minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

Personal Appearance and Dress

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the Presbytery presents to customers and visitors. The General Presbyter is responsible for establishing a reasonable dress code. During regular business hours or when representing the Presbytery, employees will dress in Business Casual wear (no jeans or shorts) that is clean, neat, professional and tasteful in appearance. Occasionally, the General Presbytery will designate Informal Dress days such as certain days preceding holidays, staff training days or retreats, and office clean-up days where jeans and shorts are acceptable.

Attendance and Punctuality

To maintain a safe and productive work environment, Mission Presbytery expects employees to be reliable and to be punctual in reporting for the Presbytery. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Meal Periods & Breaks

All regular full-time employees are provided one meal period of 60 minutes in length each eight-hour workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. Employees will receive one 15-minute break for each four-hour period worked.

Accommodation for Lactating Mothers

In compliance with The Patient Protection and Affordable Care Act, enacted March 23, 2010, as an organization subject to the FLSA, and as part of our family-friendly policies and benefits, Mission Presbytery supports breastfeeding mothers by accommodating the mother who wishes to nurse her child or express breast milk during her workday for up to the first year after her child's birth.

Designated space will be made available for this purpose. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering.

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Unacceptable Behaviors

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Boisterous or disruptive activity in the workplace
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from workstation during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of human resource policies
- Unsatisfactory performance or conduct

Telecommuting

Telecommuting is a work alternative that Mission Presbytery may offer to some employees when it would benefit both the Presbytery and the employee. Employees who believe telecommuting can enhance their ability to get the job done should discuss with their supervisor providing the reason for the request and explaining how they will be accountable and responsible, what equipment is necessary, and how communication barriers will be overcome. The decision to approve a telecommuting arrangement is the sole discretion of the supervisor and will be based on factors such as position and job duties, performance history, related work skills, and the impact on the Presbytery Office.

The employee's compensation, benefits, work status, work responsibilities, and the amount of time the employee is expected to work per day or per pay period will not change due to participation in the telecommuting program (unless otherwise agreed upon in writing). The employee's at-home work hours will conform to a schedule agreed upon by the employee and his or her supervisor. If such a schedule has not been agreed upon, the employee's work hours will be assumed to be the same as they were before the employee began telecommuting. Changes to this schedule must be reviewed and approved in advance by the employee's supervisor.

Telecommuting is an alternative method of meeting the needs of Mission Presbytery and is not a universal employee benefit. As such, Mission Presbytery has the right to refuse to make telecommuting available to an employee and to terminate a telecommuting arrangement at any time.

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Access to Human Resource Files

Mission Presbytery maintains a personnel file on each employee in the Human Resources File Cabinet. The HR file includes such information as the employee's job application, resume, personal information form, records of training, documentation of performance appraisals and pay increases, and other employment records. Personnel files are the property of the Presbytery and access to the information they contain is restricted.

Generally, only the supervisor, Human Resources Team (HRT), and legal officer of the Presbytery who have a legitimate reason to review information in a file can do so. Employees who wish to review their own file should contact their supervisor or the HRT. With advance notice of seven days and by appointment, employees may review their own HR files in the Presbytery's offices and in the presence of either their supervisor, a member of the HRT, or Stated Clerk.

Human Resource Data Changes

It is the responsibility of each employee to promptly notify the Presbytery of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any data has changed, the supervisor, Stated Clerk or HRT should be notified.

Travel Expense Reimbursement

Mission Presbytery will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the General Presbyter. Employees whose travel plans have been approved are responsible for making their own travel arrangements. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Mission Presbytery. Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- Charges for office supplies or materials purchased and transported
- Air or train fare for travel in coach or economy class or the lowest available fare
- Car rental fees, only for compact or mid-sized cars, as pre-authorized by the General Presbyter
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel
- Taxi fares, only when there is no less expensive alternative
- Mileage costs at the current federally accepted rate for use of personal cars, only when less expensive transportation is not available, or pre-authorized by the General Presbyter
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings
- Cost of meals, no more lavish than would be eaten at the employee's own expense
- Tips not exceeding 15% of the total cost of a meal or 10% of a taxi fare

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Mission Presbytery may not be used for personal use without prior approval. With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Additional expenses arising from the lodging of a companion or nonbusiness travel on either side of business travel are the responsibility of the employee. When travel is completed, employees should submit completed travel expense reports within fourteen (14) days.

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Reports must be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues. Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Use of Office Phone, Mail Systems, Computers, Printers, Copiers and Cell Phones

Computers, laptops, printers, copiers and the phone and mail systems are for conducting the business of Mission Presbytery. The use of Mission Presbytery-paid postage for personal correspondence is not permitted. Cell phones may be provided to some employees as a business tool. They are provided to assist employees in communicating with management and other employees, their clients, associates, and others with whom they may conduct business. Cell phone use is primarily intended for business-related calls. However, occasional, brief personal use is permitted within a reasonable limit. Cell phone invoices may be regularly monitored. As a representative of Mission Presbytery, cell phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone. Please notify your supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. All employees are responsible for maintenance and care of equipment or vehicles used to perform their job. Training on office equipment and desktop computers will be provided to all employees.

Computer Property, Software Licenses and Email Use

Computers, computer files, the email system, and software furnished to employees are Mission Presbytery's property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

The Presbytery strives to maintain a workplace free of harassment and maintain sensitivity to the diversity of its employees. Therefore, the Presbytery prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale. The display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse include, but are not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. Email may not be used to solicit others for commercial ventures, political causes, outside organizations, or other nonbusiness matters.

Mission Presbytery purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Presbytery does not have the right to reproduce such software for use on more than one computer or more than the number of licenses purchased for software program. Employees may only use software on local area networks or on multiple machines according to the software license agreement. Mission Presbytery prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

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Vehicle Usage

Vehicles owned, leased, or rented for accomplishing job duties are expensive and may be difficult to replace. When using a vehicle employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. No employee may rent a vehicle for the sole purpose of conducting Mission Presbytery business without the pre-authorization of the General Presbyter. When employees use vehicles owned, leased, or rented by Mission Presbytery or their own personal vehicles to perform duties as a part of their job function, the employees will at all times meet the following criteria:

- Must have a current, valid Texas driver's license
- Must maintain a clean driving record to remain insurable under Mission Presbytery's liability insurance policy
- Must have minimum car insurance and liability for the State of Texas
- Must observe all safety, traffic, and criminal laws of Texas
- Must not consume alcohol while driving and/or conducting their job function for Mission Presbytery
- Must report any traffic citations, if arrested by a law enforcement officer, or if involved in any kind of accident to their supervisor, the General Presbyter, and the Stated Clerk as soon as possible thereafter.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Liability and Insurance

Mission Presbytery maintains insurance to manage or reduce risk in all aspects of doing business as a Presbytery and furthering the work of Jesus Christ. Annually it will review its insurance coverage for sufficient coverage and especially for liability insurance to cover sexual abuse and molestation. The Presbytery will ensure that insurance coverage includes endorsements to cover specific exposures such as camps, day-care operations, shelters, or other outreach programs. Such coverage may provide for legal defense expenses and judgments in civil suits brought against the council or agency, its officers, directors, or employees.

The Stated Clerk will inform the Presbytery's liability insurance carrier of any potential lawsuits, including allegations of sexual misconduct by member of Presbytery, contractor, Christian clergy of another denomination working on behalf of the Presbytery and paid, volunteers or employees.

Company Credit Card Policy

Mission Presbytery issues company credit cards to authorized positions within Mission Presbytery. The credit card is to be used only for the purchase of goods and services solely for the purpose of Mission Presbytery. No personal use of the card is allowed. Credit card charges shall be limited to purchases of office materials and supplies, materials and supplies to facilitate approved ministries, travel arrangements, internet purchases, out-of-town travel expenses including meals, in-town meals when applicable, and special circumstance needs such as a single purchase where no Presbytery charge account exists. Items that are considered personal in nature, such as entertainment are not allowable unless such events qualify as "ordinary and necessary" business expense under the requirements of the Internal Revenue Code, AND meet either the "directly related" test or "associated" test established by court rulings. Failure to comply with these rules will result in cancellation and termination of card privileges for the cardholder. Issuance and/or termination of any Presbytery Credit Card shall be at the discretion of the Accountant.

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INTERNET USAGE POLICY

Internet access to global electronic information resources on the World Wide Web is provided by Mission Presbytery to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

No expectation of Privacy

Employees have no right of personal privacy in any matter stored in, created, received, or sent over Mission Presbytery's email system or internet. Even if employees use a password to access E-mail system or internet, the confidentiality of any message or file stored in, created, received, or sent from Mission Presbytery's email system or internet it is not guaranteed nor does it diminish the right of the presbytery to access information. No privacy right is established by the use of a password on presbytery systems.

Official Records of Mission Presbytery

All Internet data that is composed, transmitted, or received via Mission Presbytery computer communications systems is part of the official records of Mission Presbytery and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

Reserves the Right to Monitor

The equipment, services, and technology provided to access the Internet is always the property of Mission Presbytery. Mission Presbytery reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Inappropriate Usage

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Unauthorized Usage

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Virus Protection

To ensure a virus-free environment, all files downloaded from the Internet must be scanned for viruses.

Reading Emails

Employees are not authorized to retrieve or read any email messages that are not sent to them without prior approval from the General Presbyter or HRT.

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Writing Emails

Users should write email communications or internet communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on Mission Presbytery letterhead.

Abuse of Internet Use

Abuse of the Internet access, including Wireless, provided by Mission Presbytery in violation of law or Mission Presbytery policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities

Disclaimer of liability for Use of Email and Internet

Mission Presbytery is not responsible for material viewed or downloaded by users from the email or Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an email address on the Internet may lead to receipt of unsolicited email containing offensive content. Users accessing the Internet do so at their own risk.

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On Screen Email Disclaimer

This email and Internet network is a private information system of Mission Presbytery. Individuals using this system expressly consent to monitoring of their activities. Anyone using this system in violation of Mission Presbytery's email and Internet policy may be subject to disciplinary action, up to and including termination.

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SAFETY

The HR Team and supervisors have responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all. Mission Presbytery provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor and employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards. Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their supervisor.

Workplace Violence Prevention

Mission Presbytery is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the Presbytery has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises:

1. All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Mission Presbytery without proper authorization from the General Presbyter.
2. Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, sexual orientation, sexual identity or any characteristic protected by federal, state, or local law.
3. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor, Stated Clerk, or the Human Resources Team. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.
4. All suspicious individuals or activities should be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.
5. Mission Presbytery will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. If the threats or suspicious activities are instigated by anyone in an Ordered Ministry of the Presbyterian Church (U.S.A.), the Stated Clerk will be notified and initiate the investigative process per The Constitution of the Presbyterian Church (U.S.A.)'s Rules of Discipline. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety and the integrity of its investigation, Mission Presbytery may suspend employees, either with or without pay, pending investigation.

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6. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Mission Presbytery encourages employees to bring their disputes or differences with other employees to the attention first of their supervisors who will then inform the Human Resources Team before the situation escalates into potential violence. An employee uncomfortable bringing the dispute before his or her supervisor may go instead to the Human Resources Team. Mission Presbytery is eager to assist in the mediation and resolution of employee disputes and will not discipline employees for raising such concerns.

Smoking

In keeping with Mission Presbytery's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. This policy applies equally to all employees, customers, tenants, and visitors.

Drug and Alcohol Use

While on Mission Presbytery premises and while conducting business-related activities off Mission Presbytery premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through the PCUSA's Board of Pensions benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all the Presbytery's policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the Presbytery any undue hardship. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with the General Presbyter or the Human Resources Team without fear of reprisal.

Driving and Talking on the Phone

Employees should remember that when driving their primary responsibility is driving safely and obeying the rules of the road. Employees driving vehicles without hands free calling are prohibited from using cell phones to conduct business while driving and should safely pull off the road and come to a complete stop before dialing or talking on the phone. Texting while driving is never permitted.

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Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. If such an emergency occurs during non-working hours, the supervisor will notify all employees. When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused vacation benefits. Exempt employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay. Employees may request compensatory time-off within the same pay period.

Workplace Monitoring

Workplace monitoring may be conducted by Mission Presbytery to ensure quality control, employee safety, security, and customer satisfaction. Computers furnished to employees are the property of Mission Presbytery. As such, computer usage and files may be monitored or accessed. Removal of computers and accessories from the Presbytery Office must be pre-authorized by the General Presbyter. The Presbytery may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

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COMPENSATION PROGRAM

Mission Presbytery's compensation philosophy consists of three primary components:

- Comparative pricing of positions;
- Standard, across-the-board salary awards as allowed by annual budgets; and
- Merit (performance-based) awards as allowed by annual budgets.

Mission Presbytery's compensation approach includes both merit and a standard, across-the-board award, which is consistent with the Churchwide Compensation Guidelines (GA Minutes, 1988, p. 795). Individual performance against pre-established objectives and success measures is one component influencing an employee's award opportunity. All eligible employees may receive a standard annual base pay adjustment or lump sum payment (bonus) as allowed by budget. Eligible employees are those employees who have successfully completed their introductory period and are not on any level of performance management.

Mission Presbytery's program has four components: job descriptions, pricing, performance management and salary administration.

Job Descriptions

Job descriptions reflect the position's purpose, role and the necessary skills and competencies at the time written but work itself is evolving and fluid. From time to time work may appropriately be required which is not specifically detailed in a job description. The job description pertains to the job itself and is not based on any specific individual who might fill the job.

The HRT, working with the GP/Head of Staff:

- a) develops accurate job descriptions;
- b) reviews and revises job description to ensure they are up to date;
- c) maintains job descriptions to aid in orienting new employees to their jobs
- d) identifies the requirements of each position;
- e) establishes hiring criteria;
- f) sets standards for employee performance evaluations; and,
- g) establishes a basis for making reasonable accommodations for individuals with disabilities.

Job descriptions include, but is not limited to, the following sections: job title; employment status, job category; job purpose; essential/primary duties and responsibilities; additional duties and responsibilities; as needed, required experience, knowledge, skills and abilities; physical demands of the job and work environment. Employees will be expected to help ensure that their job descriptions are accurate and current, and reflecting the work being done.

Employment Status

All employees are designated as either nonexempt or exempt under state and federal wage and hours laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and Mission Presbytery.

Exempt Employees - Staff members who are salaried and whose positions are considered as "executive," "administrative," or "professional" under the guidelines of the U.S. Department of Labor are classified as exempt – meaning that the employee is not entitled

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to (and is “exempt” from) overtime pay and are excluded from certain provisions of federal and state wage and hour laws.

Non-Exempt Employees – Other employees are classified as non-exempt and are entitled to overtime pay for time worked beyond 40 hours in a workweek. Non-exempt employees are required to submit accurate time records of all hours worked. They are not permitted to work overtime without prior written approval from their supervisor; nor are they permitted to work “off the clock”.

Job Categories

Each Mission Presbytery employee holds a job that is defined by the length of time it has been held, the nature of the essential work, the number of hours worked in a workweek and/or the regularity of the job’s schedule as defined below.

Introductory employees are all new and rehired employees designated as introductory during the first ninety (90) calendar days after their date of (re)hire. This period of time is set apart for demonstration of the ability to achieve a satisfactory level of performance. The immediate supervisor will evaluate the employee's capabilities, work habits, and overall performance. Introductory employees receive all legally mandated benefits but are ineligible for the Presbytery's other benefit programs. Employees who satisfactorily complete introductory period will be notified of their new employment classification as "regular" employees.

Regular Full-time employees who are not in a temporary or introductory status; are regularly scheduled to work a full-time schedule of 30 or more hours in a workweek. These employees are eligible for the Presbytery's benefit package, subject to the terms, conditions, and limitations of the benefit program.

Regular Part-time employees are not assigned to a temporary or introductory status; are regularly scheduled to work less than the full-time work schedule of 30 hours a week, but at least 20 hours per week are regular part-time employees. Regular part-time employees may be eligible for some benefits sponsored by the Presbytery, subject to the terms, conditions, and limitations of the benefit program.

Temporary or Seasonal employees are hired as interim replacements to temporarily supplement the workforce, to assist in the completion of a specific project, for a specified season, or for an irregular schedule who work less than part-time. These employees are not eligible for any benefits unless specifically stated otherwise in Mission Presbytery policy or are deemed eligible according to the plan documents. Employment beyond an initial stated period does not imply a change in employment status.

Clergy Employees

Clergy and pastoral leadership positions, elected or approved by action of Mission Presbytery, working conditions and, wages, shall be according to The Constitution of the Presbyterian Church (U.S.A.) and the policies of Mission Presbytery.

Comparative Pricing

The HRT is responsible for ensuring all jobs are assigned an appropriate salary range. The process includes:

- Job description review
- Consultation with the GP/Head of Staff and employee about the position’s roles, responsibilities and requirements

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- Comparison of updated job description, objectives and other information to survey data and comparable and selection of appropriate matches
- Creation of a position grades and ranges
- Job placement in the Salary Grade as indicated to maintain internal and external equity.
- Review of results with the GP/Head of Staff and/or General Council
- Revisions, if necessary

Table of Salary Grades and Ranges (20% spread between grades and 25% spread within the range)

Grade	Minimum Hourly Rate	Minimum	1st Qtr.	Midpoint	3rd Qtr.	Maximum
001	10.44	21,715	27,144	32,573	38,001	43,430
002	12.53	26,058	32,573	39,087	45,602	52,116
003	15.03	31,270	39,087	46,904	54,722	62,539
004	18.04	37,524	46,904	56,285	65,666	75,047
005	21.65	45,028	56,285	67,542	78,799	90,056
006	25.98	54,034	67,542	81,051	94,559	108,068
007	31.17	64,841	81,051	97,261	113,471	129,681
008	37.41	77,809	97,261	116,713	136,165	155,618
009	44.89	93,371	116,713	140,056	163,398	186,741
010	53.87	112,045	140,056	168,067	196,078	224,089

All jobs will be reevaluated and reviewed as deemed necessary, every two years at a minimum. Jobs may be analyzed outside of this schedule if responsibilities change.

Performance Management

Supervisors and employees will discuss job performance and goals on an informal, regular basis. A formal written performance evaluation will be conducted at the end of an employee's initial period of hire (at the 90th day of hire), known as the *Introductory Period*. Regular and on-going coaching and feedback throughout the year is critical to ensuring ongoing understanding and appropriate course correction.

Annual formal performance evaluations are ordinarily conducted in the fall season to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The Human Resources Team will ordinarily conduct the GP/Head of Staff and Stated Clerk annual performance reviews in the fall season. Additionally, the HRT will review annual performance evaluations for all employees. Unscheduled performance evaluations may be conducted as needed as the result of an employee's performance or potential employment status and/or category change.

Salary Administration

Mission Presbytery is committed to paying wages comparable to the pay received for similar jobs in other organizations within related markets. All regular employees' salaries are reviewed following the annual performance review process and in conjunction with the budget season. Employees who have worked in their position for less than 12 months usually are not eligible to receive a salary adjustment. Employees

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who are on an active, documented Performance Improvement Plan are not eligible to receive a salary adjustment.

Annual salary base-pay or performance-based increases will be effective January 1st of each year. The HRT in conjunction with the GP/Head of Staff, makes recommendations to the General Council Stewardship and Fiscal Oversight committee of annual budget adjustments necessary to fund projected salary increases. Employees should bring their pay-related questions or concerns to the attention of the HRT and the GP/Head of Staff.

The following policies detail Mission Presbytery's salary administration.

Pay Days

Mission Presbytery pays its employees twenty-six times a year, every other Friday. When a holiday falls on the scheduled payday, payday will be the last workday before the holiday. **Newly hired employees will be paid one week in arrears.**

Unless an exception is approved, by the HRT, employees pay will be by direct deposit electronically into their designated bank account. Employees will receive an itemized statement of wage, withholding, allotments and leave benefits used once each month.

Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Mission Presbytery to keep an accurate record of time worked to calculate employee pay and benefits. Time worked is all the time spent on the job performing assigned duties.

Exempt employees should accurately record the time / days absent for leave benefit of any kind, jury duty, witness duty, and continuing education when used and submit to the Accountant/Bookkeeper. The GP/Head of Staff will review all time sheets. Payroll for exempt employees is routinely processed according to the employment agreement unless otherwise corrected or modified by the GP/Head of Staff or HRT.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Non-exempt overtime work (over 40 hours) must always be **approved by the supervisor before it is performed**. Non-exempt employees' time records for each pay period are submitted to the Accountant/Bookkeeper, and then submitted for payroll processing.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The original time record is filed in the accounting payroll records file. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Defined Work Week and Work Schedules

The General Presbyter establishes the defined work week and the normal hours of operation for the Office of the Presbytery. Work schedules for individual employees may vary. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Flexible scheduling or flextime may be possible if negotiated with the supervisor.

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Overtime

When operating requirements or other needs cannot be met during regular working hours, such as for two-day meetings of Presbytery, nonexempt employees may be given the opportunity to work overtime hours (over 40 hours in a defined workweek). Non-exempt employee overtime work must receive the supervisor's prior authorization and be distributed as equitably as practical to all employees qualified to perform the required work. Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Mission Presbytery's time-off plan for non-exempt employees who worked pre-approved hours over 40 hours per workweek is that time off is granted at time and one-half for all hours worked over 40 hours per workweek. Time off must be taken within the pay period in which it is earned.

Pay Advances

Mission Presbytery does not provide pay advances or unearned wages to employees. Mission Presbytery will not make loans to employees.

Administrative Pay Corrections

Mission Presbytery takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the event that an error is made, the employee should promptly bring the discrepancy to the attention of their supervisor and Accountant/Bookkeeper so that corrections can be made as quickly as possible.

Severance Pay

Mission Presbytery may, but is not required, to offer severance pay to eligible employees whose employment is terminated for reasons that are not prejudicial to Mission Presbytery, as determined by Mission Presbytery in its sole discretion. Only regular full-time employees are eligible to receive severance pay.

Specifically excluded from benefits under this provision are employees who were:

- hired as temporary employees for a specified period of time;
- offered but refused to accept another suitable position with the Non-Profit 501(c)3;
- provided the opportunity to be retained for any length of time by a successor employer.

Severance pay for Ministers of the Word and Sacrament will be determined per the Dismissal Policy for Ministers of Mission Presbytery.

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BENEFITS

Eligible non-clergy employees of the Presbytery are provided benefits as prescribed by law, such as Social Security and unemployment insurance. Employees hired by Mission Presbytery shall have their employment status determined and defined by The Constitution of the Presbyterian Church (U.S.A.), the policies and procedures of Mission Presbytery and stated in the approved terms of call/contract. Benefit eligibility is dependent upon a variety of factors, including employee classification. Details of many of these programs can be found elsewhere in this HR POLICIES & PROCEDURES.

BENEFIT PROGRAMS FOR ELIGIBLE EMPLOYEES

Vacation	Jury Duty
Sick Leave	Witness Duty
Holidays	Medical, Sabbatical and Military Leave
BOP* Medical and Prescription Drug	Travel Allowance
BOP* Optional Dental (paid by employee)	Continuing Education Assistance
BOP* Optional Vision (paid by employee)	Educational Leave
BOP* Pension Plan	Unpaid Court Leave
Retirement Savings – 403(b)(9)	Bereavement Leave
Voting Time	Worker’s Compensation

*BOP is Board of Pensions

Vacation

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in positions classified as regular full-time and regular part-time may earn and use vacation time as described in this policy or as stipulated in terms of call, contract approved by the Presbytery. The amount of paid vacation time a regular full-time employee accrues each year increases with the length of their employment as shown in the following schedule.

Regular Full-time Vacation Accrual

Beginning the first day of the fourth month of employment, a **regular full-time employee** is entitled to:

- 5 vacation days (1 week/40 hours), accrued monthly at the rate of 0.417 days in the first year of employment
- 10 vacation days (2 weeks/80 hours) each year, accrued monthly at the rate of 0.833 days from 2 to 5 years of employment
- 15 vacation days (3 weeks/120 hours) each year, accrued monthly at the rate of 1.083 days from 5 to 10 years of employment.
- 20 vacation days (4 weeks/160 hours) each year, accrued monthly at the rate of 1.667 days from 10 years of employment forward.

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Regular Part-time Vacation Accrual

Beginning the first day of the fourth month of employment a **regular part-time employee** is entitled to:

- 5 vacation days (1 week/20 hours), accrued monthly at the rate of 0.209 days in the first year of employment
- 10 vacation days (2 weeks/40 hours) each year, accrued monthly at the rate of 0.417 days from 2 to 5 years of employment
- 15 vacation days (3 weeks/60 hours) each year, accrued monthly at the rate of 0.545 days from 5 to 10 years of employment.
- 20 vacation days (4 weeks/80 hours) each year, accrued monthly at the rate of 0.833 days from 10 years of employment forward.

The length of eligible service is calculated based on a "benefit year," a twelve (12) month period beginning when the employee starts to earn vacation time, or the first day of the fourth month of employment. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification (regular full-time or regular part-time), they begin to earn paid vacation time according to the schedule. They can request use of vacation time after it is earned. Paid vacation time can be used in minimum increments of one (1) day. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on business needs and staffing requirements.

When available vacation is not used by the end of the benefit year, employees will forfeit the unused time. Upon termination of employment, employees will be paid for unused vacation time accrued during the current year and through the last day of work.

Sick Leave

Mission Presbytery provides paid sick leave benefits to all eligible employees for periods of temporary absence due to their illnesses or injuries. An eligible employee may only use sick leave benefits for an absence due to his or her own illness or injury or an immediate family member's. Eligible employee classifications are regular full-time and regular part-time.

- Regular full-time employees accrue at twelve (12) days per year (1 day for every full month of service).
- Regular part-time employees accrue at six (6) days per year (.05 of a day for every full month of service).

Benefit accrual begins the first day of the employee's fourth month of employment when their classification is changed from introductory to an eligible classification. Paid sick leave can be used in minimum increments of one-half (1/2) of a day.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three (3) or more consecutive days due to illness or injury, a physician's statement must be provided verifying the illness; its beginning and expected ending dates. Such verification may be requested for other sick leave absences (such as immediate family member illness) and may be required as a condition to receiving sick leave benefits.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 90 days

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(twelve weeks) of sick leave benefits. When the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit. Sick leave benefits will not be paid in the event an illness or injury should occur during vacation or holidays.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence unless noted in this HR POLICIES & PROCEDURES. Unused sick leave benefits will not be paid to employees while they are at work or upon termination of employment.

The Presbytery provides paid sick leave benefits to all eligible employees for periods of temporary absence due to their illnesses or injuries. Eligible employee classification(s):

- Regular full-time employees accrue twelve (12) days/year (1 day for every full month of service)
- Regular part-time employees accrue six (6) days/year (1/2 of a day for every full month of service)

Sick leave benefits are calculated on the basis of a "benefit year," the twelve (12) month period that begins when the employee starts to earn sick leave benefits. Paid sick leave can be used in minimum increments of one-half (1/2) of a day. An eligible employee may - use sick leave benefits for an absence due to his or her own illness or injury or an immediate family member's illness or injury.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday, if possible. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three (3) or more consecutive days due to illness or injury, a physician's statement must be provided verifying the illness and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of sixty (60) days of sick leave benefits. When the employee's sick leave reaches this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit. Sick leave benefits will not be paid in the event an illness or injury should occur during vacation or holidays.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Holidays

Mission Presbytery grants paid time off to regular full and part time employees on the holidays listed below:

New Year's Day (January 1)	Independence Day (July 4)
Martin Luther King, Jr. Day (3rd Monday in January)	Labor Day (1st Monday in September)
Fiesta Day (San Antonio office only)	Thanksgiving (4th Thursday in November)
Good Friday (Friday before Easter)	Friday after Thanksgiving
Easter Monday (day after Easter)	Christmas Eve (December 24)
Memorial Day (last Monday in May)	Christmas Day (December 25)
New Year's Eve (December 31)	

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Mission Presbyter will grant paid holiday time off to all employees immediately upon assignment to an eligible position. To receive holiday pay, employees must work their regularly scheduled workday before and after the holiday. Should an employee be required to work on a recognized holiday, the supervisor will provide the employee another day off to be taken before the end of the current pay period. A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. Employees on vacation or paid sick leave are not eligible to receive holiday pay for holidays that fall within the vacation or paid sick leave period. At the discretion of the GP/Head of Staff additional holiday leave may be granted.

Board of Pension Benefits (BOP)

Mission Presbytery provides the following benefits through the PC USA Board of Pension. Eligible employees are regular full-time and regular part-time employees who have successfully completed their introductory period of employment.

Detailed information regarding the below listed plans can be obtained at www.pensions.org.

Medical Insurance provides preventive care, hospitalization and surgical coverage as well as behavioral and prescription drug coverage.

Dental and/or Vision Plans paid for by the employee.

Accidental Death and Disability paid for by Mission Presbytery.

Cost Sharing Plans Supplemental Accidental Death and Disability.

Retirement Savings Plan is a 403(b)(9) plan is offered through BOP for employees to save towards their retirement needs.

The Pension Plan is a defined pension plan. You do not contribute to the plan, dues from employers and Pension Plan investment earnings fund the full cost of the benefit.

Time Off to Vote

Mission Presbytery encourages employees to fulfill their civic responsibilities by participating in elections by granting up to one (1) hour of paid time off to vote taken either at the beginning or end of the workday. Employees should request time off to vote from their supervisor at least two (2) working days prior to the election day.

Jury Duty

Mission Presbytery encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees may request up to two (2) weeks of paid jury duty leave over any two year period. Employee classifications that qualify for paid jury duty leave are regular full-time employees and regular part-time employees.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any accrued, vacation time or may request an unpaid jury duty leave of absence. Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may decide to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

Mission Presbytery will continue to provide health insurance benefits for the full term of the jury duty absence. Benefit accruals such as vacation, sick leave, or holiday benefits will be suspended during unpaid jury duty leave and will resume upon return to active employment.

Witness Duty

Mission Presbytery encourages employees to appear in court for witness duty when subpoenaed to do so. Employees will be granted a maximum of 16 hours of regular pay to appear in court as a witness when

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subpoenaed by a party other than Mission Presbytery. Employees will be paid at their base rate and are free to use any remaining paid leave benefits (such as vacation leave) to receive compensation for any period of witness duty absence that would otherwise be unpaid.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

If employees have been subpoenaed or otherwise requested to testify as witnesses by Mission Presbytery, they will receive regular pay for the entire period of witness duty.

Medical Leave

Mission Presbytery provides medical leave of absence with pay to eligible employees who are temporarily unable to work due to a serious health condition or disability; to care for a child, spouse, or parent with a serious health condition.

For the purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; maternity/paternity conditions (birth of a child, adoption, placement of a foster child); and continuing treatment by a health care provider for the employee or their family member. A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates (30) thirty days prior to the beginning of leave in a non-emergency and as soon as feasible in an emergency.

Paid leave of absence will not exceed eight (8) weeks in any given twelve-month period. The twelve-month period begins when the paid leave of absence begins.

Employees in the regular full-time classification who have a minimum of six (6) months of continuous employment are eligible to request medical leave for the period of the necessity, up to a maximum of eight (8) weeks within any twelve (12) month period as described in this policy.

Any medical leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient as determined by a statement from the employee's or family member's healthcare provider, consideration will be given to a request for a single extension of sixty (60) days without pay. Employees will be required to use any accrued paid leave time (vacation or sick time) before taking unpaid medical leave.

Subject to the terms, conditions, and limitations of the applicable plans, Mission Presbytery will continue to provide Board of Pension benefits for the full period of the approved medical leave. Benefit accruals, such as vacation and sick leave, will continue during the approved medical leave period.

Eligible employees are required to provide weekly updates to their supervisor during their medical leave. Any changes in circumstances should be promptly reported to the employee's supervisor. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Married employee couples are restricted to a combined total of eight (8) weeks paid leave within any twelve (12) month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities (worker's compensation).

An employee on medical leave is required to provide the Presbytery with two (2) weeks- notice of the

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date the employee intends to return to work. If an employee fails to return to work on the agreed upon return date without notice to the employee's supervisor, the supervisor will assume that the employee has resigned.

Sabbatical Leave

Mission Presbytery employees who are full-time Ministers of Word and Sacrament, Commissioned Ruling Elders, Certified Christian Educators, and General Presbyters shall be eligible for sabbatical leave after six (6) consecutive years of service without having taken an extended absence in the six consecutive years prior. The recommended length of the sabbatical leave is not less than sixty (60) nor more than (90) days. Eligibility for and length of sabbatical leave does not vest or accumulate. Accrued vacation time and continuing education time may be attached to the sabbatical leave at the General Council's discretion.

The business needs of Mission Presbytery take priority over the scheduling of sabbatical leave for eligible employees. Requests will be evaluated by the Human Resources Team and make recommendations to General Council based on a number of factors, including anticipated workload requirements and staffing considerations during the period of the sabbatical. The General Council reviews all sabbatical requests for approval.

Sabbatical leaves are granted at full pay of the employee's effective salary. During a sabbatical leave, an employee may not accept paid employment with another employer. Subject to the terms, conditions, and limitations of the applicable plans, Mission Presbytery will continue to provide Board of Pensions benefits for the full period of the sabbatical.

Eligible employees taking a sabbatical leave must sign a written agreement obligating them to return to Mission Presbytery for at least one (1) year of employment in the same position following completion of the sabbatical.

Sabbatical leave will not be paid out if the member terminates from employment with Mission Presbytery before completing 12 months of service after returning from leave. Upon returning to service after Sabbatical, if an employee terminates employment with Mission Presbytery before completing 12 months of service, the employee will be responsible for reimbursement of compensation and benefit premiums for the months not served. Sabbatical Leave compensation will not be paid at termination in lieu of taking a sabbatical.

Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable. The employee may choose to take leave without pay or use any accrued vacation days.

Vacation and sick leave benefits will continue to accrue during a military leave of absence.

Employees on military leave for up to 30 days are required to return to work for the first regular workday after the end of service, allowing reasonable travel time. Employees on military leave of more than 30 days must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or in a comparable position depending on the length of military service, in accordance with USERRA. Employees will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

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If summoned for active duty by the US Government during a disaster or civil disturbance, leave with pay will be granted for the period of the summons.

Travel Allowance

Mission Presbytery provides a travel allowance based on the job the employee holds and must be negotiated at the time of hire.

Continuing Educational Benefits for Clergy

Mission Presbytery recognizes that the skills and knowledge of its clerical employees are critical to the success of the Presbytery. The continuing educational benefits encourage personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability for reasonably attainable jobs within the Presbytery. Called / elected pastoral leader positions approved by Presbytery will receive continuing educational benefits according to their terms of call (contract).

Continuing Educational Benefits for Non-Clergy Employees

The Presbytery will provide continuing educational assistance to all eligible non-clergy regular full-time employees immediately upon assignment to an eligible employment classification, provided funding is available and course work is required to accomplish the work of the Presbytery. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course.

Individual courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties in the Presbytery to be eligible for continuing educational benefits. Mission Presbytery has the sole discretion to determine whether a course relates to an employee's current job duties or position. Eligible employees should contact the HRT for more information or questions about the availability of continuing education funds and approved courses. While continuing education benefits are expected to enhance employees' performance and professional abilities, the Presbytery cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

Educational Leave for Non-Clergy Employees

The Presbytery may provide two weeks of educational leave with or without pay to eligible employees who wish to take time off from work duties to pursue course work that is applicable to their job duties with the Presbytery. Only regular full-time employees. Requests will be evaluated based on anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, the Presbytery will continue to provide health insurance benefits for the full period of the approved educational leave. Vacation and sick leave benefits will continue to accrue during the approved educational leave. If an employee fails to report to work at the end of the approved leave period, Mission Presbytery will assume that the employee has resigned.

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Unpaid Court Appearance Leave

Court appearance leave may be requested to:

- prepare for and attend court proceedings;
- receive medical treatment or attend to medical treatment for a victim who is the employee's daughter, son, parent or spouse; or,
- obtain necessary services to remedy a crisis caused by domestic violence, sexual assault, stalking, or any other crime.

While this leave is unpaid leave, the employee may use accrued leave during the leave period. Mission Presbytery will make every attempt to maintain the confidentiality of any information provided as certification of the need for court appearance leave.

The employee requesting court appearance leave must give notice whenever possible of the need for leave to the General Presbyter, and provide documentation verifying the need for the leave. Acceptable documentation includes:

- a police report indicating that the employee or a member of the employee's family was a victim of a crime;
- a court order protecting or separating the employee from the perpetrator of an act of domestic violence, or other evidence from the court or prosecuting attorney that the employee has appeared in court; or,
- documentation from a medical professional, domestic violence advocate, health care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence, sexual assault, or other crime.

Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Mission Presbytery defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren. Up to five (5) days of paid bereavement leave will be provided to eligible employees. Bereavement leave normally will be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any accrued vacation days for additional time off as necessary.

Workers' Compensation Insurance

Mission Presbytery provides a comprehensive workers' compensation insurance program at no cost to employees, but not to independent contractors. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately. Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.