

# INDIAN NATIONS PRESBYTERY



**PERSONNEL MANUAL**  
**2004**



# PERSONNEL MANUAL

## PART I: STYLE OF THE PRESBYTERY PERSONNEL SYSTEM

The basic style of the presbytery personnel system is based on a commitment to use the full human resources available. It reflects a management style that is supportive in nature, seeking to pursue and preserve the cooperation of all staff who perform certain presbytery functions. It is a style of shared rights, responsibilities, and accountability.

### A. STAFF RATIONALE AND PATTERN

#### THEOLOGY OF EMPLOYMENT

The Presbytery of Indian Nations of the Presbyterian Church (U.S.A.) is a community of faith called into being by God's grace in Jesus Christ, "...known by its convictions as well as by its actions" (*Book of Order* G-2.0100). Acknowledging God's sovereignty over the world and Christ's Lordship over the Church, it recognizes and uses the gifts of all, including its employees, for the purposes of God.

Basic assumptions are derived from the central teachings of the Christian faith regarding the nature of persons:

- they are created in God's image
- their individual creativity will be recognized, protected, and encouraged
- the relationship between the presbytery and its employees is a covenantal relationship in which both parties agree to function together in certain ways to achieve agreed-upon objectives or purposes.

#### PERSONNEL PHILOSOPHY

The work of the Presbytery of Indian Nations is to be understood within the context of the Church defined by the *Book of Confessions* and the *Book of Order*, and within the context of its own mission and standing rules.

#### STAFFING PATTERN

The presbytery shall determine its staff in consultation with the synod and the presbytery's member churches, in accordance with the *Book of Order* and consistent with the presbytery mission and standing rules.

#### TEAM MINISTRY

The presbytery staff functions as a team: each and all are concerned about and responsible for the work of the presbytery. Members of the presbytery staff support and assist one another and are in constant communication with one another so as to be able to serve as resources to one another.

Individuals are expected to treat each other with dignity and respect, following these guidelines:

- Focus on the situation, not the person.
- Build and maintain self-confidence and self-esteem of others.
- Build and maintain constructive relationships with others.
- Share information informally and formally.
- Seek to obtain closure on questions/issues.
- Err on the side of too much factual information.

41

## **B. EMPLOYER RIGHTS AND RESPONSIBILITIES**

### **RIGHTS**

- 43 1. Establish basic work goals consonant with the mission and purpose of the presbytery;
- 44 2. Establish an overall structure designed to best accomplish the basic goals;
- 45 3. Establish and administer a personnel system which can meet personnel needs;
- 46 4. Establish position descriptions and personnel qualifications for particular functions and  
47 determine who are qualified and/or qualifiable to perform such functions in accordance with  
48 the *Book of Order*, G-11.0303;
- 49 5. Establish and administer processes for compensation, continuing education benefits,  
50 working conditions, dismissals, and other phases of employment;
- 51 6. Expect employees to be productive in assigned functions;
- 52 7. Encourage employee opinion and see that employee opinion is presented to an appropriate  
53 forum dealing with the personnel system; and,
- 54 8. Exercise suitable discipline.

### **RESPONSIBILITIES**

- 56 1. Be faithful to the purpose of the organization;
- 57 2. Provide opportunity for employee participation in the development of the personnel system,  
58 allowing employee input for decisions that affect them;
- 59 3. Assure that policies and administration of the personnel system are consonant with the  
60 rights of the employees;
- 61 4. Provide equal opportunity for all employees in all aspects of every phase of the personnel  
62 system and to an affirmative action program;
- 63 5. Provide adequate and equitable compensation to employees;
- 64 6. Assist the employees in meeting goals and objectives in a manner consistent with the  
65 interests of the employer;
- 66 7. Conduct for all employees, regular (written) performance reviews and evaluations which  
67 relate their work objectives to goals of the presbytery, and which give them an opportunity to  
68 participate in evaluating their own performance in relation to these objectives;
- 69 8. Provide equitable benefits and working conditions for the general welfare and well being of  
70 all employees;
- 71 9. Establish and maintain open communication with employees on matters concerning their  
72 welfare and the presbytery's interests so that the formulation of personnel policies,  
73 procedures and practices is properly a project in which all employees may cooperate; and,
- 74 10. Establish, administer, and review a process that provides for the hearing and resolution of  
75 complaints and grievances.

76

## **C. EMPLOYEE RIGHTS AND RESPONSIBILITIES**

### **RIGHTS**

- 78 1. Receive a personnel manual, a position description, manual of administrative operations  
79 and standing rules to develop an understanding of role and function of the particular position  
80 in the total structure of the presbytery and the Presbyterian Church (U.S.A.);
- 81 2. Receive information on the quality and expectations of job performance;
- 82 3. Be kept informed of proposed changes in personnel policies and procedures in order to  
83 provide input into the process;
- 84 4. Participate in the personnel system to insure objectivity and fairness (e.g. grievance  
85 procedures, job classifications, performance review and evaluation, etc.);
- 86 5. Have working conditions that promote the general welfare and encourage productivity; and

87 6. Receive adequate compensation and other benefits under a fair and open process.

88 **RESPONSIBILITIES**

- 89 1. Give their best possible performance in assigned functions;  
90 2. Understand role and function in the context of the goals of the presbytery;  
91 3. Provide requested representation to and participate fully in any committee or group on which  
92 employees are given responsibility;  
93 4. Honor commitment to goals and objectives agreed upon by participation in the personnel  
94 system;  
95 5. Follow explicitly the grievance process; and  
96 6. Act in accordance with the presbytery's rules and regulations.

97 **PART II: PRINCIPLES FOR THE DEVELOPMENT AND ADMINISTRATION**  
98 **OF PERSONNEL POLICIES AND PROCESSES**

99 **EQUAL EMPLOYMENT OPPORTUNITY**

100 To establish and administer a process that will enable the presbytery to develop and implement  
101 an affirmative action plan for equal employment opportunity, in accordance with the guidelines  
102 established by the General Assembly.

103 **COMPENSATION**

104 To establish and administer a process of compensation wherein the individual employee's  
105 compensation is determined on the basis of a uniform and equitable salary scale.

106 **REIMBURSEMENT OF EXPENSES**

107 To establish and administer a fully accountable process wherein authorized expenses incurred  
108 by employees in the performance of work assignments are reimbursed in an adequate and  
109 uniform manner utilizing a voucher system. [See Part III, A., following.]

110 **CONTINUING EDUCATION**

111 To establish and administer a process of continuing education which affords employees the  
112 opportunity for acquiring new skills, knowledge, and refreshment of old knowledge and skills,  
113 consonant with the needs of the presbytery.

114 The process of staff development will be an integral part of annual performance review and  
115 evaluation.

116 **BENEFITS**

117 To establish benefits to satisfy the needs of full-time and part-time regular employees, including  
118 regular vacations, and regular and special leaves, as long as the needs are consonant with the  
119 goals and financial capacity of the presbytery.

120 **WORKING CONDITIONS**

121 To establish and administer a process wherein the employee is assured of equitable working  
122 hours, necessary equipment to perform tasks, and pleasant working conditions, as long as such  
123 are compatible with the goals and financial capacity of the presbytery.

124 **CONFLICT RESOLUTION**  
125 To establish and administer a process that will ensure all employees a fair and equitable  
126 opportunity for conflict resolution, including the right to choose an advocate, and for the hearing  
127 and resolution of misunderstandings and grievances that may arise in the administration of the  
128 total personnel system.

129 **COMMUNICATION**  
130 To communicate to all employees the personnel policies and procedures pertinent to their  
131 employment, including identification of the persons or committees involved in the administration  
132 and oversight of the systems.

133 **PERSONNEL MANUAL AND TERMS OF EMPLOYMENT**  
134 This personnel manual is not an employment contract expressed or implied. It is an established  
135 policy that will serve as a guideline for staff administration. Policies contained in this manual  
136 supersede all previous policies.

137 Employees are hired at will, and either the employee or the presbytery may terminate the  
138 relationship in accordance with the termination policy described in this manual. Employee  
139 classification and/or benefits may be modified as necessary by the personnel committee,  
140 subject to the approval of the hiring body.

141 This manual is provided to all employees. All employees will sign a copy of an administrative  
142 form (Appendix A), acknowledging receipt of the manual, understanding and compliance with  
143 the policies.

144

## 145 **PART III: PERSONNEL POLICIES**

### 146 **A. BASIC POLICIES**

147 **DETERMINATION OF PERSONNEL GUIDELINES AND POLICY**  
148 Personnel policies are determined by the presbytery upon recommendation by the presbytery  
149 personnel committee.

150 **EMPLOYMENT PRACTICES**  
151 The presbytery is committed to fair employment practices and equal employment opportunity for  
152 all employees, in accordance with the guidelines established by the *Book of Order* and the  
153 General Assembly, and in compliance with the Civil Rights Acts of 1964 and 1968, the Equal  
154 Employment Act of 1972, the Equal Pay Act of 1963, together with any state laws of Oklahoma  
155 that apply to the presbytery as an employer.

156 **PRIVACY**  
157 The presbytery will maintain procedures necessary to guarantee the confidentiality of  
158 employment records in accordance with the privacy guidelines established by the General  
159 Assembly, insofar as those guidelines comply with state and federal regulations. With respect  
160 to subpoena of personnel records under provisions of Oklahoma law, employees are advised  
161 that, in the event the employee's own attorney is unable to obtain an order quashing or  
162 modifying the subpoena, the employer will have no other recourse than to comply with the terms  
163 and provisions contained in the subpoena.

164 Personnel files and payroll records are confidential. Employees may have access to their own  
165 files in the presence of those authorized to handle personnel matters. Files are destroyed  
166 *seven* years following separation from employment, except in special cases.

167 **NEPOTISM**

168 To affirm and facilitate equal opportunity for all employees and employment candidates, care  
169 will be exercised in the employment and assignment of persons who are direct relatives of  
170 people in the presbytery's employ. Such people should not be automatically denied  
171 employment or fair treatment in the full spirit of these policies. However, individuals shall not be  
172 hired by or through the involvement of direct relatives, and they shall not be assigned to a  
173 position where a direct relative is in a position to influence the employee's salary, promotion or  
174 other aspects of personnel practice.

175 **HARASSMENT**

176 It is the policy of the presbytery to maintain a workplace free of any form of harassment or  
177 intimidation from any presbytery employee, including supervisors, or from non-employee work  
178 contacts. Any form of harassment is unacceptable behavior within the workplace and is subject  
179 to appropriate disciplinary action.

180 Harassment includes, but is not limited to, unwelcome and unsolicited sexual advances,  
181 requests for sexual favors, discriminatory tormenting based on gender and other undesired  
182 verbal, visual, or physical conduct of a sexual nature.

183 Any presbytery employee who believes in good faith that there has been a violation of this policy  
184 should report the violation as soon as possible to the general presbyter or to the moderator of  
185 the personnel committee. The general presbyter immediately shall notify the moderator of the  
186 personnel committee. The moderator shall alert committee members of the complaint and shall  
187 call a meeting of the committee as soon as possible. In any case, all complaints must be  
188 reported to the general presbyter and if the matter cannot be resolved between the parties  
189 involved, the general presbyter with the personnel committee will investigate the allegations  
190 promptly, objectively and confidentially. If the general presbyter is a party to the complaint, the  
191 general presbyter will not be part of the investigation team.

192 The presbytery will take no adverse action against any employee who in good faith complains of  
193 harassment and will protect such employee against reprisal from other employees to the extent  
194 possible. Where it is determined that harassment did in fact occur, disciplinary action, including  
195 dismissal when appropriate, will be taken.

196 **SUBSTANCE ABUSE**

197 The use of illegal drugs by employees while in performance of official duties on behalf of the  
198 presbytery or the Presbyterian Church (U.S.A.) is strictly prohibited. Individuals deemed to be  
199 under the influence of illegal substances while in the performance of official church duties will be  
200 counseled and instructed to refrain from such usage while performing church-related activities.  
201 Individuals who refuse to refrain from usage will be subject to disciplinary action in accordance  
202 with presbytery policy.

203 Individuals who suffer from substance abuse problems are encouraged to seek professional  
204 help in dealing with their problems. This provision applies to all instances of substance abuse,  
205 for legal and illegal drugs. Persons who submit to drug treatment will not be subject to  
206 disciplinary action for substance abuse provided they refrain from the use of illegal substances.  
207 All information regarding individuals seeking substance abuse treatment will be treated with  
208 extreme confidentiality.

209 **CONFLICT OF INTEREST**

210 No employee shall accept any gift, gratuity, grant, service or any special favor from any person  
211 or persons, or from any businesses which provide or receive goods and services or which seek  
212 to provide or receive goods and services to or from the presbytery. However, minor courtesies  
213 such as luncheons, dinners, or similar arrangements in connection with business discussions  
214 may be received.

215 In addition, if any employee is called upon to participate in a decision in which the interests of  
216 the presbytery may conflict with his or her personal interests, the employee should abstain from  
217 participating in the decision. Employees shall avoid even the appearance of conflict of interest,  
218 special interest, or any other inappropriate conduct.

219 **CONFIDENTIALITY**

220 In the course of employment by the Presbytery of Indian Nations, staff may necessarily hear,  
221 receive, handle or process confidential information. According to the rules of the Presbyterian  
222 Church (U.S.A.), certain ecclesiastical files and records, as well as their contents, must be  
223 preserved as absolutely confidential. Such confidential information includes, but is not limited  
224 to, the following: information about pastors, information about personnel matters, information  
225 about congregations, information about ecclesiastical matters and other litigative matters. It is  
226 the policy of the Presbytery of Indian Nations that nothing learned by a staff person with respect  
227 to such confidential information shall ever be revealed; no documents may be copied without  
228 the explicit permission of staff responsible for the area of information; and access to files and  
229 records shall never be given to persons not authorized by the staff responsible. This  
230 confidentiality policy, also, applies to contents of reports not yet or never to be distributed to the  
231 presbytery as a whole.

232 Breaches of confidentiality constitute grounds for immediate dismissal.

233 **EMPLOYEE PERSONAL ITEMS**

234 The presbytery maintains a variety of office equipment and insures office equipment against  
235 damage and/or loss. The presbytery will replace damaged or stolen personal items of  
236 employees only if such items are determined by the general presbyter or the presbytery  
237 personnel committee to be reasonable and necessary to the performance of the employee's job-  
238 related duties. Other personal items (e.g. stereos, radios, pictures, plants, art objects,  
239 decorations, certificates of acknowledgment, etc.) will not be replaced by the presbytery if they  
240 are damaged or stolen. An employee who elects to have such items at the office assumes  
241 complete responsibility for their repair or replacement. Personal items used by staff away from  
242 the office shall be governed by this policy as delineated in the previous paragraph.

243 **FULLY ACCOUNTABLE REIMBURSEMENT POLICY FOR STAFF BUSINESS EXPENSES**

- 244 1. Staff persons employed by the Presbytery of Indian Nations shall be reimbursed for  
245 business and professional expenses incurred if the following conditions are met:
- 246 • the expenses are reasonable and do not exceed budgeted amounts;
  - 247 • the staff person documents the amount, time, place, and purpose of the expense ; and
  - 248 • the staff person provides an accounting of such expenses no more than 60 days after the  
249 expense is paid or incurred.
- 250 2. Reimbursable business and professional expenses include local transportation, travel  
251 (including lodging and meals), hospitality, books, subscriptions, educational costs and  
252 professional dues.
- 253 3. The presbytery reimburses mileage at the standard rate allowed by the Internal Revenue  
254 Service.



- 255 4. Honoraria or other forms of payment for service rendered, when that service is related to  
256 normal job function (e.g. preaching, workshops, officer training, interpretation, and classes),  
257 shall be returned to the presbytery to offset budgeted expenses.  
258 5. Presbytery charge accounts are used only for legitimate business expenses. All charges  
259 shall be reported and documentation provided as indicated above.  
260 6. Any reimbursement that exceeds business or professional expenses accounted for pursuant  
261 to this policy shall be returned to the presbytery within 60 days after the associated  
262 expenses are paid or incurred by the staff person.  
263 7. Under no circumstances will the presbytery reimburse a staff person for business or  
264 professional expenses without proper documentation.  
265 8. All receipts and other documentation used to substantiate the nature and amount of  
266 business and professional expenses shall be retained by the presbytery.

267 **B. EMPLOYMENT CATEGORIES**

268 **EMPLOYER**

269 The legal corporate employer of all presbytery staff is The Presbytery of Indian Nations, a legal  
270 corporation organized under the laws of the state of Oklahoma.

271 **EXEMPT AND NON-EXEMPT CATEGORIES**

272 In accordance with the Fair Labor Standards Act, there are exempt and non-exempt positions.

273 **EXEMPT**

274 All exempt staff are elected personnel and are not entitled to overtime wages.

275 **NON-EXEMPT**

276 All non-exempt staff are entitled to overtime wages for actual time worked in excess of 40 hours  
277 per week. Overtime must be authorized in advance by the employee's supervisor. Employees  
278 will be compensated at time and one-half for overtime worked.

279 **FULL-TIME, PART-TIME, TEMPORARY EMPLOYMENT**

- 280 a) Full-time employees are hired for 40 hours of work per week (exclusive of lunch period).  
281 b) Part-time employees are hired for less than 40 hours of work per week (exclusive of  
282 lunch period).  
283 c) Temporary employees are hired for a short period of time, usually less than three  
284 months.

285 **CONSULTANT/CONTRACT STAFF**

286 Consultative/contractual staffing is a staffing style that involves temporary employees for short-  
287 term periods.

- 288 • The specific tasks and financial requirements for consultative/contractual arrangements  
289 shall be reviewed and negotiated at least annually.  
290 • Consultative/contractual positions may be established for up to five years from the date  
291 the position is approved. Standard procedures for annual performance reviews will  
292 apply.  
293 • Consultative/contractual positions shall be evaluated at the end of five years, using  
294 existing personnel practices, to determine whether the arrangement shall continue.

295 Unexpended funds for previously negotiated and approved staff positions that become available  
296 due to mid-year resignation or vacancy may be utilized for consultative/contractual services in

297 order to maintain the vitality of ongoing programs.

298 **INTERIM EXEMPT STAFF POSITIONS**

299 **General Provisions**

300 To provide continuity of administrative and/or program services in the presbytery, interim staff  
301 may be elected to fill vacant approved positions, to serve until the position is filled (or  
302 abolished).

303 This policy is applicable to all positions whether filled by full-time, part-time, ordained or non-  
304 ordained personnel.

305 **Position/Person Description**

306 A position description shall clearly identify the kind of accomplishments and  
307 administrative/programmatic leadership desired during the interim period. The accountability of  
308 the position shall be clearly defined and be consistent with the accountability provisions of the  
309 *Book of Order*.

310 **Selection**

311 The selection and hiring of an interim shall be in accordance with the provisions of the *Book of*  
312 *Order* and/or the policy and practice of the presbytery.

313 **Compensation**

314 Compensation shall be according to the presbytery compensation plan. The interim position is  
315 factored at an equivalent level to the regular position.

316 **Benefits**

317 Housing

318 Housing or a housing allowance shall be provided for ministers serving in interim positions.  
319 Since the position is of a temporary, short-term nature, the person employed shall be  
320 encouraged to seek and secure temporary living quarters.

321 Pension

322 Where the person is in the Presbyterian Church (U.S.A.) Pension Plan, benefits will be  
323 according to that formula.

324 Vacation and Continuing Education

325 Vacation and continuing education benefits may be granted in accordance with existing  
326 provisions for regular employees.

327 **AA/EEO**

328 The affirmative action equal employment opportunity program established by the General  
329 Assembly shall be followed in the employment of persons for interim positions.

330 **Review of Work**

331 The presbytery shall provide for a review of the interim staff person's work on a scheduled  
332 basis. The review may be conducted on the basis of regular accountability reports to the  
333 presbytery personnel committee.

334 **Termination**

335 Termination for cause shall be as provided for in the presbytery personnel manual.

336 **Special Provisions**

337 Interims presently retired under provisions of the Presbyterian Church (U.S.A.) Pension and  
338 Benefits Plan and social security, who desire to continue to receive pension benefits should  
339 consult with the Board of Pensions regarding the applicable post-retirement service rules as  
340 they affect compensation and other entitlements.

341 **C. RECRUITMENT AND SELECTION**

342 **EXEMPT STAFF**

343 The general presbyter and stated clerk positions are filled by action of the presbytery, which  
344 shall elect a special search committee. The presbytery elects the general presbyter and stated  
345 clerk. The treasurer is nominated by the personnel committee and elected by the presbytery.

346  
347 **NON-EXEMPT STAFF**

348 The general presbyter and personnel committee will fill non-exempt positions in keeping with the  
349 affirmative action program of the presbytery, subject to the approval of presbytery council.

350 **D. POSITIONS**

351 **POSITION AND PERSON DESCRIPTIONS**

352 A position and person description, subject to periodic review, shall be provided for each  
353 position.

354 **VALIDATION OF POSITION**

355 All new and vacant exempt positions shall be validated by presbytery.

356 **EVALUATION OF POSITIONS**

357 The presbytery personnel committee, in accordance with the guidelines established by the  
358 presbytery, shall evaluate all positions.

359 **MODIFICATION OF WORK WITHIN A POSITION DESCRIPTION**

360 In order to enable employees to make use of their skills and to increase their potential abilities,  
361 position descriptions or titles may be modified by mutual agreement between the presbytery  
362 personnel committee and the staff person. Any such modification shall be reported to both  
363 council and presbytery at their first meeting following such change.

364 **E. Tenure**

365 **EXEMPT STAFF**

366 The stated clerk, treasurer and general presbyter are elected for five-year terms. Upon  
367 completion of a comprehensive review and upon recommendation of the personnel committee,  
368 exempt staff may be elected to serve additional terms. Following initial election to an exempt  
369 position, there shall be a six-month review and evaluation and, thereafter, annual reviews.

370 Re-election of stated clerk and treasurer will be proposed at least three months prior to the end  
371 of term; re-election of the general presbyter will be proposed at least six months prior to the end  
372 of term. If presbytery fails to deal with the proposal at that time, terms will be extended as  
373 follows: three months for the stated clerk and treasurer, and six months for the general  
374 presbyter.

375 **NON-EXEMPT STAFF**

376 Non-exempt staff shall serve for an indefinite period. There shall be an annual performance  
377 review and evaluation conducted by the general presbyter and reported to the presbytery  
378 personnel committee.

379 The first three months of employment of non-exempt personnel is an introductory period, giving  
380 the employee and his/her supervisor an opportunity to evaluate interest and qualifications for  
381 the position under actual working conditions. Prior to regular employment a performance  
382 appraisal is prepared and discussed with the employee by his/her supervisor and in consultation  
383 with the general presbyter. When all requirements for regular employment are completed  
384 satisfactorily, regular employment shall begin with the next pay period.

385 **F. CLERGY TERMS OF CALL AND APPOINTMENT**

386 All full-time exempt clergy staff shall be provided with a written "call" as provided by the General  
387 Assembly. In compliance with the *Book of Order* (G-14.0500), the call of a minister shall be  
388 submitted to the minister's presbytery for approval.

389 In accordance with the *Book of Order* (G-14.0500), changes in terms of call for an ordained staff  
390 member must be approved by his/her presbytery.

391 **G. SALARY ADMINISTRATION**

392 **PRINCIPLES/GUIDELINES (COMPLIANT WITH GENERAL ASSEMBLY GUIDELINES)**

393 The system of compensation in the Presbytery of Indian Nations and its related organizations or  
394 institutions shall be in accord with the biblical, theological, and ethical standards of the  
395 Presbyterian Church (U.S.A.).

396 Effective, competent staffing throughout the presbytery is essential to the fulfillment of its  
397 mission, and adequate compensation is necessary for the attainment and maintenance of such  
398 staff.

399 The system of compensation should be fair to all and should be compatible with the  
400 Presbyterian system of government.

401 Compensation for a position should be based on the nature, purpose, scope and responsibility  
402 of the position; the experience, knowledge, and skills required; the challenge of the work to be  
403 done and its impact on the effectiveness with which the presbytery achieves its mission.

404 Salary changes should be based on annual performance reviews, with consideration given to  
405 changes in living costs and changes in responsibilities of positions. Increases related to good  
406 performance provide opportunity for increased financial recognition to employees. However,  
407 cost of living adjustments should not be confused with increases based on performance.

408 Employees recruited locally should be paid within salary ranges related to the average salaries  
409 paid by employers locally for comparable positions requiring similar skills and experience.  
410 Employees recruited regionally or nationally should be paid within salary ranges related to the  
411 average salaries regionally or nationally paid by employers for comparable positions, modified  
412 to reflect the local cost of living.

413 It is important that the compensation system be accompanied by a vigorous program of  
414 economic justice to insure that all employees are paid fairly and represented at all levels of  
415 employment, including women, racial/ethnic persons, persons with disabilities, and persons over  
416 fifty years of age.

417 Since the church recognizes the value of all varieties of service, and since it seeks to temper the  
418 values and rewards of the secular world, the salary range for the highest level position within  
419 each governing body should be no more than approximately four times the salary range of the  
420 lowest level position.

421 Salary ranges for each staff position within the presbytery should be established with a  
422 minimum salary, maximum salary, and midpoint. The midpoint for the highest paid exempt  
423 position should not be more than four times the midpoint of the lowest paid non-exempt position  
424 and not more than three times the midpoint of the lowest paid exempt position.

425 For exempt positions the minimum salary for any position should be approximately 20 percent  
426 below the midpoint for that position and the maximum salary should be approximately 20  
427 percent above the midpoint.

428 For non-exempt positions the minimum and maximum salary range should be established in  
429 relation to salaries for each type of position as paid in the community, keeping in mind that the  
430 church should be leading the community in demonstrating its concern for fair wages.

#### 431 **MANSE ALLOWANCE (CLERGY)**

432 The Internal Revenue Code provides that a minister can exclude from gross income for income  
433 tax purposes any rental allowance paid as part of his/her compensation to the extent that he/she  
434 used it for renting or providing a home.

435 In order to satisfy the requirement of the Internal Revenue Service relative to the housing or  
436 manse allowance for ordained ministers, it is understood that of the total amount of  
437 compensation paid to an ordained minister, housing is included when a manse is not provided.

438 It is the responsibility of the employee to determine the fair rental value of his/her house for  
439 Internal Revenue purposes annually and to report the amount to the personnel committee for  
440 inclusion in the annual presbytery minutes.

441 If the amount designated for manse allowance is not fully used, it is the recipient's responsibility  
442 to report the balance to the Internal Revenue Service as taxable income.

#### 443 **HONORARIA**

444 Honoraria received for services considered part of a person's position description shall be  
445 returned to the presbytery.

#### 446 **OVERTIME AND COMPENSATORY TIME**

447 According to the Fair Labor Standards Act, non-exempt staff must be paid at least one and one-  
448 half times the hourly rate for time in excess of forty hours. When non-exempt staff are expected  
449 to work outside normal business hours, work schedules may be adjusted so that an employee  
450 does not work more than 40 hours within the week.

451 Overtime must be authorized by the employee's immediate supervisor in advance.

### 452 **H. TERMINATION POLICIES FOR EXEMPT STAFF**

#### 453 **PRINCIPLES**

- 454 1. All conditions for separation shall be compatible with the provisions of the *Book of Order* of  
455 the Presbyterian Church (U.S.A.).
- 456 2. The personnel committee shall prepare a written report citing specific reasons for the staff  
457 member's departure; and confirming the date of separation, any and all financial obligations  
458 existing between the presbytery and the individual; and any other matters pertinent to the

- 459 personnel record. Copies of the report will be available to presbytery council and the stated  
 460 clerk.
- 461 3. The separation process shall be considered incomplete until the hiring body acts upon it.
  - 462 4. Immediate discharge for cause shall be made on the basis of substantial evidence.  
 463 However, the discharge process shall not be completed without providing the staff person  
 464 with the opportunity to be heard by the body that will make the final decision regarding  
 465 his/her discharge.
  - 466 5. The record of events, facts, and discussions regarding the proposed discharge of a staff  
 467 person shall be treated with strict confidentiality.
  - 468 6. Staff may appeal separation decisions to the synod in accordance with the appeal process  
 469 outlined in the *Book of Order* (D-13.000). Separation shall be operative without  
 470 discrimination based on race, color, sex, national origin, age and ordination status.

471 **REASONS FOR SEPARATION/TERMINATION**

472 **Voluntary Resignation**

473 Voluntary choice of separation freely made by the employee (resignation) may take place after  
 474 one month's written notice to the general presbyter and/or the personnel committee, with copies  
 475 to the presbytery council.

476 When the general presbyter resigns, the written notice shall be sent to the personnel committee,  
 477 with copies to the moderator of the presbytery and stated clerk.

478 Staff will be paid cash equivalent to unused earned vacation at the official date of separation.  
 479 No severance allowance will be provided.

480 **Reduction of Force**

481 Separation because of the discontinuation of a project, retrenchment in budget, or for other  
 482 circumstances in which the employee bears no fault, is at the discretion of the presbytery. The  
 483 presbytery shall provide written notice of termination after consultation with the personnel  
 484 committee. Notice will be given as early as possible for relocation and/or other employment.

485 When the staff member continues employment until the effective date of separation, severance  
 486 pay shall be paid according to the following schedule. Severance for Part-time employees will  
 487 be paid at their normal weekly rate. If the employee voluntarily terminates employment prior to  
 488 the effective date of separation, severance pay will be at the discretion of the personnel  
 489 committee.

<u>Years of Service</u>	<u>Weeks of Severance Allowance</u>
490 <i>Less than 1 year</i>	<i>2 weeks</i>
491 <i>1 year but less than 4 years</i>	<i>4 weeks</i>
492 <i>4 years but less than 5 years</i>	<i>6 weeks</i>
493 <i>5 years and over</i>	<i>8 weeks, plus a week's salary for each year over</i>
494	<i>5 years, to a maximum of 12 weeks</i>
495	

496 **Failure to Re-Elect**

497 In the event presbytery fails to re-elect the general presbyter for a subsequent term, a  
 498 severance allowance is authorized in accordance with the schedule listed under **Reduction of**  
 499 **Force.**

500 **Suspension**

501 A staff member may be suspended, with or without pay, at the discretion of the personnel  
 502 committee and with the concurrence of presbytery council, pending investigation of alleged  
 503 wrongdoing or misconduct. Investigation of allegations will be undertaken promptly by the  
 504 presbytery. The person suspended shall have the right to appear before the council or

505 representatives thereof, with or without advocate, in order to provide the presbytery with facts  
506 and to defend his/her position.

507 **Separation for Cause**

508 Separation for cause shall include but not be limited to:

- 509 Unsatisfactory performance,
- 510 Neglect in the care and use of presbytery property/funds,
- 511 Significant and/or repeated violations of presbytery policies and procedures,
- 512 Repeated unexcused absences and/or repeated tardiness, and/or
- 513 Any other just cause.

514 A staff member whose performance fails to meet position expectations and is unsatisfactory  
515 shall be counseled initially by the immediate supervisor, general presbyter, or personnel  
516 committee. Every attempt shall be made to correct deficiencies in performance and establish  
517 effective work patterns. A written summary of this action, together with specifics for  
518 improvement (including a timeline for follow-up, not to exceed three months) will be given to the  
519 staff member. A copy of the report will be placed in the employee's personnel file, and copies  
520 forwarded to the personnel committee and to the presbytery council.

521 If unsatisfactory performance continues, the personnel committee will present specific  
522 instructions to the employee in writing, citing corrections to be made and establishing a deadline  
523 for improvement (not to exceed three months from date of notice). A formal report of this action  
524 will be placed in the employee's personnel file, and copies of the report will be given to the  
525 employee and to presbytery council.

526 If unsatisfactory performance continues beyond the deadline for improvement, the personnel  
527 committee shall give one month's notice of termination or, alternatively, one month's salary in  
528 lieu of notice. No severance pay will be allowed, but cash equivalent to the employee's unused  
529 vacation will be paid.

530 **I. TERMINATION POLICIES FOR NON-EXEMPT STAFF**

531 **PRINCIPLES**

- 532 1. All conditions for separation shall be compatible with the provisions of the *Book of Order* of  
533 the Presbyterian Church (U.S.A.).
- 534 2. The general presbyter shall prepare a written report citing specific reasons for employee's  
535 departure; and confirming the date of separation, any and all financial obligations existing  
536 between the presbytery and the individual; and any other matters pertinent to the personnel  
537 record. A copy of the report will be presented to the personnel committee.
- 538 3. Immediate discharge for cause shall be made on the basis of substantial evidence.  
539 However, the discharge process shall not be completed without providing the staff person  
540 with the opportunity to be heard by the body that will make the final decision regarding  
541 his/her discharge.
- 542 4. The record of events, facts, and discussions regarding the proposed discharge of a staff  
543 person shall be treated with strict confidentiality.
- 544 5. Separation shall be operative without discrimination based on race, color, sex, national  
545 origin and age.

546 **REASONS FOR SEPARATION/TERMINATION**

547 **Resignation**

548 Voluntary separation (resignation) may take place after written notice to the general presbyter  
549 with copy to the personnel committee. Staff will be paid cash equivalent to unused earned  
550 vacation at the official date of separation. No severance allowance will be provided.

551 **Reduction of Force**

552 Separation because of the discontinuation of a project, retrenchment in budget, or for other  
553 circumstances in which the employee bears no fault, is at the discretion of the presbytery. The  
554 personnel committee shall provide a minimum of thirty days' written notice of termination.  
555 Alternatively, the committee may provide thirty days' pay in lieu of notice. A severance  
556 allowance will be given in relation to the length of continued service as follows:

557 <u>Years of Service</u>	557 <u>Weeks of Severance Allowance</u>
558 <i>Less than 1 year</i>	558 <i>2 weeks</i>
559 <i>1 year but less than 4 years</i>	559 <i>4 weeks</i>
560 <i>4 years but less than 5 years</i>	560 <i>6 weeks</i>
561 <i>5 years and over</i>	561 <i>8 weeks, plus a week's salary for each year over</i>
562	562 <i>5 years, to a maximum of 12 weeks</i>

563 **Separation for Cause**

564 Separation for cause shall include but not be limited to:

- 565 Unsatisfactory performance,
- 566 Neglect in the care and use of presbytery property/funds,
- 567 Significant and/or repeated violations of presbytery policies and procedures,
- 568 Repeated unexcused absences and/or repeated tardiness, and/or
- 569 Any other just cause.

570 A staff member whose performance fails to meet position expectations and is unsatisfactory  
571 shall be counseled initially by the immediate supervisor or general presbyter. Every attempt  
572 shall be made to correct deficiencies in performance and establish effective work patterns. A  
573 written summary of this action, together with specifics for improvement (including a timeline for  
574 follow-up, not to exceed one month) will be given to the employee. A copy of the report will be  
575 placed in the employee's personnel file, and a copy forwarded to the personnel committee.

576 If unsatisfactory performance continues, the general presbyter may recommend termination for  
577 cause. If the personnel committee concurs, written notice will be given indicating reasons for  
578 termination.

579 The general presbyter, alternatively, may present specific instructions to the employee in  
580 writing, citing corrections to be made and establishing a deadline for improvement (not to  
581 exceed one month from date of notice). A formal report of this action will be placed in the  
582 employee's personnel file, and copies of the report will be given to the employee and to  
583 presbytery council.

584 If unsatisfactory performance continues beyond the deadline for improvement, the general  
585 presbyter and/or personnel committee shall give two weeks' notice of termination or two weeks'  
586 salary in lieu of notice. No severance pay will be allowed, but cash equivalent to the employee's  
587 unused vacation will be paid.

588 **J. GRIEVANCE PROCESS**

589 For the purpose of this policy, a complaint or grievance is an alleged violation of an approved



590 personnel policy or practice, the alleged violation of an applicable state or federal law, or alleged  
591 irregularities in the implementation of discipline.

592 In order to deal promptly and fairly with all complaints or grievances, the following steps are to  
593 be taken.

594 **PRELIMINARY COMPLAINT PROCEDURE**

595 Prior to filing a formal written grievance, several preliminary steps are to be taken. The  
596 complaining party must first discuss his/her problem with his/her immediate supervisor. The  
597 supervisor will make every effort to resolve the difficulty.

598 **FORMAL GRIEVANCE PROCEDURE**

599 If informal efforts to resolve a grievance have failed, a formal grievance may be filed by  
600 submitting a written statement to the moderator of the personnel committee, with a copy to the  
601 general presbyter and the person's supervisor. Formal grievances must be filed within forty-five  
602 (45) days of the alleged grievance.

- 603 1. The moderator of the personnel committee shall call a committee meeting to review the  
604 grievance with all parties concerned. The committee shall make a determination of the  
605 grievance within 45 days.
- 606 2. If the complainant is dissatisfied with the decision of the personnel committee, he/she may  
607 file an appeal with the presbytery council within fifteen (15) days of the committee's  
608 determination. The council, in consultation with all parties concerned, shall make a final  
609 determination within 90 days of complainant's filing of the appeal. The presbytery council  
610 shall supply all parties concerned with its decision in writing.

611 **RIGHT OF ADVOCACY**

612 It is understood that the complaining party may arrange to have an advocate with him or her at  
613 all steps in the formal process.

614 **WRITTEN RECORDS**

615 A written record of all decisions arrived at in all meetings shall be kept.

616 Letters of decision from the personnel committee or the presbytery council shall contain  
617 provision for the complaining party to indicate his or her acceptance or rejection of the decision.

618 **K. RETIREMENT**

619 The benefits plan of the Presbyterian Church (U.S.A.) is designed to make retirement at age  
620 sixty-five (65) possible with full benefits in relation to accrued pension credits. Those who work  
621 beyond age sixty-five (65) will continue to accrue additional pension credits. (See the provisions  
622 of the benefits plan for further information.)

623 Subject to normal performance standards, employees who desire to work beyond age sixty-five  
624 (65) may do so.

625 **L. CONTINUING EDUCATION OPPORTUNITIES**

626 **CAREER DEVELOPMENT**

627 All employees will be given an annual opportunity to review and determine their short and long  
628 term goals and objectives as a part of the presbytery's affirmative action program. Such an  
629 opportunity will include at least the following:

- 630 1. A sharing of the employee's career goals and objectives, and his or her career goals and  
631 objectives as an employee of the presbytery.  
632 2. Sharing of the presbytery's goals and objectives within the context of the total mission of  
633 the Presbyterian Church (U.S.A.).  
634 3. Review and analysis of the employee's skills and knowledge in light of his or her current  
635 work assignment, and the presbytery and employee's goals and objectives.  
636 4. Analysis of the employee's potential career opportunities within the structure of the  
637 Presbyterian Church (U.S.A.) and the Presbytery of Indian Nations.  
638 5. Agreement by the employee and the presbytery concerning short and long term goals  
639 and objectives.  
640 6. Development of a projected program to help the employee develop new skills and  
641 knowledge, or refresh old skills and knowledge, which will be helpful in achieving the  
642 agreed upon objectives.

643 **ANNUAL CONTINUING EDUCATION FOR EXEMPT STAFF**

644 The purpose of continuing education is to strengthen the exempt staff in their work. It should  
645 have two results:

- 646 1. Skills development of the person, theologically and academically.  
647 2. Added benefit to the presbytery through increased knowledge, skills, motivation, and  
648 enthusiasm for ministry.

649 **GUIDELINES OF CONTINUING EDUCATION FOR EXEMPT STAFF**

650 Paid leave for continuing education will be granted, according to terms of employment/call and  
651 the following guidelines:

- 652 1. The personnel committee shall approve an application detailing study plans prior to leave  
653 being taken. The committee also will receive a follow-up report upon return from study  
654 leave.  
655 2. The presbytery strongly encourages staff members to take study leave each year. To  
656 accommodate scheduling and/or plans for specific programs of study, up to six (6) weeks  
657 of leave may be accumulated, subject to prior approval of the personnel committee.  
658 3. Unused continuing education, for which a plan of accumulation has not been approved,  
659 will not be carried over from one year to the next. When staff members leave the employ  
660 of the presbytery, whether by voluntary or involuntary separation, no compensation will  
661 be allowed for unused study leave.

662 **CONTINUING EDUCATION FOR NON-EXEMPT EMPLOYEES**

663 The general presbyter may approve up to two weeks of continuing education annually for non-  
664 exempt employees, providing that educational plans benefit the presbytery and enhance the  
665 employee's professional development.

666 **M. PERFORMANCE REVIEW**

667 For non-exempt staff, an initial review will be conducted within the first ninety days of  
668 employment. For exempt staff, an initial review will be conducted within the first six months of  
669 employment.

670 An annual performance review and evaluation will be conducted for all staff in accordance with  
671 guidelines established by the personnel committee. A comprehensive review will be conducted  
672 for exempt staff for every five-year period during the employee's tenure.

673 Reviews are generally to be "coaching" times unless there are specific performance issues or  
674 problems to be discussed. The reasons for annual/comprehensive performance reviews are:

- 675 1. To achieve the mission and goals of the presbytery through the work of the staff.  
676 2. To provide opportunities for dialogue, feedback and support toward encouraging self-  
677 improvement and enhancing performance.  
678 3. To help a person grow and develop professionally in the position.

679 Reviews will focus on the employee's position description, job functions, and work objectives  
680 established in consultation with the personnel committee.

681 **N. BENEFITS**

682 **SOCIAL SECURITY**

683 Personnel are covered by the Federal Old Age and Survivors Benefits Act (social security). The  
684 employee's share of the tax is withheld from the wages of non-ordained staff. Ministers are  
685 considered self-employed for purposes of social security and taxes are neither withheld nor paid  
686 for them.

687 **PENSION AND BENEFITS PLAN (CLERGY EMPLOYEES)**

688 A pension and medical plan is provided by the Presbyterian Church (U.S.A.) that includes  
689 provisions for retirement pensions, major medical benefits, disability income, death benefits and  
690 optional coverage for dental and death benefits and for retirement savings. The terms of the  
691 plan are contained in handbook "The Terms of the Benefits Plan of the Presbyterian Church  
692 (U.S.A.)."

693 **MINISTER PARTICIPATION**

694 All ministers of the Presbyterian Church (U.S.A.), who meet the terms for eligibility, are required  
695 to participate in the pension and benefits plan.

696 **ALTERNATE BENEFIT PLAN (LAY EMPLOYEES)**

697 All full-time and regular part-time exempt and non-exempt lay employees working a minimum of  
698 20 hours per week are eligible to have paid by the presbytery for their benefit a percentage  
699 amount based on the base salary for the purpose of providing medical and dental benefits.  
700 Reimbursements from the employee's account are made upon presentation of a voucher,  
701 together with receipts, for the included expense. No unexpended moneys are returned to the  
702 employee; nor shall unexpended moneys be carried over for use by the employee for medical  
703 expenses incurred in another calendar year.

704 **FLEXIBLE SPENDING PLAN (ALL EMPLOYEES)**

705 All employees are eligible to elect to participate in a Flexible Spending Plan (Section 125 Plan)  
706 to cover deductible and/or medical or dental expenses not covered by the Pension and Benefits  
707 Plan of the Presbyterian Church (U.S.A.) or alternate plan. Each calendar year, employees  
708 must indicate in writing their desire to participate and the dollar amount to be set aside.  
709 Reimbursements from the employee's Flexible Spending Plan account are made upon  
710 presentation of a voucher, together with receipts, for the included expense. No unexpended  
711 moneys are returned to the employee; nor shall unexpended moneys be carried over for use by  
712 the employee for medical expenses incurred in another calendar year.

713 **VACATION**

714 A vacation with pay is provided for all regular employees for refreshment, relaxation, health, and  
715 work effectiveness. Vacations are not cumulative and must be used within the calendar year,  
716 except when special provision has been made by the personnel committee. Vacations are  
717 computed on January 1 of each year for service during the ensuing calendar year. Leave must  
718 be taken in half-day increments.

719 It is expected that vacation will be taken at a time convenient to the work of the presbytery and  
720 the employee. Family commitments may call for unique scheduling and every effort will be made  
721 to make necessary adjustments.

722 Normally, the dates of vacation must be approved at least a month in advance by the  
723 supervisor(s) and the general presbyter. During the remainder of the calendar year in which an  
724 employee begins work, vacation will be prorated on the following ratio:

725 **Exempt**

726 Full-time exempt employees are entitled to 2½ days per month vacation per year,  
727 accumulative up to 30 calendar days annually (22 working days).

728 **Non-Exempt**

729 Full-time non-exempt employees are entitled to annual paid vacation. Vacation will be  
730 credited after six months of employment. At that time, five (5) days will be credited and after  
731 one (1) year, another five days, so that a total of ten (10) working days will be earned  
732 annually until the completion of three (3) years' continuous employment. The annual paid  
733 vacation entitled to non-exempt employees is according to the following schedule:

734	Service from 1 - 3 years	2 weeks (10 working days)
735	Service from 4 - 9 years	3 weeks (15 working days)
736	Service of 10 years and over	4 weeks (20 working days)

737 Part-time non-exempt employees who work more than 20 hours per week are entitled to  
738 vacation at the above schedule according to prorated hours per week.

739 Refer to termination policies regarding earned vacation, as applicable.

740 **HOLIDAYS**

741 Presbytery recognizes all federal holidays. Saturday holidays will be observed on Friday, and  
742 Sunday holidays will be observed on Monday. There are 13 paid holidays:

- 743 New Year's Day plus one additional day
- 744 Martin Luther King Day
- 745 Presidents' Day
- 746 Good Friday
- 747 Memorial Day
- 748 Independence Day
- 749 Labor Day
- 750 Thanksgiving Day and the day after
- 751 Christmas Day plus one additional day
- 752 Floating holiday (Veterans Day or employee's birthday)

753 If a holiday falls within a vacation period, an extra day of vacation is granted.

754 **SICK LEAVE**

755 Regular full-time non-exempt employees accrue 10 working days sick leave per year, with  
756 unused days cumulative to 120 working days. Sick leave entitlement during the first year of  
757 employment will be pro-rated according to the length of employment. Absences that occur after  
758 the allowed 10 working days sick leave shall be without pay. Leave must be taken in half-day  
759 increments.

760 Exempt employees accrue 10 working days sick leave per year, credited at the beginning of  
761 each calendar year. The first year of employment, exempt employees receive sick leave credits  
762 according to the number of months remaining in the calendar year. Leave must be taken in  
763 half-day increments.

764 The maximum accumulation of 120 days of sick leave applies to all full-time employees. Sick  
765 days may be used for personal injury or illness or for illness or injury in the immediate family.  
766 "Immediate" is defined in the section entitled "Bereavement Leave." At time of termination of  
767 employment (either voluntary or involuntary) an employee shall have no claim for pay in lieu of  
768 unused sick leave. When medical leave is anticipated, advance notification should be given.

769 Regular part-time non-exempt employees accumulate 5 working days sick leave per year up to  
770 60 days.

771 **PERSONAL DAYS**

772 With the permission of the general presbyter, following one year of employment an employee  
773 may take two (2) personal days of leave per year, non-accumulative. Such days shall ordinarily  
774 be scheduled with at least three (3) days advance notice in consultation with the general  
775 presbyter. Leave must be taken in half-day increments.

776 When two (2) personal days per year are used, the employee may take additional personal days  
777 by:

- 778 1. Working additional hours to make up time used; or  
779 2. Charging the additional time against allowed earned vacation time.

780 **WORKER'S COMPENSATION INSURANCE**

781 All employees in all locations are covered by the worker's compensation law of the state of  
782 Oklahoma. This provides coverage for on-the-job illness and injury. State-set premiums are  
783 paid by the presbytery for coverage, as required by law.

784 **LEAVES OF ABSENCE WITH PAY**

785 Leaves of absence, with pay or partial pay, are provided under the following circumstances with  
786 approval by the general presbyter:

- 787 a) Regular training period of the U.S. armed forces (maximum of two weeks). Since most  
788 such service includes military pay, the pay liability of the presbytery will be to make up  
789 the difference, if any, between the employment salary and the military salary.  
790 b) For jury duty (under normal circumstances, jury pay is to be returned to the employer).  
791 c) For marriage of an employee who has been with the presbytery for one (1) year or  
792 longer, up to 3 days.  
793 d) For personal and family emergencies, up to 3 days annually.  
794 e) Bereavement leave: in the event of death in the immediate family (spouse, child, sibling,  
795 parent, parent-in-law, grandparent or relative in the same household), three (3)  
796 consecutive days will be given with pay. If an employee must travel, generally out of  
797 state, to attend the funeral of spouse, children, or parents, up to five (5) consecutive days  
798 will be allowed as leave with pay. In the event of the death of any other relative, up to  
799 three (3) consecutive days with pay will be given.

800 **LEAVES OF ABSENCE WITHOUT PAY**

801 Leaves of absence without pay are provided under the following conditions with the approval of  
802 the general presbyter in consultation with the personnel committee.

803 **Medical**

804 Medical leaves of absence without pay are provided typically for injuries due to auto  
805 accident, surgery and recovery, pregnancy (maternity), serious illness, etc. These leaves are  
806 subject to approval of the general presbyter in consultation with the personnel committee.  
807 Medical leaves of absence are extended normally to employees who have completed one (1)  
808 year continuous service.

809 **Maternity/Adoption**

810 Maternity leave follows the same provisions as any medical leave. In this case, however,  
811 following the birth of the child, it is required that the employee inform the general presbyter of  
812 an approximate return date, within a reasonable period of 6-8 weeks. In the event of  
813 complications due to childbirth, such leaves will be treated as medical leave of absence if the  
814 employee is not able to return within 6-8 weeks.

815 **Paternity**

816 Paternity leave of up to two (2) weeks, provided that such leave takes place within sixty (60)  
817 days of the birth, miscarriage, or adoption of a child.

818 **Military**

819 For military service of an employee who has been with the presbytery for three (3) months  
820 upon return, every effort will be made to place the employee in a position with like seniority  
821 and status and salary.

822 **Other**

823 For any other reasons determined adequate by the general presbyter and the personnel  
824 committee.

825 **O. PART-TIME EMPLOYEE BENEFITS**

826 Part-time employees are employed less than 40 hours per week. If they are not temporary and  
827 if they work at least 20 hours per week, they are eligible for the following:

- 828 1. Holiday pay, if the holiday falls on one of the regularly scheduled working days; payment  
829 is in the number of hours normally worked that day.
- 830 2. Jury duty pay.
- 831 3. Vacation and sick pay in proportion to hours worked each week and as described in  
832 personnel policies.
- 833 4. Worker's compensation.
- 834 5. Severance allowance in proportion to hours worked each week.
- 835 6. Social security participation.
- 836 7. Benefits plan as described in personnel policies.

837 If a part-time employee is later placed on full-time basis, pro-rated service credit will be given  
838 from the first day of his/her part-time employment for sick leave and vacation benefits.

839

## **PART IV: AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY POLICY**

### **PREFACE**

841 In determining its own witness to the world and its service to humanity, the Church of Jesus  
842 Christ is bound by the Gospel mandate to “announce good news to the poor, to proclaim  
843 release for prisoners and recovery of sight for the blind, to let the broken victims go free, to  
844 proclaim the year of the Lord’s favor.” Thus it sounds the note of liberation, reconciliation and  
845 healing, and calls all persons to the more abundant life in Christ.

846 In the modern world such a mission has many implications, one of which is the removal of  
847 discriminatory practices that deny individuals the opportunity to achieve their highest  
848 employment potential. Therefore, it is the policy of the Presbytery of Indian Nations to:

- 849 • Provide equal opportunity in employment and upward mobility for all qualified and  
850 qualifiable persons;
- 851 • Prohibit discrimination in employment because of race, religious affiliation, color, national  
852 origin, sex, age, marital status or disability; and,
- 853 • Promote the full realization of equal employment opportunity through a positive and  
854 continuing program of affirmative action.

855 Affirmative action is the execution of a set of specific and result-oriented procedures designed to  
856 eliminate both conscious and unconscious discriminatory employment practices in order to  
857 ensure equal employment opportunity. Affirmative action goes beyond the prohibition of  
858 discrimination, to ensure that recruiting, training, hiring, and promotion practices are non-  
859 discriminatory.

### **POLICY**

861 In accordance with the Presbyterian Church (U.S.A.) plan for AA/EEO, the Presbytery of Indian  
862 Nations will:

- 863 1. Recruit, hire, call, train, and promote all persons in all positions without regard to race,  
864 color, national origin, sex, age, marital status, or disability.
- 865 2. Periodically conduct analysis of all personnel policies and actions to ensure equal  
866 employment opportunity for exempt and non-exempt personnel.
- 867 3. Provide equal opportunities in training during employment for all staff personnel.
- 868 4. Ensure that all other personnel actions will be administered on a non-discriminatory  
869 basis.
- 870 5. Develop uniform and comprehensive guidelines and procedures for the recruiting,  
871 screening, interviewing, and employment of exempt and non-exempt personnel.

872 The AA/EEO policy will implement *Book of Order* provisions [G-11.0103(d), G-11.0502(g), and  
873 G-13.0201(b)] and the “Churchwide Plan for EEO.” No person shall be employed in any  
874 position requiring ordination unless the presbytery is assured that at least one qualified or  
875 qualifiable person in an equal employment opportunity category (e.g. persons of various ages;  
876 of various racial groups; of both sexes particularly women; and persons with disabilities) has  
877 been interviewed and heard in person. This policy will also apply to persons employed in staff  
878 positions.

### **IMPLEMENTATION**

880 The presbytery, through the personnel committee will implement this policy by:

- 881 1. Including this policy in the personnel manual and distributing it to all employees.
- 882 2. Reviewing this policy with all employees at the time of employment.

883 3. Monitoring this policy in the employment practices of presbytery staff and the  
884 development of position descriptions, and provide reports to the presbytery on the  
885 implementation of this policy.

886

#### **PART V: REVISIONS TO THE PERSONNEL MANUAL**

887 Presbytery may revise, amend or replace personnel policies upon the advice and  
888 recommendation of the personnel committee. Copies of the personnel manual shall be  
889 available in the presbytery office and shall be placed with members of staff, the stated clerk,  
890 presbytery moderator, and personnel committee.

891 **NOTE:** Date at bottom of page indicates date of original adoption or date of revision of material  
892 on that particular page, whichever is most recent.



893

## APPENDIX A

894

### SUMMARY POLICY STATEMENT

895 Welcome to the staff of Indian Nations Presbytery. We are a middle governing body of the  
896 Presbyterian Church (U.S.A.) that encourages relationships of trust and openness.

897 Indian Nations Presbytery is committed to affirmative action and equal employment opportunity.  
898 As part of this commitment, the policy of Indian Nations Presbytery will not permit any form of  
899 harassment, discrimination, or any conduct that has the purpose of interfering with an  
900 individual's work performance or creating an intimidating, hostile, or offensive work environment  
901 based on sex, race, religion, ethnicity, sexual orientation, age, national origin or disability. This  
902 policy prohibits harassment of or by employees whether verbal or physical. Any such action will  
903 be viewed as unacceptable and will not be tolerated.

904 The presbytery must also be made immediately aware if you have ever been involved in a civil  
905 or criminal lawsuit alleging actual or attempted sexual harassment, exploitation, or abuse;  
906 discrimination; physical abuse; child abuse; or if financial misconduct has ever been  
907 successfully prosecuted, settled out of court or dropped because the statute of limitations had  
908 expired.

909 The presbytery will not tolerate theft; destruction or misappropriation of equipment; violation of  
910 moral standards; breach of confidence; blatant dishonesty; insubordination; frequent tardiness;  
911 or manipulation, alteration, or falsification of records.

912

### EMPLOYEE ACCEPTANCE OF POLICY

913 Since the information, policies, and benefits described in this manual are necessarily subject to  
914 change, I acknowledge that revision may occur, accept the presbytery's policy of employment-  
915 at-will, and acknowledge that policy changes will be communicated through official notices. I  
916 understand that revised information may supersede, modify, or eliminate existing policies.

917 I understand that the position I am employed to fill is  full-time or  part-time,  exempt or  
918  non-exempt, and that I am employed at the will of Indian Nations Presbytery. I also  
919 understand that Indian Nations Presbytery may terminate me in accordance with the termination  
920 policy described in this manual and that my classification and/or benefits may be modified as  
921 necessary by the personnel committee, without my consent, subject to the approval of the hiring  
922 body.

923 I have read and understand the above statement and the Indian Nations Presbytery personnel  
924 manual concerning benefits and guidelines. I have had the duties of the position which I have  
925 accepted explained to me, and I understand the requirements of the position. I ensure that I am  
926 qualified and capable of performing my assigned tasks. I understand that a violation of any of  
927 the policies summarized above, or detailed in the personnel manual, is reason for termination.

928 Please sign and return to the presbytery office.

929

930 \_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date