



Salem Presbytery Presbyterian Church (USA)

EMPLOYEE HANDBOOK

Adopted by Executive Council on January 20, 2022

This document entirely replaces the May 2010 Salem Presbytery Employee Handbook

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1. PERSONNEL PHILOSOPHY

1.1. THEOLOGY OF EMPLOYMENT

The Presbytery works within the context of the governing bodies of the Church as defined by the Book of Order.

The Presbyterian Church (USA) [or PC(USA)] is a community of faith called into being by God's grace in Jesus Christ. As such, it is "a community of people known by its convictions as well as by its actions." (Book of Order)

This community of faith:

- acknowledges the sovereignty of God over the world and the Lordship of Jesus Christ over the Church,
- celebrates creation as an ongoing phenomenon of God in the world,
- responds to God's call into a covenant relationship,
- recognizes and uses employees' gifts for the purposes of God,
- is a servant community, called to offer its life for the world,
- is an interdependent community, acting upon particular responsibilities.

This Church is living testimony that the "God who creates life, frees those in bondage, forgives sin, reconciles brokenness, makes all things new, is still at work in the world." (Book of Order).

The Church's employment practices acknowledge certain basic assumptions implicit in Christian theology:

- God is the creator; therefore, the Church recognizes and protects the creativity of those made in God's image. A failure to acknowledge this creativity denies God's ongoing act of creation through the continual creativity of persons.
- The Christian Gospel sets people free from bondage, and thus to assume responsibility for themselves. In the acceptance of this freedom, a person finds worth and dignity. To deny the opportunity for the exercise of this freedom is to deny the worth and dignity of the individual.

The Church must incorporate into its personnel system these basic assumptions of faith, or risk being unfaithful to its own witness.

2. SCOPE AND APPLICATION

2.1. Stipulations and Limitations

This Handbook describes the practices that the Presbytery or its Personnel Committee generally prefers to follow in personnel matters, however, the Presbytery: 3

- retains the discretion to deal with circumstances as they arise,
- may follow other practices in a particular situation, as appropriate, and
- maintains the exclusive right to interpret, modify, suspend, or eliminate all, or any part, of these policies and practices at any time.

The policies and procedures in this Handbook do not constitute a contract of employment. Neither the Presbytery nor its employees shall construe the Handbook as such.

Further, any provisions issued in:

- the terms of call of a Minister of the Word and Sacrament, or
- the Book of Order,

shall prevail in the event of a conflict with the policies in this Handbook.

2.2. Terminology

As used in this Handbook:

- **Presbytery** shall mean the Offices of Salem Presbytery.
- **Presbytery-at-large** shall mean the governing body known as “Salem Presbytery” consisting of the of PC(USA) member churches in the Piedmont and northwest mountains of North Carolina.
- **Head of Staff** shall mean the Executive Presbyter or Presbyter operating specifically in their function as the direct supervisor of the workforce of the Offices of Salem Presbytery.
- **Presbyter** shall mean the lead executive of the Offices of Salem Presbytery, one of whose roles is as the Head of Staff.
- **Regular** employees are full or part-time employees who are neither:
 - temporary,
 - contracted, or
 - Ministers of the Word and Sacrament.

3. COMMITMENTS UNDERLYING THESE PERSONNEL POLICIES

3.1. Employer Responsibilities

- To establish and maintain open communication with employees,
- To provide a work environment that is safe and secure.
- To maintain a personnel file on each employee. These files are:

- confidential; i.e., limited to those who have authority in personnel matters and the employee themselves,
- stored in the Presbytery's physical file depository, and
- accessible by the employee while in the presence of the Head of Staff or their designee.

3.2. Employee Responsibilities

- To give their best possible performance in their assigned functions,
- To participate in committees, teams, or groups as requested,
- To make suggestions on the improvement of operations, and
- To keep their personnel files accurate by notifying the Presbytery of any name, change in address, telephone number, emergency contacts, and number of dependents.

3.3. Responsibilities of the Presbytery's Personnel Committee

The role of the Personnel Committee is to:

- review and recommend amendments to the Presbytery's Personnel Policies for approval by the Executive Council,
- approve recommended job descriptions as provided by the Presbyter,
- review and recommend an annual salary budget to Executive Council,
- ensure that the performance reviews and compensation recommendations for staff are in accordance with the Personnel Policies of Presbytery, and
- respond to Human Resources activity requests from the Executive Council, committees, commissions, ministry teams, and congregations.

The Personnel Committee shall consist of:

- no fewer than three, and
- no more than nine members, including the Committee's

Moderator. These members shall ordinarily be:

- teaching elders,
- ruling elders, or
- active members of a Salem Presbytery congregation with gifts for service, when so endorsed by the session of the church in which their membership resides.

The Presbytery-at-large elects members of the Committee.

4. EMPLOYMENT CATEGORIES

4.1. Employer

The corporate employer is the Board of Trustees of the Salem Presbytery.

4.2. Classification of Employees

A. Non-exempt and Exempt Categories

The Fair Labor Standards Act (FLSA) specifies two categories of employees with respect to overtime: non-exempt and exempt.

- Employees in non-exempt positions receive overtime wages at the rate of one-and-a-half times their regular rate for work exceeding 40 hours per week. The Head of Staff must approve overtime work in advance.
- Employees in exempt positions do not receive overtime wages for hours that exceed their normal work schedule or 40 hours a week.

B. Full-time, Part-Time, and Temporary or Contracted Staff

- Full-time employees work a regular schedule of at least 30 hours per week. They are eligible for certain benefits.
- Part-time employees work a regular schedule of less than 30 hours per week. They are eligible for certain limited, pro-rated benefits.
- Temporary and contracted employees such as the Engagement Pastors work as needed on an irregular, intermittent, limited schedule, and are not eligible for benefits.

C. Presbyter

- The Presbytery-at-large calls and elects the Presbyter in a meeting held in accordance with the Book of Order. The Presbyter position is an FLSA exempt position.
- The Presbyter serves as the Head of Staff. In the Presbyter's absence, the current Moderator of the Personnel Committee acts as Head of Staff.

D. Staff Other than the Presbyter

- The Presbytery-at-large calls and elects the Stated Clerk, an FLSA exempt position, for a term of three years beginning on July 1 of the year of election.
- The Personnel Committee, consulting with:

- the Executive Council on budgetary matters, and
 - the Head of Staff
- hires clerical, administrative, and other support staff.

4.3. Ministers of the Word and Sacrament: Tax Considerations

Per federal and North Carolina state statutes and PC(USA) policy, all Ministers of the Word and Sacrament who are engaged in the exercise of their ministry:

- are not subject to withholding for certain taxes,
- are self-employed persons, and
- are subject to all policies in this document, except as:
 - excluded by federal or state law, or
 - superseded by guidelines in the Book of Order or their terms of call.

5. RECRUITMENT AND SELECTION

5.1. Internal Transfers within the Presbytery

The Personnel Committee may fill an administrative or support position within the Presbytery by internal transfer without advertising.

5.2. Vacancies in Exempt Positions Not Filled Internally

A. Vacancy in the Office of Presbyter

The Personnel Committee does not participate in filling Presbyter vacancies.

- The Executive Council instead nominates for a vote of the Presbytery-at-large the names of at least seven members to a Special Committee on Representation, consisting of both teaching and ruling elders.
- The Presbyter candidate nominated by the Special Committee will be the only nominee, and subject to a Presbytery-at-large vote by written ballot.
- The Executive Council and the Special Committee on Representations shall draft the Presbyter's terms of call.

B. Vacancies in Positions Other Than That of Presbyter

The Personnel Committee, consulting with the Head of Staff, shall:

- initiate a search for applicants, using means such as the PC(USA)'s Church Leadership Connection, or other church and secular media, and
- draft an employment agreement for the candidate's signature.

5.3. Pre-employment Testing and Background Checks

- The Presbytery shall, at its own expense, require a criminal backgroundcheck.
- The Presbytery may, at its own expense, require:
 - a drug test, or
 - a physical examination for applicants considered for positions havingspecified physical requirements.

5.4. Acknowledgement and Acceptance of Handbook

All employees must:

- read, understand, and become familiar with the Employee Handbook,
- comply with its standards,
- direct questions about the Handbook to the Head of Staff or a member ofthe Personnel Committee, and
- sign the Statement of Acknowledgement (Section 15.2) when newly hiredand whenever there is a revision in the Handbook.

5.5. Employment of Relatives

- The Presbytery ordinarily will not hire the relatives of current presbytery staff members.
- The Presbytery may, however, permit hiring in some such family situations with prior recommendation of the Personnel Committee and approval by Executive Council, provided that the employees who are related do not directly or indirectly supervise each other.

5.6. Immigration Law

The Presbytery requires all employees to furnish proof of citizenship or otherrequired documents indicating a legal right to work in the United States, including a completed Form I-9.

6. POLICY AGAINST DISCRIMINATION, HARASSMENT, OR RETALIATION

The Presbytery is committed to having and maintaining a work environment free fromdiscrimination, harassment, or retaliation based on any status listed in Section 6.1.

6.1. Equal Employment Opportunity

The Presbytery shall establish employment practices free of discrimination inthe areas of:

- race,
- color

- religion,
- ancestry,
- national origin,
- veteran status,
- gender and sexual orientation,
- marital status,
- disability,
- medical condition,
- age, or
- religious affiliation (except where a particular religious affiliation is a bonafide occupational qualification).

6.2. Definitions of Discrimination, Harassment, and Retaliation

- **Discrimination** is any adverse employment action taken because of the employee's protected status.
- **Harassment** may consist of unwelcome:
 - verbal,
 - physical, or
 - visual conduct
 that is based upon a person's protected status.
- **Retaliation** is any adverse employment action against an employee for:
 - reporting a good-faith complaint or concern about discrimination or harassment in the work environment, or
 - participating in an investigation concerning such a complaint.

6.3. Identifying Sexual Harassment

The Presbytery's work environment must be free from unwelcome or inappropriate sexual remarks and actions, none of which has a place in the Presbytery's operations.

The distinction between invited activity, tolerated activity, and offensive activity may sometimes be difficult to discern. Generally, sexual harassment does not refer to appropriate compliments or generally acceptable social behavior, but rather refers to:

- unwelcome sexual flirtations, advances, or propositions,

- sexually graphic or suggestive comments, pictures, writing, online communications,
- unwelcome touching or physical contact, and
- other physical, verbal, or visual conduct of a sexual

nature when:

- conceding to the conduct is an explicit or implicit condition of employment,
- submission to or rejection of the conduct by an individual is the basis for an employment decision affecting that individual, or
- the conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

6.4. Investigating Harassment, Discrimination, or Retaliation

Employees should inform the individual when that person's behavior is:

- unwelcome,
- offensive,
- in poor taste, or
- otherwise inappropriate.

Individuals so informed should comply immediately with such requests to stop the behavior.

An employee who believes themselves subjects of harassment, discrimination, or retaliation in the work environment must immediately report the matter to:

- the Head of Staff, or
- the then-current Moderator of the Presbytery's Personnel

Committee. There will be no retaliation against anyone for:

- reporting harassment, discrimination, or retaliation, or
- cooperating with an investigation of a complaint about such

actions. The Presbytery will:

- investigate any allegation of harassment, discrimination, or retaliation,
- maintain confidentiality to the extent practical and appropriate, and
- take appropriate remedial action, including disciplinary action, against any employee engaged in such conduct, up to and including immediate termination of employment.

6.5. Employees With Disabilities

The Americans with Disabilities Act (ADA) prohibits employment discrimination against qualified persons with physical and mental disabilities. Per the ADA:

- **A person with a disability:**
 - has a physical or mental impairment that substantially limits one or more major life activities, and
 - has a record of such impairment, or
 - is regarded as having such an impairment.
- **A qualified person** is someone with a disability who meets the necessary:
 - skills,
 - work experience,
 - education,
 - training,
 - licensing or certification, and
 - other job-related requirements of a position.

To the extent the ADA applies, the Presbytery will accommodate persons in accordance with its requirements by:

- making changes in the work environment, or
- changing certain policies, practices, and procedures insofar as those changes would not:
 - pose an undue hardship on the Presbytery,
 - alter the essential functions of a job, or
 - create a direct threat to health or safety.

7. OTHER EMPLOYMENT POLICY AND PRACTICES

7.1. Romantic involvement

The Presbytery discourages personal relationships between employees that may lead to:

- the perception of unfairness or favoritism by other employees,
- unwanted sexual or romantic overtures, or

- interference with working relationships among employees. Further, employees, shall not enter romantic relationships with:
 - any employee they manage, or
 - any employee to whom they directly or indirectly report.

7.2. Conflict of Interest

Employees shall not accept any:

- gift,
- gratuity,
- service, or
- special

favor from:

- any person, or
- business

that provides or receives, or that seeks to provide or receive, goods and services to or from the Presbytery.

Employees:

- may receive minor courtesies such as luncheons, dinners, or similar arrangements in connection with business events, but
- may not:
 - participate in any decision in which the interests of the employer conflict with their personal interests, or
 - engage in outside employment that may produce a conflict of interest in the pursuit of their duties as Presbytery employees.

7.3. Smoke-Free Meeting Places

The Presbytery is committed to promoting the health and well-being of its employees and recognizes the health hazard of environmental tobacco smoke.

The Presbytery, therefore, prohibits smoking in its meeting places.

7.4. Workplace Safety

Employees shall abide by local safety rules while conducting Presbytery business, regardless of the work location.

Employees must:

- keep their work areas free of hazards,
- report all job accidents or injuries immediately,
- obtain authorization from the Head of Staff for all non-emergency treatments for injuries,
- request of the Head of Staff any additional equipment or instructions to get the job done safely, and
- abide by all OSHA and hazard communications requirements.

7.5. Workplace Violence

The Presbytery has a “Zero Tolerance” for violence or threatened violence by an employee toward any other individual in the workplace. It prohibits:

- conduct that threatens, intimidates, or coerces employees or members of the public, or
- any weapons at work meetings.

Employees who exhibit violent behavior or threaten violence toward another, or who otherwise violate this policy, will be subject to discipline, up to and including immediate termination of employment.

7.6. Personal Activities and Outside Employment

Employees must:

- exercise good judgment regarding personal activities while working, and
- convey a professional and respectful manner when on the phone or attending meetings.

The work of the Presbytery shall take precedence over other occupational interests of full-time employees. Outside employment for salaries, wages, or commission, and all self-employment:

- require the written approval of the Head of Staff, and
- may be grounds for disciplinary action if such activity presents a conflict of interest.

7.7. Drug and Substance Abuse

The Presbytery prohibits the:

- use of illegal drugs,
- misuse of legal drugs, and
- use of alcoholic beverages

during working hours.

The Presbytery reserves the right to require drug testing.

7.8. Computer Usage and Email

All Presbytery computers and the data which is:

- created,
- sent,
- received, or
- stored in them, including but not limited to documents and emailmessages

are and always remain the Presbytery's property. The Presbytery reserves the right to retrieve and read any such message or document.

Employees may make minimal personal use of the Presbytery's computers, however, they may never use the Presbytery's computers or email system to:

- create,
- send,
- receive, or
- store

messages or documents commonly considered to be offensive or improper, including but not limited to:

- sexual comments or images,
- racial slurs, or
- any messages or documents that may reasonably offend someonebased on their protected status as listed in Section 6.1.

Employees may not use the office computers or email system to:

- solicit outside business ventures,
- disclose confidential and proprietary information of the Presbytery to unauthorized third parties,
- communicate personal, political, or religious messages, or
- copy or download copyrighted software or other copyrighted materials.

All information contained in the Presbytery's computer system and all messages sent via email are:

- confidential and
- intended only for the addressed recipient or by someone at their direction.

Employees who violate this policy will be subject to disciplinary action, up to and including discharge from employment.

7.9. Confidential Information

Employees may not:

- possess,
- use, or
- disclose

confidential Presbytery information:

- to any entity other than those with a legitimate “need to know,” or
- against the Presbytery’s best interests, or
- in other than during an employee’s normal job duties.

Upon an employee’s resignation, retirement, or termination, they must return and deliver to the Presbytery all:

- computers,
- computer files (and any copies thereof),
- equipment,
- keys,
- financial and operational information, and
- any other confidential information related to the conduct of Presbytery business.

7.10. Hours of Work

Employees need to maintain a work schedule such that they will be able to communicate with others during normal business hours.

Non-exempt employees shall record their hours worked on timesheets for submission to the Head of Staff.

When an employee must be absent, they shall notify the Head of Staff as soon as possible.

7.11. Payroll

The Presbytery pays its employees bi-weekly by direct deposit to their designated bank accounts.

Policy limits automated deductions from wages to:

- federal and state income taxes,
- Social Security (FICA) taxes,
- co-payments for certain Presbytery benefits, and
- garnishments, whether authorized by the employee or required by a legal entity, to meet certain financial obligations.

7.12. Child Protection Policy

The Presbytery subscribes to a policy protecting all parties when in the presence of minors. Should employees encounter any children while working, they shall follow the practices and guidelines in the Presbytery's "Child and Youth Protection Policy" document available on the Presbytery's website.

8. SALARY ADMINISTRATION

8.1. Philosophy and Principles

The Presbytery is committed to salary administration that will provide fair compensation for the work performed.

8.2. Salary Review and Increments

The Personnel Committee, consulting with the Head of Staff, will:

- review individual salaries annually and when there are changes in duties or responsibilities,
- approve increases or decreases in salary, subject to budgetary considerations as determined by the Executive Council,
- base individual salary changes on performance and not solely on length of service.

Approved salary adjustments shall become effective at the beginning of the next pay period or at a specified later date.

8.3. Housing Allowances

A salaried Presbytery employee who is a Minister of the Word and Sacrament may exclude from gross income for tax purposes any housing allowance:

- approved in advance by the Executive Council annually, and
- paid as part of their compensation

in compliance with the relevant provisions of the Internal Revenue Code.

9. HUMAN RESOURCE DEVELOPMENT

9.1. Annual Study Leave for Presbyter

The Presbytery shall:

- shall grant up to two weeks annual study leave, with pay, to the Presbyter, but
- shall not provide pay in lieu of this leave.

The Presbyter may, with the approval of the Personnel Committee, carry over a maximum of two weeks of study leave from year to year.

9.2. Continuing Education for All Employees

Regular full-time and part-time employees may attend, with pay, certain work-related:

- training programs,
- seminars,
- conferences, or
- meetings

that would benefit both the employee and Salem Presbytery. Any such attendance requires the prior approval of the Head of Staff.

10. PERFORMANCE EVALUATION

10.1. Review of Terms of Call and Position Descriptions

On a regular basis:

- the Executive Committee will review the Terms of Call for the Presbyter, and
- the Personnel Committee, in conjunction with the Head of Staff, will review the Position Descriptions for all other employees.

10.2. Performance Reviews

No less often than annually, employees shall receive an evaluation and written performance review:

- The Head of Staff, with representation from the Personnel Committee, shall perform the reviews of all staff other than the Stated Clerk and the Presbyter.
- The Moderators of the Executive Council, the Personnel Committee, and the Standing Committees of Presbytery, with input from the Presbyter, shall perform the review of the Stated Clerk.
- The Personnel Committee, with input from the Moderators of the Executive Council and the Standing Committees of Presbytery, shall perform the review of the Presbyter.

Evaluations shall:

- include a review of agreed-upon objectives,
- become part of the employee's personnel file, and
- be a factor considered in determining a possible merit salary increase.

10.3. Corrective Action

The Presbytery aims to maintain standards of employee performance, attendance, and conduct to allow the Presbytery to fulfill its missions.

- To ensure fair treatment of employees, the Presbytery will maintain appropriate records of the discussions related to corrective action, including any work plan or disciplinary measures, as applicable.
- The Presbytery will administer corrective actions in a nondiscriminatory manner in compliance with equal opportunity employment and affirmative action policies.
- Although the circumstances of a particular incidence or situation may result in immediate termination for the first offense, the Presbytery will generally afford an employee a documented series of warnings, ending with a final warning and subsequent termination (Section 11.4).
- The Executive Council (for the Presbyter and the Stated Clerk) and the Head of Staff, with the support of the Personnel Committee (for all other employees), will counsel and encourage those whose performance does not meet the standards set in the terms of call and the position definitions.

11. SEPARATION PRACTICES

11.1. At-Will Employment

North Carolina is an employment-at-will state. This means that the employer or the employee may terminate the employment relationship without notice or cause at any time unless such termination would violate federal and state employment statutes prohibiting discrimination or retaliation.

11.2. Voluntary Resignation or Retirement

A voluntary choice of separation freely made by the employee may take place at any time. As a courtesy, the employee may provide the Presbytery with two weeks written notice. All such employees will receive the cash equivalent of their unused, earned vacation.

11.3. Termination without Prejudice

Notwithstanding the state's employment-at-will status, if the Presbytery terminates an employee without prejudice upon the recommendation of the Personnel Committee and Head of Staff, that employee shall receive:

- the courtesy of two weeks written notice, and
- the cash equivalent of their unused, earned vacation.

11.4. Dismissal for Cause

Notwithstanding the state's employment-at-will status, the Presbytery shall provide a dismissed employee:

- written notice of the specific reasons for termination, and
- the cash equivalent of their unused earned

vacation. Reasons for dismissal for cause may include:

- unsatisfactory performance,
- insubordination,
- repeated, unexcused absences or tardiness,
- illegal, dishonest, or unethical conduct,
- repeated failure or refusal to observe employer policies,
- conviction of a crime involving moral turpitude, e.g., lying, cheating, stealing,
- conviction of any crime that is a felony, or
- a breach of any of the terms set forth in these policies.

11.5. Reduction in Force

If the Presbytery must make a reduction in force due to a change in practices or services, the Presbytery will apply such reduction fairly and consistently.

11.6. Termination of the Presbyter

All conditions for the separation of the Presbyter shall comply with the provisions of the PC(USA) and with any applicable provisions of the Board of Pensions benefits plan.

A written ballot and a majority vote shall terminate the Call and employment of the Presbyter when:

- The Presbyter terminates their own Call by their resignation or retirement,
- The Executive Council recommends termination of the Presbyter's Call and employment at one stated meeting of Presbytery, for action at the next Stated meeting, or
- A motion to terminate the Presbyter's employment arises from the floor of a Presbytery-at-large meeting for referral to the Executive Council. The Executive Council shall review the motion and report on its findings in a subsequent stated meeting of Presbytery.

12. EMPLOYEE BENEFITS: LEAVE

12.1. Vacation Leave

Effective for staff hired in 2022 and continuing, full-time and part-time regular employees earn vacation time in the amount of:

- Vacation time in the equivalent of one workweek at hire.
- The equivalent of an additional workweek after having completed six months of employment.
- The equivalent of two workweeks starting with the second through the fourth year of employment.
- The equivalent of three workweeks starting with the fifth through the ninth year of employment.
- The equivalent of four workweeks starting with the tenth year of employment.

Unless, due to extenuating circumstances, an employee receives approval from the Head of Staff (in the case of the Head of Staff from the Personnel Committee), they must use the entirety of their leave in the calendar year in which they earn it or forfeit the balance remaining at the end of the calendar year.

Employees shall submit requests for vacation to the Head of Staff in advance.

12.2. Sick Leave

Employees may take sick leave for absence due to:

- personal illness or physical disability resulting in the incapacity of the staff member to perform their usual duties,
- the illness of members of their immediate family requiring their care,
- medical, dental, or optical treatment or examination, when approved in advance by the supervisor.

The Presbytery provides up to a maximum of ten days of sick leave with pay during any given year. Such days may accumulate up to a total of 50 days.

The Presbytery will not pay accrued sick leave upon termination of employment.

12.3. Emergency Personal Leave Up to 24 Hours

Regular employees may, with the approval of the Head of Staff, use up to 24 hours of emergency leave with pay on an annual basis for emergencies.

Examples of emergency leave include needs such as:

- unexpected childcare exigencies, and
- other sudden or unexpected personal business.

12.4. Leave of Absence Without Pay

If a regular employee who has been employed for at least twelve consecutive months:

- becomes ill,
- has some other medical condition,
- is pregnant, or
- has another justifiable reason to be absent for an extended period, when
- another leave policy does not address the circumstances, or
- such other leave has been exhausted,

they may apply in advance to the Head of Staff for an unpaid personal leave of absence of up to twelve weeks.

In authorizing a personal leave, the Head of Staff, consulting with the Personnel Committee, will consider:

- the nature of the situation,
- the employee's service record with the Presbytery, and

- the Presbytery's business needs.

The Head of Staff, consulting with the Personnel Committee:

- will administer this leave of absence policy in accordance with ADA law, as applicable,
- may require supporting evidence in the form of a physician's statement,
- may require a fitness-for-duty report at the end of the leave, and
- will generally attempt to place the employee in the job they left; however, circumstances may require that the Presbytery:
 - place the employee in another available job at the same or a different wage, or
 - terminate employment if business circumstances so necessitate.

An employee on a leave of absence:

- may not perform other work for hire,
- must contact the Head of Staff of their plans to return to work at least seven days before the end of the leave period, and
- must return to work on the agreed date, or when an approved personal leave of absence expires, or forfeit their job.

12.5. Jury Duty and Witness Service

Employees called to serve on jury duty receive time off with pay.

They must immediately:

- present the summons to the Head of Staff,
- report to work when excused from jury duty:
 - on a scheduled workday or
 - when at least four hours remain on a scheduled workday.

In addition, employees subpoenaed to be a witness in court:

- shall receive up to eight hours of paid time off,
- may use earned vacation leave for otherwise unpaid time.

12.6. Parental Leave

An employee shall request parental leave at least one month in advance of the expected arrival (birth, adoption, foster care placement, or guardianship) of a child.

The leave:

- may last for up to twelve workweeks,
- will be paid in the equivalent amount of the employee's normal workweek,
- may consist of a period prior to and after the child's arrival,
- should ordinarily be continuous, and
- will include benefit coverage, subject to the terms and conditions of the Board of Pensions' benefit plan.

At the end of the parental leave period, the Presbytery will generally attempt to place the employee in:

- the job they held when leave commenced, or
- a position with equivalent benefits, pay, and other terms and conditions of employment.

12.7. Bereavement Leave

Employees who suffer the death of a family member may take three days of leave with pay at or near the time of death or funeral.

Relatives who qualify as a family member for this policy are as follows, including "step" equivalents if applicable:

- spouse,
- parent,
- parent-in-law,
- child,
- sibling,
- siblings-in-law,
- grandparent,
- grandchild, and
- others living in the home for whom the employee has legal responsibility.

12.8. Military Leave

The Presbytery honors all members of our country's Armed Forces and will comply with the Uniformed Services Employment and Reemployment Rights Act (USERRA), as well as any other applicable law or regulation concerning military leaves of absence.

12.9. Leave for Part-time Employees

For part-time employees, the Presbytery will prorate the above leave provisions(Sections 12.1 – 12.8 above) based on the percentage of full time (a 40-hour week) that the employee works.

13. PAID HOLIDAYS

13.1. Recognized Holidays

The Presbytery offices close for eleven paid holidays

- New Year's Day¹ January 4
- Martin Luther King Day The third Monday in January
- Good Friday The Friday before Easter
- Memorial Day The fourth Monday of May
- Independence Day¹ July 4
- Labor Day The first Monday in September
- Thanksgiving Day The fourth Thursday in November
- The Friday following Thanksgiving The fourth Friday in November
- Christmas Eve² December 24
- Christmas Day² December 25
- The day after Christmas² December 26

Recognized holidays which fall within an employee's scheduled vacation time do not count against the employee's vacation leave account.

14. OTHER EMPLOYEE BENEFITS

14.1. Group Medical and Pension Benefits

- **For Clergy**

The Terms of Call for Ministers of the Word and Sacrament provide for participation in:

- the Board of Pensions benefits plan of the Presbyterian Church (USA), including both pension and medical coverage, or

¹ The Presbytery offices observe these holidays on the preceding Friday when they occur on a Saturday, and on the following Monday when the holiday falls on Sunday. 24

² When these holidays occur on a Saturday or Sunday, the Head of Staff will determine the appropriate day off.

- any successor plan approved by the General Assembly.

- **For Full-time Non-clergy**

Effective with the hiring of full-time employees other than Ministers of the Word and Sacrament in 2022 or later, employees:

- will be offered full participation in employee only coverage offered through the Board of Pensions,
- may, at their own expense, participate voluntarily in the other programs offered by the Board of Pensions.

To be eligible for these benefits, full-time employees may need to satisfy certain length of employment or other requirements. The benefit plan documents provide additional information. Employees may contact the Head of Staff with any questions about the group medical and other benefits under this policy.

- **For Part-time Non-Clergy**

Part-time employees other than Ministers of the Word and Sacrament may, at their own expense, participate voluntarily in the programs offered by the Board of Pensions.

14.2. Workers' Compensation Insurance

An employee injury or illness may be compensable under workers' compensation if it arises out of and in the course of employment, regardless of the location at which the injury occurs.

Workers' compensation benefits help cover:

- medical costs, and
- any loss in pay which may result from the injury or illness.

If an employee suffers an on-the-job accident, injury, or illness they must immediately report it to the Head of Staff. The employee is responsible for making any claim for workers' compensation benefits.

15. ADDENDA

15.1. Employment Agreement Template

SALEM PRESBYTERY EMPLOYMENT AGREEMENT

Position:

Start Date:

Annual Salary:

Benefits available Through the PC(USA) Board of Pensions

(check one):

_____ As a **full-time** employee, you will have available an amount of 18% of your annual salary for benefit plans offered through the Board of Pensions. You may choose how you would like to allocate those funds within the benefit plans offered. You may, at your own expense, participate voluntarily in the other programs offered by the Board of Pensions.

_____ As a **part-time** employee, you may, at your own expense, participate voluntarily in the programs offered by the Board of Pensions.

Vacation Time

You will earn vacation time in the equivalent of:

- one workweek at hire,

- an additional workweek after having completed six months of employment.
- two workweeks starting with your second through your fourth year of employment.
- three workweeks starting with your fifth through your ninth year of employment, and
- four workweeks starting with your tenth year of employment.

Unless, due to extenuating circumstances, you receive approval from the Head of Staff, you must use the entirety of your leave in the calendar year in which you earn it or forfeit the balance remaining at the end of the calendar year.

Sick Time

Ten sick days per year. Such days may accumulate up to a total of 50 days.

Terms and Conditions

The Salem Presbytery from time to time reviews and revises its benefits programs and reserves the right at any time to change or discontinue those programs. Your employment with the Salem Presbytery will be “at-will” meaning that either you or the Presbytery may terminate your employment at any time, with or without cause, and for any or no reason.

If you accept this position, please sign below, and return a copy to the Presbytery.

Signature: _____
(Employee)

Date: _____

Signature: _____
(Witness)

Date: _____

15.2. Employee Acknowledgement and Acceptance of Handbook

This is to acknowledge that:

- I have received a copy of the Presbytery's Personnel Policies and Procedures Handbook. I understand that it provides guidelines and summary information about the Presbytery's personnel policies, procedures, benefits, and rules of conduct.
- I also understand that it is my responsibility to read, or have read to me, understand, become familiar with, and comply with the established standards.
- I further understand that the Presbytery reserves the right to modify, supplement, interpret, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.
- I also acknowledge that both the Presbytery and I have the right to terminate the employment relationship at any time, with or without cause or advance notice, and that this employment-at-will relationship will remain in effect throughout my employment with the Presbytery.
- I further acknowledge that no oral or implied agreement may modify this employment-at-will relationship.

This handbook revokes and replaces all previous employee handbooks, other memorandums or policies which may have been issued on the subjects covered herein.

Employee's Name (please print or type)

Employee's Signature and Date

Once you have signed this form, please give it to the Head of Staff to place in your personnel file. Please keep this handbook for your use.